

**BOARD OF SELECTMEN**

Eric S. Beckerman, Chairman  
Jason L. Suzor, Sr., Clerk  
Steven P. Rose, Associate

Gregory S. Enos  
**TOWN ADMINISTRATOR**

# Town of Avon Massachusetts



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TOWN OF AVON

2022 JUL 22 P 4: 57

TOWN CLERK

**BOARD OF SELECTMEN  
THURSDAY, JULY 7, 2022  
6:30 P.M.**

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

**Others Present:** Shanna M. Faro, Executive Assistant  
Joseph S. Lalli, Esq., Town Counsel  
Deb Morin, Treasurer/Collector  
William Fitzgerald, DPW Director  
Douglas Gardner, President, Pioneer Consulting Group (via teleconference)

Mr. Rose called the meeting to order at 6:30 p.m. 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. Mr. Rose reminded the viewing audience that people who would like to view this meeting while in progress may do 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](http://www.avontv.org).

Mr. Lalli led the meeting in the Pledge of Allegiance.

### **Reorganization of the Board**

Mr. Rose announced that he will be stepping down as Chairman of the Board and called for a reorganization of the Board.

Mr. Suzor made a motion to appoint Mr. Beckerman as the Chairman of the Board. Mr. Rose seconded the motion. The motion passed.

Mr. Rose made a motion to appoint Mr. Suzor as the Clerk of the Board. Mr. Beckerman seconded the motion. The motion carried.

### **Public Participation**

None

## **Appointments**

None

## **Meeting Minutes**

Mr. Beckerman made a motion to approve the June 16, 2022 (Regular Session) meeting minutes as written. Mr. Suzor seconded the motion. The motion passed.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Water Rates Presentation**

Mr. Gardner from Pioneer Consulting Group, Inc. introduced himself to the Board and began a water rates presentation. Mr. Gardner stated that his company was asked to provide a report to Mr. Fitzgerald and the Board of Selectmen, acting as the Water Commissioners, regarding proposed, equitable water rates for taxpayers for the period of Fiscal Year 2023 to Fiscal Year 2027.

Mr. Gardner stated that the purpose of the study was to prepare a comprehensive water rate study. The intent of the study was to independently evaluate and assess the DPW's current schedule of rates and fees and to develop and recommend revisions to comply with the Water Management Act ("WMA") permit. Mr. Gardner proposed a semi-annual and quarterly billing rate structure to adequately fund the water utility operation and maintenance expenses, debt service, specified reserves, capital expenditures, and other cash requirements. The primary goal is for the rates and other revenues to fund 100% of all of these costs. Mr. Gardner stated that the study meets the financial requirements of the WMA permit. In addition, MassDEP recommends each public water system establish an appropriate rate structure to fully support all operations and maintenance costs. Mr. Gardner stated that the Board had previously adopted a goal to cover direct costs for the water supply system over time. Mr. Gardner stated that his company has completed their analysis of the water rate methodology and recommend changes, which will equitably charge each class of customer, encourage water conservation, and provide capital improvement funds. The proposed rate structure will fund 100% of all water expenses. However, Mr. Gardner did remind the Board that the water rate projections are estimates, and future rate increases voted by the Board should be based on then-current information.

### **Findings and Recommendations**

Mr. Gardner stated that based on their research, his company found that the Water Division's finances are strong. The current water rates and general fund revenue will generate sufficient revenue for FY23 but will not fund expenses and current capital for FY24 and beyond. The objective is to eliminate the general fund subsidy and implement full indirect cost recovery by FY29. Mr. Gardner recommended eliminating the general fund subsidy by \$50,000 beginning in FY24 until the subsidy is eliminated. Mr. Gardner stated that should the town adopt a water enterprise fund, the DPW should conduct an indirect cost study to determine the amount of support and expenses provided by the town. He also recommended that beginning in FY24, \$30,000 in indirect costs be paid to the town each fiscal year until the amount totals \$150,000. Mr. Gardner stated that Pioneer Consulting has included \$200,000 in funding for capital projects.



Mr. Gardner recommended that the costs associated with fire protection should be charged to customers who will benefit from the protection. The public fire protection costs are built into water rates and are shared by all customers. Pioneer Consulting Group recommended an annual private fire protection charge for all private connections based on connection size.

Mr. Gardner stated that a water rate increase will be necessary to implement the indirect costs, reduction of the general fund subsidy and to fund capital projects. Mr. Gardner recommended that the billing frequency be changed from semi-annual to quarterly once the new water meters and radio read system is operation. The change to quarterly billing adheres to the MassDEP requirements and helps reduce lost water from undetected leaks and complies with the requirements of the WMA Permit. Mr. Gardner recommended that the base fee be increased to \$100 semi-annually, or \$50 quarterly. Mr. Gardner also recommended a conservation-based water rate which encourages the efficient use of water by charging customers a higher rate as their water consumption increases. The conservation-based rate structure will discourage the wasteful use of water and reduce the excessive discretionary summer use. It is also an effective way of balancing water supply with water demand. Mr. Gardner displayed a chart of proposed water rates based upon the consumption range based on cubic feet of water used which would gradually increase each year from FY23 through FY27. Mr. Gardner stated that the average customer uses approximately 1,400 cubic feet to 4,000 cubic feet of water per year which would be an increase of roughly \$53.04 raising the average water bill from \$208 to \$234.52 per year. Mr. Gardner recommended the rates change effective July 1, 2022 and for yearly rate increases to achieve full cost recovery by FY29. Mr. Gardner answered some questions from the Board before departing the meeting.

