

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 THURSDAY, SEPTEMBER 1, 2016 7:30 P.M.

Members present:

Francis A. Hegarty, Chairman
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
Joseph S. Lalli, Town Counsel
Gene Mazzella, Council on Aging Director
Chavonne Baldwin, External Affairs Specialist, Columbia Gas
Tracy Self, Designer Selection Committee
Charles Comeau, Designer Selection Committee
Sherry Guilbault, Executive Director of Avon Housing Authority
Kevin M. Edwards
Irene DeMarco

Avon Housing Authority:

Janet Jensen, Chair
Judy Laniewski, Vice Chair/Governor Appointee
Louis Minchello, Member

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

Selectman Steven Rose led the meeting in the Pledge of Allegiance.

Meeting Minutes

Mr. Brady made a motion to accept the minutes of Thursday, August 18, 2016 (Regular Session) as read.
Mr. Rose seconded the motion. The motion carried.

Mr. Brady made a motion to accept the minutes of Thursday, August 18, 2016 (Executive Session) as read. Mr. Rose seconded the motion. The motion carried.

Announcements

Chairman Hegarty reminded all citizens that the Town of Avon is in a severe drought. The Department of Public Works has issued a Phase 1 Water Ban in which only hand-held hoses for watering are allowed and only between the hours of 5:00 p.m. to 9:00 p.m.

TOWN OF AVON
2016 SEP 16 AM 9:33
TOWN CLERK

Chairman Hegarty cautioned residents that the Norfolk County Mosquito Control and the Department of Public Health have confirmed that mosquitoes in the Town of Avon have tested positive for the West Nile Virus. Chairman Hegarty advised all residents to avoid being outside at dusk, cover up with long sleeves and long pants and to use protective spray against mosquito bites.

Chairman Hegarty advised residents that donations are needed for the Avon Food Pantry and that any assistance is greatly appreciated.

Finally, Chairman Hegarty reminded voters that the State Primary Election is Thursday, September 8, 2016 from 7:00 a.m. to 8:00 p.m. in the Mary McDermott room at Town Hall.

7:45 p.m. – Avon Housing Authority

The members of the Avon Housing Authority appeared before the Board at 7:45 p.m. to discuss filling two vacant positions on their Board. Chairman Hegarty advised the Housing Authority that as this is an elected position, any appointments made tonight would only be valid until the Town election of April 12, 2016, at which time both positions would be placed on the ballot. Chairman Hegarty stated that one vacancy is for a one-year term, while the second vacancy is for a two-year term. Irene DeMarco stated that she intends to run for the one-year term in April. Kevin Edwards stated his intention to run for the two-year term in April.

Mr. Brady made a motion to appoint Irene DeMarco to the Avon Housing Authority Board. Mr. Rose seconded the motion.

Mr. Brady made a motion to appoint Kevin Edwards to the Avon Housing Authority Board. Mr. Rose seconded the motion.

Chairman Hegarty asked for a roll call vote of both Boards to appoint Irene DeMarco and Kevin Edwards to the Avon Housing Authority Board. Chairman Hegarty voted aye. Mr. Brady voted aye. Mr. Rose voted aye. Janet Jensen voted aye. Judy Laniewski voted aye. Louis Minchello voted aye. The motion carried.

8:00 p.m. – Designer Selection Committee

Tracy Self and Chuck Comeau approached the Board to discuss the status of the new Public Safety Building. Ms. Self presented the Board with the final version of the Town of Avon's Request for Proposals for an Owner's Project Manager for Construction of the Avon Police Station and Renovated Fire Station dated August 31, 2016. Ms. Self stated that the Designer Selection Committee worked in collaboration with Town Counsel in preparing this document. She stated that the RFP lays out the scope of services and qualifications needed for an OPM. The final version also contains criteria which will help the Designer Selection Committee in judging which OPM will be the best fit for the job. Mr. Comeau stated that it is the goal of the Designer Selection Committee to review the proposals thoroughly and interview each candidate intensely. Chairman Hegarty questioned why the title on the Request for Proposals contains both the Police Station and the Fire Station. Chairman Hegarty stated that he was under the impression that the Designer Selection Committee would focus on the Police Station first and that after that project was finished, the Fire Station process would commence. Attorney Lalli expressed his concern that a prospective OPM might be confused and think he was bidding on two projects as opposed to one. Chairman Hegarty requested the Designer Selection Committee consult with Attorney Lalli on the correct wording of the title of the Request for Proposals before it goes out to print in the Central Register.

