

BOARD OF SELECTMEN
Steven P. Rose, Chairman,
Eric S. Beckerman, Clerk
Robert F. Brady, Jr., Associate

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts



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TOWN OF AVON
2019 FEB -8 A 9:54
TOWN CLERK

BOARD OF SELECTMEN
THURSDAY, JANUARY 24, 2019
7:00 P.M.

Members Present: Steven P. Rose, Chairman
Eric S. Beckerman, Clerk
Robert F. Brady, Jr., Associate

Others Present: Gregory S. Enos, Town Administrator
Shanna M. Faro, Executive Assistant to the Town Administrator
Joseph S. Lalli, Town Counsel
Robert Borden, Building Inspector
Paul Sullivan, Assistant Assessor
Warren Bruce Lane, Chairman, Board of Assessors
Cynthia Bernasconi, Member, Board of Assessors
Christine Godino, Superintendent of Schools
Kathleen McDonald, Business Manager, Avon Public Schools
Tracy Sheehan, School Committee Chair
Ann Fogg, Library Director
Julie Murray, Library Trustee

Chairman Rose called the meeting to order at 7:30 p.m. with all members present.

Chairman Rose announced that the meeting is being recorded by the local Cable Access Channel.

Robert Borden led the meeting in the Pledge of Allegiance.

Public Participation

None

Meeting Minutes

Mr. Brady made a motion to accept the minutes of January 3, 2019 (Workshop Session) as written. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to accept the minutes of January 3, 2019 (Regular Session) as written. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to accept the minutes of January 10, 2019 (Workshop Session) as written. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to accept the minutes of January 10, 2019 (Executive Session) as written. Mr. Beckerman seconded the motion. The motion carried.

Mr. Beckerman made a motion to accept the minutes of January 12, 2019 (Workshop Session) as written. Mr. Brady seconded the motion. The motion carried.

APPOINTMENTS

7:00 p.m. – Building Inspector Budget

Mr. Borden approached the Board to discuss his proposed budget. Mr. Borden stated that he reduced the expenses for his cellular phone, fuel for his truck, and educational supplies. Mr. Borden informed the Board that the biggest increase in his expenses was an additional \$10,000 under the "Purchase Services" line. Mr. Borden was requesting funding for third-party inspections needed for the Fire Station Renovation Project. The Board agreed with the necessity of funding for third-party inspections. However, the Board did not feel as if the Building Inspector's budget was the correct place for this funding. The Board suggested that this fee should be within the Designer Selection Committee's budget for the Fire Station Renovation Project. Mr. Enos informed the Board that he will do as they instructed.

7:15 p.m. – Board of Assessors Budget

Mr. Sullivan, Mr. Lane and Ms. Bernasconi appeared before the Board to discuss the budget for the Board of Assessors. Mr. Sullivan informed the Board that although the "Salary-Department Head" line item has been level funded, his contract will expire on June 30, 2019. Mr. Sullivan stated that he has eliminated the "Assessors Computer Expense" line item. Mr. Sullivan informed the Board that he has raised the "Postage" line item due to the increase in the cost of mailings for the tax exemptions. Mr. Sullivan stated that the expenses for the toner for his printer have been relocated to the IT department budget.

7:30 p.m. – School Department Budget

Ms. Godino, Ms. McDonald and Ms. Sheehan approached the Board to discuss the budget for the School Department. Ms. Godino informed the Board that at their November 13, 2018 meeting, the School Committee determined its Total Operating Budget for Fiscal Year 2020 to be \$9,804,863. Ms. Godino stated that from this amount, the School Committee has determined to apply Fiscal Year 2020 Project School Choice Funds in the amount of \$1,059,453. This would bring the School Committee's Total Fiscal Year 2020 Request for Funding from the Town in support of its School Department Operating Budget to \$8,745,410. Ms. Godino informed the Board that this is a 3.6% increase from last year. Ms. Godino stated that most of the increase is from contractual obligations. She stated that there has been an increase in special education, transportation, textbooks and instructional supplies. With no further questions from the Board, they departed.

8:00 p.m. – Library Budget

Ms. Fogg and Ms. Murray appeared before the Board to discuss the budget for the library. Ms. Fogg stated that the "Salary-Union" line item has decreased as newer staff employees have lower step levels. Ms. Fogg stated that the "Salary-Non-Union" line item has also decreased. Ms. Fogg stated that the contractual "Longevity-Union" line item has decreased as well. Ms. Fogg stated that "Energy/Utilities" line item has remained level funded at a high rate. Ms. Fogg informed the Board that she believes this number will decrease once the new, high efficiency furnace is installed, but she was unsure of the cost at this time. Ms. Fogg informed the board that she increased the line item for the phones as the Comcast

bill has increased. Ms. Fogg stated that generally the library uses all funds for the "Purchase Service/Repairs" line item. Ms. Fogg stated that at the repairman the library uses is temporarily out of commission. Chairman Rose advised Ms. Fogg to make sure that the necessary repairs are being taken care of during the interim so that the building does not deteriorate. Ms. Fogg stated that she added a line item in the amount of \$1,000 for programming which is needed with the onboarding of a new Children's Library Assistant. Ms. Fogg stated that she increased the "Office Supplies" line item for items needed for book mending as well as a lease to the new copier and its supplies. The Board requested funding for the needs of the copier be moved to the IT department budget. Finally, Ms. Fogg stated that the education, travel, and dues and membership line items have been level funded.

