

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

Gregory S. Enos  
**TOWN ADMINISTRATOR**

# Town of Avon Massachusetts



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**BOARD OF SELECTMEN**  
**THURSDAY, SEPTEMBER 5, 2019**  
**7:30 P.M.**

TOWN OF AVON  
2019 SEP 20 A 8:46  
TOWN CLERK

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

**Others Present:** Gregory S. Enos, Town Administrator  
Shanna M. Faro, Executive Assistant to the Town Administrator  
William Fitzgerald, DPW Director  
Ann Fogg, Library Director  
Kathleen Waldron, Health Agent  
Gerald Picardi, Board of Health Chairman  
Lenford Hewitt, Waste Management  
Tim Lyford, National Grid

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.

Library Director 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 August 15, 2019 (Regular Session) as written.  
Mr. Brady seconded the motion. The motion carried.

Mr. Beckerman made a motion to accept the minutes of August 22, 2019 (Workshop Session) as written.  
Mr. Brady seconded the motion. The motion carried.

## **APPOINTMENTS**

### **7:45 p.m. – Public Hearing on Petition for Joint Pole Relocations for Pole 10 on Gill Street**

Mr. Lyford from National Grid appeared before the Board to discuss a pole relocation at the request of a resident as the pole as it currently stands creates a hindrance to the resident's driveway. Mr. Brady read the advertisement for the public hearing which was posted in the Brockton Enterprise and the Avon/Holbrook edition of the Moneysaver. The Abutter's were notified of the public hearing via certified mail. A street opening permit application was filled out and a bond in the amount of \$10,000 was obtained for this project. Mr. Brady made a motion to approve National Grid's request to relocate Pole #10 on Gill Street approximately 5' west as the existing pole location was in the way of the resident's driveway. Mr. Beckerman seconded the motion. The motion carried.

### **8:00 p.m. – Kathleen Waldron, Health Agent – Ongoing Issues with Waste Management**

Ms. Waldron, Mr. Picardi and Mr. Hewitt approached the Board to discuss the ongoing issues with Waste Management, who took over from Howland Disposal over the summer. Mr. Picardi was pleased to report to the Board that there has been a vast improvement over the past month. Mr. Picardi stated that Waste Management has been very cooperative and responsive to the Board of Health when they report problems or complaints from residents. Mr. Picardi stated that the Board of Health did request that Waste Management provide one designated driver for the Avon route and that has been very beneficial in reducing the number of complaints. Mr. Picardi stated that he is no longer seeing rubbish debris on the streets. Ms. Waldron stated if there is trash that is inadvertently not picked up, she will call Waste Management and they will come out the following day to pick up the resident's trash that was overlooked. However, recycling may have to wait until the next scheduled pick-up date. Ms. Waldron stated that residents that live on a cul-de-sac, dead end street or one-way street will need to put their rubbish barrel on one side of the street as Waste Management employees are not allowed to get out of the truck. Finally, Ms. Waldron stated that residents may continue to contact her if they have any issues with rubbish disposal.

Mr. Picardi did state that one change the Board of Health has made recently is the number of items a resident is allowed for Bulk Collection Day. The new limit is ten items or less for Bulk Collection Day. Mr. Picardi stated that unfortunately, some residents were putting out entire households of rubbish and Bulk Collection Day is not geared for that amount of disposal.

## **UNFINISHED BUSINESS**

### **Prevention Coordinator Job Description**

Mr. Enos informed the Board that the Prevention Coordinator job description has been revised based on the recommendations of the Board from the August 22, 2019 Workshop Session. Mr. Enos stated that Labor Counsel has reviewed the job description as well. Mr. Enos stated that this position will be FSLA exempt. Mr. Enos stated that currently the affiliation with this position has been left blank. Chairman Rose stated that he believed this position should not be an AFSCME union position based on the job requirements. Mr. Brady made a motion to accept the Prevention Coordinator job description with the condition that the second sentence regarding the Steering Committee be struck from the "Supervision Received" heading. Mr. Beckerman seconded the motion. The motion carried.

### **Street Opening Permit Application for 390 West Main Street**

Mr. Brady made a motion to table the Street Opening Permit Application for 390 West Main Street from Columbia Gas until Mr. Fitzgerald can contact the representative and inquire as to how many test stations



the company intends to raise throughout the Town. Mr. Beckerman seconded the motion. The motion carried.

