

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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TOWN OF AVON

2020 FEB -7 A 8:54

TOWN CLERK

BOARD OF SELECTMEN
THURSDAY, JANUARY 9, 2020
7:30 P.M.

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

Others Present: Gregory S. Enos, Town Administrator
Joseph S. Lalli, Esq., Town Counsel
Fire Chief Robert Spurr
Tracy Self, Chair, Designer Selection Committee
Michael Josefek, Architectural Consulting Group
David Colton, Collins Center

Chairman Rose called the meeting to order at 7:30 p.m. Selectman Brady was absent from the meeting.

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

Chairman Rose called for a Moment of Silence for Joan Murphy who passed away on December 29, 2019. Joan was an employee of the Avon Public Library for over 20 years.

Chairman Rose announced that today is Law Enforcement Appreciation Day and thanked the employees of the Avon Police Department.

Lieutenant Rob Christianson from the Yarmouth Fire Department led the meeting in the Pledge of Allegiance.

Public Participation

None

APPOINTMENTS

Pinning Ceremony for New Full-Time Firefighter

Chief Spurr welcomed Christopher Sullivan as the new full-time firefighter to the Avon Fire Department. Mr. Sullivan was pinned by his son Brody with help from Brody's mom Ariel.

Designer Selection Committee – Change Order for Police Station Building

Tracy Self and Michael Josefek approached the Board to request approval for Change Order Number 009. This change order is the result of extensive negotiation between the Designer Selection Committee and Page Building Construction Co., Inc. to settle the expense dispute for items that include added quad receptacles, extended camera conduits to the server room, septic control panel pump wiring, electrified lock sets, rock excavation, ADA interior signs, circular entrance curbing and rebalance of the fume hood. Ms. Self stated that there will be one final change order that the Designer Selection Committee will present to the Board for the Police Station project regarding electrical work. Mr. Beckerman made a motion to approve and authorize the Chair to sign Change Order Number 009 in the amount of \$16,848.10 for the Police Station project. Chairman Rose seconded the motion. The motion carried.

Dave Colton from the Collins Center – Capital Plan & Financial Policies

Mr. Colton approached the Board to provide an update on the Capital Improvement Plan. Mr. Colton informed the Board that a capital project is a major, non-recurring expense with a cost of at least \$25,000 and must have a useful life of at least five years. Mr. Colton stated that a capital improvement plan is a multi-year, comprehensive study in which all funding sources, all departments and project details are reviewed and considered, along with the financial viability for these projects. Mr. Colton stated when creating a Capital Improvement Plan, the process includes assessing the Town's capital needs, scoring and prioritizing project requests, developing the General Fund Capital Investment Strategy, finalizing the project plan and managing the Capital Improvement Plan.

Mr. Colton stated that after reviewing the requests from the Department Heads, the Collins Center received requests overall for 68 projects totaling \$26.14 million dollars over five years. Mr. Colton stated that most of the project requests were from the DPW for mainly water-related issues, with other requests from the Fire Department, Library, Park & Recreation, Police Department, Public Schools, Town Administrator and the Town Clerk. Mr. Colton stated that the criteria used for scoring these capital requests included items such as: state and federal mandate, legal obligation or liability; threat to health, safety; department priority, economic benefits; impact on operating budget; and availability of external funding. Mr. Colton stated that when finalizing the project plan, the Collins Center compared the costs of top-priority projects with available resources to determine what could be afforded, identified additional grant opportunities and calculated projected debt service for debt-funded projects. Mr. Colton stated that the final plan includes 41 projects totaling \$12.6 million dollars.

Mr. Colton provided the Board with the Capital Improvement Plan Summary for Fiscal Year 2021 through Fiscal Year 2025 which included three projects by the Fire Department, two for the Police Department, four for the Public Schools, 26 for the DPW, five by Town Administration and one for the Town Clerk. A lengthy discussion ensued regarding the payment of these capital projects. Mr. Colton stated that the Collins Center proposed that the capital investment strategy will include funding from existing General Fund Non-Excluded Debt, Capital Leases and RSD Debt Assessment, and General Fund Pay as you Go. Mr. Colton stated that Avon invested an average of 7.99% of net operating budget for capital needs during the period of Fiscal Year 2017 through Fiscal Year 2019. Therefore, Mr. Colton stated that the Collins Center recommended an average of 5% of net operating budget for capital needs each year. Chairman Rose disagreed with Mr. Colton's statement that the Town spent approximately 8% during those year. Chairman Rose also expressed concern for the residents of Avon who are already concerned about their rising tax bills each year. Mr. Colton requested that the Town consider debt as a capital investment strategy. Mr. Colton stated that the benefits of debt is it allows a municipality to leverage its resources to meet the important needs of the community. Mr. Colton stated that debt ensures equity by allowing a project's beneficiaries to pay for it. The Collins Center team estimated the annual debt service using conservative debt terms and a level-principle (declining debt) model.

Mr. Colton stated that the Collins Center recommends the establishment of a Water Enterprise Fund to allow for a more transparent method of accounting for revenue and expenses. Mr. Colton stated that Massachusetts General Law Chapter 25A allows for energy management services to reduce energy usage and manage operating costs. Mr. Colton stated that other potential grants include MassWorks, the Small Bridge Program, and the Municipal Vulnerability Preparedness (MVP) Program. Mr. Colton thanked the Board for providing the Collins Center an opportunity to create a Capital Improvement Plan for the Town of Avon.

Meeting Minutes

Mr. Beckerman made a motion to accept the minutes of December 19, 2019 (Regular Session) as written. Chairman Rose seconded the motion. The motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

Appointment of Winter Teen Counselors

Mr. Beckerman made a motion to approve the Personnel Action Form for Michele Goode as a Counselor for the Winter Teen Program for a Grade G9, Step 7 at the rate of \$12.74 per hour effective January 10, 2020 through March 28, 2020. Chairman Rose seconded the motion. The motion carried.

Mr. Beckerman made a motion to approve the Personnel Action Form for Joseph Fischer as a Counselor for the Winter Teen Program for a Grade G9, Step 1 at the rate of \$11.54 per hour effective January 15, 2020 through March 28, 2020. Chairman Rose seconded the motion. The motion carried.

Mr. Beckerman made a motion to approve the Personnel Action Form for Nicole Pepe as a Counselor for the Winter Teen Program for a Grade G9, Step 1 at the rate of \$11.54 per hour effective January 15, 2020 through March 28, 2020. Chairman Rose seconded the motion. The motion carried.

Appointment of Town Accountant

Mr. Beckerman made a motion to approve the Personnel Action Form for Erin Barry as the Town Accountant effective January 22, 2020. Chairman Rose seconded the motion. The motion carried. Mr. Beckerman made a motion to approve the Employment Agreement for Erin Barry as the Town Accountant and authorize the Board to sign the contract. Chairman Rose seconded the motion. The motion carried.

Health Agent

Mr. Beckerman made a motion to approve the Personnel Action Form for Kathleen Waldron as the Health Agent for a rate change effective July 1, 2019. Chairman Rose seconded the motion. The motion carried.

Prescription Drug Collection Container for the Avon Police Department

Mr. Beckerman made a motion to accept the grant from the Norfolk County District Attorney in the amount of \$895 for the purpose of purchasing one prescription drug collection container to be housed at the Avon Police Department. Mr. Enos informed that through this grant, residents will have access to a

convenient, accessible facility in which to dispose of unwanted prescription medications. Chairman Rose seconded the motion. The motion carried.

Ratification of Police Relief Association Memorandum of Agreement

Mr. Beckerman made a motion to ratify the Memorandum of Agreement between the Town and the Avon Police Relief Association, IBPO Local 383, for the term beginning July 1, 2019 through June 30, 2022. Chairman Rose seconded the motion. The motion carried.

Town Administrator's Report

Mr. Enos presented the Board with a Gift Acceptance Form from the John McElaney Scholarship Fund to the Avon Public Library in the amount of \$1,666 to be used in the best interest of the library. Mr. Beckerman made a motion to accept the gift donation. Chairman Rose seconded the motion. The motion carried.

Mr. Enos informed the Board that he and the Department Heads are moving forward with budget preparations.

Mr. Enos stated that Town Hall maintenance projects continue such as the generator project, sprinkler system repairs, installation of security cameras and other necessary repairs to the building.

Adjournment

At 8:45 p.m., Chairman Rose requested the Board make a motion to conclude the Regular Session and to convene in Executive Session to discuss strategy with respect to Collective Bargaining with Union Bargaining Units (Police, Fire & AFSCME), and Employment Agreements with Non-Union Personnel as such discussion may have a detrimental effect on the negotiating position of the governmental body, so declared by the Chair. The Board will reconvene in Open Session for the sole purpose of adjournment. Mr. Beckerman made a motion to adjourn the Regular Session. Chairman Rose seconded the motion. The motion carried.

A roll call vote was taken.

Mr. Beckerman voted aye.
Chairman Rose voted aye.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator

LIST OF DOCUMENTS

1. January 9, 2020 Board of Selectmen Meeting Agenda
2. December 19, 2019 Meeting Minutes (Regular Session)
3. Change Order No. 009 for Avon Police Station
4. Capital Improvement Plan Powerpoint Presentation from the Edward J. Collins, Jr. Center for Public Management
5. Personnel Action Forms for Park & Recreation Winter Teen Program Counselors
6. Personnel Action Form for Town Accountant & Employment Agreement
7. Personnel Action Form for Health Agent
8. Secure Drug Collection Container Grant Application from Norfolk County District Attorney
9. Memorandum of Agreement between the Town and the Avon Police Relief Association, IBPO Local 383
10. Gift Acceptance Form for the Avon Public Library from the John McElaney Scholarship Fund