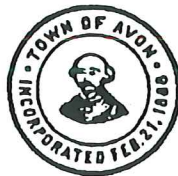


BOARD OF SELECTMEN
Steven P. Rose, Chairman
Eric S. Beckerman, Clerk
Jason L. Suzor, Associate

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts



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TOWN OF AVON
2022 JAN 28 A 9:43
TOWN CLERK

BOARD OF SELECTMEN THURSDAY, JANUARY 6, 2022 6:30 P.M.

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

Others Present: Gregory S. Enos, Town Administrator
Shanna M. Faro, Executive Assistant
Joseph S. Lalli, Esq., Town Counsel
William Fitzgerald, DPW Director (via videoconference)
Kathleen Waldron, Health Agent

Mr. Beckerman called the meeting to order at 6:30 p.m. Chairman Stephen Rose was absent from the meeting. Mr. Beckerman will preside as Acting Chair at tonight's meeting. He announced that this meeting of the Board of Selectmen is being conducted via a hybrid method. The public may attend the Selectmen meetings in-person or may continue to participate via remote Zoom access. Until further notice, in-person attendees, who are not vaccinated, will be recommended to wear a mask. Chairman Rose reminded the viewing audience that people 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.

Town Administrator Gregory Enos led the meeting in the Pledge of Allegiance.

Public Participation

None

Meeting Minutes

Mr. Suzor made a motion to accept the meeting minutes of December 13, 2021 (Workshop Session at 5:30 p.m.) as written. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Mr. Suzor made a motion to accept the meeting minutes of December 13, 2021 (Workshop Session at 6:30 p.m.) as written. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Mr. Suzor made a motion to accept the meeting minutes of December 16, 2021 (Regular Session) as written. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

UNFINISHED BUSINESS

COVID-19 Updates

Ms. Waldron informed the Board that as of December 9, 2021, there were 33 positive COVID-19 cases in the Town. By December 16, 2021, there were 47 positive cases, 55 positive cases by December 23, 2021, 68 positive cases by December, and 123 positive cases by January 6, 2022. Ms. Waldron stated that due to the COVID-19 surge, masks are recommended and advised inside buildings but not mandated. Ms. Waldron stated that all at-home COVID-19 test kits received by the Town from the state have been distributed. Ms. Waldron was unsure if the state would send any more test kits. She stated she was trying to obtain some for employees. Ms. Waldron reviewed the CDC's new guidelines as of December 28, 2021, for COVID-19 isolation and quarantine information. Ms. Waldron encouraged all citizens to get vaccinated as well as their booster shot. Ms. Waldron stated that she intends to hold a booster clinic within the two weeks for employees and school staff members.

NEW BUSINESS

Surplus Equipment Forms

Mr. Suzor made a motion to declare ten office chairs, two metal desks, one metal table, and one plastic outdoor shed located in Town Hall as surplus equipment. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Mr. Suzor made a motion to declare a fabric chair and wooden coat rack located at the Council on Aging as surplus equipment. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Mr. Suzor made a motion to declare the Claridge glass display case located at the Avon Public Library as surplus equipment. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Updated on Pay Classification Study/Personnel Action Forms

Mr. Enos reminded the Board that the Board approved a compensation study by an independent contractor. Mr. Enos stated that as part of this study all non-union employees will be placed on a chart with a classification grade and step. Mr. Enos requested the Board approve all non-union hourly employee's reclassification at tonight's meeting. He informed the Board that the Personnel Action Forms will be retroactive to July 1, 2021. Any hourly employees who have had an anniversary date since July 1, 2021, will also have a second Personnel Action Form for a step increase as well. Mr. Enos stated that at the meeting of January 27, 2022, he will request the Board approve the reclassification of the salary non-union employees.

Mr. Suzor made a motion to approve the Personnel Action Forms of the following individuals:

- (1) Assistant Cook, Kevin Flynn, Grade 1, Step 1, effective December 20, 2021;
- (2) Van Driver, William Salter, Grade 2, Step 6, effective July 1, 2021;
- (3) Van Driver, Meghan Mallett, Grade 2, Step 4, effective July 1, 2021;
- (4) Van Driver, Anthony Famalore, Grade 2, Step 3, effective July 1, 2021;
- (5) Van Driver, Anthony Famalore, Grade 2, Step 4, effective January 2, 2022;
- (6) Library Shelver, Donna Stanton, Grade 2, Step 1, effective July 1, 2021;
- (7) Head Cook, KellyAnn Cole, Grade 3, Step 2, effective December 20, 2021;
- (8) Circulation Assistant, Meghan Damiano, Grade 3, Step 2, effective December 6, 2021;
- (9) Circulation Assistant, Elizabeth Vallee, Grade 3, Step 1, effective December 6, 2021;
- (10) Recording Secretary, Lynne McKenney, Grade 5, Step 1, effective July 1, 2021;
- (11) Recording Secretary, Lynne McKenney, Grade 5, Step 2, effective December 9, 2021;
- (12) Children's Library Assistant, Diane Peterson, Grade 6, Step 1, effective July 1, 2021;
- (13) Children's Library Assistant, Diane Peterson, Grade 6, Step 2, effective January 28, 2022;
- (14) Outreach Coordinator, Louise Hardiman, Grade 8, Step 2, effective July 1, 2021;
- (15) Outreach Coordinator, Louise Hardiman, Grade 8, Step 3, effective October 30, 2021;
- (16) Recreation Director, Jennifer Mayo, Grade 8, Step 1, effective July 1, 2021;
- (17) Recreation Director, Jennifer Mayo, Grade 8, Step 2, effective November 1, 2021;
- (18) Accounting Clerk, Claire Walsh, Grade 10, Step 1, effective July 1, 2021.

Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

LWCF Grant Application Authorization

Mr. Fitzgerald requested authorization from the Board to apply for the Land and Water Conservation Fund Act for improvements to DeMarco Park. Mr. Fitzgerald informed the Board that he and Mr. Enos have been working closely with the Avon Civic Association and the engineers for the redesign plans for DeMarco Park. Mr. Suzor made a motion to approve and authorize the Acting Chair Mr. Beckerman to sign the LWCF Grant Application. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Hazardous Mitigation Plan

Mr. Fitzgerald informed the Board that the original Hazardous Mitigation Plan was developed approximately 7 or 8 years ago with the assistance of the Old Colony Planning Council. Mr. Fitzgerald stated that as part of the MVP grant, the plan should be updated every few years. Mr. Fitzgerald requested the Board approve the 2021 Plan Update. Mr. Suzor made a motion to approve and authorize the Acting Chair to sign the Hazardous Mitigation Plan 2021 Update. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried. The plan will be forwarded to MEMA.

Review of Building Permit Fees

Mr. Enos stated that the Building Inspector has requested to raise the permit fees for his department effective February 1, 2022. The fees have not been raised since 2014 and not all fees will be raised only a few items such as stadiums/outdoor assembly, school inspection fees, special residential homes, and commercial/industrial licenses. Mr. Suzor made a motion to approve the increase in Building Permit Fees as of February 1, 2022. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Open Meeting Law Complaint – Patrick Higgins & Associates

Mr. Lalli informed the Board that the law firm of Patrick Higgins & Associates filed two Open Meeting Law Complaints against the Board of Selectmen for inadequate information on the meeting agendas of December 2, 2021, and December 16, 2021. Mr. Lalli stated that the complaint was focused primarily on the agenda items entitled “Annual License Renewals”. Mr. Lalli stated that to be fully compliant with Open Meeting Law, the agenda should have properly listed the name of all license renewal applicants as well as the type of license being renewed. Mr. Lalli did stipulate that the names of all licensees and the license categories were read aloud at the meetings of December 2, 2021, and December 16, 2021. However, the Town must do better to be in full compliance with the law. Mr. Lalli also advised that the Town participate in training seminars offered by the state regarding the Open Meeting Law. Mr. Lalli informed the Board that the next step in this process is that the Town is obligated to respond to the complaints and reply to both Mr. Higgins and the state. Mr. Lalli stated that the Town may receive some sort of sanction for the infraction. Mr. Suzor made a motion to approve the written response of Town Counsel to the Open Meeting Law Complaints and to respond to Mr. Higgins accordingly as well as file with the state, and to adjust all future meeting agendas in compliance with the law. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Announcements

Mr. Enos requested that the Board declare a Snow Emergency for January 7, 2022, due to the forecast of several inches of snow. Mr. Enos stated that by doing so, this will remind all residents that the winter parking ban is in effect and no on-street parking is allowed so that the plow drivers can clear the road. In addition, all Town Offices will be closed tomorrow due to inclement weather. Mr. Suzor made a motion to declare January 7, 2022, as a Snow Emergency. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Town Administrator’s Report

Mr. Enos thanked the Norfolk County Sheriff’s Department. Their work crew painted 48 doors in the Town Offices over the last two weeks.

Mr. Enos informed the Board that the Town was awarded the IT Community Compact Agreement grant for online permitting. Mr. Enos requested permission from the Board for him to sign the documents related to the approval of the grant. Mr. Suzor made a motion to authorize the Town Administrator to sign the IT Community Compact Agreement grant documents. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Mr. Enos informed the Board that the Town was awarded a Cybersecurity Awareness grant. He informed the Board that the state will do an assessment of the Town’s IT software and provide recommendations, as well as train the staff on how to watch out for scams and fraudulent e-mails. After the training, employees will be tested on their knowledge as the state will run some test scams to see if staff is susceptible. Mr. Enos requested permission from the Board to approve and authorize the Town Administrator to sign the grant documents. Mr. Suzor made a motion to approve the Cybersecurity Awareness grant and authorize Mr. Enos to sign the grant documents. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Mr. Enos informed the Board that the Town did receive two earmarks through ARPA, which was \$250,000 for the Trout Brook Well, and \$100,000 for upgrades to the water treatment plant. Mr. Enos

informed the Board that he will work with Mr. Fitzgerald and the consultants on the best use of this funding.

Adjournment

At 7:20 p.m., Mr. Suzor made a motion to adjourn the regular session for the sole purpose of adjournment. Mr. Beckerman seconded the motion. A roll call vote was taken. Mr. Suzor voted aye. Mr. Beckerman voted aye. The motion carried.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator

LIST OF DOCUMENTS

1. January 2, 2021 Meeting Agenda
2. December 13, 2021 Meeting Minutes (Workshop Session at 5:30 p.m.)
3. December 13, 2021 Meeting Minutes (Workshop Session at 6:30 p.m.)
4. December 16, 2021 Meeting Minutes (Regular Session)
5. Surplus Equipment Forms
6. Personnel Action Forms
7. LWCF Grant Application Authorization
8. Hazardous Mitigation Plan Update 2021
9. Proposed Building Permit Fee Increase
10. Open Meeting Law Complaint by Patrick Higgins & Associates and responses by Town Counsel Joseph S. Lalli