#### **Transportation Network Company – Confirmation of Per-Ride Assessment Funds Distribution**

Ms. Faro informed the Board that the Department of Utilities has completed its disbursement of the 2021 per-ride assessment funds. The amount of these funds was calculated based upon the number of Transportation Network Company (TNC) rides, such as Uber and Lyft, that originated within the town in 2021. Ms. Faro stated that the Town of Avon's disbursement was \$3,379.30. Ms. Faro stated that these funds are special revenue and must be appropriated towards transportation infrastructure and reported accordingly. Ms. Morin informed the Board that there is a special account set up for these funds. The Board approved placing the special revenue in the specified account pursuant to the Treasurer/Collector.

#### **One Day Special Permits**

Mr. Beckerman made a motion to approve the One Day Special Alcohol Permits for the Avon Fish & Game Association for July 30, 2022 and September 17, 2022 for outdoor club events. Mr. Suzor seconded the motion. The motion carried.

#### **Vacation Carryover Requests**

Ms. Faro read a request from the Building Commissioner Robert Borden to carryover a total of 88 hours of vacation time into Fiscal Year 2023. Mr. Beckerman made a motion to approve the carryover request in the amount of 88 hours to be used by December 31, 2022. Mr. Suzor seconded the motion. The motion passed.

Ms. Faro read a request from Chief Bukunt for vacation carryover requests for the following Police Department employees.

1. Erik Hauvey – 9 vacation days
2. Michael Buccella – 14 vacation days
3. Nancy Gjelsvik – 13 administrative days (to off-set the 5/2 schedule)

4. Lisa Bimber – 2 vacation days
5. Sheri Carney – 4 vacation days

Mr. Beckerman made a motion to approve the vacation carryover requests for the Police Department employees as listed above with the stipulation that all time must be used by December 31, 2022. Mr. Suzor seconded the motion. The motion carried.

Ms. Faro read a request from Assistant DPW Director Brian Martin to carryover 140 hours of vacation time into Fiscal Year 2023. Mr. Beckerman made a motion to table the request for further clarification as there was a miscalculation in the number of hours requested for the carryover request. Mr. Suzor seconded the motion. This agenda will be tabled until the meeting of July 21, 2022.

### **Line-Item Transfers**

Mr. Beckerman made a motion to approve the line-item transfer in the amount of \$15,000 from the Insurance/Expenses account to the Police/Expenses account due to rising fuel costs. Mr. Suzor seconded the motion. The motion passed.

Mr. Beckerman made a motion to approve the line-item transfer in the amount of \$8,460 from the Insurance/Expenses account to the Street Lighting/Expenses account due to rising fuel costs. Mr. Suzor seconded the motion. The motion passed.

### **Job Description Review for Part-Time Circulation Assistant**

Ms. Faro informed the Board that as there are two part-time circulation assistant vacancies, Library Director Elise LaForge has requested minor changes to the job description. The modified changes include updated job duties and the deletion of some outdated computer systems and programs. Ms. Faro stated that the revised job description has been approved by the Library Trustees and labor counsel. She requested the Board's approval. Mr. Rose requested additional language be added into the job description that specifies the part-time circulation assistant is required to perform any and all related tasks as requested by the Library Director. Mr. Beckerman made a motion to approve the part-time circulation assistant job description with the additional change as suggested by Mr. Rose. Mr. Suzor seconded the motion. The motion carried.

### **Personnel Action Forms for Non-Union Personnel**

Ms. Faro reminded the Board that they voted at the March 17, 2022 meeting to approve a 2% COLA increase for all non-union personnel effective July 1, 2022. Ms. Faro stated these Personnel Action Forms reflect the 2% salary increases.

Mr. Beckerman made a motion to approve the following Personnel Action Forms.

