



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Fueling of Town-Owned Dial-A-Ride Vehicles at Town Fueling Facilities

2. **Date of submission:** May 22, 2013

3. **Date of Board Meeting:** June 10, 2013

4. **Individual or Entity making the submission:**

Thomas J. Roy, P.E. – Director of Public Works – (860) 658-3222

Mickey Lecours-Beck – Director of Social Services – (860) 658-3283

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the fueling of Town-owned Dial-A-Ride vehicles at the Town's fueling facilities (Public Works and Water Pollution Control) for exclusive use as transportation for Simsbury residents participating in the Simsbury Dial-A-Ride program, subject to approval by Town Counsel of a contract with the Dial-A-Ride vendor.

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Thomas J. Roy, P.E. – Director of Public Works – (860) 658-3222

Mickey Lecours-Beck – Director of Social Services – (860) 658-3283

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

In an effort to help control costs Simbury Social Services ha asked Public Works to provide fuel for the Town's two Dial-A-Ride buses. By providing this fuel at cost, the contractor that operates the Dial-A-Ride program has agreed to a zero increase for the 2013-2014 contract year.

The vehicles in question are owned by the Town and will be used exclusively for Simsbury's Dial-A-Ride program. Town Counsel will prepare a contract with the Dial-A-Ride vendor (Martel Transportation) which (1) places specific limits on the amount of gas that may be used, (2) requires certification that the gas will be used exclusively for the Town of Simsbury and its Dial-A-Ride program, and (3) places responsibility for any adverse ruling by the Department of Revenue Services with the vendor.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

- Memo from Social Services requesting this action
- Memo summarizing the agreed upon terms for the use of the Town's fueling facilities



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Social Services Department

MEMORANDUM

To: Thomas Roy, Public Works Director
From: M. Lecours-Beck, Social Services Director
Date: April 26, 2013
Re: Use of Town gas pumps for Dial-A-Ride vehicles

Per our discussions over the last few months, our Dial-A-Ride contractor (Martel Transportation) has agreed to a zero increase in his 2013-2014 contract with the Town, in exchange for purchasing gasoline/diesel, for the Dial-A-Ride vehicles, from the Town. (This will save the Town \$3,316.00.)

This fuel will only be used in vehicles used to transport residents of Simsbury, and the vast majority of trips are in and around Simsbury. Martel's best estimate of usage for the coming year is as follows:

Dial-A-Ride bus #1 uses 3,966 gallons of Gasoline annually;
Dial-A-Ride bus #2 uses 3,645 gallons of Diesel annually.

I believe this to be a win/win situation for both the Town and our Dial-A-Ride contractor.

Thank you for your support in this matter.

MLB/csb

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Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Dial-A-Ride Fueling at Public Works – Terms of Use

To: Board of Selectmen
CC: Mickey Lecours-Beck
From: Thomas J. Roy, Director of Public Works 
Date: May 22, 2013

Below is a summary of the agreed upon terms for Dial-A-Ride's use of the Town's fueling system.

Fuel Quantities and Use:

The Town contracts for our fuel purchases based upon an estimated quantity on yearly (or two year) basis, the price is set for the year and if we exceed the quantity, the price will go up to "market rate", or if we do not use enough fuel we have to pay a penalty. For this year, we are essentially adding Dial-A-Ride's estimated usage to our existing contract and this will increase our chance for going over our allotment (if this happens, all users - police, highway, parks, WPCA, etc. will have to pay a higher rate for the fuel they use). If for any reason Dial-A-Ride will need more fuel than their estimate of 4,000 gallons of gas and 3,700 gallons of diesel, we will need to review this and determine if alternate arrangements should be made.

Everyone using our fuel system has to understand that on a few rare occasions, because we lock our fuel rates in a year or two in advance we run the risk that fuel prices will drop and the price for fuel from the Town will be more than the price at the local gas station - this is rare, but if this happens, we need a commitment that Dial-A-Ride will still get all their fuel from us - as a non-town user, if they decided to go where it is the cheapest, we would be at risk of not using our minimum annual allotment, and the Town would have to pay a penalty. We are simply requiring everyone to share in the risk.

The fuel from the Town is not taxed and therefore is only for municipal use.

Fees:

Currently, we are not charging any of the users for the operation and maintenance of our fueling facility - this may change in the future. We have investigated charging a fixed fee per gallon to cover our costs for maintenance on the fueling system (the more gallons we pump, the faster the equipment wears out). Additionally, items like fuel keys, etc. are a cost that has been absorbed by Public Works in the past, but if we develop an appropriate method for billing, we may charge for these items in the future (relatively small cost, but as a department these \$5 fuel keys can add up).

Our current rate for gas is \$3.17 and diesel is \$3.18 - based on the quantities you presented, this should represent a significant annual savings to Dial-A-Ride based on current local pricing.

Public Works will charge Social Services for the fuel pumped by Dial-A-Ride at the Public Works facility.

Service:

We do our best to accommodate all of the fuel users, but when there is a problem fueling - everyone needs to be patient and understanding that we are not a full service gas station. When they need help, our staff may not be able to immediately fix a fueling key issue, etc. They need to realize they may have to come back later in the day or the following day to have a problem fixed.

Dial-A-Ride will use our facility during normal hours - Monday-Friday 7:30am to 3:30 pm.