

BOARD OF SELECTMEN
Steven P. Rose, Chairman,
Eric S. Beckerman, Clerk
Robert F. Brady, Jr., Associate

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts

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BOARD OF SELECTMEN
THURSDAY, JANUARY 3, 2019
7:30 P.M.

Members Present: Steven P. Rose, Chairman
Eric S. Beckerman, Clerk
Robert F. Brady, Jr., Associate

Others Present: Gregory S. Enos, Town Administrator
Shanna M. Faro, Executive Assistant to the Town Administrator
Joseph S. Lalli, Town Counsel
Gene Mazzella, Council on Aging Director
Ann Fogg, Library Director
Michael Wilson, Chairman, Finance Committee
Kimberly Park, Town Accountant
Deb Morin, Treasurer/Collector
Patricia C. Bessette, Town Clerk
John O'Rourke, Good Energy
Tracy Self, Chair, Designer Selection Committee
Donald Velozo, Architectural Consulting Group, LLC
Michael Josefek, Architectural Consulting Group, LLC

TOWN OF AVON
2019 JAN 25 A 10:11

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

Chairman Rose announced that the meeting is being recorded by the local Cable Access Channel.

Chairman Rose called for a moment of silence for the victims of the Avon house fire on December 25, 2018, Louis Orelus and Vladmir Orelus. He stated that a Go Fund Me page has been set up to help support the family. Anyone wishing to donate to the cause can find the link on the Town's website or contact Council on Aging Director Gene Mazzella.

Town Counsel Joseph Lalli led the meeting in the Pledge of Allegiance.

Public Participation

Matt Doucet of 192 East Main Street approached the Board to discuss the status of the Holbrook Waste Transfer Station. Mr. Doucet updated the Board with the news that the Holbrook Board of Health recently approved the Transfer Station. Mr. Doucet inquired as to what steps the Town of Avon was taking to fight the Department of Environmental Protection's approval of the Transfer Station. Mr. Doucet stated that the Towns of Randolph and Braintree were fighting the against the traffic route to the Transfer Station due to the MBTA train station in Randolph and a school zone in Braintree. Mr. Doucet

was concerned that the main traffic route for the trucks entering the Transfer Station will be through the Town of Avon. He was concerned about the pollutants to the Town's wells and water supply, as well as the noise, smell and traffic congestion. Mr. Enos informed Mr. Doucet that he has received no updates recently regarding the Transfer Station, but he will research the matter. Chairman Rose stated that he will check the efforts of Senator Timilty and Representative Galvin on this matter as well.

Meeting Minutes

Mr. Brady made a motion to accept the minutes of December 18, 2018 (Workshop Session) as read. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to accept the minutes of December 20, 2018 (Regular Session) as read. Mr. Beckerman seconded the motion. The motion carried.

APPOINTMENTS

7:45 p.m. – John O'Rourke/Update on Municipal Aggregation Plan

Mr. O'Rourke approached the Board to provide an update on the Town's Municipal Aggregation Plan. He summarized the important events to date. On December 1, 2015, there was a Town Meeting vote by the residents of Avon to approve municipal aggregation. Mr. O'Rourke stated that on December 22, 2017, the municipal aggregation plan was submitted to the Department of Public Utilities. Mr. O'Rourke stated that on November 19, 2018, the Department of Public Utilities approved the municipal aggregation plan. Mr. O'Rourke stated that this took longer than expected due to the gas explosions in Lawrence last fall. Mr. O'Rourke informed the Board that the next steps in the preliminary implementation schedule are as follows: obtaining account data from the utility company, obtaining indicative pricing from competitive suppliers, analysis of the market and indicative pricing and finally to develop the final Request for Proposal for electricity supply. Mr. O'Rourke informed the Board that once the Request for Proposal is finalized, the following steps should be implemented as follows: Schedule a bid day to receive bids from competitive suppliers (2 weeks after RFP); Mail out postcards (7 days after bid day); and mail out customer notification letters (opt-out letters 7 days after mailing post card). Mr. O'Rourke stated that that opt-out period for residents is 30 days. Mr. O'Rourke stated that enrollments are finalized 36 days after customer notification letters have been mailed. Finally, the power flows to enrollees on next meter read date. Mr. O'Rourke stated that Good Energy will assist the Town of Avon throughout the entire process including developing press releases, social media releases, marketing materials, information on the website, call center scripts and scheduling public informational meetings. Chairman Rose expressed his concern that the residents will not have information about the municipal aggregation plan and will be confused with merely a simple postcard and notification letter in the mail. Mr. O'Rourke stated that it is the goal of Good Energy to saturate the market with information through multiple media channels and public informational sessions.

8:15 p.m. – Town Clerk Budget

Patricia Bessette appeared before the Board to present the budgets pertaining to the Town Clerk.

161 Town Clerk – Ms. Bessette stated that the "Salary Non-Union" line is lower as in the previous year, she had budgeted for a Per Diem Administrative Assistant. Ms. Bessette stated that throughout the course of last year, it was decided that this position is not required, so it was eliminated from the budget for Fiscal Year 2020.

162 Town Clerk & Registrars – Ms. Bessette stated that she lowered the "Salary-Election Workers" line item as she only foresees one election in the year 2020.

163 Census – Ms. Bessette stated that expenses have been increased due to the cost of printing the Census and postage to mail them out to the residents of the Town.

8:25 p.m. – Town Accountant Budget

Ms. Park appeared before the Board to discuss the budget for the Town Accountant (135). Ms. Park stated that the expenses have been level funded. Ms. Park stated that there was an increase in the “Salary Non-Union” line for an increase in the Assistant Town Accountant’s salary. Mr. Wilson asked Ms. Park if that increase would be satisfactory enough to pool a group of qualified candidates for the position. Mr. Enos informed Mr. Wilson that the previous Assistant Town Accountant was making approximately \$20.00 per hour. Although Ms. Park was looking for a higher salary for her assistant, they compromised on his recommendation to raise the salary to \$22.00 per hour. Mr. Enos stated he thought that was a competitive rate for qualified candidates for the position. Ms. Park stated that the Personnel Board could further review this matter if necessary.

8:35 p.m. – Treasurer/Collector Budget

Ms. Morin appeared before the Board to present the budgets pertaining to the Treasurer/Collector.

145 Town Treasurer/Collector – Ms. Morin informed the Board that she increased the postage expense line. Ms. Morin also increased the “Dues & Memberships” line item as one of the requirements of the new Assistant Tax Collector is that he must attend the MTCA school at UMass Amherst annually. Ms. Morin stated she would like to increase the training for her staff members.

155 Data Processing – Ms. Morin stated that she has reduced this line item as more departments begin bi-weekly payroll.

710 Debt Service – Ms. Morin presented each Board member with a Debt Projection spreadsheet. She stated that several items in the debt for the Town include the CWT-12-15 Septic Loan and the BAN cost for the Police and Fire Station Projects.

913 Unemployment – Ms. Morin stated that she had lowered this budget by \$20,000. Chairman Rose requested that Ms. Morin reach out to the School Department to see if they anticipate any layoffs at the end of the school year.

914 Medical & Life – Mr. Enos increased this line item by 5% as a placeholder until the final figures are received.

916 Medicare – Ms. Morin stated that this budget has been increased due to salary increase from retroactive payment for the settlement of the Police, Fire and AFSCME union contracts.

8:45 p.m. – Selectmen/Town Administrator: Various Budgets

Mr. Enos presented the following department budgets to the Board for their review and consideration.

114 Moderator – level funded

122 Selectmen – Mr. Enos increased the “Salary Non-Union” line for the Executive Assistant/Human Resources Coordinator. Mr. Enos increased the “Salary Reserve” line as three Department Heads are currently awaiting performance evaluations for merit-based raises.

125 Human Resources – Mr. Enos stated that although he has level funded this budget, the Board may want to consider an increase for the increase of staffing such as new Police Officers and the onboarding costs for physical and psychological examinations and training.

129 Town Administrator – Mr. Enos stated that he increased expenses for membership and classes.

131 Finance Committee – Michael Wilson stated that this budget has been level funded.

132 Fin Com Reserve – Michael Wilson stated that this budget has been level funded.

151 Legal – level funded

152 Personnel Board – level funded

184 Cable Advisory –level funded

192 Town Hall Maintenance – Mr. Enos informed the Board that he has removed the line item for the copy machine expenses as he is moving that line item to the IT budget. Going forward, that is the line item that will be used for expenses such as maintenance agreements and replacement toner cartridges.

