

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

Town of Avon Massachusetts

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Francis T. Crimmins, Jr.
TOWN ADMINISTRATOR



TOWN OF AVON
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TOWN CLERK

BOARD OF SELECTMEN MEETING THURSDAY, FEBRUARY 19, 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
David Martineau, Police Chief
Robert Spurr, Fire Chief
Bill Fitzgerald, DPW Director

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

Town Administrator Crimmins led the meeting in the Pledge of Allegiance.

Mr. Brady made a motion to accept the minutes of Thursday, February 5, 2015 (Regular Session) as written. Mr. Rose seconded the motion. All were in favor.

Mr. Brady made a motion to table the minutes of Saturday, February 7, 2015 (Budget Work Session draft). Mr. Rose seconded the motion. The motion carried.

UNFINISHED BUSINESS—UPDATE OF FY '16 BUDGET

Mr. Crimmins reported that Deb Morin put together individual FY '16 budget worksheet binders for the Board's use. Another binder was handed out with a summary of Annual Town Meeting 2016 articles.

A Budget Workshop Session was held on Saturday morning, February 7th at 8:00 a.m. Unfortunately a power outage occurred and the meeting was cut short. Mr. Crimmins e-mailed departments with budget questions that required a response.

Police Chief David Martineau (Department 210) appeared before the Board. A spreadsheet explained the breakdown of salaries, shift differentials, longevity, holiday pay, overtime,

vacation, personal, sick time, etc. for union and management personnel. Chief Martineau confirmed the salary line item does include a salary for a Deputy Chief. Chief Martineau reported that with the hiring of a new patrolman, the total Police Department would staff eleven patrolmen, three sergeants, one Deputy Police Chief and one Police Chief.

Chief Martineau mentioned the purchasing of tasers for Police Department use. Tasers would require training. An article was submitted on the Annual Town Meeting Warrant with funds being transferred from the CMVI account.

The Board thanked Chief Martineau for his attendance and wished him a speedy recovery from his shoulder surgery.

**7:45 p.m.—Opening of bids for printing of the Avon Annual Town Report for 2014
(postponed from February 5, 2015)**

Chairman Hegarty read the bid advisory that was sent to all vendors on the bid list. The bid opening was postponed due to the severe weather we have experienced as well as interruptions in mail service.

The following bids were opened by Mr. Rose, Clerk of the Board:

<u>Company</u>	<u>600 copies</u>	<u>700 copies</u>
1. MASS COR (Norfolk, MA)	\$3599.92	\$4192.56
2. King Printing (Lowell, MA)	\$2321.87	\$2498.64
3. KASE Printing (Hudson, NH)	\$2143.00	\$2442.00
4. Flagship Printing (N. Andover, MA)	\$2038.24	\$2305.39
5. Country Press (Lakeville, MA)	\$2025.22	\$2474.05

Mr. Brady made a motion to take the bids under advisement. Mr. Rose seconded the motion. The motion carried.

Chief Robert Spurr (Department 220) appeared before the Board to discuss the Fire Department's FY '16 budget. Chief Spurr reported an increase in Education and Training from \$3,000 to \$12,000 due to the State's new EMT training requirements. Chief Spurr would like to see the Town use Reverse 911. The cost would run about \$3,700 per year. The system would be in house for emergency management needs.

The Board thanked Chief Spurr for his input.

DPW Director William Fitzgerald (Dept. 440) reported he advised residents and businesses (AIPA) to remove snow off of their roofs due to the heaviness of so much snow. Mr. Fitzgerald discussed capital items that were placed in a 5700 account. The items should have been charged to articles. A discussion followed regarding the SCADA project and the fact that it must be advertised again.

Town Administrator Crimmins reported that Mr. Fitzgerald has done an excellent job with the DEP Consent Order.

Mr. Rose complimented Mr. Fitzgerald and his crew on a good snow removal job.

Mr. Fitzgerald mentioned the additional cost for obtaining road salt. The Town had to send trucks to pick up additional salt. Mr. Fitzgerald mentioned that fire hydrants should be dug out by tomorrow. Fire Department personnel have been used for the digging out of hydrants.

Chairman Hegarty suggested getting Town departments together to develop a Resource Book which would provide information regarding people in Town who need assistance, such as seniors and shut-ins and those on medical equipment necessitating power.

An Emergency Management meeting was held providing resources (generators) for the tanks to protect the water supply.

Town Accountant Shannon MacKenzie informed the Town Administrator that reimbursement would be coming for one storm only.

NEW BUSINESS

Police Chief Martineau is requesting the Board's approval for the hiring of a new dispatcher.

Mr. Crimmins attended a Finance Committee meeting on February 17th. The Finance Committee met and agreed to pay the contractors for Phase I of the Town Hall renovation. Mr. Borden will provide estimates for the Phase II renovation at the next Board of Selectmen's meeting.

The Board discussed scheduling meetings with the Cable TV Advisory Board relative to the renewal of their contract with the Town and the Board of Assessors.