## **NEW BUSINESS**

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

Mr. Beckerman made a motion to accept the gift donation of a stainless-steel side-by-side refrigerator/freezer for the Council on Aging kitchen valued at \$500 by Glen MacDonald in memory of Wilma MacDonald. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to accept the gift donation of surplus furniture consisting of three desks, three bookcases and one cubicle wall for the Council on Aging valued at \$1,850 from the Norfolk County District Attorney Michael Morrissey's office. Mr. Beckerman seconded the motion. The motion carried.

Mr. Beckerman made a motion to accept the gift donation by Philip Tortorella in the amount of \$150 for the third annual memorial luncheon in memory of his late wife Beverly at the Council on Aging. Mr. Brady seconded the motion. The motion carried.

Mr. Beckerman made a motion to accept the gift donation by CareOne Randolph in the amount of \$150 for the entertainment for the annual Labor Day cookout. Mr. Brady seconded the motion. The motion carried.

### **Street Opening Permits for Columbia Gas**

The Board unanimously voted to deny the Street Opening Permit Application by Columbia Gas for a new service line for 73 North Main Street as it is a state road. Permission will need to be granted by the Massachusetts Department of Transportation.

Mr. Brady made a motion to approve the Street Opening Permit Application by Columbia Gas to replace a gas service line on 53 East Main Street. Mr. Beckerman seconded the motion for discussion. Mr. Beckerman questioned why the Department of Public Works approved this application as it appears to be on a state road. Mr. Enos informed Mr. Beckerman that the service line was located on Bartlett Street, where a 3' x 5' road cut would be performed and not on East Main Street. The motion carried.

Mr. Fitzgerald presented the Board a Street Opening Permit Application by T.L. Edwards, Inc. for 118-120 North Main Street. Mr. Fitzgerald recommended the Board waive the permit fee and bond requirements as this is a 40' curb cut on the East High Street side of the property to allow for the Fire Department to park their vehicles on this property during the Fire Station Renovation Project. Mr. Brady made a motion to approve the Street Opening Permit Application by T.L. Edwards for 118-120 North Main Street and to authorize the waiver of the permit fee and bond requirements with the stipulation that upon completion of the Fire Station Renovation Project, the curb cut must be closed up and restored to its original state. Mr. Beckerman seconded the motion. The motion carried.

### **Clear Gov Budgeting Software**

Mr. Enos informed the Board that the purpose of Clear Gov budgeting software is to build transparency during the budgeting process between Departments, Boards and Committees. Mr. Enos stated that with Clear Gov, each Department Head will be able to enter their budget information into the database and that information will be available for viewing by the different Boards and Committees. Mr. Enos stated that the representative from Clear Gov gave a demonstration in June and he highly recommends this product to ensure transparency throughout the budget process. Mr. Enos stated that Clear Gov will be able to

upload three years of budget data into the new database. Mr. Enos presented the Board with a Service Order for a one-year contract with Clear Gov for a total cost of \$7,250. Mr. Enos stated that his office will oversee the Clear Gov budgeting software along with the Town Accountant. Mr. Enos informed the Board that he did receive another proposal for this type of budgeting software, but the cost was much higher than Clear Gov. Mr. Beckerman requested that a demo of the software also be provided to the Finance Committee. Mr. Brady made a motion to approve the Clear Gov Service Order for a one-year contract with the company. Mr. Beckerman seconded the motion. The motion carried.

#### **Peer Review Contract for the Zoning Board of Appeals**

Mr. Enos stated that a peer review is needed for the Joanna Hills Estates, LLC project. Mr. Enos stated that Mr. Comeau researched different companies and received several quotes for the peer review. Mr. Enos stated that Mr. Comeau has selected Professional Services Corporation, P.C. for the project. This company was selected as their president, Thomas C. Houston, is well regarded in this industry. The peer review contract includes a transportation impact study, a second transportation impact study submittal, a peer review of the 40B plan submittal, a second review of the plan submittal and attendance at public hearings. Mr. Enos informed the Board that the fee for this contract in the total amount of \$19,800 would be paid by the developer and not the Town. Mr. Brady made a motion to approve and sign the Agreement between the Town and Professional Services Corporation, P.C. for a peer review of the Joanna Hills Estates, LLC project. Mr. Beckerman seconded the motion. The motion carried.

