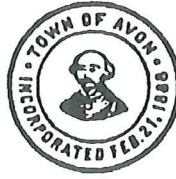


**BOARD OF SELECTMEN**  
Steven P. Rose, Chairman,  
Eric S. Beckerman, Clerk  
Robert F. Brady, Jr., Associate

Gregory S. Enos  
**TOWN ADMINISTRATOR**

# Town of Avon Massachusetts



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

**BOARD OF SELECTMEN**  
**THURSDAY, MARCH 21, 2019**  
**7:30 P.M.**

TOWN OF AVON  
2019 APR - 5 A 11:55  
TOWN CLERK

**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  
Chuck Comeau, Designer Selection Committee  
Ann Fogg, Library Director

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.

Ann Fogg led the meeting in the Pledge of Allegiance.

## **Public Participation**

None

## **Meeting Minutes**

Mr. Beckerman made a motion to accept the minutes of March 7, 2019 (Regular Session) as written. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to accept the minutes of March 14, 2019 (Workshop Session) as written. Mr. Beckerman seconded the motion. The motion carried.

## **APPOINTMENTS**

None

## **UNFINISHED BUSINESS**

### **Good Energy Municipal Aggregation Update**

Mr. Enos informed the Board that he has received a tentative schedule from Good Energy regarding the implementation of the Community Electricity Aggregation Plan. Mr. Enos stated that the dates on the tentative schedule seem a bit aggressive and that some of the dates may have to be pushed back so that we have the chance to educate the public more on municipal aggregation. Mr. Enos informed the Board that the marketing representative for Good Energy was on vacation this week and therefore could not be in attendance at tonight's meeting. Mr. Enos will request a representative at the next meeting of the Board. He will request a revised schedule as well.

## **NEW BUSINESS**

### **Designer Selection Committee Change Orders**

Mr. Comeau presented the Board with a five change orders to the ENE Systems contract in the amount of \$83,800 for the surveillance camera system, building access control, and an access control system for public restrooms for the new public safety building. Mr. Comeau stated that the first change order (FAC 64 6151-2-2) was to deduct two exterior pole mounted surveillance cameras for a credit in the amount of \$3,980. Mr. Comeau stated that the second change order (FAC 64 6151-2-3) is for six additional card readers and 3 card reader control boards in the amount of \$9,354. Mr. Comeau stated that the third change order (FAC 64 6151-2-5) was to add three audio recordings and controls at three locations in the amount of \$3,680. Mr. Comeau stated that the fourth change order (FAC 64 6151-2-6) was to add two cameras at the cell vestibule at no additional cost. Finally, Mr. Comeau stated that the fifth change order (FAC 64 6151-3-0) was to change the Avigilon camera system to a Flir camera system at no additional cost. Mr. Comeau stated that the total additional cost for the five change orders was \$9,054, bringing the total cost of the ENE Systems contract for surveillance cameras at the new public safety building to \$92,854. Mr. Brady made a motion to approve the five change orders to the ENE Systems contract as explained by Designer Selection Committee member Chuck Comeau in the amount of \$9,054. Mr. Beckerman seconded the motion. The motion carried.

### **Annual Town Meeting Warrant**

Mr. Enos stated that based on the Board's Workshop Meeting of March 14, 2019, he has made some minor changes to the Annual Town Meeting Warrant based on the recommendations of the Board at that meeting. Mr. Enos informed the Board that Articles 1 through 6 remain the same. Mr. Enos informed the Board that Article 7 has been revised slightly to include a broader description of the rehabilitation work that needs to be performed at Noonan Field. Mr. Enos stated that Articles 8, 9 and 10 have not been revised. Mr. Enos reminded the Board that Article 11 regarding the gift or purchase of land on South Street needs some additional details before it is finalized. Mr. Enos stated that Article 12 regarding the rehabilitation of the water tanks has now been separated into two articles. Mr. Enos stated that Article 14 regarding the Harrison Boulevard/Pond Street/Bodwell Street project still needs scrutiny on the wording choice before it is finalized. Mr. Enos informed the Board that Articles 15 through 19 remain the same. Mr. Enos stated that Article 20 regarding the payment of prior year's bills has been requested by the Town Accountant. Mr. Enos stated that Article 21 regarding new signs for the Avon Industrial Park has been requested by Mr. Beckerman. Mr. Enos stated that Article 22 regarding the appointment of a Special Police Officer has been modified slightly by the Police Chief to state that this position would be reappointed annually. Finally, Mr. Enos stated that Article 23 remains the same. Mr. Enos gave the Board a free cash estimate from the Town Accountant. Mr. Brady made a motion to approve and sign the Annual Town Election and Meeting Warrant with the minor changes as detailed by the Town Administrator. Mr. Beckerman seconded the motion. The motion carried.



