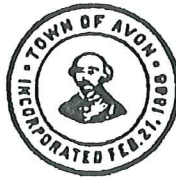


BOARD OF SELECTMEN
Francis A. Hegarty, Chairman
Robert F. Brady, Jr., Clerk
Steven P. Rose, Associate

Francis T. Crimmins, Jr.
TOWN ADMINISTRATOR

Town of Avon Massachusetts



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BOARD OF SELECTMEN MEETING TUESDAY, JANUARY 24, 2017 6:00 P.M.

Members present:

Robert F. Brady, Jr., Clerk
Steven P. Rose, Associate

Others present:

Francis T. Crimmins, Jr., Town Administrator
Shanna M. Faro, Executive Assistant to the Town Administrator
Shannon MacKenzie, Town Accountant
Patricia Bessette, Town Clerk
Barbara Littlefield, Park & Recreation
Carl Fischer, Park & Recreation
Michael Lawler, Park & Recreation
Stephen McCarthy, Park & Recreation
Ann Fogg, Acting Library Director
Charles Comeau, Library Trustee
Julie Murray, Library Trustee
William Fitzgerald, DPW Director
Keith Nastasia, Assistant DPW Director

Selectman Rose called the meeting to order at 6:00 p.m.

BUDGET WORKSHOP

Town Clerk

Patricia Bessette approached the Board to discuss her Budget for Fiscal Year 2018.

161 Town Clerk – Ms. Bessette informed the Board that the Salary-Assistant Clerks line item had been raised based on the AFSCME contractual obligations of her two employees and based on a 52.2-weeks of the year payroll period. Ms. Bessette stated that she raised the Professional and Tech line item as she intends to purchase a new database to assist her with the new Public Records Law and document requests. The increase is for the purchase of the new database, the training of the employees and for maintenance of the system. Ms. Bessette stated that she increased the Dog Expense line item as last year her office ran out of dog tags to give to residents for licensed dogs. Mr. Crimmins asked Ms. Bessette to give some thought about the possible restructure of her office in the event of any resignations or retirements. Ms. Bessette informed the Board that in the event of a retirement in her Department, she would be willing to switch from being a part-time employee to working full-time. Ms. Bessette asked for a salary comparable to the Town Clerk of the neighboring Town of Holbrook. Ms. MacKenzie suggested adding a Salary-Non Union line item should the Town Clerk position become full-time in Fiscal Year 2018. Ms. Bessette

stated that she felt two full-time employees in her position would suffice to keep the office functioning efficiently.

162 Town Clerk & Registrars – Ms. Bessette informed the Board that the figures have decreased for this Department as there are less elections to be held in Fiscal Year 2018.

163 Census – Ms. Bessette informed the Board that she had increased the Postage line item due to the increase in the cost of stamps. Ms. Bessette increased the Census Exp. (Fmr1210) line item as the printing costs for the Street Listing book have increased.

Park & Recreation

The Park & Recreation Commission appeared before the Board to discuss their proposed Budget for Fiscal Year 2018.

Mr. Fischer requested that the Board consider granting the request of the Commission in hiring a year round Programs Director to oversee the various programs provided by the Park & Recreation Department. Mr. Fischer stated that it is the intent of the Board that this person would work on average 25 hours per week, with the exception of July and August, the months in which the Summer Program runs. Mr. Fischer stated that the Commission was requesting to increase the Salary-Non Union line item by roughly \$21,000 to fund this position. Mr. Rose asked for supporting documentation to justify the need for a year round Programs Director. Mr. Rose inquired as to who would supervise this proposed staff member, given that the Park & Recreation Commission is a part-time, elected Board. Mr. Crimmins reminded the Commission that an employee that works over 19.5 hours per week is also entitled to benefits from the Town such as health insurance. Mr. Lawler stated that the intent of the year round Programs Director is to maintain a continuity between the seasonal programs, to maintain the history, contacts and paperwork behind their most popular activities and field trips in which to carry forward from year-to-year for successful programs. Mr. Rose requested that the Commission research neighboring communities for job descriptions and pay scales of this proposed position and report back to the Board.