After some discussion, it was agreed to schedule a meeting on Wednesday evening, March 11, at 6:30 p.m. with the Board of Assessors and 7:30 p.m. with the Cable TV Advisory Board.

Police Dispatcher Sheri Carney is requesting the Board's approval for a sick bank transfer of eight (8) sick days to be credited to Sheri Carney from Carl Fischer. Ms. Carney would like to use the sick time to extend her maternity leave to care for her newborn child.

Mr. Brady made a motion to approve the request as per past practice for Ms. Carney. Mr. Rose seconded the motion. The motion carried.

Meetings for the month of March were set as follows:

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

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

A donation was received from the Howard Home to the Council on Aging in the amount of \$10,000, requiring a gift acceptance.

The donation is to be used for programming, equipment, etc. to enhance the COA and increase participation.

Chairman Hegarty reported Mr. Boyajian was instrumental in assisting the elderly and a Trustee of the Home for Aged Men.

Mr. Brady made a motion to accept the donation from the Howard Home to the COA in the amount of \$10,000. Mr. Rose seconded the motion. All were in favor.

Mr. Brady requested a written thank you be sent for the donation.

ANNOUNCEMENTS

Bulk pick-up was canceled for Saturday, February 21, 2015. The next bulk collection date will be held on Saturday, May 16, 2015. For more information, please contact the Board of Health at (508) 588-0414 Ext. 1016.

Mr. Crimmins asked for the Board's approval to enter deficit spending for the Snow and Ice account.

Mr. Brady made a motion for the Town to enter deficit spending for Snow and Ice removal and equipment hire for FY '15. Mr. Rose seconded the motion. The motion carried.

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

TOWN ADMINISTRATOR'S REPORT

Town Administrator Crimmins provided the Board with a copy of the February 18th Department Head Meeting Agenda. Many items were discussed including Worker's Compensation Insurance and the appropriate forms necessary, such as "First Report of Injury."

Mr. Crimmins presented the Board with an Organizational Chart by Appointed and Elected officials for 2014-2015. The chart shows the lines of authority and all Boards and Commissions are listed with the staff contact person. Mr. Crimmins is working on Phase II of the Organizational Chart to provide job descriptions for each position.

Police—Sergeant Buker is covering during the day for Police Chief Martineau while he is out on medical leave. Mr. Crimmins provided an update on the purchase of tasers for Police Department use. An article is requested on the Annual Town Meeting Warrant of May 5, 2015 for the purchase of tasers.

DPW—Mr. Fitzgerald and his crew have done a good job on the roads! Thank you for a job well done.

Collector/Treasurer—Thank you for putting together in a timely manner the budget worksheets for FY '16.

Board of Assessors—there were 21 requests for abatements.

Finance Committee—in this past Sunday's "Boston Globe" South Section, Chair Eric Beckerman was asked for an opinion piece on whether municipal Finance Committees should be elected or appointed.

Town Clerk—Annual Town Election is on Tuesday, April 14th. March 10th is the last day to return nomination papers to the Town Clerk's office for the Annual Town Election.

Mr. Crimmins thanked Shanna Faro and Town Clerk Bessette for their hard work with Avon's website: www.avonmass.org. There is an odometer reading on the website and the numbers increase every day. Residents are encouraged to go to www.avonmass.org for information and forms.

Building Department—Thank you to Mr. Borden who has been busy this week with roof issues in the Town.

Board of Health—Bulk pick-up will be collected on Saturday, May 16, 2015. Additional trucks will be used on that date since bulk pick-up has been cancelled several times due to the severity of the snow.

Library—there is a roof issue at the Avon Public Library.

Council on Aging—has been a warming center during severe storms for plow workers, etc. Thank you to Jane Hanley and Tara Tradd for arranging this and for providing light snacks.

School Department—Superintendent Zinni has returned from medical leave.

The Board thanked Mr. Crimmins for his report.

REVIEW OF DRAFT POLICIES (PAGES 1-30)

A draft (Version Two) of an Employee Policies and Procedures Handbook was given to the Board for review. Chairman Hegarty suggested reviewing and revising 30 pages at a time at the conclusion of the regular Board of Selectmen's meetings until completion.

The Board commenced their review of the Employee Policies and Procedures Handbook. It was agreed to have the Internet/Computer Policy portion reviewed by the Town's I/T person (pages 11-14). The Board agreed to have Town Counsel's input and review of the Model Drug and Alcohol Policy which was approved and amended on August 5, 2004 (pages 19-35).

The Board would begin its review on page 19 at the March 5th regular Board of Selectmen meeting.

Mr. Brady informed the public that he was about to run out of heating oil at his home. AMS Gas has home heating oil for purchase.

At 10:10 p.m., with all business completed, Mr. Brady made a motion to adjourn. Mr. Rose seconded the motion. All were in favor.

Respectfully submitted,

A handwritten signature in black ink that reads "Miriam Rothstein". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Miriam Rothstein
Secretary