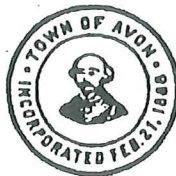


**BOARD OF SELECTMEN**  
Steven P. Rose, Chairman  
Eric S. Beckerman, Clerk  
Robert F. Brady, Jr., Associate

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 MEETING  
SATURDAY, JANUARY 26, 2019  
8:00 A.M.  
BUDGET WORKSHOP MEETING**

**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  
Kimberly Park, Town Accountant  
Matt Doucet, Capital Planning Committee  
Carl Fischer, Park & Recreation Commission Chair

Mr. Enos requested the Board review the budgets of the remaining departments that have not been discussed yet as well as review budgets in which changes had been made in preparation of submitting the Proposed Operating Budget for Fiscal Year 2020 to the Finance Committee on February 1, 2019.

**930 Capital Planning Committee** – Mr. Enos stated that this would be a new department budget. He stated that some funding had been added for expenses such as office supplies and dues and memberships. He stated that the largest expense added was \$50,000 for Capital Planning Purchases. Mr. Beckerman questioned whether this money should be added to the budget or funded in an article for Town Meeting. Mr. Enos stated that by placing this money in the budget, it will allow the Capital Planning Committee to complete some smaller projects that need to be done around Town. Mr. Enos stated that the goal of the \$50,000 funding in the budget for the Capital Planning Committee is to be able to provide some project funding after the Collins Center concludes their five-year plan for the Town. Mr. Doucet agreed with Mr. Enos' statements and recommendations.

**650 Park & Recreation Commission** – The Board asked Mr. Fischer if there was need for a the "Summer Program Expenses" line item to be kept at \$29,000 given that the residents voted to approve the revolving fund at the Annual Town Meeting. Ms. Park stated that due to a lack of a full year of funding for the revolving fund, the budget was recommended to remain level funded at this time due to unknown variables in program funding. Mr. Enos suggested that the Board reevaluate the Park & Recreation Commission's budget next year for a potential decrease based on the revenue of the revolving fund. Mr. Fischer agreed the recommendation of the Town Administrator. Mr. Enos advised that the Collins Center should include drafting a written policy for fund expenditures of the revolving fund while creating overall fiscal policies and procedures for the Town. Mr. Rose inquired as to the status of articles for the Park & Recreation Commission. He asked Mr. Fischer to draft a statement as to necessity in keeping the funds intact for Article 27 of the Annual Town Meeting of 2015 regarding Crowley Field Services. Mr. Fischer stated that work cannot commence on the Crowley Field until after the completion of the new Public Safety Building on Fagan Drive. He will provide a written statement regarding the same.

**149 Technology** – The Board requested that the “Department Head Salary” line item be changed to “Salary Non-Union” to account for the advertised technician position and the portion of the School Department’s IT Director which the Town will now pay for given the signed Memorandum of Understanding for a joint IT Director. Mr. Enos stated that there was an increase in the “Leased Equipment” line item due to four leased printers. He stated that these fees were transferred from other departments and consolidated into the technology budget. Mr. Rose asked for a status report as to the article with funding for the generators. Mr. Rose informed Mr. Enos that he would like to move forward with this project.

**176 Board of Appeals** – Mr. Enos informed the Board that although he has level funded this department, the Board may want to consider additional funding for a third-party review of all the impending new development projects such as the one proposed on Joanna Road.

**210 Police Department** – Mr. Enos stated that he added an additional 2% on the “Salary-Union” line item to incorporate the increase for Fiscal Year 2018 as awarded and approved at the Special Town Meeting of January 10, 2019. Mr. Enos informed the Board that the Chief has decreased the “Energy/Utilities” line item to \$32,000 as a rough estimate of utility expenses for the new Public Safety Building.

**243 Plumbing Inspector** – The Board requested that the “Salary-Department Head” line item be increased by \$500. The Board requested that the “Alternate Inspector” line item be increased by \$300. Mr. Enos stated that all inspectors did not receive an increase in Fiscal Year 2019 and that the inspection revenue covers the cost of the increase.

**245 Wire Inspector** – The Board requested that the “Salary-Department Head” line item be increased by \$1,000. The Board requested that the “Alternate Inspector” line item be increased by \$300.

**242 Gas Inspector** – The Board requested that the “Salary-Department Head” line item be increased by \$500. The Board requested that the “Alternate Inspector” line item be increased by \$300.

