



# **SELECTBOARD AGENDA & MEETING NOTICE**

**May 24, 2021**

***Location: Zoom meeting - access info in the agenda***

\*\*\*Indicates item added after the 48 hour posting

**bold underlined** time = invited guest or advertised hearing  
(all other times are approximate)

This meeting is being conducted remotely by all participants due to the State of Emergency related to COVID-19 and under the "Order Suspending Certain Provisions of the Open Meeting, G.L. c. 30A, §20" issued by Governor Baker on 3/12/20.

Public Participation will be by: Join Zoom Meeting:

<https://us02web.zoom.us/j/81082951702?pwd=cmZweVU4MjNjMEZCeGRkK1diZGRnUT09>

Meeting ID: 810 8295 1702 Passcode: 723708

Dial into meeting: +1 312 626 6799 or +1 929 436 2866

In the event the Zoom meeting is disrupted and cannot be resumed, the meeting platform will switch to a telephone conference call (phone number is 712-775-7031 and the access code is 883-045-865).

5:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

Pioneer Valley Mosquito Control District – explanation of the District and the services it provides –  
Carolyn Ness, Commissioner and Chris Craig, Coordinator

## Reorganization

- Election of Chair & Clerk
- Appoint Representative to Personnel Committee (currently Randy Crochier)
- Appoint Representative to FRCOG (currently Greg Snedeker)
- Appoint Representative to Franklin Regional Planning Board (currently John Ward, with Greg Snedeker as alternate)
- Appoint Representative to FRTA (currently Randy Crochier, and Ray as alternate)
- Appoint Representative to Machinery Advisory Committee (currently John Ward thru 6/30/21)
- Appoint Representative to Cable Advisory Committee (currently Greg Snedeker thru 6/30/21)
- Appoint Representative to Capital Improvement Planning Committee (currently Greg Snedeker thru 6/30/2021)
- Re-affirm authorization for the Chair to review & sign vendor and payroll warrants (until in-person Selectboard meetings resume)

## COVID-19 Topics

- Updates from Gill's Emergency Management Team
- Re-opening Town Buildings

## Old Business

- Review of Minutes
- Discussion/Vote on any updates to Gill's Alternative Mosquito Control Plan prior to submitting by May 28<sup>th</sup> deadline
- Gill Elementary School Floor Replacement Project – report on any new information or updates

## New Business

- Quote to repair/improve heating system in Fire Dep't. meeting/training room
- Fire Department 1986 Brush Truck – radiator or engine troubles

- Correspondence – David McGrath, possibility of sidewalk from Stoughton Place to Route 2
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

Warrants

FY21 #23 Vendors (\$56,994.74) & Payroll (\$30,365.67) – reviewed & signed by Chair on 5/11/21

FY21 #24 – to be reviewed & signed by the Chair and reported on at the next meeting

Adjournment

**Other Invitations/Meetings:**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
6/7	5:30 PM	Selectboard meeting	
6/21	5:30 PM	Selectboard meeting	
6/26	10 AM	Annual Town Meeting	



May 1, 2021

Gill Fire Department  
196 Main Rd  
Gill, MA 01354

**RE: Gill Safety Complex – Baseboard Heating Quote**

---

We appreciate the opportunity of providing you with a proposal to increase the available heat within the Safety Complex. We propose to furnish all the labor and material needed to install the equipment listed below.

---

**Equipment:** Runtal baseboard panels (1-10' panel; 1-4' panel; white)  
Associated materials

**Scope:** Remove existing Modine heater and existing piping in meeting room. Install 14' (fourteen feet) of additional baseboard panel heat. Re-pipe with correct size to supply all the baseboard heat in the meeting room. Heat will be controlled by existing thermostat.

**Cost:** \$6,000.00

**Payment**

**Terms:** Signed proposal & PO  
Balance due upon completion & start-up

**Electrical:** n/a

**Calibration:** We will adjust the unit(s) as needed to bring to correct operating specification

**Notes:** Due to material price changes beyond our control, the above price is valid for fourteen (14) days.

**Jamrog HVAC Inc**  
194 Millers Falls Rd Turners Fall, MA 01376  
ph. 413-548-9024  
[www.jamroghvac.com](http://www.jamroghvac.com)



**Terms & Conditions:**

All labor and materials are guaranteed for a period of one year with all applicable manufacturer's warranties in force from the date of installation. All work to be completed in a workman like manner according to standard practices. Any alteration, deviation or unforeseen circumstances from the above specifications involving extra costs will be executed only upon written orders and will become extra charge over and above the estimate as we may agree. All agreements are contingent upon strikes, accidents, or delays beyond our control. Our workers are fully covered by workman's compensation and liability insurance. Jamrog HVAC is not responsible for any changes to rebate and/or promotional programs that may occur.

**Acceptance of Proposal:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment terms are outlined above.

Date of Acceptance: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

**GILL CAPITAL PROJECT REQUEST FORM**

1. Date: 5/21/2021 2. Dept, Board, Committee Proposing Article: Gill Fire Department

**PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS**

3. Project Title: Brush Truck Replacement

4. Project Description: The goal of this project is to replace the 1986 Chevy M1008 Military Surplus Brush Truck with a new Ford F550 chassis with aluminum flat body. The current truck had ongoing mechanical issues as well as safety issues. A recent radiator/oil cooler failure left us looking for used parts out of decommissioned state owned vehicle as there are no longer new parts available. Repair costs will exceed the value of the vehicle. Storage boxes, Pump, tank, and equipment will be transferred from the current vehicle for cost savings.

5. Proposed Wording of Article: To see if the Town shall vote to...raise and appropriate \$55,000 from free cash for the purpose of replacing the Fire Department's 1986 Brush Truck with a new 2021 F550 Chassis.

6. Cost & Recommended Sources of Funding: (\*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY22	\$55,000	Free Cash
FY		
FY		
FY		
FY		
FY		
Six Year Total		
After 6 <sup>th</sup> Year		

(If figures are adjusted for inflation, what % did you use? \_\_\_\_\_)

7. Departmental Priority: Highest

8. Justification and Useful Life:

Our Brush truck is our third most utilized vehicle on the department. It is the vehicle we use for towing the boat and traffic trailer. In addition to being our only off-road vehicle for fires and rescue, it is also our primary vehicle for wires down and storm damage calls due to its maneuverability. Other than our rescue it is the only vehicle with 4-wheel drive. There are several houses along the river where a full size engine is unable access that the brush truck will be utilized if there were ever a fire as well. The expected useful life of a new brush truck would be approximately 30 years.

**PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS**

**"A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."**

**PART 2 - CAPITAL PROJECT (excluding equipment)**

9. Project Location:

10. Purpose of Form: ( ) Add a new item to the capital program ( ) Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel – Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

### **PART 3 - CAPITAL EQUIPMENT PURCHASE/RENTAL**

**12. Method of Acquisition (check appropriate):**      ☐ Purchase                          ☐ Rental

**13. Purpose of Expenditure:** (check all that are appropriate)

<input type="checkbox"/> Scheduled replacement	<input type="checkbox"/> Present equipment obsolete
<input type="checkbox"/> Replace worn-out equipment	<input type="checkbox"/> Reduce personnel time
<input type="checkbox"/> Expanded service	<input type="checkbox"/> New operation
<input type="checkbox"/> Increased safety	<input type="checkbox"/> Improve procedures, records, etc.

**14. Number of Similar Items in Inventory:** \_\_\_\_\_

**15. Estimated Use of Requested Item(s):** \_\_\_\_\_ **Weeks per year**  
 \_\_\_\_\_ **Average days per week**  
 \_\_\_\_\_ **Average hours per day used**  
 \_\_\_\_\_ **Useful life in years.**

### 16. Replaced Items:

Item	Make	Age	Costs from Prior Years		
			Maint. Cost	Breakdowns	Rental Cost

## **PART 4 - COMMENTS**

**17. CIP Committee Recommendation:**

**18. Selectboard Recommendation:**

**19. Finance Committee Recommendation:**

**GILL CAPITAL PROJECT REQUEST FORM**

1. Date: 5/21/2021 2. Dept, Board, Committee Proposing Article: Gill Fire Department

**PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS**

3. Project Title: Brush Truck Replacement

4. Project Description: The goal of this project is to replace the 1986 Chevy M1008 Military Surplus Brush Truck with a new Ford F550 chassis with aluminum flat body. The current truck had ongoing mechanical issues as well as safety issues. A recent radiator/oil cooler failure left us looking for used parts out of decommissioned state owned vehicle as there are no longer new parts available. Repair costs will exceed the value of the vehicle. Storage boxes, Pump, tank, and equipment will be transferred from the current vehicle for cost savings.

5. Proposed Wording of Article: To see if the Town shall vote to...raise and appropriate \$57,325.77 from free cash for the purpose of replacing the Fire Department's 1986 Brush Truck with a new 2021 F550 Chassis. This appropriation is to be paid out over a three year lease in the amount of \$19,108.59 a year.

