

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

# Town of Avon Massachusetts

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Michael McCue, Town Administrator



## BOARD OF SELECTMEN MEETING THURSDAY, JULY 11, 2013 7:30 p.m.

Members present: Francis A. Hegarty, Chairman  
Steven P. Rose  
Robert F. Brady, Jr.

Others present: Michael McCue, Town Administrator  
Joseph Lalli, Town Counsel

Chairman Hegarty called the meeting to order at 7:30 p.m. with all members present.

Selectman Rose led the meeting in the Pledge of Allegiance.

Mr. Brady made a motion to accept the minutes of Thursday, June 20, 2013 (Regular Session) as written. Mr. Rose seconded the motion. The motion carried.

Mr. Brady made a motion to approve the minutes of Thursday, June 6, 2013 (Executive Session) as submitted. Mr. Rose seconded the motion. All were in favor.

Mr. Brady made a motion to approve the minutes of Monday, June 24, 2013 (Prior to STM at Avon Middle/High School) as written. Mr. Rose seconded the motion. The vote was unanimous.

There were no public comments during the Open Forum.

### 7:35 p.m.—Mark Abrahams—Comprehensive Review of Avon's Water System

Mr. Abrahams, Presidents of the Abrahams Group, Michael Schrader, Project Engineer at Tighe & Bond and Elizabeth Zaleski appeared before the Board.

Mr. Abrahams thanked the Board for the opportunity to review and assess Avon's water system. He reported that there were two (2) focus areas in the assessment: (1) Water Operations and (2) Financial.

Mr. Schrader will report his recommendations from an engineering/operations standpoint. Ms. Zaleski will report on Financial Management to include the billing and management systems.

A Water Metering and Finance Process Flow Diagram were presented to the Board.

Listed below are some of the recommendations offered to the Board by Mr. Schrader:

- (1) Master meters at Connolly Road, Memorial #1 Corrosion Control Building and Trout Brook Well Field should be replaced.
  - (2) Acquire a tablet computer or other handheld device to record daily records of chemical usage, water, metering and maintenance of facilities. There are 1600 water meters in the Town; 372 are old.
  - (3) Create a backup system for both hard copy and electronic data
  - (4) Contract with a maintenance firm to calibrate the online analyzers every six months and to train operating personnel on the proper schedule and procedures for performing daily, weekly and monthly checks and calibrations for this equipment.
  - (5) Create a tracking mechanism and Logbook to maintain records of online analyzer calibration and maintenance.
  - (6) Cross training is needed.
  - (7) Upgrade manually read meters to the most current metering system. Replace the 372 meters that are 15 years old or older. After the meters are replaced, implement a routine replacement program. Old meters under-report. This results in missing revenue.
  - (8) Develop a tracking method and standard operating procedure to track all unmetered water.
  - (9) Contract with a company to perform annual leak inspections on an annual basis or perform this work in-house.
10. Develop online analyzer reporting mechanism and train all personnel on utilizing it when needed.
11. Specific job descriptions and responsibilities of the operations staff should be developed along with training to assure that water system monitoring and reporting protocols are identified and followed appropriately.

Ms. Zaleski reviewed the billing system and stressed that bills must go out on time.

Ms. Zaleski offered some of the following recommendations to the Board:

1. Develop standard operating procedures documented in a policies and procedures manual and update as necessary.
2. Maintain important data on the computer to ensure the tracking of reads and issue accounts is clear and readable.
3. At the completion of the billing cycle, focus on issue accounts and strive to eliminate them as issue accounts.

4. The Town should develop a policies and procedures manual for the Billing Office. The manual should be developed with the assistance of the Treasurer, Collector and Town Accountant.
5. Replace the GTR meters.
6. Increase office staffing hours to match the hours Town Hall is open.
7. Prepare formal commitment document to include utility liens added to taxes
8. Provide more periodic reporting between the Water Department and the Collector's office.
9. Clarify abatements and adjustments.
10. Develop written policies and procedures governing the processing of and posting of billings and abatements, adjustments and payments
11. There is currently no abatement process. An integrated system is needed.
12. Establish a procedure to notify the Water Department of new properties

At 8:55 p.m., the Board thanked Mr. Abrahams, Mr. Schrader and Ms. Zaleski for their comprehensive review of Avon's water system.

### **PARK AND RECREATION COMMISSION**

Chair Barbara Littlefield and member Glenn Fernald appeared before the Board. The Board reiterated that all Park and Recreation summer help must be appointed by the Board of Selectmen. A discussion followed about the Town's hiring policies.

Mr. Brady made a motion to hire the following individuals to the Park and Recreation Department, contingent upon successful fulfillment of the Town of Avon hiring policies:

#### **Counselors:**

Emily Waldron	G7-6 \$10.06
Catherine DeQuinzio	G7-2 \$9.43
Kyle Rakutis	G7-1 \$8.98

Mr. Rose seconded the motion. The vote was unanimous.

### **REAPPOINTMENT OF SPECIAL POLICE OFFICERS FOR 2013/2014**

Chairman Hegarty read the list of Special Police Officers to be appointed for 2013/2014 as recommended by Police Chief Warren Phillips.