195 Town Report – level funded

294 Tree Warden – level funded

423 Snow & Ice – level funded

424 Street Lighting – level funded

695 Cultural Council – level funded

699 Memorial Day – level funded

910 Medicaid – level funded

UNFINISHED BUSINESS

None

NEW BUSINESS

Designer Selection Committee Change Orders

Ms. Self and Mr. Velozo presented the Board with Change Order No. 4 in the amount of \$10,114.60 for four items. The first change was for the cost to change the sliding doors in the Storage Patrol Room to flush wood doors with hardware. The second change was for the cost of labor and material required to provide a waterproof sealant on the Septic Tank and Pump Chamber and to furnish and install a third riser. Mr. Velozo stated that this was a design team error as they miscalculated the high-water table and had to accommodate the septic tank appropriately. Ms. Self informed the Board that the Designer Selection Committee fully expects to be reimbursed from the architect in the amount of \$6,906.60 due to this miscalculation and design team error. Ms. Self stated that to move the project forward, the Designer Selection Committee is requesting the Board's approval to pay the invoice and be reimbursed later. The third change was for the cost of labor and materials necessary to furnish and install burglar bars. Finally, the fourth change was for the cost to furnish new hinges and a new lockset for door 13B and placing the specified electric lock and hinges to attic stock. Mr. Brady made a motion to approve Change Order No. 4 in the amount of \$10,114.60. Mr. Beckerman seconded the motion. The motion carried.

Ms. Self presented the Board with Construction Change Directive No. 8 to provide and install additional bollards for the maximum amount of \$9,989. to be filed with the construction contract for the new Public Safety Building.

Ms. Self presented the Board with Construction Change Directive No. 9 to install PVC trim at upper fascia and at horizontal lineal under the windows as approved during the December 12, 2018 mock-up in lieu of vinyl lineals for the maximum amount of \$2,468. to be filed with the construction contract for the new Public Safety Building.

There was a lengthy discussion about Construction Change Directive No. 10 to provide and install a sprinkler system for the carport for the maximum amount of \$41,220.98. Mr. Velozo stated that the architect maintains the position that the sprinkler system was not necessary. Mr. Velozo stated that upon inspection by the Town's Building Commissioner and Fire Chief, it was deemed necessary pursuant to the Building Code that a sprinkler system be installed. Mr. Josefek stated that although this decision could be appealed, it was decided by the team that rather than fight with the Building Officials, it would be best to install the sprinkler system. Ms. Self stated that there was money in the budget for unforeseen circumstances such as this matter. Ms. Self stated that although the installation of the sprinkler system will take a big chunk of this money, it is budgeted for the Public Safety Building, and will not subtract

from the Fire Station Renovation Project money. Mr. Beckerman made a motion to approve Construction Change Directive No. 10 to provide and install a sprinkler system for the carport for the maximum amount of \$41,220.98. Mr. Brady seconded the motion. The motion carried.

Mr. Beckerman made a motion to approve Construction Change Directive No. 11 to install non-combustible ceiling at the carport including credits for galvanizing and blocking for the maximum amount of \$50,288.89. Mr. Brady seconded the motion. The motion carried.

Mr. Beckerman made a motion to approve Construction Change Directive No. 12 for fire protection changes to eliminate the 6-inch main to support the additional carport sprinkler system for the maximum amount of \$9,896.81. Mr. Brady seconded the motion. The motion carried.

Personnel Action Form for Outreach Coordinator

Mr. Brady made a motion to approve the Personnel Action Form for Louise Hardiman for a rate change from \$20.00 per hour to \$20.40 per hour effective October 30, 2018. Mr. Beckerman seconded the motion. The motion carried.

Appointment of Library Technician

Mr. Brady made a motion to promote and appoint Zelia Polutchko to the Library Technician A position at a Grade OAL 3, Step 1 at the rate of \$19.79 per hour, effective January 7, 2019. Mr. Beckerman seconded the motion. The motion carried.

Town Administrator's Report

Mr. Enos informed the Board that the surplus 2008 Crown Victoria vehicle was sold at auction today. Mr. Enos stated that the bidding went well, with the car being sold for a total amount of \$2,600. Mr. Enos stated that the new Assistant Tax Collector Michael Spagone will begin his employment on January 7, 2019. Mr. Enos informed the Board that he is finalizing the Employment Agreement with the new Assistant DPW Director and he should begin shortly as well.

Adjournment

At 9:13 p.m., Chairman Rose requested the Board make a motion to conclude the Regular Session. Mr. Beckerman made a motion to adjourn the Regular Session. Mr. Brady seconded the motion. The motion carried.

A roll call vote was taken.

Mr. Brady voted aye.

Mr. Beckerman voted aye.

Chairman Rose voted aye.

Respectfully submitted,



Shanna M. Faro

Executive Assistant to the Town Administrator