**241 Building Inspector** – The Board requested that the “Alternate Inspector” line item be increased by \$500. The “Purchase Services” line item was decreased for a level funded budget.

**292 Animal Control Officer** – Mr. Enos requested the Board add line item labeled “Other Expenses and Charges” in this department in the amount of \$3,000 for backup coverage when the Animal Control Officer is on vacation so that no calls go unanswered when assistance is needed.

**390 Blue Hills** – Mr. Enos stated that Blue Hills will be doing their budget in March. He stated that the maximum increase will be \$50,000 for student enrollment based on a recent letter he received from the Assistant Superintendent.

**391 Norfolk Aggie** – Mr. Enos stated that the FY’20 budget is based on four students attending the school for a \$2,000 cost of enrollment for each student.

**510 Board of Health** – Mr. Enos informed the Board that after meeting with Health Agent Kathleen Waldron and School Superintendent Christine Godino, the salary of the proposed ACES Coordinator position was raised from \$40,000 to \$55,000 based on the current coordinator’s salary. Mr. Enos stated that he has also added a line item named “Coalition Expenses” in the Board of Health’s budget in the amount of \$10,000 for materials needed to run the program properly in the event a grant for such is not awarded to the Town.

**543 Veterans Services** – Mr. Enos stated that he has spoken to the Veteran’s Agent Dale Kurtz who informed him that he was looking for an assistant for this program who would help him with the outreach services. This position is currently funded by a grant which is expiring. Mr. Kurtz stated that the assistant would be an employee of Norfolk County. However, since the VSO is currently funded by an Agreement for Veteran Service and split between the Towns of Franklin, Avon and Norfolk County, Mr. Kurtz was requesting the Board approve their percentage of the VSO Assistant in the amount of \$3,530.

**549 Veteran’s Benefits** – Mr. Enos stated that he has spoken to Dale Kurtz who has level funded this department. Mr. Kurtz stated that there may be an increase for reimbursements if an additional veteran is added but it is momentarily not needed.

**699 Memorial Day** – Ms. Faro informed the Board that she received a request from a Parade Committee member to increase the budget for the parade. Ms. Faro stated that last year the parade ran slightly over



budget. The Board consented to increase the budget for the Memorial Day Parade by \$500. However, the Board will request a detailed expense list from the Committee prior to the parade.

**912 Workers Compensation** – Mr. Enos stated that this budget has been level funded.

**913 Unemployment** – Mr. Enos stated that this budget has been level funded.

**914 Medical & Life Insurance** – Mr. Enos stated that according to the MIIA representative, the health insurance increase will be no more than 5%.

**916 Medicare** – Mr. Enos stated that he has level funded this budget.

**945 Liability Insurance** – Mr. Enos stated that the budget for this department has been increased by \$10,000 based on the estimate from insurance agent Charlie Rourke.

**135 Town Accountant** – Ms. Park requested an increase in her expenses to travel out of state for a conference which would give her the bulk of required credits needed for certification. The Board agreed to increase her travel and tuition for this conference. The "Travel In-State" line item will be corrected to say "Travel" only.

The Board agreed that the next Budget Workshop will be on Thursday, January 31, 2019 at 6:00 p.m.

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

Mr. Enos informed the Board that he was focusing on several priorities within his role as Town Administrator such as the standardization of Human Resources documents, drafting written financial policies, streamlining the payroll process, procurement, long-term plans such as the Route 28 TIP project, becoming a Green Community, and establishing a sewer connection for the Industrial Park. Mr. Enos requested authority as Chief Procurement Officer to authorize his signature on contracts as to not cause delay. Mr. Rose requested Mr. Enos provided the Board with a written proposal for authorization on documents and to establish a certain dollar limit to be authorized by the Town Administrator that would the Selectmen's final approval for the Board's review and consideration.

### **CMVI Funds for New Police Vehicle**

Mr. Enos stated that he received a request from Chief Bukunt to purchase an unmarked Ford Taurus vehicle using \$30,000 available from the CMVI funds for investigative work performed by the officers. Mr. Brady made a motion to approve the purchase of a new police vehicle using \$30,000 from the CMVI funds. Chairman Rose seconded the motion. The motion carried.

### **Adjournment**

At 11:00 a.m., Mr. Brady made a motion for the Board to adjourn the Workshop Session. Chairman Rose seconded the motion. The motion carried.

Respectfully submitted,



Shanna M. Faro  
Executive Assistant to the Town Administrator