

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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TOWN CLERK

BOARD OF SELECTMEN MEETING THURSDAY, JANUARY 22, 2015 7:30 p.m.

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

Others present: Francis T. Crimmins, Jr., Town Administrator
Joseph Lalli, Town Counsel
Robert Borden, Building Inspector
David Martineau, Police Chief
Patricia Bessette, Town Clerk

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

Town Clerk, Patricia Bessette, led the meeting in the Pledge of Allegiance.

Mr. Brady made a motion to accept the minutes of Thursday, January 8, 2015 (Regular Session) as written. Mr. Rose seconded the motion. All were in favor.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS—FY'16 BUDGET DISCUSSION

Town Administrator Crimmins spoke about the FY '16 budget. According to the Town By-Laws, all budgets will be forwarded by the Board of Selectmen to the Finance Committee by Friday, January 30, 2015. Mr. Crimmins reported that all departments must submit to the Board of Selectmen capital improvements within the next two weeks. Mr. Crimmins is asking the Board to consider dates to meet to work on the FY '16 budget. The Board agreed to have a budget work session on Saturday, February 7, 2015 at 8:00 a.m.

UPDATE ON TOWN HALL RENOVATIONS

Mr. Borden reported that plans have been submitted to the Board for their review on the remodeling project currently nearing completion. Mr. Borden is waiting for additional estimates and the cost for additional lock knob sets. There are three (3) cubicles in the plans for the Board of Selectmen; a Town Administrator's office (to the ceiling), a human resource office (to the ceiling), Cable TV and I/T room, storage room (reduced by about half) and a meeting room approximately 26 x 18. To construct a Town Administrator's office, it would be necessary to make changes in the heating system, duct work, etc. Mr. Borden stated the estimated cost of the back room renovation would run around \$33,000 to \$35,000. The lock sets would run about \$1000.00.

Chairman Hegarty asked about a fire proof room (storage area). Mr. Borden stated he doesn't know what the cost would be but would look into it.

The Board thanked Mr. Borden for the update.

DISCUSSION REGARDING TOWN WEBSITE

Town Clerk Patricia Bessette appeared before the Board requesting a second level domain name www.AVON-MA.gov be delegated to the Town of Avon. This domain name would be used for the purpose of the Town website. The use of this domain is consistent with the Town of Avon's Internet Policy. Ms. Bessette reported that she checked out other towns and it is more consistent to have .gov rather than .org at the end of the website address. Mr. Rose suggested that Ms. Bessette look into the matter and make sure there is no .gov domain already. He recalls an avonma.gov domain name that was discussed last year.

Mr. Crimmins provided the Board with a second draft handbook of the Town of Avon's employee policies and procedures. This is a compilation of previously approved policies and suggested policies. The handbook was compiled by Town Clerk Patricia Bessette and Administrative Assistant Shanna Faro. Mr. Crimmins applauded their efforts in compiling this important information. The Board suggested reviewing 20 pages at a time to make changes/deletions/additions.

Mr. Crimmins discussed the FY '16 Capital Improvements for the May, 2015 Annual Town Meeting warrant. There will be an article for the renovation of the Fire/Police Station; upgrades to the water system and parking lot repairs.

Meeting dates for February were announced as follows:

Thursday, February 5, 2015 at 7:30 p.m.

Thursday, February 19, 2015 at 7:30 p.m.

ANNOUNCEMENTS

Bulk Collection Day is **Saturday, February 7, 2015**. Items must be curbside by 7:00 a.m. For white goods, appliances and bulk metal, call Howland Disposal to schedule a pick up. For further information, contact the Avon Board of Health.

Town Administrator Crimmins announced he received information from the Commonwealth of Massachusetts, Office of the Governor, that Chapter 90 local transportation aid funding for fiscal year 2015 has increased from \$200 million to \$300 million statewide. The letter certifies that the Town of Avon's Chapter 90 apportionment for fiscal year 2015 has been increased from \$180,939 to \$271,408.

Chairman Hegarty reported State Representative William Galvin has filed an act to limit the Department of Environmental Protection (DEP) to license any trash transfer station within a 10 mile radius that impacts the Town of Avon in the future.

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.

Town Administrator Crimmins handed the Board two (2) originals of the Settlement Agreement and General Release of Claims with the Town of Avon and Paolini Corporation. The Board signed both originals of the Settlement Agreement and the agreement was notarized by Town Clerk Patricia Bessette.