#### **Cleaning Contract for the Police Station**

Mr. Enos informed the Board that although we currently have a vendor that provides cleaning services for Town-owned buildings, they are a small company. The Police Chief has requested a new vendor for the new Public Safety building as it is now a 9,000 square foot building. Mr. Enos informed the Board that he looked at four to five vendors. He is recommending Apple Corps, Inc. for a one-year contract. Apple Corps, Inc. has proposed a service fee of \$1,197 per month for three nights per week of cleaning or \$1,482 per month for four nights per week of cleaning. Mr. Enos stated that there is a provision in the contract that we could cancel the services with 30 days of notice if the cleaning is subpar. Mr. Enos stated that Chief Bukunt has performed the background check on the company with satisfactory results. The company is also bonded. Mr. Enos stated that since the new Public Safety building opened in August, Apple Corps, Inc. has been cleaning the building three nights per week on a monthly basis. Mr. Brady made a motion to authorize the one-year agreement with Apple Corps, Inc. for cleaning of the new Public Safety Building. Mr. Beckerman seconded the motion. The motion carried.

#### **Solar Credits with the Town of Abington**

Mr. Enos provided the Board with a spreadsheet prepared by the Town Accountant to show that the Town has already had significant savings by purchasing excess solar credits with the Town of Abington. Mr. Enos stated that should the Board decide to enter into a one-year agreement for solar credits, the Town will save approximately \$40,000 this year. Mr. Brady made a motion to authorize the Town Administrator to pursue a one-year agreement for solar credits with the Town of Abington. Mr. Beckerman seconded the motion. The motion carried. Mr. Enos will obtain a new Memorandum of Agreement for the Chairman to sign.

#### **Codification Regulations – Water Department**

Mr. Brady made a motion to accept the codification regulations regarding the Water Department (375:1). Mr. Beckerman seconded the motion. The motion carried.



### **Proposal by Tata & Howard for Engineering Services**

Mr. Fitzgerald appeared before the Board to discuss the funding for the proposals by Tata & Hoard for Engineering Services.

Mr. Fitzgerald stated that the funding source for the \$15,000 needed for Amendment A1 of the contract regarding the interconnection evaluation would be the "DPW Town Water Supply" (440-684) article. Mr. Fitzgerald stated that this amendment is necessary to ensure the Stoughton interconnect is reliable, feasible and can refill the tanks in case of a fire or a major water break. Mr. Beckerman made a motion to approve Amendment A1 of the Tata & Howard engineering contract in the amount of \$15,000 for interconnection evaluation. Mr. Brady seconded the motion. The motion carried.

Mr. Fitzgerald stated that \$15,000 needed for Amendment A2 of the contract regarding a capital efficiency plan update would be the "DPW Town Water Supply" (440-684) article. Mr. Fitzgerald stated that it is needed to update the Water Capital Efficiency Plan. Mr. Beckerman made a motion to approve Amendment A2 of the Tata & Howard engineering contract in the amount of \$15,000 for a capital efficiency plan update. Mr. Brady seconded the motion. The motion carried.

Mr. Fitzgerald stated that the \$35,000 needed for Amendment A3 of the contract regarding general services would be the DPW's general fund budget (440-002). Mr. Fitzgerald stated that the additional funding is needed as currently Mike Knox from Tata & Howard is acting as Chief Operator for the Water Division. Mr. Fitzgerald stated that the original budget of the contract was \$35,000. Mr. Fitzgerald informed the Board that Mr. Knox has already billed \$31,500 through July. Mr. Fitzgerald stated that during that period, he has worked extensively with the Water Division employees on backlogged projects, as well as training of the staff for the goal of an efficient and effectively run water operations system. Mr. Fitzgerald proposed keeping Mr. Knox on as Chief Operator for an additional four months for an average of 12-15 hours per week to complete the training process. Mr. Beckerman made a motion to approve Amendment A3 of the Tata & Howard engineering contract in the amount of \$35,000 for general services. Mr. Brady seconded the motion. The motion carried.

### **New Hiring Appointments**

Mr. Brady made a motion to appoint Madelene Freitas-Pimentel as Part-Time Circulation Assistant for the Library at a Grade F6, Step 2 for the rate of \$12.74 per hour effective September 16, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to appoint Joseph Fischer to the position of Counselor for the Fall Teen Program at a Grade 9, Step 1 for the rate of \$11.54 per hour effective September 9, 2019 through December 23, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to appoint Nicole Pepe to the position of Counselor for the Fall Teen Program at a Grade 9, Step 1 for the rate of \$11.54 per hour effective September 9, 2019 through December 23, 2019. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to appoint Michele Goode to the position of Counselor for the Fall Teen Program at a Grade 9, Step 7 for the rate of \$12.74 per hour effective September 9, 2019 through December 23, 2019. Mr. Beckerman seconded the motion. The motion carried.

### **Surplus Property**

Mr. Brady made a motion to declare the two rolling audio racks at the Avon Public Library as surplus property. Mr. Beckerman seconded the motion. The motion carried.

Mr. Brady made a motion to declare one upright freezer, one long folding table and one office desk in disrepair at the Council on Aging as surplus property. Mr. Beckerman seconded the motion. The motion carried.

Mr. Enos requested that the Town hold a "yard sale" for items declared surplus at Town Hall such as the old fire hydrants, desks and chairs to be made available for the public. Mr. Enos will work on a date for the yard sale. Mr. Beckerman made a motion to dispose of the surplus items through a yard sale type event. Mr. Brady seconded the motion. The motion carried.

#### **Appoint Veteran's Memorial Committee**

Mr. Brady made a motion to appoint Francis Hegarty, Paul Chute, Philip Tortorella and Michael Stanley to the Veteran's Memorial Committee. This Committee will be tasked with finding a suitable location and monument for the Town's veterans who served in wars such as the Korean War and Vietnam War. There is no length to the appointment term. Once the project is complete, the Committee will disband. Mr. Beckerman seconded the motion. The motion carried.

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

Mr. Enos informed the Board that the Norfolk County Sheriff's Community Service Crew did an outstanding job painting the white trim of the Town Hall and Council on Aging buildings. Chairman Rose requested that Ms. Faro draft a thank you letter to Sheriff McDermott. Mr. Enos stated that the DPW has completed the backstop project at the Avon Middle High School and he thanked the employees for their hard work. Mr. Enos stated that he is working with Paul Chute regarding the logistics and details of Oktoberfest and will have more information by the next meeting.

#### **Adjournment**

At 8:45 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 purpose of discussing Collective Bargaining with Union Bargaining Units and Employment Agreements with Non-Union Personnel, all of which could have a detrimental effect on the negotiating position of the governmental body 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 11:45p.m., Mr. Beckerman moved to adjourn the meeting. Mr. Brady seconded the meeting, so voted 3-0.

Respectfully submitted,



Shanna M. Faro

Executive Assistant to the Town Administrator

## LIST OF DOCUMENTS

1. September 5, 2019 Board of Selectmen Meeting Agenda
2. Petition for Joint Pole Relocation for Pole #10 on Gill Street
3. August 15, 2019 Meeting Minutes
4. August 22, 2019 Meeting Minutes
5. Prevention Coordinator Job Description
6. Street Opening Permit Application by Columbia Gas for 390 West Main Street
7. Gift Acceptance Request Forms for the Council on Aging
8. Street Opening Permit Application by Columbia Gas for 73 North Main Street
9. Street Opening Permit Application by Columbia Gas for 53 East Main Street
10. Street Opening Permit Application by T.L. Edwards for 118-120 North Main Street
11. Clear Gov Service Order
12. Agreement between the Town and Professional Services Corporation, P.C.
13. Apple Corps, Inc. Cleaning Service Fee Agreement
14. Excel Spreadsheet for Solar Credits
15. Water Department Codification Regulations E-mail from the Town Clerk
16. Memorandum from DPW Director re: Tata & Howard Contract Amendments dated 09/03/19
17. Amendments #1, #2 and #3 of Tata & Howard Contract
18. Personnel Action Form for Part-Time Circulation Assistant
19. Personnel Action Forms for Park & Recreation Fall Teen Program Counselors
20. Letter from COA Director to Board requesting disposal of surplus items at the COA
21. Letter from Library Director to Bard requesting disposal of surplus items at the Library
22. List of names to appoint for Veteran's Memorial Committee