

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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BOARD OF SELECTMEN MEETING THURSDAY, AUGUST 22, 2019 – 6:30 P.M. WORKSHOP MEETING

TOWN OF AVON
2019 SEP - 6 A 9:55
TOWN CLERK

Members Present: Steven P. Rose, Chairman
Eric S. Beckerman, Clerk

Others Present: Gregory S. Enos, Town Administrator
Shanna M. Faro, Executive Assistant to the Town Administrator
Ann Fogg, Library Director
Police Chief Jeffrey Bukunt

Chairman Rose called the meeting to order at 6:30 p.m. Selectmen Brady was absent from the meeting.

Ann Fogg led the meeting in the Pledge of Allegiance.

NEW BUSINESS

Appointment of Recording Secretary

Mr. Beckerman made a motion to appoint Kayleigh Correira to the position of Part-Time Recording Secretary at the rate of \$16.00 per hour. Chairman Rose seconded the motion. The motion carried.

Appointment of Special Police Officer

Mr. Beckerman made a motion to appoint Charles Guilbault to the position of Special Police Officer. Chairman Rose seconded the motion. The motion carried.

Non-Union Library Circulation Assistants

Ms. Fogg approached the Board to discuss the pay rate of the part-time employees at the Avon Public Library. Ms. Fogg requested to reclassify the part-time Circulation Assistants from the F6 class to an F7 class, raising the pay rates by approximately \$1.00 per hour for the employees. Ms. Fogg requested to reclassify the part-time shelver from an F5 class to an F6 class as well. Ms. Fogg informed the Board that the rate change was approved in the Fiscal Year 2020 library budget. Chairman Rose asked Ms. Fogg to return to the Board regarding this matter after she has conducted an analysis of pay rates for Circulation Assistants from libraries in comparable communities. Mr. Enos will provide Ms. Fogg a list of comparative communities.

Facilities Director Discussion

Mr. Enos presented the Board with three job descriptions to begin the discussion regarding the need for a Facilities Director. The first job description was for a Maintenance Technician. This would be a part-time position and the maintenance technician would perform a variety of skilled duties in various building trades, such as painting, carpentry, minor electrical, cement masonry, dry wall or other recognized crafts for the purpose of maintaining, repairing or remodeling Town-owned and operated buildings and facilities, to include HVAC and other mechanical systems. The second job description was for a Facilities Coordinator. This would be a full-time position and under the general direction of the Town Administrator, the Coordinator is responsible for the overall cleanliness, sanitation, and maintenance of Town owned buildings and grounds. The third job description was for a Custodian/Maintenance position. This would be a full-time position and the Custodian would be responsible for the overall cleanliness, sanitation, and maintenance of Town owned buildings and grounds. Mr. Enos stated that he did not have pay ranges for these positions yet. He also did not know if the position would be a union position or not. Chairman Rose asked Mr. Enos to poll the Department Managers in different Town owned buildings to see what they would require the most assistance with in each of their buildings. Chairman Rose stressed the importance of preventative maintenance as that was not done at the Avon Middle-High School and the building suffered as a result. Mr. Beckerman stated that due to the number of buildings to maintain, he felt strongly that this should be a full-time position. Mr. Enos will find out more information and report back to the Board regarding this matter.

Park & Recreation Fall Teen Program

Mr. Beckerman made a motion to approve the Fall Teen Program Counselor job description. Chairman Rose seconded the motion. The motion carried.

Accounting Clerk Job Description

Mr. Enos presented a draft job description for an Accounting Clerk. This position would provide support to the Town Accountant. Chairman Rose requested input from the Town Accountant regarding this position prior to the Board's approval of the job description.

Prevention Coordinator Job Description

The Board reviewed the job description for the Prevention Coordinator. This position would report to the Board of Health. Chairman Rose requested that any mention of "ACES" be removed from the job description as that grant has terminated and would cause unnecessary confusion. Chairman Rose also requested more information in the job description such as whether this position would be FSLA exempt or non-exempt. Mr. Enos stated that he would inform Ms. Waldron of the Board's revisions and have her submit another draft for review.

Senior Water Operator Job Description

Mr. Beckerman made a motion to approve the job description for the Senior Water Operator position. Chairman Rose seconded the motion. The motion carried.

School Resource Officer Job Description

Chief Bukunt presented the Board with the job description for the School Resource Officer. He stated that Town Counsel is in the process of reviewing the Memorandum of Understanding between the Avon Public Schools and the Town regarding the School Resource Officer. Chief Bukunt informed the Board this Officer would be sent to the NASRO Training Program and would also spend time training with a

School Resource Officer in the Town of Stoughton. Chief Bukunt stated that he has approached a candidate regarding this position. Mr. Beckerman made a motion to approve the job description for the School Resource Officer. Chairman Rose seconded the motion. The motion carried.

Avon Municipal Vulnerability Preparedness (MVP) Contract

Mr. Beckerman made a motion to approve and sign the Agreement for Professional Services for Weston & Sampson Engineers Inc. for the Avon Municipal Vulnerability Preparedness (MVP) Planning Project funded by a grant in the amount of \$46,500. Chairman Rose seconded the motion. The motion carried.

Adjournment

At 7:40 p.m., Mr. Beckerman made a motion for the Board to adjourn the Workshop Session for the sole purpose of adjournment. Chairman Rose seconded the motion. The motion carried.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator

List of Documents

1. August 22, 2019 Meeting Agenda
2. Personnel Action Form for Recording Secretary
3. Personnel Action Form for Special Police Officer
4. Job Description of Maintenance Technician, Facilities Coordinator, Custodian/Maintenance
5. Job Posting for Park & Recreation Commission Fall Teen Program Counselors
6. Job Description for Fall Teen Program Counselor
7. Job Description for Accounting Clerk
8. Job Description for Prevention Coordinator
9. Job Description for Senior Water Systems Operator
10. Job Description for School Resource Officer
11. Agreement for Professional Services for Weston & Sampson Engineers Inc. for Avon MVP Planning Project