A request for a temporary sign permit was received from Affordable Furniture at 75 Stockwell Drive to advertise a "Tax Refund Sale." Two banners will be displayed from January 30th through February 27, 2015.

Mr. Rose made a motion to grant a temporary sign permit to Affordable Furniture to display two banners from January 30th through February 27, 2015 advertising a "Tax Refund Sale." Mr. Brady seconded the motion. The motion carried.

A request for a temporary sign permit was received from Affordable Furniture to display two (2) vinyl banners advertising a "Tax Refund Sale" from March 6th through April 3, 2015.

Mr. Rose made a motion to approve a temporary sign permit request from Affordable Furniture to display two (2) vinyl banners advertising a "Tax Refund Sale" from March 6th through April 3, 2015. Mr. Brady seconded the motion. All were in favor.

TOWN ADMINISTRATOR'S REPORT

Mr. Crimmins reported he has two transfer requests from the Reserve Account.

1. \$12,700 to Town Hall Renovations from the Reserve Fund due to remaining unpaid bills of the Town Hall project
2. \$14,000 to the Veteran's Benefits Account. Veteran's benefits were based on 3 veterans receiving benefits for the fiscal year. Since October, 2 additional veterans are receiving services. There was an unforeseen death claim due to a veteran's spouse moving into Avon before the veteran passed away. These items have depleted the account.

A letter was received from Nover-Armstrong Associates, Inc. of Carver, Massachusetts informing the Town of a Notice of Activity and Use Limitation (AUL) recorded with the Norfolk County Registry of Deeds. This AUL affects the property located at 61 Strafello Drive in Avon. The AUL identifies certain activities and uses which are inconsistent with maintaining a condition of No Significant Risk at the site. This is a public notification.

Police Chief David Martineau informed the Board that he will be out on medical leave to have surgery early in February. He has worked out a coverage schedule with Sergeant Buker running the Police Department. The Board wished him well on his upcoming surgery.

Town Administrator Crimmins announced the collective bargaining agreement for AFRA and the Town of Avon (Avon Firefighter's Relief Association) was signed on January 8, 2015 by the Board's unanimous vote.

Department of Public Works—water bills have gone out. Mr. Crimmins discussed water issues, DEP information is on target; the SCADA system and Porter Well were mentioned.

Mr. Crimmins reported that he had a discussion with DPW Director Bill Fitzgerald regarding the use of seasonal workers (perhaps college students) to work for the Town in the summer time. This would allow for DPW work that cannot get done all year to be done.

Town Treasurer/Collector—Personnel action forms have been updated. Ms. Morin updated the Capital Improvement Five Year Plan in excel.

Town Accountant Shannon MacKenzie will be taking procurement courses. Ms. MacKenzie holds all contracts for the Town. The standard mileage rate set by the IRS for business travel is 57.5 per mile.

Board of Assessors—are requesting two (2) articles be placed on the Annual Town Meeting Warrant in May relative to State mandated re-certifications.

Mr. Crimmins met with the Finance Committee at the Avon Public Library last evening.

Town Clerk Patricia Bessette requested that three (3) Optech Voting machines be declared as surplus. They have not been used in at least nine (9) years. The next Town election is on April 14, 2015. Ms. Bessette has been busy with annual Census forms.

Board of Health—Tara Tradd is pleased to announce the Avon Board of Health and the COPE Center will be offering screenings for HIV, HCV, and STI on Friday, February 27, 2015 from 11:00 a.m. to 4:00 p.m. at the Avon Council on Aging. This program is free and confidential.

Mr. Crimmins reported the Norfolk County Pension Assessment for FY '16 is \$969,509.

At 8:50 p.m., Mr. Rose made a motion to convene in Executive Session to discuss strategy with respect to collective bargaining with AFSCME, Avon Police and Avon Fire unions as an open meeting may have a detrimental effect on the litigating position of the public body, so declared

by the Chair, and to reconvene in open session for the sole purpose of adjournment. Mr. Brady seconded the motion.

A roll call vote was taken:

Mr. Rose voted aye

Mr. Brady voted aye

Chairman Hegarty voted aye

Respectfully submitted,

A handwritten signature in black ink that reads "Miriam Rothstein". The signature is written in a cursive, flowing style.

Miriam Rothstein

Secretary