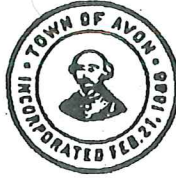


**BOARD OF SELECTMEN**  
Eric S. Beckerman, Chairman  
Jason L. Suzor, Sr., Clerk  
Steven P. Rose, Associate

Gregory S. Enos  
**TOWN ADMINISTRATOR**

# Town of Avon Massachusetts



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

TOWN OF AVON  
2022 AUG 23 A 8:11  
TOWN CLERK

**BOARD OF SELECTMEN**  
**THURSDAY, JULY 21, 2022**  
**6:30 P.M.**

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

**Others Present:** Gregory S. Enos, Town Administrator  
Shanna M. Faro, Executive Assistant  
Joseph S. Lalli, Esq., Town Counsel  
William Fitzgerald, DPW Director (via teleconference)

Chairman Beckerman called the meeting to order at 6:30 p.m. with all members present. 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 Beckerman 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. Enos led the meeting in the Pledge of Allegiance.

**Public Participation**

None

**Appointments**

None

**Meeting Minutes**

Mr. Suzor made a motion to approve the June 9, 2022 (Workshop Session) meeting minutes as written. Mr. Rose seconded the motion. The motion passed.

Mr. Suzor made a motion to approve the July 7, 2022 (Regular Session) meeting minutes as written. Mr. Rose seconded the motion. The motion passed.

Mr. Suzor made a motion to approve the July 14, 2022 (Workshop Session) meeting minutes as written. Mr. Rose seconded the motion. The motion passed.

## **UNFINISHED BUSINESS**

### **Vacation Carryover Requests**

Mr. Suzor made a motion to approve the carryover request of Assistant DPW Director Brian Martin for 140 vacation hours to be carried over into Fiscal Year 2023. Mr. Rose seconded the motion. The motion carried.

Mr. Suzor made a motion to approve the carryover request of DPW Administrative Assistant Christine Clifford for 98 vacation hours to be carried over into Fiscal Year 2023. Mr. Rose seconded the motion for discussion. Mr. Rose requested the Town Administrator develop a standardized Vacation Carryover Request Form next year for consistency and to minimize confusion as to the total time the employee is requesting permission from the Board to be approved. The motion carried.

Mr. Suzor made a motion to approve the carryover request of Highway Foreman Peter Marinelli for 22 vacation hours to be carried over into Fiscal Year 2023. Mr. Rose seconded the motion. The motion carried.

Mr. Suzor made a motion to approve the carryover requests of Special Projects Manager Sheri Carney for 5 vacation days to be carried over into Fiscal Year 2023 and Dispatcher Linda Farley to carry over 3.5 vacation days. Mr. Rose opposed the motion. Mr. Rose stated that these written requests do not appear to be approved by Chief Bukunt as he is not included in the correspondence. Mr. Rose stated that all vacation carryover requests should be approved and verified by the Department Head before the Board approves. The motion did not pass. Mr. Rose made a motion to table the vacation time carryover requests of Sheri Carney and Linda Farley for clarification from Chief Bukunt. Mr. Suzor seconded the motion. The motion passed.

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

Ms. Faro reminded the Board that at their last meeting, there was a request from Mr. Rose to revise the job description to include additional language stating that the circulation assistant reports to the Library Director and is perform any and all related tasks as assigned by the Director. Ms. Faro informed the job description has been revised accordingly to the request. Mr. Suzor made a motion to approve the part-time circulation assistant job description. Mr. Rose seconded the motion. The motion carried.

## **NEW BUSINESS**

### **Alarm System Upgrade Proposal**

Mr. Enos informed the Board that he has received quotes for upgrading the alarm system at Town Hall. It would include three new alarm panels that would allow authorized users to view all those who punched in and out on a specific day. The upgrade would also include cellular backup. Mr. Enos stated the second quote is to alarm the Council on Aging and Civic Center. Finally, the last quote is for electronic locks at six doors, four at Town Hall, one at the Council on Aging, and one at the Civic Center. This system would automatically lock and unlock doors on a set schedule with the ability to program remotely. It would also include key cards that could be deactivated upon a resignation or termination quickly. Mr. Enos informed the Board this would be a costly investment and would require additional quotes due to procurement requirements. Mr. Rose made a motion to authorize the Town Administrator to move forward with the first and second quotes (upgrading the alarm system at Town Hall and installation at the Council on Aging and Civic Center). Mr. Suzor seconded the motion. The motion carried.