1. Shanna Faro, Human Resources Coordinator
2. Claire Walsh, Accounting Clerk
3. Deb Morin, Treasurer/Collector
4. Lynne McKenney, Recording Secretary
5. Sheri Carney, Executive Assistant to the Police Chief
6. Peggy Geyer, Per Diem Dispatcher
7. Alison Ning, Per Diem Dispatcher
8. William Fitzgerald, DPW Director
9. William Salter, COA Van Driver (COLA and Step Increase for July 1<sup>st</sup> anniversary date)



10. Anthony Famalore, COA Van Driver
11. Meghan Mallett, COA Van Driver
12. Kellyann Cole, COA Head Cook
13. Kevin Flynn, COA Assistant Cook
14. Louise Hardiman, Outreach Coordinator
15. Diane Peterson, Children's Library Assistant
16. Donna Stanton, Shelves
17. Jennifer Mayo, Park & Recreation Director
18. Jeffrey Bukunt, Police Chief
19. Robert Borden, Building Inspector (Fiscal Year 2022 and 2023)
20. Kathleen Waldron, Health Agent
21. Patricia Bessette, Town Clerk

Mr. Suzor seconded the motion. The motion carried.

Ms. Faro informed the Board that the following individuals will receive the 2% COLA increase and a reclassification change so that they are placed on the compensation chart with an appropriate grade and step for Fiscal Year 2023.

Mr. Beckerman made a motion to approve the following Personnel Action Forms.

1. Brian Martin, Assistant DPW Director
2. Emmanuela Isidor, Prevention Coordinator
3. Jane Carthas, COA Director
4. Elise LaForge, Library Director
5. Ron Mahan, Compost Site Attendant

Mr. Suzor seconded the motion. The motion carried.

#### **Personnel Action Form for Reinstated Police Officer**

Mr. Beckerman made a motion to approve the Personnel Action Form for Hans Christopher Guillaume to be reinstated to the Police Department at a Step 2 effective July 10, 2022. Mr. Suzor seconded the motion. The motion passed.

#### **Street Opening Permit Applications**

Mr. Beckerman made a motion to approve the following Street Opening Permit Applications from Eversource Gas Company of Massachusetts for gas maintenance work.

1. 76 Pond Street, abandon stub at main, proposed 4' x 6' road cut
2. 189 Page Street, abandon stub at main, proposed 4' x 6' road cut
3. 54 West High Street, abandon stub at main, proposed 4' x 6' road cut
4. 67 Robbins Street, abandon stub at main, proposed 4' x 6' road cut
5. 70 West High Street, abandon stub at main, proposed 4' x 6' road cut
6. 89 West High Street, abandon stub at main, proposed 4' x 6' road cut
7. 161 West High Street, abandon stub at main, proposed 4' x 6' road cut
8. 102 West High Street, abandon stub at main, proposed 4' x 6' road cut

Mr. Suzor seconded the motion. The motion passed.

### **Surplus Equipment**

Mr. Beckerman made a motion to approve the request to surplus four heavy tables in poor condition at the Avon Public Library. Mr. Suzor seconded the motion. The motion carried.

### **Town Administrator's Report**

Ms. Faro congratulated Assistant Treasurer/Collector Carla Costa on her retirement effective June 30, 2022. The Board thanked Ms. Costa for 22 years of service with the Town.

Ms. Faro informed the Board that she and Library Director Elise LaForge will begin conducting interviews for the vacant part-time circulation assistant position next week. As she is covering for Mr. Enos during his vacation, she will host the Department Head meeting on Monday, July 11, 2022 in which several year end and housekeeping issues will be addressed.

Ms. Faro congratulated Selectman Beckerman as newly appointed Chairman of the Board. She thanked Mr. Rose for his years of service on the Board of Selectmen, as well as the last four years in which he served in the capacity of Chair.

### **Adjournment**

At 7:45 p.m., Mr. Beckerman made a motion to adjourn the regular session and 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, Call Firefighters) or litigation as an open meeting may have a detrimental effect on the government's bargaining or litigating position to conduct collective bargaining and contract negotiations with non-union personnel. (Executive Assistant to the Police Chief). Mr. Suzor seconded the motion. A roll call vote was taken. Mr. Rose voted aye. 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. July 7, 2022 Meeting Agenda
2. June 16, 2022 Meeting Minutes
3. TNC – Confirmation of Per-Ride Assessment Funds Distribution
4. One Day Special Alcohol Permits for Avon Fish & Game Association
5. Vacation Carryover Requests
6. Line-Item Transfers
7. Part-Time Circulation Assistant Job Description
8. Personnel Action Forms for Non-Union Personnel – (HR Coordinator, Accounting Clerk, Treasurer/Collector, Recording Secretary, Executive Assistant to Police Chief, Per Diem Dispatchers, DPW Director, Van Drivers, Head Cook, Assistant Cook, Outreach Coordinator, Children's Library Assistant, Shelver, Park & Recreation Director, Police Chief, Building

Inspector, Health Agent, Assistant DPW Director, Prevention Coordinator, COA Director,  
Library Director, Compost Attendant, Town Clerk)

9. Personnel Action Form for Reinstated Police Officer

10. Street Opening Permit Applications

- a. 76 Pond Street
- b. 189 Page Street
- c. 54 West High Street
- d. 67 Robbins Street
- e. 70 West High Street
- f. 89 West High Street
- g. 161 West High Street
- h. 102 West High Street

11. Request to Surplus Equipment at Avon Public Library