

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, FEBRUARY 5, 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

Not present: Joseph Lalli, Town Counsel

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

Selectman Brady led the meeting in the Pledge of Allegiance.

Mr. Brady made a motion to accept the minutes of Thursday, January 22, 2015 (Regular Session) as written. Mr. Rose seconded the motion. All were in favor.

Mr. Brady made a motion to approve the minutes of Thursday, January 22, 2015 (Executive Session) as submitted. Mr. Rose seconded the motion. The motion carried.

With the Board in agreement, Chairman Hegarty announced the opening of bids for the 2014 Annual Town Report at 7:45 p.m. has been postponed until Thursday, February 19, 2015 at 7:45 p.m. due to severe weather and interruptions in mail delivery.

UNFINISHED BUSINESS

Town Administrator Crimmins asked for the Board's approval to transfer funds from the Reserve Fund to pay invoices outstanding relative to Town Hall renovations. The requested amount is \$12,700.

Mr. Rose made a motion to approve a transfer from the Reserve Fund requested by Town Administrator Crimmins to pay invoices for Town Hall renovations (Phase I) at this time. Mr. Brady seconded the motion. The vote was unanimous.

Mr. Crimmins spoke about domain names for Avon's website. A member of the Board, at a prior meeting, recalled a discussion relative to the domain name of avonma.gov. However, this domain name was never acted on. Mr. Crimmins asked the Board to review a letter prepared by Town Clerk Patricia Bessette requiring the Chairman's signature. www.avon-ma.gov is the second level domain name delegated to the Town of Avon.

Mr. Rose made a motion to grant permission for Chairman Hegarty to sign the domain letter. Mr. Brady seconded the motion. All were in favor.

NEW BUSINESS

Mr. Brady made a motion to approve all vouchers for the payment of bills as submitted. Mr. Rose seconded the motion. The motion carried.

Mr. Crimmins congratulated Mr. Fitzgerald and his crew on the pre-planning and post storm coordination between departments. Highway crews and contractors have been great. An Emergency Management Meeting was held prior to the storm. There was good coordination with departments regarding electricity, mail delivery, trash pick-up, etc. The Senior Center was open with coffee and snacks. Restrooms were available. That was a great morale booster. The higher ratio of salt to sand also worked well in temperatures above 20 degrees.

The Board received a DPW Blizzard report from Mr. Fitzgerald. He reported on several issues of concern such as "we are almost out of treated salt," equipment breakdown and the need for two (2) more sanders. The time it takes to complete treating the Town is too long.

Mr. Crimmins discussed the cleaning of fire hydrants. Who does this? Chairman Hegarty responded that we need to use personnel (DPW) to accomplish this. Chairman Hegarty stated we need to push the Police Department to ticket individuals impeding snow removal.

Mr. Crimmins discussed the FY '16 budget. A meeting will be held this coming Saturday, February 7th at 8:00 a.m. This would be a budget workshop session meeting. Mr. Crimmins informed the Board that Deb Morin has put together binders for their use and review relative to submitted articles to be placed on the warrant for Annual Town Meeting.

Town Administrator Crimmins presented the Board with a second draft of an "Employee Policies and Procedures Handbook" which is a compilation of previously approved policies and suggested policies for the Board's review.

Mr. Crimmins asked the Board to look at an "Emergency Closing of Facilities Policy" which was created to provide efficient and consistent standards and procedures for the closing of Town facilities during emergency situations (i.e. snow storms, etc.) Mr. Crimmins reported that on February 2nd Town Hall was open for business. It was a day when property taxes were due and many Avon residents come into Town Hall to pay their taxes. A snow storm began before the morning commute; Town Hall employees present that day were sent home, per the Board of Selectmen, at 1:00 p.m. An issue arose at the Avon Public Library. At 7:00 a.m., the Board of Trustees and the Library Director agreed to close the library. Mr. Crimmins wanted to let the Board know because consistent standards and procedures apply to all Town facilities and a

decision to close must be made by the Board of Selectmen. Chairman Hegarty stated the Library and Town Hall must be on the same page because employees are covered by collective bargaining agreements signed by the Board of Selectmen.

Mr. Crimmins discussed other policies such as Employee Code of Conduct; Anti-Harassment Policy; Workplace Attire Policy; Internet Use Policy; Model Drug and Alcohol Policy; CORI checks; Vehicle Usage Policy and Work-Related Injury Policy.

Chairman Hegarty suggested each member take the draft of the Procedures Handbook home and at the end of each meeting the Board would hold a workshop to review and update 40 pages at a time.

Town Administrator Crimmins suggested that the Board votes to approve a snow policy, allowing a designee to carry it out at this time.

Mr. Rose made a motion to adopt the "Emergency Closing of Facilities Policy," contained on pages 73-75, as written. Mr. Brady seconded the motion. The motion carried.

Chairman Hegarty announced Bulk Pick-Up has been postponed until Saturday, February 21st. All bulk items must be curb side by 7:00 a.m. Please contact the Avon Board of Health for further information.

TOWN ADMINISTRATOR'S REPORT

Mr. Crimmins reported that all department heads and Fire and Police personnel did a great job with the February 2nd snow storm. Mr. Crimmins took part in a conference call to MEMA and explained about storm assessment and reimbursement. The Town of Avon, being in Norfolk County, will file the appropriate forms for reimbursement. The forms are due on Monday, February 9th.

The Board of Assessors—Assistant Assessor David Wood reported that as of February 3rd, the Board received 21 total abatement applications. Last year 31 applications were received; this means we are down roughly 23% from last year. This year's legal deadline was on Monday, February 2, 2015.

Police Department—Chief Martineau will be out beginning February 9th for shoulder surgery and Sergeant Buker will be working 8-4 weekdays overseeing the daily activities of the department.

Treasurer/Collector—Treasurer's Cash Reconciliation Report showing the cash balance in each of the Town's bank accounts; tax collector's reconciliation with the Town Accountant; working on budget worksheets with the Town Administrator and articles for Annual Town Meeting this May. Mr. Crimmins thanked Deb Morin for her timely numbers.

Building Department—Thank you to Bob Borden who has taken care of the Town buildings, especially the Senior Center, removing hanging icicles from the roof for public safety.

Chairman Hegarty reported that Comcast's contract is coming up for renewal. A meeting with the Cable T.V. Advisory Board should be scheduled soon.

At 9:05 p.m., with all business completed, Mr. Rose made a motion to adjourn. Mr. Brady seconded the motion. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script, reading "Miriam Rothstein". The signature is written in dark ink and is positioned above the printed name and title.

Miriam Rothstein
Secretary