8:15 p.m. – Park & Recreation Department Budget

Mr. Enos informed the Board that the Park & Recreation Commission voted to level fund their budget. Mr. Beckerman questioned if the "Summer Program Expenses" could be decreased with the establishment of the Revolving Fund at the Annual Town Meeting of 2018. In addition, Mr. Beckerman asked if the written rules and procedures have been established yet for the revolving fund. Mr. Enos informed the Board that he will contact Chairman Fischer regarding these matters.

UNFINISHED BUSINESS

None

NEW BUSINESS

Designer Selection Committee Change Orders

None

Request for Laptop and Cell Phone for Youth Program Director

Mr. Enos informed the Board that he has received a request from the Park & Recreation Commission for the Youth Program Director to have a Town cell phone and laptop for the field work that her job entails. Mr. Enos stated that the expenses for phone would be extracted from the Park & Recreation Commission's budget. Mr. Enos stated that the purchase of the laptop would be funded by the IT Department. The Board fully supported the need for the Youth Program Director to have a Town cell phone. The Board requested more information from the Park & Recreation Commission as to why the Director would need a laptop. The Board informed the Town Administrator that if the need is justifiable, the laptop should be purchased.

MBTA Automated Fare Collection System – Point of Sale Locations

Mr. Enos informed the Board that he has received notification from the Massachusetts Department of Transportation of its intent to set up kiosks, known as Automated Fare Collection Vending Machine 2.0, at certain bus stops and train stops throughout the state. Mr. Enos stated that these kiosks would replace the Charlie Card system. Mr. Enos stated that MassDOT is currently reviewing the bus stop at DeMarco Park as a point of sale location. Chairman Rose questioned whether the kiosk would obstruct the sidewalk, as well as if it would hinder the snowplowing operations for the sidewalk. Mr. Lalli advised Mr. Enos to research as to whether that sidewalk on North Main Street is state-owned.

Municipal Emergency Radio Fire Alarm Reporting Systems

Mr. Enos informed the Board that Signal Communications Corporation (SigCom) is the sole manufacturer of the Municipal Emergency Radio Fire Alarm Reporting System presently installed at the Public Safety Building. Mr. Enos stated that SigCom has provided two quotes to update the system. One quote is for the new Police Station on Fagan Drive while the other quote is for the existing Fire Station. Mr. Enos stated that SigCom is on the State Bid List. Mr. Enos stated that the Designer Selection Committee has already budgeted for this expense for the new Police Station. Therefore, this is not a Change Order. Mr. Beckerman made a motion to approve the upgrade of the Municipal Emergency Radio Fire Alarm Reporting System as outlined. Mr. Brady seconded the motion. The motion carried.

Library Appointment

Mr. Beckerman made a motion to appoint Diane Peterson to the position of Children's Library Assistant for a Grade F-8, Step 1, at the rate of \$14.82 per hour for a part-time employee. Mr. Brady seconded the motion. The motion carried.

Announcements

Chairman Rose announced the Board's Budget Workshop sessions as January 26, 2019 and potentially January 31, 2019.

Chairman Rose announced the February meetings of the Board as February 7, 2019 and February 21, 2019.

Town Administrator's Report

Mr. Enos informed the Board that Holbrook Officer Peter Hutchings is in the process of being promoted to a Sergeant. Officer Hutchings transferred from the Avon Police Department in 2016 and seeking a letter from the Chief Appointing Authority stating that he left the Town in good standing with no breaks in service. Chairman Rose agreed to sign a letter on his behalf for service credits for Officer Hutchings.

Mr. Enos informed the Board that the Collins Center will be meeting with the Department Heads, a member from the Finance Committee and a member from the Capital Planning Committee on January 29, 2019 at Town Hall as the first introductory meeting to kick off their review of the Town's financial policies and Capital Improvement Plan.

Mr. Enos stated that as Chief Procurement Officer, he will be seeking quotes for the new furnace and roof repair needed at the Avon Public Library.

Finally, Mr. Enos stated that the goal was to complete the Proposed Operating Budget for Fiscal Year 2020 to deliver to the Finance Committee by the February 1, 2019 deadline.

Adjournment

At 8:07 p.m., Chairman Rose requested the Board make a motion to conclude the Regular Session. An Executive Session would begin after the Open Session for the purposes of discussing Collective Bargaining with Union Bargaining Units and Employment Agreements with Non-Union Personnel, and to discuss strategy with respect to litigation, all of which could prove detrimental, if discussed during the Open Session. Mr. Brady made a motion to adjourn the Regular Session. Mr. Beckerman seconded the motion. The motion carried.

A roll call vote was taken.

Mr. Brady voted aye.

Mr. Beckerman voted aye.

Chairman Rose voted aye.

The Board would reconvene in Open Session for the sole purpose of adjournment. At 10:00 p.m., Mr. Brady moved to adjourn the meeting. Mr. Beckerman seconded the meeting, so voted 3-0.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator