

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

Francis T. Crimmins, Jr.
TOWN ADMINISTRATOR

Town of Avon Massachusetts

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**BOARD OF SELECTMEN MEETING
THURSDAY, JANUARY 21, 2016
BUDGET WORKSHOP
6:00 P.M.**

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

Others present: Francis T. Crimmins, Jr., Town Administrator
Shanna M. Faro, Executive Assistant to the Town Administrator
David Martineau, Police Chief
Robert Spurr, Fire Chief
William A. Fitzgerald, Jr., Department of Public Works Director
Geno Gingras, IT Director

Chairman Hegarty called the meeting to order at 6:00 p.m. with all members present.

I. Appointment of Assistant Assessor

Paul Sullivan appeared before the Board. Mr. Rose made a motion to appoint Mr. Sullivan to the position of Assistant Assessor effective Tuesday, January 19, 2016. Mr. Brady seconded the motion. All were in favor. Mr. Sullivan stated that he was looking forward to working for the Town of Avon in his new position.

II. Budget Workshop for Fiscal Year 2017

Meeting with Police Chief David Martineau

Chief Martineau approached the Board to present the Police Department's budget for Fiscal Year 2017. The Chief explained to the Board that the only item he had increased on his budget from Fiscal Year 2016 was overtime for the union officers. Chief Martineau explained that the reason for this increase is for required training for the officers as well as police escorts to the hospital. The Chief stated that the officers are mandated for five training classes per year.

Selectman Rose inquired as to the police staffing issues. Mr. Rose did not see an increase in the budget to fill the need for additional officers. Chief Martineau stated that, in his budget, he had included the salary for a Deputy Chief, however, the Police Department could utilize two additional patrolmen as well, which he had not included in his budget. Chairman Hegarty expressed the need for more police showing at the schools, such as a school resource officer. With the consensus of the Board agreeing that the Police

Department needs additional staffing, Chairman Hegarty asked the Police Chief to call for a current Civil Service list to staff three additional police officers. The additional staffing will fill every vacant position on the force, which will reduce the amount of money spent in overtime. Chief Martineau stated that the base pay for a patrol officer is \$51,000. Accordingly, Chief Martineau will add \$110,000 in union salary to his budget. The Chief will also add an additional \$80,000 to his Capital Outlay article for two new police vehicles. Chief Martineau will adjust his budget based on his discussion with the Board and resubmit to Town Accountant Shannon MacKenzie.

Meeting with Fire Chief Robert Spurr

Chief Spurr approached the Board to present the Fire Department's budget for Fiscal Year 2017. Chief Spurr proposed the same \$10,000 budget as Fiscal Year 2016 for the Emergency Management Fund. The Board agreed with this assessment. Chief Spurr stated that the only change in his budget from last year was an increase in \$3,000 for "Other Supplies". Chief Spurr stated that this was due to the service agreement for the cardiac compression machines. Chief Spurr also proposed \$1,000 for "Recruitment and Recognition", with the intention of awarding hard working employees and boosting morale. Chairman Hegarty advised Chief Spurr to be cautious of the distinct rules regarding public funding. Mr. Hegarty advised Chief Spurr to consult with the Town Administrator and labor counsel to discuss this matter further.

Mr. Crimmins had several questions for Chief Spurr regarding the Town's ambulance services, such as response time, mutual aid for neighboring towns, and the ambulance billing procedures. Chief Spurr stated that the Town does not profit from its ambulance service, however, the call responders are much faster to our citizens than if the Town had an external ambulatory service.

Chairman Hegarty asked Chief Spurr if he had incorporated any suggestions from James Tobin's study on the Avon Fire Department done in 2014, such as hiring another daytime firefighter. Chief Spurr informed the Board that he could not recall offhand all of Mr. Tobin's finding but that he would review the study once again, get figures for Mr. Tobin's suggestions and report back to the Board.

Meeting with William Fitzgerald, DPW Director

Mr. Fitzgerald approached the Board to present the Department of Public Works' budget for Fiscal Year 2017. Mr. Fitzgerald's budget was identical from Fiscal Year 2016. Mr. Rose inquired as to whether the DPW Director would be receiving a cost of living increase in his salary for 2017. Mr. Fitzgerald noted the oversight and will correct that item and resubmit to Shannon MacKenzie.

Chairman Hegarty inquired as to the bidding process for water chemicals as there is an option of putting out a county bid for water chemicals through Norfolk County. Mr. Fitzgerald stated that his department is a member of a consortium for obtaining these supplies; however, he will review this suggestion to acquire the best possible rates. The Board and Mr. Fitzgerald participated in a brief discussion about alternate water sources, aside from the Town's wells.

Mr. Fitzgerald stated that he had not yet worked on the figures for articles he will propose at the Annual Town Meeting. Mr. Crimmins also reminded the Board that three DPW vehicles are out of commission due to engine failure or accidents and he may want to consider the status of these vehicles when working on capital planning. The Board recommended Mr. Fitzgerald work on his articles and report back to the Board.

Meeting with Geno Gingras, IT Director

Mr. Gingras approached the Board to present the IT Department's budget for Fiscal Year 2017. Mr. Gingras increased the budget in his department by \$22,601. Mr. Gingras explained that the reason for this increase is primarily due to the need for necessary software upgrades. Mr. Gingras explained that programs that the Town utilizes such as Vision, Zobrio, New England Mobile Systems, Inc. (for the GPS tracking system), Voice Systems, Innovative Management and Virtual Town Hall all require software maintenance and upgrades. Furthermore, Mr. Gingras stated that every department is using more technology than ever before.

Mr. Gingras noted that last year was the first year a full time IT Director position was approved by the Town at the Annual Town Meeting. As a result, the technology budget is now inclusive of programs that would have once been listed on separate departments. For example, Vision would have been included on the Assessors' budget, while Innovative Management is a program for the Police Department and would have been listed on their budget. Mr. Rose suggested Mr. Gingras provide supporting documentation to justify how the IT Department has taken on the financial burden of software expenses for other departments, deflecting that line item expense in other departments' budgets. Mr. Rose also asked Mr. Gingras to provide the Board with a summary as to how the Town is saving money by bundling the technology expenses together. Mr. Gingras agreed to the Board's suggestions and departed.

III. Adjournment

At 10:40 p.m., Chairman Hegarty requested the Board make a motion to conclude the Workshop Session. Mr. Rose made a motion to adjourn the Workshop Session. Mr. Brady seconded the motion. The vote was unanimous.

A roll call vote was taken.

Mr. Rose voted aye.
Mr. Brady voted aye.
Mr. Hegarty voted aye.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator