

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

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts



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TOWN OF AVON
2019 JUL 12 A 8:58
TOWN CLERK

BOARD OF SELECTMEN MEETING THURSDAY, JUNE 27, 2019 – 6:30 P.M. 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
Joseph S. Lalli, Esq., Town Counsel
Patricia C. Bessette, Town Clerk
Carl Fischer, Park & Recreation Chair
Gene Mazzella, Council on Aging Director
Debra Morin, Treasurer/Collector

Chairman Rose called the meeting to order at 6:30 p.m. with all members present.

NEW BUSINESS

Recording Secretary – Duties and Committee Responsibilities

Mr. Fischer approached the Board to discuss the Recording Secretary for the Park & Recreation Commission. Mr. Enos prefaced the discussion by informing the Board that since one of the Recording Secretaries recently resigned, he wanted to review the duties of the Recording Secretaries holistically. Mr. Enos stated that the Board may want to hire more than one Recording Secretary as other Boards such as the Library Trustees and the Capital Planning Committee have requested a secretary as well. Mr. Enos stated that the Board will have to decide which Boards and Committees should be designated to have a Recording Secretary. The Boards that currently have a Recording Secretary are the Finance Committee, Zoning Board of Appeals, Planning Board, Conservation Commission and Park & Recreation Commission. Mr. Enos provided the Board with a draft job description for the Recording Secretary position as well as a comparable analysis of the pay rates and duties of Recording Secretaries in neighboring towns. Since this position reports to the Town Clerk, Chairman Rose asked Ms. Bessette her opinion on the Recording Secretary position. Ms. Bessette stated that if the Park & Recreation Recording Secretary remains dedicated solely to one board, she would request two additional Recording Secretaries for some flexibility for coverage conflicts. Ms. Bessette also stated that volunteer members on Boards and Committees that currently do not have a Recording Secretary should be aware of the roles and responsibilities of providing meeting minutes in accordance with the Open Meeting Law. She stated that as a contingency plan, recorders could be made available.

Mr. Fischer stated that the Park & Recreation Commission's Recording Secretary was hired last spring upon the impending retirement of their long time Recording Secretary. Mr. Fischer stated that the Park &

Recreation Commission did budget for this position. It was not until the Annual Town Meeting that the Park & Recreation Commission became aware that this position was transferred out of their department to the Town Clerk's department. Mr. Enos stated that the biggest issue to be addressed regarding the Park & Recreation Department's Recording Secretary is her roles and responsibilities. The employee was appointed as a Recording Secretary however, her duties include assisting in items such as budget preparation. Mr. Enos stated that once the Park & Recreation Commission acquired a part-time Youth Program Director, who is considered a Department Head, these duties should be transferred to her. The Board reviewed the job description for a Park & Recreation Recording Secretary which was not approved by the Selectmen. The Board requested that all Recording Secretaries have one uniform job description. Chairman Rose requested that effective July 1, 2019, the Youth Program Director should assume all the responsibilities related to budgetary items, as well as personnel matters and records. Chairman Rose requested that Mr. Fischer work with the Town Administrator and Town Clerk to distinguish between the duties of the Park & Recreation Commission's Youth Program Director and Recording Secretary. Mr. Fischer agreed and thanked the Board for their time before he departed.

Letter of Resignation from Part-Time Circulation Assistant

Chairman Rose read the letter of resignation from Laura Donahue, effective July 2, 2019. Mr. Brady made a motion to accept the resignation of Part-Time Circulation Assistant Laura Donahue with regret. Mr. Beckerman seconded the motion. The motion carried.

Personnel Action Forms for Council on Aging Part-Time Employees

Mr. Brady made a motion to approve the Personnel Action Form for Volunteer Coordinator Jane Carthas for a step increase to from a Grade F8, Step 2 to a Grade F8, Step 3 at the rate of \$15.52 per hour effective July 1, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to approve the Personnel Action Form for Van Driver Walter Salter for a step increase to from a Grade F7, Step 6 to a Grade F7, Step 7 at the rate of \$15.71 per hour effective July 1, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to approve the Personnel Action Form for Head Cook Cynthia Seely for a step increase to from a Grade F8, Step 3 to a Grade F8, Step 4 at the rate of \$15.88 per hour effective July 27, 2019. Mr. Beckerman seconded the motion. The motion carried.

Direct Deposit

The Board reviewed a letter from the Treasurer/Collector Deb Morin requesting the implementation of direct deposit for all employees. Ms. Morin stated in her letter that direct deposit would benefit her office by allowing employees to be self-sufficient in printing their paycheck stubs, looking up past history and reprinting W2's, which would free up more time in the Treasurer/Collector's office. Ms. Morin stated in her letter that there are currently about 13 employees that are not on direct deposit. Mr. Enos informed the Board that if union employees are not on direct deposit, this matter would have to be negotiated through the union. Chairman Rose expressed concern in mandating direct deposit as he knows many individuals that are opposed to direct deposit. Mr. Brady suggested that Ms. Morin ask these 13 employees if they have any interest in switching to direct deposit to see if the list can be dwindled down. The Board agreed with Mr. Brady's suggestion for Ms. Morin to recommend direct deposit, but to not mandate it at this time. The Board will discuss at a further date if this is still problematic.

Line Item Transfers

Mr. Brady made a motion to approve the line item transfer in the amount of \$4,879.70 from the Insurance – Personal Services line to the Building Inspector/Salary – Department Head line as Mr. Borden received a new Employment Agreement during this fiscal year and the transfer is needed to cover the new contractual agreement. Mr. Beckerman seconded the motion. The motion carried.

Mr. Beckerman made a motion to approve the line item transfer in the amount of \$3,670.10 from the Insurance – Personal Services line to the Building Inspector/Salary – Union line as a new Memorandum of Understanding was reached for the AFSCME union. The transfer was needed to cover the cost of the AFSCME employee's rate of pay which changed pursuant to the contractual agreement. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to approve the line item transfer in the amount of \$0.28 from the Insurance – Personal Services line to the Blue Hills Regional/ Expenses – Regional School Assessment line to cover a small deficit on billing costs. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to approve the line item transfer in the amount of \$0.44 from the Insurance – Personal Services line to the Wire Inspector/Salary – Department Head line to cover a small deficit due to rounding. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to approve the line item transfer in the amount of \$5,500 from the Insurance – Personal Services line to the Legal – Expenses Purchase Services line to pay for outstanding legal bills that need to be paid. Mr. Beckerman seconded the motion. The motion carried.

Personnel Action Forms for Contractual Agreements

Mr. Beckerman made a motion to approve the Personnel Action Form for a contractual rate change for DPW Director William Fitzgerald effective July 1, 2018. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to approve the Personnel Action Form for a contractual rate change for Police Chief Jeffrey Bukunt effective July 1, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to approve the Personnel Action Form for a contractual rate change for Town Administrator Gregory Enos effective July 1, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to approve the Personnel Action Form for a contractual rate change for Treasurer/Collector Debra Morin effective July 1, 2019. Mr. Beckerman seconded the motion. The motion carried.

Auction Proposal for 29 Memorial Drive

Mr. Enos informed the Board that Treasurer/Collector Deb Morin has worked on gathering proposals for the auction of the property at 29 Memorial Drive. Mr. Enos stated that Ms. Morin got three quotes from Weitbrecht Auctioneers, Zekos and Sullivan & Sullivan. Mr. Enos stated that Sullivan & Sullivan Auctioneers provided the lowest commission at 3%. Mr. Enos informed the Board that Sullivan & Sullivan comes highly recommended from neighboring towns and they would be able to auction off the property quickly with an auction date of July 18, 2019. Chairman Rose inquired as to the need to expedite the process. Mr. Lalli stated that there is an easement issue with that property which has the potential for litigation. Chairman Rose reiterated his concern over expediting the auction, as he wanted to

ensure the auction was done thoroughly and correctly in accordance with the law on tax title property. Mr. Beckerman made a motion to table this item until the Board's meeting of July 11, 2019. Mr. Brady seconded the motion. The motion carried.

Council on Aging Matters

Mr. Mazzella requested a few moments with the Board to discuss kitchen staff at the Council on Aging. Mr. Enos informed the Board that he has requested additional information from Mr. Mazzella prior to a discussion with the Board. Chairman Rose stated that after acquiring the additional information, the Board will set up a Workshop Session to discuss the kitchen staff at the Council on Aging.

Mr. Mazzella informed the Board that he intends to make replicas of the Town's cane and distribute to the Town's oldest male and female.

Adjournment

At 8:15 p.m., Mr. Brady made a motion for the Board to adjourn the Workshop Session for the sole purpose of adjournment. Mr. Beckerman seconded the motion. The motion carried.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator

List of Documents

1. June 27, 2019 Meeting Agenda
2. Draft Recording Secretary Job Description
3. Park & Recreation Recording Secretary Job Description
4. Comparative Analysis of Recording Secretaries in Neighboring Communities
5. Letter of Resignation of Laura Donahue, Part-Time Circulation Assistant
6. Personnel Action Form for Volunteer Coordinator
7. Personnel Action Form for Van Driver
8. Personnel Action Form for Head Cook
9. Letter from Treasurer/Collector Deb Morin to Board of Selectmen dated June 24, 2019 regarding Direct Deposit
10. Line Item Transfers
11. Sullivan & Sullivan Auctioneer Proposal for 29 Memorial Drive
12. Personnel Action Forms for DPW Director, Police Chief, Town Administrator, and Treasurer/Collector