UNFINISHED BUSINESS

Street Opening Procedures

Mr. Crimmins informed the Board that he has asked DPW Director William Fitzgerald to draft up proposals for new forms for the Board to use for Street Opening Requests. Mr. Crimmins stated that the current forms being used for Street Opening Requests provide little structure and often times Columbia Gas is confusing Street Opening Request forms and interchanging them with Trench Request Forms which are used by the Fire Department. Chavonne Baldwin approached the Board and stated that Columbia Gas would be amenable to any new forms required by the Town of Avon. For clarification, Ms. Baldwin stated that the work performed by Columbia Gas does not typically require a trench permit, which by OSHA standards is required when digging more than 4 ½ feet. Ms. Baldwin stated that Columbia Gas provides trench permits in their Street Opening Requests as more of a courtesy than a requirement. Chairman Hegarty informed Ms. Baldwin that the Board will be reviewing the handling of street opening requests in an attempt to improve the process for the Town. Chairman Hegarty requested that this item be placed on the agenda for the October 6, 2016 meeting.

Internet Use Policy & Social Media Policy

Mr. Crimmins informed the Board that he met with Town Counsel, the IT Director and the Human Resources Coordinator this week to review drafts of a revised Internet Use Policy and Social Media Policy. Mr. Crimmins stated that he suggested some revisions to these drafts and that they were not ready tonight to present to the Board for their approval. Mr. Brady made a motion to table the Internet Use Policy and Social Media Policy until the September 15, 2016 meeting. Mr. Rose seconded the motion. The motion carried.

Phone System

Mr. Crimmins stated to the Board that he was informed by the IT Director Geno Gingras that he is still awaiting information from the phone vendors and therefore is not ready to present this proposal to the Board tonight. Mr. Brady made a motion to continue the phone system issue until the September 15, 2016 meeting. Mr. Rose seconded the motion. All were in favor.

Update on Memorial Drive Properties

Mr. Crimmins informed the Board that Assistant Assessor Paul Sullivan prepared a binder containing information on all of the Town-owned properties for each member of the Board. Mr. Crimmins stated that he has also received a proposal from a builder concerning several lots on Memorial Drive containing diagrams and computer simulated photographs of what he would like to build in that area. Chairman Hegarty requested another update on the Memorial Drive properties be placed on the October 6, 2016 meeting agenda.

NEW BUSINESS

Property at 249 West Main Street

Mr. Crimmins stated that the piece of property located at 249 West Main Street, right near the Avon Middle-High School and a dentist office has become quite an eyesore and is alleged to be in several Board of Health violations as well as other Town Bylaw violations. Building Inspector Robert Borden sent a letter to the owner of this property on July 17, 2016 listing all of these violations and requesting the owner to take immediate action to rectify this situation. Chairman Hegarty stated that this property has been troublesome dating back to 2007, when it was declared uninhabitable by the Board of Health agent.

Furthermore, Chairman Hegarty stated that it was once posted on the property that the Fire Department was not to enter that building. Chairman Hegarty opined that the building should be condemned. Selectman Rose questioned whether the Town could make repairs on that building and require the owner to pay for such repairs. The question was referred to Town Counsel for review.

Street Opening Requests from Columbia Gas

Mr. Rose made a motion to approve the street opening request for a 4' x 6' x 15' road cut at 410 Central Street to install new gas service with the stipulation that Columbia Gas follow the trench rehabilitation requirements per the Department of Public Works. Mr. Brady seconded the motion. The vote was unanimous.

Mr. Brady made a motion to approve the street opening request for a 4' x 6' x 10' road cut at 35 Feeley Street to install new gas service with the stipulation that Columbia Gas follow the trench rehabilitation requirements per the Department of Public Works. Mr. Rose seconded the motion. All were in favor.

Step Increases for Council on Aging

Mr. Brady made a motion to approve the step increase for Council on Aging van driver William Salter from a Grade F5, Step 5 at \$12.59 per hour to a Grade F5, Step 6 at \$12.79 per hour effective July 1, 2016. Mr. Rose seconded the motion. The motion carried.

Mr. Brady made a motion to approve the step increase for Council on Aging lead cook Cynthia Seeley from a Grade F7, Step 1 at \$13.87 per hour to a Grade F7, Step 2 at \$14.18 per hour effective July 27, 2016. Mr. Rose seconded the motion. The vote was unanimous.

Correspondence

Chairman Hegarty acknowledged correspondence from Clean Harbors Environmental Services, Inc. dated August 30, 2016 regarding a Permanent Solution Statement that the chemical spill on Malley Avenue on July 1, 2016 resulted in no significant risk to the environment.

Chairman Hegarty read the resignation letter of Sergeant John Buker, who is retiring from the Avon Police Department, effective September 15, 2016, after twenty-eight years of service. Mr. Rose made a motion to accept the resignation of Sergeant John Buker with reluctance. Mr. Brady seconded the motion. The motion carried. The Board thanked Sergeant Buker for his many years of service and dedication to the Town.