### **Avon Civic Association Summer Concert Series**

The Board received a request from Paul Chute of the Avon Civic Association to use DeMarco Park for the Summer Concert Series which will run each Wednesday from June 12, 2019 through August 7, 2019 from 6:00 p.m. through 8:30 p.m. There will be no summer concert on the week of July 4, 2019. Mr. Beckerman made a motion to approve the request of the Civic Association to hold the summer concerts at DeMarco Park. Mr. Brady seconded the motion. The motion carried.

### **Senior Circulation Assistant Position**

Mr. Beckerman made a motion to accept the letter of resignation of Senior Circulation Assistant Caren Wheelwright with regret. Ms. Wheelwright's last day at the Avon Public Library will be March 27, 2019. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to appoint Wendy Ward to the position of Senior Circulation Assistant at the Avon Public Library for a Grade OAL 2, Step 1 at the rate of \$18.29 per hour. Ms. Ward's date of hire will be March 25, 2019. Mr. Beckerman seconded the motion. All were in favor.

### **Agreement for Collection of Soft Recyclables**

Mr. Rose read a letter from Ms. Waldron explaining the proposed Agreement for Collection of Soft Recyclables. He stated that the Board of Health would like to implement a textile curbside recycling program. Through ZeroWaste, Simple Recycling is a company that will collect any textiles with the regular recycling pickup. Simple Recycling will mail residents an informational brochure along with two pink bags to start. There is no cost to the Town. The Town will be paid \$20.00 per ton of recycled material. Simple Recycling will collect any textiles, regardless of the condition. If the items are in good condition, they will be donated. Simple Recycling will not be replacing the Bay State Textile bins at the schools. However, they are willing to add a bin at the Compost Site. Mr. Beckerman made a motion to approve and sign the agreement with Simple Recycling for the Collection of Soft Recyclables with the stipulation that the contract not be released to the company until Town Counsel has reviewed and approved the contract. If Town Counsel has significant changes, the contract will need to be brought back to the Board for further review. Mr. Brady seconded the motion. The vote was unanimous.

### **Compost Site Attendant**

The Board received a job posting/description for the Compost Site Attendant from the Board of Health with a request to set the rate of pay at \$15.00 per hour. The Board of Health believes it will be a challenging position to fill if the pay is less than the requested amount. The Health Agent stated in a letter to the Board that this position was budgeted for \$15.00 per hour in the proposed Fiscal Year 2020 budget. Mr. Brady made a motion to approve Compost Site Attendant's job posting and rate of pay for \$15.00 per hour. Mr. Beckerman seconded the motion. The motion carried.

### **Handbook for Appointed and Elected Officials**

Mr. Enos informed the Board that the Town Clerk Patricia Bessette has drafted a Handbook for Appointed and Election Officials which is an informational guide that includes topics such as the Opening Meeting Law, Conflicts of Interest, sample agendas and meeting minutes, standard procedures and the roles of Board and Committee members. Mr. Enos requested that each Board member review the draft handbook and forward edits and suggestions to the Town Administrator. The Board requested that Mr. Lalli review the handbook for revisions as well.

### **Update on Financial Policies and Procedures by the Collins Center/Community Compact Agreement**

Mr. Beckerman stated that the financial team consisting of Mr. Enos, a representative from the Board of Selectmen, a member of the Finance Committee, a member of the Capital Planning Committee, a representative for the School Committee, the Town Accountant, the Treasurer/Collector and Ms. Faro have now had two meetings with Stephen Cirullo of the Collins Center regarding drafting formal, written financial policies and procedures for the Town. Mr. Beckerman informed the Board that he has learned through this process thus far that the Town did have many procedures in place already, however, not all of these procedures have been finalized in terms of written policies. Mr. Beckerman informed the Board that Mr. Cirullo was impressed with the Town's procedures. Mr. Beckerman stated that all representatives of the group seem pleased with the written policies which have been devised as a result of these meetings. Mr. Beckerman stated that the third meeting of the group will focus on accounting policies. Mr. Beckerman stated that the expectation is that each representative will take the draft policies back to their respective Board or Committee for review and approval. Mr. Beckerman stated that once the four major Boards, consisting of the Board of Selectmen, School Committee, Finance Committee and Capital Planning Committee, come to a consensus on the draft policies, they will be finalized.

