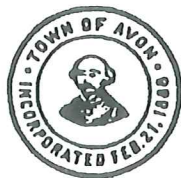


BOARD OF SELECTMEN
Steven P. Rose, Chairman
Eric S. Beckerman, Clerk
Jason L. Suzor, Associate

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts



Town Offices
Buckley Center 02322
(508) 588-0414
FAX (508) 559-0209

TOWN OF AVON

2021 FEB 19 A 11:24

TOWN CLERK

BOARD OF SELECTMEN
THURSDAY, FEBRUARY 4, 2021
6:30 P.M.

Members Present: Steven P. Rose, Chairman
Eric S. Beckerman, Clerk (via videoconference)
Jason L. Suzor, Associate (via videoconference)

Others Present: Gregory S. Enos, Town Administrator
Shanna M. Faro, Executive Assistant (via videoconference)
Joseph S. Lalli, Esq., Town Counsel (via videoconference)
Fire Chief Robert Spurr (via videoconference)
Kathleen Waldron, Health Agent (via videoconference)
William Fitzgerald, DPW Director (via videoconference)
Erin Barry, Town Accountant (via videoconference)
Richard Jordan, Finance Committee (via videoconference)
Derek Staffier, Finance Committee (via videoconference)

Chairman Rose announced that pursuant to Governor Baker's March 12, 2020 Order suspending certain provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public was permitted, but every effort was made to ensure that the public can adequately access the proceedings as provided for in the Order. Chairman Rose reminded the viewing audience that persons who would like to view this meeting while in progress may do so by watching local cable on Channel 9 or joining the Zoom link for the videoconference. Links to watch the recorded meeting will be available on the Avon Cable Access website www.avontv.org.

Chairman Rose called the meeting to order at 6:30 p.m. with all members present. Chairman Rose was present in the Mary McDermott meeting room, while Mr. Beckerman and Mr. Suzor were present through the videoconference Zoom. Each Board member acknowledged their presence at the meeting by responding in the affirmative during the roll call. In addition, all anticipated speakers acknowledged their presence by responding in the affirmative when Chairman Rose called their names.

Chief Spurr led the meeting in the Pledge of Allegiance.

Public Participation

None

Meeting Minutes

Mr. Beckerman made a motion to accept the meeting minutes of January 21, 2021 (Regular Session) as written. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

Mr. Beckerman made a motion to accept the meeting minutes of January 28, 2021 (Workshop Session) with the stipulation that the minutes be amended to correctly state that the proof of service for the Dangerous Dog Hearing was delivered to the dog owner at 4:24 p.m. and not 2:24 p.m. as written in the minutes. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

Mr. Beckerman made a motion to accept the meeting minutes of January 30, 2021 (Workshop Session) as written. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

UNFINISHED BUSINESS

COVID-19 Updates & Update on Town Offices Opening Plan

Ms. Waldron informed the Board that Avon has had a total of 35 positive coronavirus cases over the past two weeks, which is a downward trend from the last month. Ms. Waldron stated that as of Monday, February 8, 2021, restaurants will be able to open at 40% occupancy capacity. Ms. Waldron stated that a COVID-19 vaccination clinic was held at Town Hall on Wednesday, February 3, 2021 in which seventy seniors aged 75 or older received their first shot of the vaccine. Ms. Waldron was pleased to report that Avon, Holbrook, and Randolph have secured an additional 975 vaccines and will be holding regional COVID vaccination clinics at the Randolph Community Center on Friday, February 5, 2021 and Sunday, February 7, 2021 for seniors aged 75 or older. Chief Spurr stated that the yesterday's vaccination clinic was a success.

Mr. Enos informed the Board that due to the number of positive cases he did not recommend opening the Town Offices to the public at this time.

Proposed Operating Budget for Fiscal Year 2022

Mr. Enos provided the Board with a progress report on the budget. He presented an overview of the Fiscal Year 2022 preliminary budget. He emphasized that the budget goals and objectives were to maintain level services, focus on the impact to the property taxpayer, and to work with Departments and the Committee on the Capital Plan. Mr. Enos stated that some of the budget restraints include a stagnate on local receipts, fixed costs, and unknown state aid figures at this time. Mr. Enos stated that the cost-savings to the Town will include the implementation of LED streetlights, paying off the last year of the Police and Fire Station bond from free cash, funding sick and vacation days for employees planning to retire from free cash, lowering Town Hall maintenance costs by having the DPW assist with a lot of the work in-house, as well as a reduction in the amount of students attending Blue Hills Regional Vocational Technical High School next year. Mr. Enos stated that although the Proposed Operating Budget for Fiscal Year 2022 is still in draft form, he anticipates that it will be finalized soon. He is waiting for a few final estimates from different sources to incorporate into the budget. Mr. Beckerman made a motion to approve the draft Proposed Operating Budget for Fiscal Year 2022. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

NEW BUSINESS

Personnel Action Forms

Mr. Beckerman made a motion to approve the Personnel Action Form for Alison Ning to the position of Per Diem Public Safety Dispatcher effective February 8, 2021. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

Mr. Beckerman made a motion to approve the Personnel Action Form for Chelsea Faria to the position of Per Diem Public Safety Dispatcher effective February 8, 2021. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

Addendum to Employment Agreement

Mr. Beckerman made a motion to approve the Addendum to the Employment Agreement of Library Director Ann Fogg for the term beginning July 1, 2021 through June 30, 2022. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

Procurement Policy

Mr. Enos presented the Board with a Town Procurement Policy Manual to provide guidance and direction to Department Heads when purchasing supplies, services, or the undertaking public construction projects. Mr. Enos stated that the goal of the manual is to provide a reference tool for staff to ensure that all procurements made by the Town comply with the general law, local ordinances, and best purchasing practices. In particular, he stated that the Procurement Policy Manual is in compliance with the Massachusetts General Laws regarding procurement including Chapter 30B (Supplies and Services), Chapter 30 39m (Public Works), Chapter 149 (Public Construction), and Chapter 7C (Designer Selection).