The following individuals were appointed as Special Police Officers, term to expire: June 30, 2014:

Robert Brady	Landis Hershey
Sheri Carney	Joseph Lalli
Theodore Colocousis	Warren B. Lane
Charles Comeau	Michael McCue
Stephen Cosindas	Steven P. Rose

Peter Crone  
Edward Doran  
Linda Farley  
Francis Hegarty  
Laurice Hedges

William Salter  
Alex Sinclair  
Tara Tradd

Paul Chapman

“Permanent Intermittent Police Officer”

Brockton Police Officers assigned to patrol D.W. Field Park as Avon Special Police Officers:

Officer Antonio Randolph  
Officer David Santos  
Officer Mark Reardon  
Officer Eric Smith

Mr. Brady made a motion to approve as read the list of Special Police Officers, term to expire: June 30, 2014. Mr. Rose seconded the motion. All were in favor.

On a motion made by Mr. Brady, seconded by Mr. Rose, it was unanimously voted to appoint Kevin J. Foster as the Fire Department’s representative to the Board of Appeals, based on Chief Spurr’s recommendation, with a term to expire: June 30, 2016.

**Request from Columbia Gas to excavate to abandon gas service:**

- (1) 58 East Main Street
- (2) 25 Grant Drive
- (3) 57 Page Street
- (4) 160 East High Street

Mr. Rose made a motion to grant the road opening permits to abandon gas service at the above-mentioned streets. Mr. Brady seconded the motion.

Chairman Hegarty wanted to address in particular openings on Page Street and East High Street and he would have to oppose them. They are streets that are paved less than five years and he does not agree with the policy of the gas company coming in and removing these stubs and disturbing these streets. They are not restoring these roads in the condition that they were in and he sees no reason why the taxpayers of this Town should pay for road reconstruction only to see a utility come in within a very short period of time and want to dig the road up to shut off a stub.

The Chair recommends that the two requests for Grant Drive and East Main Street be approved and that Page Street and East High Street requests be denied. The gas company can reapply after the streets have been replaced for five years.

The Chair made a motion to amend the motion on the table by striking the permission on Page Street and East High Street. Mr. Rose seconded the motion with discussion.

Mr. Rose agrees with the amendment and as part of the amendment he would request that the Town Administrator contact the gas company and have a representative come before the Board and bring with them documentation for further explanation.

The Chair reminded the Board that it was only a short time ago a representative came in to remove a stub on West High Street and then within 60 days came in and asked us to reinstall gas service. It just goes to prove that they don't do their homework very well.

At this point Town Administrator McCue brought it to the Board's attention that the sketch for the road opening on East Main Street is an application in defect. The sketch attached is for East High Street.

Chairman Hegarty offered a revised amendment that the request for 58 East Main, 57 Page and 160 East High Street be denied.

It was unanimously voted to approve the revised motion as amended.

#### **Street Opening Permit for 185 Bodwell Street to cut off gas service**

A request was received from Columbia Gas to cut off gas service at 185 Bodwell Street.

Chairman Hegarty mentioned a notation from the Water Department requesting that they locate on the map where the road cut would be. Chairman Hegarty does not see a designation as to where that road cut is.

Mr. Rose stated he is confused. He is looking for a 3 x 5 road cut to install gas service. Chairman Hegarty reported it is to cut off gas service and install a new gas service.

Where is the 3 x 5 cut located? Is it in the roadway? Is it in the sidewalk? The map does not have any markings that could be deciphered.

Mr. Brady made a motion to table the item for clarification. Mr. Rose seconded the motion. The motion carried.

A request for one-day special alcohol permits was received from Avon Fish & Game Association for August 3 and September 22, 2013.

Mr. Rose made a motion to approve a one-day special alcohol permit for Avon Fish & Game Association on August 3, 2013, valid August 2 through August 5. Mr. Brady seconded the motion. All were in favor.

Mr. Rose made a motion to approve a one-day special alcohol permit for Avon Fish & Game Association on September 22, 2013, valid September 21 through September 24. Mr. Brady seconded the motion. All were in favor.

A request was made to approve signing of the Master Lease Purchase Agreement for the Fire Department Pumper which was approved by Town Meeting. A vote of the Board is necessary to authorize commitment.

Mr. Rose, Clerk of the Board, read as follows:

“The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 01 to the Master Lease Purchase Agreement dated as of July 15, 2013, between the Town of Avon (Lessee) and Tax-Exempt Leasing Corp. (Lessor).”

“The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee’s behalf with such changes thereto as such person(s) deems appropriate and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.”

Mr. Rose made a motion to appoint Francis A. Hegarty as the appropriate party to sign. Mr. Brady seconded the motion. The vote was unanimous.

### **Town Administrator’s Report**

Mr. McCue reported that he was contacted by T.L. Edwards and work will begin next week on Cedar Road.

Mr. McCue heard from Representative Galvin that legislation is moving forward at the State House for approval to create a DPW.

Mr. McCue anticipates that the new phone system will go on line next week.

Mr. McCue received information from Yee Consulting for the Board’s review regarding the Crowley School project.

On a motion made by Mr. Rose, seconded by Mr. Brady, it was unanimously voted to approve all vouchers for the payment of bills as submitted.

At 9:30 p.m. Mr. Brady made a motion to enter Executive Session to discuss collective bargaining for AFSCME. Mr. Rose seconded the motion.

A roll call vote was taken:

Mr. Brady voted aye

Mr. Rose voted aye

Chairman Hegarty voted aye

The Board would not reconvene in Open Session.

Respectfully submitted,

*Miriam Rothstein*

Miriam Rothstein  
Secretary