6. Cost & Recommended Sources of Funding: (\*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY22	<u>\$19,108.59</u>	<u>Free Cash</u>
FY23	<u>\$19,108.59</u>	<u>Free Cash</u>
FY24	<u>\$19,108.59</u>	<u>Free Cash</u>
FY		
FY		
FY		
Six Year Total		
After 6 <sup>th</sup> Year		

(If figures are adjusted for inflation, what % did you use? \_\_\_\_\_)

7. Departmental Priority: Highest

8. Justification and Useful Life:

Our Brush truck is our third most utilized vehicle on the department. It is the vehicle we use for towing the boat and traffic trailer. In addition to being our only off-road vehicle for fires and rescue, it is also our primary vehicle for wires down and storm damage calls due to its maneuverability. Other than our rescue it is the only vehicle with 4-wheel drive. There are several houses along the river where a full size engine is unable access that the brush truck will be utilized if there were ever a fire as well. The expected useful life of a new brush truck would be approximately 30 years.

**PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS**

**"A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."**

**PART 2 - CAPITAL PROJECT (excluding equipment)**

9. Project Location:

10. Purpose of Form: ( ) Add a new item to the capital program ( ) Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel – Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

### **PART 3 - CAPITAL EQUIPMENT PURCHASE/RENTAL**

**12. Method of Acquisition (check appropriate):**      ☐ Purchase                      ☐ Rental

**13. Purpose of Expenditure:** (check all that are appropriate)

<input type="checkbox"/> Scheduled replacement	<input type="checkbox"/> Present equipment obsolete
<input type="checkbox"/> Replace worn-out equipment	<input type="checkbox"/> Reduce personnel time
<input type="checkbox"/> Expanded service	<input type="checkbox"/> New operation
<input type="checkbox"/> Increased safety	<input type="checkbox"/> Improve procedures, records, etc.

**14. Number of Similar Items in Inventory:** \_\_\_\_\_

**15. Estimated Use of Requested Item(s):** \_\_\_\_\_ **Weeks per year**  
 \_\_\_\_\_ **Average days per week**  
 \_\_\_\_\_ **Average hours per day used**  
 \_\_\_\_\_ **Useful life in years.**

### 16. Replaced Items:

Item	Make	Age	Costs from Prior Years		
			Maint. Cost	Breakdowns	Rental Cost

## **PART 4 - COMMENTS**

### 17. CIP Committee Recommendation:

### 18. Selectboard Recommendation:

**19. Finance Committee Recommendation:**



**GILL CAPITAL PROJECT REQUEST FORM**

1. Date: 5/21/2021 2. Dept, Board, Committee Proposing Article: Gill Fire Department

**PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS**

3. Project Title: Brush Truck Replacement

4. Project Description: The goal of this project is to replace the 1986 Chevy M1008 Military Surplus Brush Truck with a new Ford F550 chassis with aluminum flat body. The current truck had ongoing mechanical issues as well as safety issues. A recent radiator/oil cooler failure left us looking for used parts out of decommissioned state owned vehicle as there are no longer new parts available. Repair costs will exceed the value of the vehicle. Storage boxes, Pump, tank, and equipment will be transferred from the current vehicle for cost savings.

5. Proposed Wording of Article: N/A

6. Cost & Recommended Sources of Funding: (\*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY22	<u>\$19,108.59</u>	<u>Mount Hermon</u>
FY23	<u>\$19,108.59</u>	<u>Mount Hermon</u>
FY24	<u>\$19,108.59</u>	<u>Mount Hermon</u>
FY		
FY		
FY		
Six Year Total		
After 6 <sup>th</sup> Year		

(If figures are adjusted for inflation, what % did you use? \_\_\_\_\_)

7. Departmental Priority: Highest

8. Justification and Useful Life:

Our Brush truck is our third most utilized vehicle on the department. It is the vehicle we use for towing the boat and traffic trailer. In addition to being our only off-road vehicle for fires and rescue, it is also our primary vehicle for wires down and storm damage calls due to its maneuverability. Other than our rescue it is the only vehicle with 4-wheel drive. There are several houses along the river where a full size engine is unable access that the brush truck will be utilized if there were ever a fire as well. The expected useful life of a new brush truck would be approximately 30 years.

**PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS  
 "A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."**

**PART 2 - CAPITAL PROJECT (excluding equipment)**

9. Project Location:

10. Purpose of Form: ( ) Add a new item to the capital program ( ) Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel – Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

### **PART 3 - CAPITAL EQUIPMENT PURCHASE/RENTAL**

**12. Method of Acquisition (check appropriate):**      ☐ Purchase                      ☐ Rental

**13. Purpose of Expenditure:** (check all that are appropriate)

<input type="checkbox"/> Scheduled replacement	<input type="checkbox"/> Present equipment obsolete
<input type="checkbox"/> Replace worn-out equipment	<input type="checkbox"/> Reduce personnel time
<input type="checkbox"/> Expanded service	<input type="checkbox"/> New operation
<input type="checkbox"/> Increased safety	<input type="checkbox"/> Improve procedures, records, etc.

**14. Number of Similar Items in Inventory:** \_\_\_\_\_

**15. Estimated Use of Requested Item(s):** \_\_\_\_\_ **Weeks per year**  
 \_\_\_\_\_ **Average days per week**  
 \_\_\_\_\_ **Average hours per day used**  
 \_\_\_\_\_ **Useful life in years.**

### 16. Replaced Items:

Item	Make	Age	Costs from Prior Years		
			Maint. Cost	Breakdowns	Rental Cost

## **PART 4 - COMMENTS**

**17. CIP Committee Recommendation:**

**18. Selectboard Recommendation:**

**19. Finance Committee Recommendation:**

## Instructions for the CAPITAL PROJECT REQUEST FORM

This form requests the basic information required for each department project request. It should be completed for each project whether it is for a new project or a project modification.

1. **Date:** Insert the date the form is filled out.
2. **Dept, Board, or Committee Proposing Article:** Insert the name of the group making the request.
3. **Project Title:** Insert a few key words that summarize or describe the proposed project.
4. **Project Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery.

Describe the expected relationships of this project to existing or planned facilities and services, both public and private. Also, summarize the probable impact of the project on the environment or the municipality, if applicable.

The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information.

Include references to any supporting studies or other relevant background information regarding this project.

Attach additional sheets as necessary.

5. **Proposed Wording of Article:** Write, to the best of your ability, a town meeting warrant article for this project. The Administrative Assistant may be able to help you with the wording.
6. **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (after Sixth Year). If adjustments are made due to inflation, indicate the rate used for this adjustment.

List any recommendations for sources of financing including independent, joint or non-local financing sources. Such sources may include federal, state and regional authorities, the county, adjacent municipalities, civic organizations and private business. If the project's recommended source of financing involves special conditions or requirements, they should be indicated.

7. **Departmental Priority:** Consider all projects being proposed by your department in the same program year. Assign a weight of 100 to the top priority project for each year. Rate all other projects proposed for the same year relative to the top priority project. For example, if projects A (100), B (95) and C (60) were proposed for a program year, the weight of "100" would be placed in Item 3 for project A. Also, in parentheses include the notation (1 of 3) to identify the project as the top priority of three proposed projects.
8. **Justification and Useful Life:** Indicate the need for the project and what it is expected to accomplish and its anticipated useful life. Describe its relationship to local, regional, state and federal policies and plans, as well as the requesting department's multi-year plans and program. Explain the priority assigned to this project, and the selection of the time period proposed.

Include any other pertinent information and references to surveys or studies regarding the justification for the project not mentioned in Item 4 above.

Attach additional sheets as necessary.

9. **Project Location:** Indicate where the project will be located, i.e., which town-owned building or property, including a street address if applicable. For the purchase of land, indicate the tax map and parcel number, and include a copy of the tax map and any surveys. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible.
10. **Purpose of Form:** Indicate whether the project is a new project or a modification of a previously adopted project.

11. **Net Effects on Operating Costs:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a “+” or “-” in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for “**other**”. Debt service costs may be computed later by the CIP Committee as an annual debt service cost (principal and interest) over the project's life.

12. **Method of Acquisition:** Check the appropriate category.
13. **Purpose of Expenditure:** Check the appropriate reason(s) for this expenditure.
14. **Number of Similar Units in Inventory:** Indicate and list the number of similar equipment items in the inventory of the requesting department. Include the item(s) that this expenditure would replace.
15. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage (in days per week and in hours per day) for the specified period. Also show the estimated useful life of the item based on planned usage.
16. **Replaced Items:** Provide the information indicated for any town-owned or rented item(s) that will be replaced by the request item(s). If there are no items being replaced, enter N/A.
17. **CIP Committee Recommendation:** This space is reserved for any notes or comments made by the CIP Committee.
18. **Selectboard Recommendation:** This space is reserved for any notes or comments made by the Selectboard.
19. **Finance Committee Recommendation:** This space is reserved for any notes or comments made by the Finance Committee.

April 28, 2021

To whom this may concern,

I live in Stoughton Place, and am not allowed to drive anymore (due to having open heart surgery twice). I have to walk from here, over to Food City to go grocery shopping, and back. I have a small CANVAS-type wagon that I pull along for the groceries.

My question to the town is this: Is there any possibility of installing a sidewalk from the entrance to Stoughton Place down to the corner of Route 2? It would only affect three yards, the two houses before the liquor store and the one house just past the liquor store going down the hill.

I realize money is tight everywhere, but if this could be done, it would be greatly appreciated by any WALKERS living here.

Thankfully Yours

David J. McGrath

David J. McGrath