### **Personnel Action Form**

Mr. Suzor made a motion to approve the Personnel Action Form for a rate change for the 2% COLA increase for Catherine Emery, the Volunteer & Activities Coordinator. Mr. Rose seconded the motion. The motion passed.

### **Appointment of Election Workers**

Mr. Suzor made a motion to reappoint the following election workers for Fiscal Year 2023: Michael Sandy, Jean Kopke, Joanne Grenham, Maria Piccirilli, Carol Geary, Julia Fasano, Margaret Rudy, Patricia Olson, Karen Johnson, Kristen Maguire, Jennifer Mayo, Elaine Dombrosky, Lynne McKenney, Elaine Flanigan, Linda Carrel, Shanna Faro, and Brooke von Ehrenkrook. Mr. Rose seconded the motion. The motion carried.

Mr. Suzor made a motion to appoint Jean Zarrillo as an election worker for Fiscal Year 2023. Mr. Rose seconded the motion. The motion passed.

### **Police Staffing & Early Voting Hours for State Primary and State Election**

Mr. Suzor read a memorandum from the Town Clerk Patricia Bessette stating that as part of the election reform law titled "The VOTES Act", in-person early voting hours must be made available to the public. A town the size of Avon requires in-person early voting to be made available during at least 25% of the regular business hours. Ms. Bessette recommended early voting be available to the public 30 minutes after Town Hall opens for the day and conclude 30 minutes prior to the close of business to allow for the Town Clerk to perform the administrative duties associated with early voting. Mr. Suzor made a motion to approve the early voting hours as recommended by the Town Clerk for the State Primary and State Election. Mr. Rose seconded the motion. The motion carried.

The memorandum also stated that as part of the election reform law, the Board of Selectmen are to designate the number of police officers needed to staff the election precincts. Ms. Bessette stated that she and Chief Bukunt recommend the Board designate one police officer for the sole polling location at Town Hall. Mr. Suzor made a motion to approve the police staffing designation for the state primary and state election as recommended by the Town Clerk and the Police Chief. Chief Bukunt will determine the particular officer to be assigned at the polling location. Mr. Rose seconded the motion. The motion passed.

### **September 6, 2022 State Primary Warrant**

Mr. Suzor read the State Primary Warrant for September 6, 2022. Mr. Suzor made a motion for the Board to sign the Warrant. Mr. Rose seconded the motion. The motion carried.

### **Request for Political Lawn Signs**

Mr. Suzor read a request from Jim Gordon seeking permission to display 50 campaign lawn signs throughout the town for his bid for State Senate. Mr. Suzor made a motion to approve this request. Mr. Rose seconded the motion for discussion. Mr. Rose requested specific dates in which these campaign signs will be displayed throughout town. Mr. Rose stated that previously, the Board has permitted the lawn signs to be displayed 60 days prior to the election and removed approximately 10 days after the election. Mr. Suzor made a motion to amend the approval with the stipulation that the dates as suggested by Mr. Rose are adhered to. Mr. Rose seconded the amended motion. The motion carried.

Mr. Suzor read a request from Lori Pre from the Campaign to Re-Elect Michael Brady to display approximately 20-30 campaign lawn signs throughout the town for his bid for reappointment as State Senator. Mr. Suzor made a motion to approve the request. Mr. Rose seconded the motion for discussion. Mr. Rose stated that the Campaign to Re-Elect Michael Brady should be allowed to display up to 50 campaign lawn signs to be consistent with the number of signs the Board approved for Jim Gordon. Mr. Suzor made a motion to amend the approval for up to 50 signs with the stipulation that the dates to display and take down the signs are also adhered to. Mr. Rose seconded the amended motion. The motion passed.

Mr. Suzor read a request from Bill Galvin to display approximately 50 campaign lawn signs throughout the town for his bid for reappointment as State Representative. Mr. Suzor made a motion to approve the request with the stipulation that the dates to display and take down the signs are adhered to. Mr. Rose seconded the motion. The motion carried.

Mr. Rose informed Ms. Faro that the approval is for the State Primary only and that the candidates will have to submit an additional written request to display campaign signs for the State Election in November.

#### **New Appointment**

Mr. Suzor made a motion to appoint Amanda McKay to the position of part-time Circulation Assistant at the library for a Grade 3, Step 1 effective July 25, 2022. Mr. Rose seconded the motion. The motion carried.