The second part of the manual presented was the Disposal of Surplus Property Policy. Mr. Enos stated that this policy outlines the process to be followed in the disposition of surplus items and the procedures required regarding the establishment of reasonable control over the usage, handling, sale, and disposal of surplus property. Mr. Beckerman stated that the Town's procurement bylaw specifies that any property valued over \$200 must be approved for surplus disposal by a vote at Town Meeting and the Board may want to consider a bylaw change to increase the threshold amount for the Selectmen to authorize surplus disposal. Mr. Beckerman asked Mr. Enos if Town Counsel had reviewed the procurement manual to which he replied in the affirmative. Mr. Beckerman made a motion to approve the Town Procurement Policy Manual. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

GCG Associates, Inc. – Engineering Contract for Central Street Project

Mr. Fitzgerald presented the Board with the engineering contract for the Central Street Roadway Improvement Project. Mr. Fitzgerald stated that the project has gone out to bid and the intent was for construction to begin this spring. Mr. Beckerman made a motion to approve the Agreement for Professional Services for GCG Associates, Inc. for engineering services for the Central Street Roadway Improvement Project in the amount of \$84,600. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

SCADA Upgrades Consultant Contract

Mr. Fitzgerald informed the Board that a SCADA upgrade for the next phase of the drinking water system control upgrades is necessary. He requested that the Board approve H2Olson Engineering with ITS as the integrator sub. Mr. Fitzgerald informed the Board that he received a proposal and scope of services from H2Olson with an amount not to exceed \$30,000. Mr. Fitzgerald stated that this phase would improve the resiliency of both remote and onsite operations. It also completes the programming to bring the new filter plant chemical feed pumps online, including calculating chemical case. Mr. Fitzgerald stated that funding for this project would come from the SCADA article. Mr. Beckerman made a motion to approve the H2Olson Proposal for Engineering Services for the SCADA System Implementation Assistant for an amount not to exceed \$30,000. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried. Mr. Fitzgerald will forward the contract once it has been drafted to the Board.

Stormwater Compliance Consultant Contract

Mr. Fitzgerald provided the Board with a proposal and scope of services from Comprehensive Environmental Incorporated to assist with MS4 Compliance for a cost not to exceed \$37,400. Mr. Fitzgerald informed the Board that this is mandated work in the Towns' EPA/DEP stormwater permit for year three ending on June 30, 2021. Mr. Fitzgerald stated that there are available funds for this project through the stormwater articles. Mr. Beckerman made a motion to approve the Comprehensive Environmental Incorporated Proposal for MS4 Compliance for an amount not to exceed \$37,400. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried. Mr. Fitzgerald will forward the contract once it has been drafted to the Board.

Political Lawn Signs

Mr. Suzor made a motion to approve the request from Mr. Beckerman to display up to 75 campaign lawn signs throughout town for the April 13, 2021 election. Chairman Rose seconded the motion. Mr. Beckerman abstained. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman abstained. Mr. Suzor voted aye. The motion carried.

Town Administrator's Report

Mr. Enos commended the Town Accountant Erin Barry on her efforts to receive the full amount of FEMA reimbursement for the COVID-19 pandemic. Mr. Enos informed the Board that the Massachusetts Historical Commission grant application was filed today. Mr. Enos was pleased to report that the town's Housing Production Plan was approved by the state. Mr. Enos stated that the Freeman Company has donated many pieces of office furniture to the town. Mr. Enos will fill out the Gift Acceptance Form paperwork. Mr. Enos thanked Assistant DPW Director Brian Martin and his staff for working on Town Hall repairs and maintenance from the recent water pipe leak. Mr. Enos stated that although the small repairs have been made, there are more pressing and expensive repairs such as the need to replace several HVAC units in town offices. Mr. Enos stated that he intends to talk about the deteriorating condition of Town Hall at the Special Town Meeting to inform residents of the situation.

Adjournment

At 7:25 p.m., Chairman Rose requested the Board make a motion to adjourn the Regular Session and to convene in Executive Session for the review and approval of executive session minutes to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements – and more

specifically the Open Meeting Law, G.L. Chapter 30A, Sections 22(f) and (g) and to discuss strategy with respect to collective bargaining (AFSCME, Police, Fire) as an open meeting may have a detrimental effect on the government's bargaining or litigating position. The Board will reconvene in open session for the sole purpose of adjournment. Mr. Beckerman made a motion to adjourn the Regular Session and to convene in Executive Session. Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Beckerman voted aye. Mr. Suzor voted aye. Chairman Rose voted aye. The motion carried.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator

LIST OF DOCUMENTS

1. February 4, 2021 Meeting Agenda
2. January 21, 2021 Meeting Minutes
3. January 28, 2021 Meeting Minutes
4. January 30, 2021 Meeting Minutes
5. FY 22 Preliminary Budget PowerPoint Presentation
6. Personnel Action Forms for Per Diem Dispatchers
7. Addendum to Library Director's Employment Agreement
8. Town of Avon Procurement Policy Manual
9. Town of Avon Disposal of Surplus Property Policy
10. GCG Associates, Inc. Agreement for Professional Services for Central Street Project
11. Memorandum from DPW Director to Board regarding request for SCADA Upgrades Consultant Contract and Stormwater Compliance Consultant Contract
12. Letter from E. Beckerman to Board requesting permission to display campaign lawn signs