

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 FEB 18 A 10:33  
TOWN CLERK

## BOARD OF SELECTMEN WORKSHOP MEETING FEBRUARY 10, 2022 at 6:00 p.m.

**Members Present:** Steven P. Rose, Chairman  
Eric S. Beckerman, Clerk  
Jason L. Suzor, Associate

**Others Present:** Gregory S. Enos, Town Administrator  
Shanna M. Faro, Executive Assistant

Chairman Rose called the meeting to order at 6:00 p.m. with all members present. He announced that this workshop meeting of the Board of Selectmen is being conducted via a hybrid method. The public may attend the meeting 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 joining the Zoom link for the videoconference.

### Workshop Meeting

Chairman Rose stated that the purpose of tonight's workshop meeting is to discuss the Board of Selectmen and Town Administrator's goals for Fiscal Year 2023. Mr. Enos will provide a status update and review of the ongoing task list.

To commence the meeting, Mr. Enos presented the Board with the revised administrative report of departmental activities and projects. This is a comprehensive, all-inclusive six-page task list complete with the subject topic and notes regarding the status of each task. The Board reviewed in detail each item on the task list. Topics of discussion included: (1) **Planning** – such as the status of the Master Plan, Open Space Plan, Housing Production Plan, DeMarco Park improvements, Veteran's Memorial, and other facilities; (2) **IT** – such as cyber security training, inventory assessment management, security systems, phone systems, cloud solutions and backup, online permitting, and equipment upgrades; (3) **Economic Development** – such as downtown planning, sewer connection for the Industrial Park, sewer expansion for Stockwell Drive, and the Community Development Block Grant review; (4) **Infrastructure/Building** – such as the water tank towers, street paving assessment management, and traffic related issues, street light conversions, and building renovations and maintenance of Town Hall and the library; (5) **Outreach** – such as community events, senior and veteran's work programs for tax credits, ACES, website updates, committee recruitment, and electronic newsletter; (6) **Department of Public Works** – review of the street opening permit process, Heavy Commercial Vehicle Exclusion routes, Harrison Boulevard/Pond Street improvement project, conservation of the stream behind the library, and other field maintenance; (7) **Financial** – such as the Capital Plan, fiscal policies, budget software and process, capital stabilization, and Fiscal 23 budget; (8) **Human Resources** – such as the compensation plan, job description database,

training programs, health programs, and performance evaluation process. Other topics of discussion included legal issues, procurement, Town Hall maintenance, and insurance policies. Chairman Rose requested that Mr. Enos delegate many of these assignments to the appropriate department head and oversee the status of the projects.

Mr. Enos requested the Board implement and prioritize their goals for Fiscal Year 2023. He showed the Board some examples of how other towns format their goals into written objectives with supporting details.

### **Adjournment**

Mr. Beckerman made a motion to adjourn the Workshop Meeting at 9:00 p.m. Mr. Suzor seconded the motion. A roll call vote was held. Mr. Suzor voted aye. Mr. Beckerman voted aye. Chairman Rose voted aye. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shanna M. Faro".

Shanna M. Faro  
Executive Assistant

### **List of Documents**

1. Board of Selectmen Task List