#### **Open Meeting Law/Hybrid Meeting Order by Governor**

Mr. Enos informed the Board that on July 16, 2022, Lt. Governor Karyn Polito as acting governor, signed legislation to extend key pandemic-era accommodations including remote local government meeting authorizations through March 31, 2023 effective immediately. Mr. Enos requested guidance from the Board regarding public meetings as to the option of holding public meetings remotely or in a hybrid format. Mr. Suzor made a motion to keep the status quo regarding public meetings and continue with hybrid meetings. Mr. Rose seconded the motion. The motion passed.

#### **Street Opening Permits**

Mr. Suzor made a motion to approve the Street Opening Permit Application by Eversource Gas Company to renew the gas service line at 22 South Street. Mr. Rose seconded the motion. The motion passed.

Mr. Suzor made a motion to approve the Street Opening Permit Application by Eversource Gas Company to replace the gas service line at 37 Bartlett Street. Mr. Rose seconded the motion. The motion passed.

#### **Asset Management Grant – Engineering Contract**

Mr. Fitzgerald requested the Board sign the Agreement for Professional Services for Cybersecurity and Continuity Assessment Management with Kleinfelder Northeast Inc. Mr. Fitzgerald stated that this contract is for the security and protection of the water systems. Mr. Fitzgerald stated that so much of the water systems are now computerized and needs protection from hackers such as the SCADA system. It will also fund extra controls for the water systems, security cameras, provide access codes and security check points. Mr. Fitzgerald informed the Board that upon approval of this grant, the state will reimburse the town for costs associated with the Asset Management Grant. Mr. Beckerman was concerned that the signatory page did not have a line for Chairman of the Board of Selectmen. Mr. Fitzgerald informed the



Board he will revise that page. Mr. Suzor made a motion to approve the Asset Management Grant with the stipulation that the signature page be revised to include the Chair of the Board of Selectmen. Mr. Rose seconded the motion. The motion carried.

### **Announcements**

Chairman Beckerman announced that the regularly scheduled August meeting of the Board will be August 18, 2022.

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

Mr. Enos informed the Board he has received a request from Chief Bukunt to increase the cruiser rental fee for police details from \$10 an hour to \$20 an hour due to increasing fuel and maintenance costs. Mr. Suzor made a motion to approve the cruiser rental fee increase. Mr. Rose seconded the motion. The motion passed.

Mr. Enos informed the Board that the Treasurer/Collector would like to invite the town's tax title attorney to the August meeting of the Board to discuss and act on some unpaid tax properties.

Mr. Enos showed the Board a picture of the proposed new pavilion at DeMarco Park for band concerts and other functions as the deposit is due. The pavilion will have a metal roof and timber frame.

Mr. Enos showed the Board an updated state budget spreadsheet and how it will impact the town.

Mr. Enos stated that Representative Galvin helped secure \$150,000 in state funding for improvements to the Avon Industrial Park.

Mr. Enos stated that he is working with Veteran's Agent Dale Kurtz for a small event honoring Purple Heart Day on Friday, August 12, 2022, two days before the Sunday holiday.

Mr. Enos congratulated the Avon Civic Association for securing a \$10,000 award from the D'Angelos 55K Giveaway Contest.

### **Town Counsel's Report**


Mr. Lalli helped assist the DPW Director William Fitzgerald with the grant for improvements to DeMarco Park.

Mr. Lalli is working currently on the PFAS litigation.

### **Adjournment**

At 7:45 p.m., Mr. Suzor 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. (Town Administrator, Executive Assistant to the Police Chief). Mr. Rose 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 21, 2022 Meeting Agenda
2. June 9, 2022 Meeting Minutes
3. July 7, 2022 Meeting Minutes
4. July 14, 2022 Meeting Minutes
5. Vacation Carryover Requests (Brian Martin, Sheri Carney, Linda Farley, Christine Clifford, Peter Marinelli)
6. Part-Time Circulation Assistant Job Description
7. Alarm System Upgrade Proposal
8. Personnel Action Form for Volunteer & Activities Coordinator
9. List of Election Workers to Appoint/Reappoint
10. Memo from Town Clerk to Board regarding police staffing and early voting hours for State Primary and State Election
11. September 6, 2022 State Primary Warrant
12. Request for Political Signs (Jim Gordon, Michael Brady, William Galvin)
13. Personnel Action Form for Part-Time Circulation Assistant
14. Street Opening Permit Applications (22 South Street & 37 Bartlett Street)
15. Asset Management Grant
16. Photograph of DeMarco Park Pavilion
17. State Budget Spreadsheet Changes