### **Security Cameras**

Mr. Enos informed the Board that he has done some research regarding the installation of security cameras at Town Hall and the Council on Aging. Mr. Enos provided a quote proposal from ENE Systems in the amount of \$30,250 for security cameras in Town Hall at six different locations with three cameras in each dome, including the foyer. Mr. Enos stated that the proposal included three cameras at the Council on Aging with two outside and one inside the building. Mr. Beckerman requested that Mr. Enos contact the company about a price quote for cameras at the Civic Center as well. Mr. Beckerman made a motion to approve the proposal from ENE Systems for a camera system at Town Hall and the Council on Aging in the amount of \$30,250. Mr. Brady seconded the motion. The motion carried.

### **Housing Production Plan/OCPC**

Mr. Enos informed the Board that he met with representatives from the Old Colony Planning Council regarding the preparation of a Housing Production Plan consistent with the Department of Housing and Community Development's 2014 Guideline's and meeting the requirements for Housing Production Plans as contained in 760 CMR 56. Mr. Enos stated that this will be a labor-intensive project with lots of data to review. Mr. Enos provided each Board member with the proposed Scope of Work from Old Colony Planning Council. Mr. Enos stated that his next step in this project will be to meet with the Planning Board. From there, it may require a joint meeting between the Selectmen and the Planning Board to begin the project.

### **Certification and Assurances for Council on Aging Van**

Mr. Enos stated that Mr. Mazzella has submitted a request for the Board to sign the Federal Transit Administration's Certification and Assurances for the Council on Aging van. This annual certification is a requirement for both the Federal Transit Administration and the Massachusetts Department of Transportation for mobility assistance programs. Mr. Lalli informed the Board that he has not reviewed this document yet. The Board requested that Town Counsel review the document before they execute their signature.



### **Gift Acceptance Forms for the Council on Aging**

Mr. Beckerman made a motion to accept the gift donation in the amount of \$250 from the Avon Police Relief Association for food and entertainment for the Council on Aging's St. Patrick's Day luncheon. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to accept the gift donation in the amount of \$150 from Whitney Place Assisted Living for entertainment for the Council on Aging's St. Patrick's Day luncheon. Mr. Beckerman seconded the motion. The motion carried.

### **Announcements**

Chairman Rose announced the April meetings of the Board as April 4, 2019 and April 18, 2019.

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

Mr. Enos informed the Board that Town Counsel agrees with the decision to hire Special Counsel to act as co-counsel for the Joanna Estates housing project. Mr. Enos informed the Board that the law firm of Mead, Talerman & Costa LLC has experience working with towns on 40B projects. Mr. Enos stated that he will get the agreement from Mead, Talerman & Costa LLC for the Board to review at their next meeting.

Mr. Enos informed the Board that he had included two quotations from Zobrio in their packets. The first proposal was in the amount of \$6,000 for Fundware year-to-date balances for five fiscal years to be extracted and reinstalled with balances rolling forward. Mr. Enos stated that when the new software was installed on July 1, 2018, not all of the data was transferred, making it difficult to read reports without all of the information available. The second proposal from Zobrio in the amount of \$3,695 is for a scheduler module which would separate the monthly reports and only send to the appropriate Department Heads or Boards and Committees. In the past, monthly statements have been sent in bulk to all parties without separation to which accounts apply them. Mr. Brady made a motion to approve the two proposals from Zobrio as described by the Town Administrator. Mr. Beckerman seconded the motion. The motion carried.

Mr. Enos informed the Board that the Town of Avon's apportionment for Chapter 90 funding in Fiscal Year 2020 is \$183,809.

Mr. Enos stated that he has received a proposal from Eric A. Kinsherf, CPA to not exceed \$10,000 to perform a Payroll Process Study to evaluate the process and to make recommendations for improvement. Mr. Enos informed the Board that, if approved, this project will commence after the majority of the Accrual Project has been completed.

### **Adjournment**

At 8:30 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. Beckerman made a motion to adjourn the Regular Session. Mr. Brady 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 10:15 p.m., Mr. Beckerman moved to adjourn the meeting. Mr. Brady seconded the meeting, so voted 3-0.

Respectfully submitted,

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

Shanna M. Faro  
Executive Assistant to the Town Administrator