

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 19, 2019
6:00 P.M.

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
Joseph Lalli, Esq., Town Counsel
Kimberly Park, Town Accountant
Debra Morin, Treasurer/Collector
Patricia Bessette, Town Clerk
William Fitzgerald, DPW Director
Paul Chute, Avon Civic Association

TOWN OF AVON
2019 OCT - 7 A 11:16
TOWN CLERK

Chairman Rose called the meeting to order at 6:00 p.m. with all members present.

At 6:01 p.m., Chairman Rose requested the Board make a motion to enter Executive Session for the purpose of approving Executive Session Meeting Minutes (January 24, 2019, February 7, 2019, February 21, 2019, March 21, 2019, April 4, 2019 and April 18, 2019) in compliance with the provisions of the Open Meeting Law, G.L. c. 30A §22(f)(g); discussing Collective Bargaining with Union Bargaining Units (Police, Fire & AFSCME); and Employment Agreements with Non-Union Personnel (Health Agent, Assistant Assessor & Recording Secretary), 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 enter Executive Session. Mr. Brady seconded the motion. The Board would reconvene in Open Session upon the conclusion of the Executive Session. The motion carried. A roll call vote was taken. Mr. Brady voted aye. Mr. Beckerman voted aye. Chairman Rose voted aye.

At 7:24 p.m., Mr. Beckerman made a motion to adjourn the Executive Session and reconvene in Open 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. At 7:30 p.m., the Open Session of the meeting commenced.

Chairman Rose announced that the meeting is being recorded by the local Cable Access Channel.

Town Accountant Kimberly Park led the meeting in the Pledge of Allegiance.

Public Participation

None

Meeting Minutes

Mr. Beckerman made a motion to accept the minutes of September 5, 2019 (Regular Session) as written. Mr. Brady seconded the motion. The motion carried.

APPOINTMENTS

Town Accountant Kimberly Park: Department Head Update

Ms. Park appeared before the Board to give an update on the Accounting Department. Ms. Park informed the Board that she is currently working on the Fiscal Year 2020 Revenue Report. She stated she will have a better estimate on the figures after the First Quarter bills have been sent out and the new tax rate is set. Ms. Park stated that free cash has not been certified from last year yet, however, will most likely be done by the first week of October. Ms. Park stated that the biggest undertaking she is currently working on is closing the books for Fiscal Year 2019. One hindrance to her duties is that the new software Abila has been crashing at least once or twice a week. Ms. Park stated that the auditors will be beginning the Fiscal Year 2019 audit at the end of October or early November. Ms. Park stated that other projects she is currently working on include the input of financial data into ClearGov which is a new system geared to help streamline the budget system and provide overall transparency during the budget process, assisting Eric Kinsherf with a payroll project and the solar credit project with the Town of Abington. Ms. Park informed the Board that due to her voluminous workload; additional support is required and an assistant for her office is still necessary.

UNFINISHED BUSINESS

None

NEW BUSINESS

Set Water Rates

Mr. Fitzgerald presented a memorandum to the Board in which he proposed an increase in water rates for Fiscal Year 2020. Outlined in his memorandum, Mr. Fitzgerald proposed an increase of \$10 to the base charge increasing the fee from \$65 to \$75. For Tier 1 usage, Mr. Fitzgerald proposed a \$0.25 increase from \$0.25 per ccf to \$0.50 per ccf. For Tier 2 usage, Mr. Fitzgerald proposed a \$0.20 increase from \$2.75 per ccf above 1,400 to \$2.95 per ccf above 1,400. For Tier 3 usage, Mr. Fitzgerald proposed a \$0.20 increase from \$3.75 per ccf above 4,000 to \$3.95 per ccf above 4,000. For Tier 4 usage, Mr. Fitzgerald proposed a \$1.00 increase from \$4.75 per ccf above 8,000 to \$5.75 per ccf above 8,000. Mr. Brady made a motion to approve and set the water rates for Fiscal Year 2020 as outlined by the DPW Director in his September 16, 2019 memorandum. Mr. Beckerman seconded the motion. The motion carried.

Draft Financial Policies

Mr. Enos presented the Board with written financial policies which was drafted with the help of the Collins Center, the Treasurer/Collector, the Town Accountant, the Town Administrator, the School Superintendent for the School Committee, a member of the Board of Selectmen, a member of the Finance Committee and a member of the Capital Planning Committee. Mr. Beckerman informed the

Board that he was a part of this group that helped draft the financial policies. Mr. Beckerman stated that each representative was to take the draft financial policies and review with their respective Board for any suggestions and edits prior to all four Boards' approval of the financial policies for the Town. Mr. Beckerman stated that the Finance Committee and Capital Planning Committee have already submitted their changes for consideration, most of which were incorporated in the draft which was presented tonight to the Board of Selectmen. Mr. Beckerman stated the School Committee will be presenting the draft financial policies to their attorney at their September meeting. Chairman Rose stated that he has reviewed the draft financial policies and has some comments. Chairman Rose stated that he is looking for further clarification on matters such as the composition of the Financial Policies Committee, free cash and OPEB designations. Mr. Enos requested that each member of the Board review the policies and direct their comments and suggestions to the Town Administrator any concerns.

One Day Special Alcohol Permit for Oktoberfest

Mr. Chute approached the Board to discuss the events that the Avon Civic Association is hosting for Oktoberfest on October 6, 2019. Mr. Chute informed the Board that the family event will be held from 12:00 p.m. to 4:00 p.m. at DeMarco Park. The family event will include a German band, face painting and an inflatable corn maze for the children.

Mr. Chute stated that, on the same day, a fundraising event for the bandstand at DeMarco Park will be held at Blanchard's Tavern from 3:00 p.m. to 6:00 p.m. This event will be for people 21 years of age or older. Mr. Chute stated that Black Hat Brew Works from Bridgewater is requesting a One Day Special Alcohol Permit to serve alcohol for this event at Blanchard's Tavern. Mr. Chute stated that this company has insurance and their bartenders are certified. Black Hat Brew Works has requested the special permit from 2:00 p.m. until 7:00 p.m. to allow time for the set up and break down for the event. Mr. Brady made a motion to approve the One Day Special Alcohol Permit for Black Hat Brew Works on October 6, 2019. Mr. Beckerman seconded the motion. The motion carried.

Surplus Items

Mr. Beckerman made a motion to approve the request of the Park & Recreation Commission to declare surplus two microwaves, one refrigerator, an air hockey table, one desk, and cranberry cloth chairs. Mr. Brady seconded the motion. Mr. Enos informed the Board that he will put these surplus items in the Town's yard sale. The motion carried.

Resignation Letter

Mr. Beckerman made a motion to accept the resignation letter of Senior Circulation Assistant Joshua Lagle effective September 27, 2019 with regret. Mr. Brady seconded the motion. The motion carried.

Moses Curtis Gazebo Roof Replacement

Mr. Enos presented the Board with an estimate from Almar LLC in the amount of \$9,475 for the roof replacement of the Moses Curtis Gazebo. Mr. Enos informed the Board that the dollar amount is under the threshold for procurement and bidding purposes and he would like to move forward with the project. Mr. Enos recommended Almar LLC as they are a highly qualified company who can perform the work needed. Mr. Enos informed the Board that there is \$18,000 set aside in an article for the roof replacement project. Mr. Beckerman made a motion to approve Almar LLC as the company to perform the Moses Curtis Gazebo Roof Replacement project. Mr. Brady seconded the motion. The motion carried.

Street Opening Permits

Mr. Brady made a motion to approve the Street Opening Permit from Columbia Gas for 13 Johnson Road for a 3' x 5' road cut to replace a gas service line due to poor pipe conditions. Mr. Beckerman seconded the motion. The motion carried.

Mr. Beckerman made a motion to approve the Street Opening Permit from Columbia Gas for 4 Nichols Avenue to install 3# anode at the curb cock for gas maintenance. Mr. Brady seconded the motion. The motion carried.

Mr. Brady made a motion to approve the Street Opening Permit from Columbia Gas for 9 Lawson Street for a 3' x 5' road cut to replace the gas service line. Mr. Beckerman seconded the motion. The motion carried.

BAN Borrowing for the Police/Fire Station & Brentwood Rehabilitation Project

Ms. Morin appeared before the Board to discuss borrowing for the bond of the Police/Fire Station project and the Brentwood Rehabilitation project. Ms. Morin informed the Board that bids for the bond were due on September 12, 2019. Ms. Morin stated that seven companies submitted bids with an average interest rate of 2.3%. Ms. Morin informed the Board that the winning bid was from Robert W. Baird & Co., Inc. with an interest rate of 2.27%. Ms. Morin requested the Board sign the General Obligation Municipal Purpose Loan of 2019 Bonds in the amount of \$14,970,000 to the winning bidder Robert W. Baird & Co., Inc. Mr. Beckerman made a motion to sign bond loan. Mr. Brady seconded the motion. The motion carried. The bond loan was certified by the Town Clerk.

Announcements

Chairman Rose announced that the Ribbon Cutting Ceremony and Open House for the new Police Station building located at 86 Fagan Drive will be on September 28, 2019 from 10:00 a.m. to 12:00 p.m.

Chairman Rose announced the October meetings of the Board as October 3, 2019 and October 17, 2019.

Chairman Rose announced that the Board of Health will be hosting a Flu Clinic at Town Hall on September 24, 2019 from 12:00 p.m. to 4:30 p.m. and on October 10, 2019 from 4:00 p.m. to 8:00 p.m.

Chairman Rose announced that the Register of Deeds William P. O'Donnell will hold a speaking engagement at the Avon Public Library on October 2, 2019 at 1:00 p.m. Mr. O'Donnell will speak about the historical nature of the Registry and his efforts to modernize and computerize the vast number of Norfolk County real estate records.

Town Administrator's Report

Mr. Enos informed the Board that he has submitted the draft plan for the parking lot to the contractor. The project will be done in the next few weeks. Mr. Enos will discuss with the School Bus Coordinator and the employees as to where they should park while the project is underway.

Mr. Enos stated that he was informed by the DPW Director that there was a misunderstanding with his handwritten notes on the Street Opening Permit for 118-120 North Main Street and it should not have included the stipulation that the curb cut be restored upon completion of the Fire Station Renovation Project. Mr. Enos requested that the Board remove that stipulation in a revote for the Street Opening Permit. Mr. Beckerman made a motion to approve the Street Opening Permit for 118-120 North Main

Street for a 40' curb cut on East High Street without the restoration caveat. Mr. Brady seconded the motion. The motion carried.

Adjournment

At 8:31 p.m., Mr. Beckerman made a motion to adjourn the meeting. Mr. Brady seconded the motion. The motion carried.

A roll call vote was taken.

Mr. Beckerman voted aye.

Mr. Brady voted aye.

Chairman Rose voted aye.

Respectfully submitted,



Shanna M. Faro

Executive Assistant to the Town Administrator

LIST OF DOCUMENTS

1. September 19, 2019 Board of Selectmen Meeting Agenda
2. September 5, 2019 Meeting Minutes (Regular Session)
3. Memorandum from DPW Director W. Fitzgerald to Board of Selectmen dated September 16, 2019 regarding proposed water rates
4. Draft Financial Policies
5. One Day Special Alcohol Permit & Application for Black Hat Brew Works for Oktoberfest on October 6, 2019
6. Estimate for Moses Curtis Gazebo Roof from Almar LLC
7. Columbia Gas Street Opening Permit Applications for:
 - a. 13 Johnson Road
 - b. 4 Nichols Avenue
 - c. 9 Lawson Street
8. Ribbon Cutting & Open House for new Avon Police Station flyer on September 28, 2019
9. Flu Clinic flyer for September 25, 2019 and October 10, 2019 at Avon Town Hall
10. Norfolk County Register of Deed Speaking Engagement flyer at the Avon Public Library on October 2, 2019
11. Certificate of Award for General Obligation Municipal Purpose Loan of 2019 Bonds