Approval of Vouchers for the Payment of Bills

Mr. Rose made a motion to pay the bills. Mr. Brady seconded the motion. All were in favor.

Town Administrator's Report

Mr. Crimmins informed the Board that the Human Resources aspect of his office continues to stay busy. Human Resources Coordinator Shanna Faro is currently advertising for the positions of Assistant Director of the Department of Public Works, as well as a part-time Police Dispatcher position. Library Director Karen Johnson retired on August 26, 2016 so an advertisement for that position will be placed soon as well. Mr. Crimmins stated that he is also looking to improve the time and attendance cards by implementing a new format for these forms. In addition, Mr. Crimmins stated that he held a Department Head meeting on Wednesday, August 31, 2016 in which he discussed the proposed Internet Use Policy and Social Media Policy as well as a review of the Worker's Compensation Policy.

Police – As stated previously, Sergeant Buker is retiring on September 15, 2016.

Fire – Chief Spurr recently attended the International Association of Fire Chiefs Conference in Texas.

DPW – The Department of Environmental Protection Sanitary Survey was highly complementary. Ray Campanile and his crew deserve high marks for ongoing maintenance and operations. The Environmental Health and Safety Audit performed by Tighe and Bond was also very complementary of the DPW operations. Bill Fitzgerald is also working on getting more funding from MassWorks. Mr. Fitzgerald is working on a grant application in an attempt to get Avon into the West Main Small Town “STRAP” category.

Treasurer/Collector – Deb Morin reports that the Tax Office will now be accepting credit cards for payment of water bills, real estate, personal property and motor vehicle taxes as of September 12, 2016.

Town Accountant – Shannon MacKenzie reports that the Town of Avon was one of the first towns in the Commonwealth to have free cash certified by the Department of Revenue. Ms. MacKenzie will be attending more procurement classes in the coming months.

Assessors – Mr. Crimmins thanked Paul Sullivan for preparing the “Town-Owned Properties” binders for the Board

IT – Geno Gingras is working with Attorney Lalli on the Internet Use Policy and Social Media Policy

Town Clerk – Patricia Bessette is preparing for the State Primary Election which will be held on Thursday, September 8, 2016 at Town Hall. Absentee ballots have been mailed out to 32 residents to date.

Building Inspector – Bob Borden reports an increase in the number of residential permits in August

Board of Health – Tara Tradd reports that the Massachusetts Department of Public Health has issued an advisement to Avon residents that mosquitoes in the area have tested positive for the West Nile Virus.

Council on Aging – Gene Mazzella reports that the Council on Aging had its summer barbeque today at the Avon Fish & Game Association, complete with good food and entertainment. A fun time was had by all.

School Department – The first day of school for Avon students in Grades 1 through 12 was Wednesday, August 31, 2016.

Finance Committee – The budget process will begin in the coming months.

Town Counsel – Joseph Lalli reports that he has been busy working with the Designer Selection Committee preparing the Request for Proposal in order to get the processing moving along and choosing an Owner’s Project Manager to hire for this undertaking. Mr. Lalli has also started drafting the contract for the Owner’s Project Manager. Mr. Lalli has also been working with Mr. Gingras on the Town Hall phone proposal, the Social Media Policy and the Internet Use Policy. Mr. Lalli has been working with the Fire Chief on an agreement with the company that provides their insurance billing software. Finally, Mr. Lalli has done some research on the hiring of a new Library Director.

Reconvene and Adjournment

At 9:10 p.m., Chairman Hegarty requested the Board enter into Executive Session for the purpose of discussing Collective Bargaining with Union Bargaining Units such as AFSCME, Police, and Fire, and Employment Agreements with Non-Union Personnel, all of which could prove detrimental if discussed during Open Session. The Board would reconvene in Open Session to vote on the Agreement with the AFSCME Bargaining Unit. Mr. Rose made a motion for the Board to enter into Executive Session. Mr. Brady seconded the motion. All were in favor.

A roll call vote was taken.

Mr. Rose voted aye.

Mr. Brady voted aye.

Mr. Hegarty voted aye.

At 11:30 p.m., Mr. Brady made a motion to adjourn the Executive Session and reconvene in Open Session. Mr. Rose seconded the motion. The motion carried.

Mr. Brady made a motion to ratify the Agreement between the Town of Avon and the AFSCME Bargaining Unit. Mr. Rose seconded the motion. The vote was unanimous.

At 11:31 p.m., Mr. Rose made a motion to adjourn the Open Session. Mr. Brady seconded the motion. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script, reading "Shanna M. Faro".

Shanna M. Faro
Executive Assistant to the Town Administrator