Mr. Fischer stated that they had increased the Repairs/Maintenance, Building and Equipment line item as they have had some damage to their equipment such as the gate entrance at the Miller-Tracy playground. He stated it would also pay for new mulch.

Library

Ann Fogg and the Library Trustees approached the Board to present their proposed Budget for Fiscal Year 2018.

Ms. Fogg began by stating she had level funded the Salary-Dept. Head line item as a new Library Director had not yet been appointed. Ms. Fogg stated that with the help of Shannon MacKenzie, she had calculated the Salary-Union line item based on the new AFSCME contractual obligations, step increases and based on a 52.2 weeks-per year payroll period. Ms. Fogg stated that the Salary-Non Union line item was slightly increased for the part-time positions at the library such as the Shelver. Ms. Fogg stated that the Library Energy Utilities line item had been increased based on the Library requiring both gas and oil fuel. Mr. Rose asked Ms. Fogg why she had increased that line item by 12% and requested Ms. Fogg to reexamine that figure based on last year's bills. Ms. Fogg stated that she will supply the Board with supporting documentation for this request. Ms. Fogg informed the Board that the Library Non Energy/Phone line item has been raised significantly due to the new telephone system from Partners Technology that was implemented this month. Ms. Fogg stated that the Library has never before had a phone system linked to all of the other Town offices. Ms. Fogg informed the Board that the Purchase Service/Repairs Maintenance line item has been for the cost of Comcast's phone and internet services and fees to the Library. Ms. Fogg stated that she had also significantly raised the Education Supplies line item due the amount of training required for new staff members.

Department of Public Works

Bill Fitzgerald and Keith Nastasia appeared before the Board to discuss the proposed Budget for the DPW for Fiscal Year 2018.

Mr. Fitzgerald began with a PowerPoint presentation to justify his Budget and to list the goals and initiatives of the Department moving forward. Mr. Fitzgerald highlighted the DPW's functional areas such as administration, capital planning and grants. The water responsibilities of the DPW include water treatment, distribution and storage, and the overall water supply. On the highway responsibilities of the DPW include the streets, grounds, snow and maintenance. The DPW is also responsible for storm water. Finally, the DPW deals with engineering projects, GIS, and developmental review. Mr. Fitzgerald stated his appreciation that the Board of Selectmen have been supportive of increasing the reliability of the fleet. The upgraded specifications of the fleet have multiple uses but has been most helpful with snow removal. Mr. Fitzgerald informed the Board that he intends to work on several capital planning projects next year for items such as pavement management and storm water drainage. Mr. Fitzgerald stated that capital construction projects for 2018 include improving the water pipes, roads and drainage for the Brentwood subdivision, repairs to Town Hall parking lot, and West Main Street through the MassWorks grant. Mr. Fitzgerald informed the Board that he plans to work on acquiring several grants for next year such as a MassWorks grant for economic development and the USDA Rural Development grant. Mr. Fitzgerald is currently managing the Department of Environmental Protection Water Infrastructure and Vertical Assets grant as well as the MassWorks grant for West Main Street. Mr. Fitzgerald provided the Board with a complete list of goals for each aspect of his Department such as the Highway Division, Water Division, storm water and drainage, snow operation, water supply, water treatment, distribution and storage.

After the presentation, Mr. Fitzgerald provided a brief overview of his budget spreadsheet. Mr. Fitzgerald increased his Salary Dept. Head line item significantly as his contract is up for renewal this year and he is asking for a raise. Mr. Rose asked Mr. Fitzgerald to research the DPW Director position for comparable towns for justification of his requested increase. Mr. Fitzgerald increased the Salary Union line item based on the AFSCME contractual obligations.

Adjournment

At 9:40 p.m., the Board unanimously voted to conclude the Workshop Session.

Mr. Rose voted aye.

Mr. Brady voted aye.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator