

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

Gregory S. Enos  
TOWN ADMINISTRATOR

# Town of Avon Massachusetts



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BOARD OF SELECTMEN MEETING  
SATURDAY, JANUARY 12, 2019  
8:00 A.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  
Police Chief Jeffrey Bukunt  
Fire Chief Robert Spurr  
Kathleen Waldron, Health Agent  
Gerald Picardi, Board of Health Chairman  
Robert Ogilvie, Board of Health Member  
William Fitzgerald, DPW Director  
Gene Mazzella, Council on Aging Director  
Karen Johnson, Council on Aging Chair  
V. Jean Kopke, Council on Aging Member  
Edward Selman, Council on Aging Member  
Ann Fogg, Library Director  
Carl Fischer, Park & Recreation Chairman  
Judith Leggett, Finance Committee Member

## APPOINTMENTS

### 8:00 a.m. – Police Department FY '20 Budget Review

#### **210 Police Department**

Chief Bukunt appeared before the Board to discuss the proposed budget for the Police Department. Chief Bukunt stated that changes made in the salary line items are all based on contractual obligations. He stated that he will have to increase the "Salary-Union" line item to incorporate the 2% wage increase for Fiscal Year 2018 based on the recently signed Memorandum of Agreement between the Board and the Police Union. Chief Bukunt stated that the "Overtime-Union" line item was increased due to contractual obligations as well. He stated that there should be sufficient funding in that line item for all Police Officers, including the new recruits. Chief Bukunt informed the Board that the "Longevity-Dept. Head" line item has been eliminated as the new Chief's contract does not contain payment for longevity.

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Chief Bukunt informed the Board that there will be a significant increase for expenses as the Police Department moves into the new Public Safety Building in the spring. Chief Bukunt stated that, previously, expenses such as gas for heating and electricity for the building were funded by the Fire Department's budget. Chief Bukunt stated that based on the recommendations and estimates from the architect, he has budgeted approximately \$39,000 for electricity and \$3,000 for gas heat for the new building. He stated that since a line item in the Police Department budget does not exist for these items, he has placed it under the line item named "Non-Energy/Utility/Phone" which also contains the expenses for items such as the Comcast and telephone bills. Mr. Enos stated that he would request the Town Accountant create a new line item to appropriately categorize the heat and electric bills for the new Public Safety Building. Chief Bukunt informed the Board that an additional line item to increase due to the new Public Safety Building is the "Office Supplies" line item as a new building will require additional materials. Chief Bukunt requested the Board give some thought into the "Custodial" line item as he was unsure who the custodian will be for the new building.

Chief Bukunt stated that he has budgeted for items such as BadgeQuest invoices to recruit new officers under the "Professional and Tech" line item. Chief Bukunt stated that although it is not ideally named, under the "Education Supplies" he has budgeted \$40,000 for additional training for the Police Officers. Chief Bukunt stated that he is requesting additional training for each of his 17 Officers at approximately \$1,800 per Officer. In addition, Chief Bukunt stated that the cost to send a Police Officer candidate to the Police Academy is \$3,000. Chief Bukunt informed the Board that the "Clothing Allowance" line item was increased due to contractual obligations as well as the required clothing needed for candidates entering the Police Academy. Chief Bukunt stated that he has increased the "Dues & Memberships" line item due to increased costs in professional memberships. Chief Bukunt stated that these memberships are informative, educational and help him with obtaining additional credits for certification.

After reviewing the entire proposed budget, Chairman Rose and Mr. Beckerman requested that Chief Bukunt also put funding in his budget for a new Police cruiser.

## **215 Dispatch**

Chief Bukunt stated that the "Salary-Union" line item has been increased due to the hiring of a part-time, AFSCME Public Safety Dispatcher.

## **9:00 a.m. – Fire Department FY'20 Budget Review**

### **220 Fire Department**

Chief Spurr approached the Board to present his proposed budget for the Fire Department. Chief Spurr informed the Board that there was no change in the salary line items for the Department Head and the Part-Time Secretary. Chief Spurr stated that there was an increase in the "Salary-Fire Call Associates" line item as he is anticipating that the Call Department will be fully staffed in Fiscal Year 2020. In addition, Chief Spurr stated that all new recruits to the Call Department are required to attend the Call Fire Academy for 220 hours. He stated the increase in this line item was based primarily on the attendance of the Call Firefighting Academy and the Monday night training sessions. Chief Spurr stated that the "Salary-Union" line item was increased due to contractual obligations, step increases and for new hires as he currently has two openings for full-time positions. Chief Spurr informed the Board that last year, he applied for the SAFER grant and, unfortunately, was denied. Chief Spurr stated that he intends to work with a FEMA Specialist on revising the grant and apply again. The Board noticed that the "Longevity-Clerical Pool" line item was eliminated in both the Fire Department and the Police Department for their shared Administrative Assistant. Mr. Enos stated that he will contact the Police Chief and figure out which department will fund this line item or if it should be split between both departments as it has been done in prior years.



Chief Spurr informed the Board that the Fire Department's expenses have been level funded.

Chairman Rose asked Chief Spurr to review the status of outstanding articles listed on the budget worksheet. Chief Spurr stated that he intends to make another payment shortly on the "FD Firefighter Equipment A12-17" article. Chief Spurr stated that the "Fire Pumper Lease A13-17" has been paid off. Chief Spurr stated that the insurance reimbursement article is used for when a patient makes an overpayment on the ambulance bill, such as a co-pay overpayment. Chief Spurr stated that this issue is not as problematic as it once was. Chief Spurr stated that the EMT Training article is used not only for paramedic training, but for any sort of training that is needed for the firefighters. After Chief Spurr's budget presentation, Chairman Rose informed him that the Board would review his budget before making their final recommendation.

### **299 Emergency Management**

Chief Spurr stated that the expenses in this line item are used for items such as generators.

### **10:00 a.m. – Board of Health FY'20 Budget Review**

### **433 Waste Disposal**

Kathleen Waldron, Gerry Picardi and Bob Ogilvie appeared before the Board to discuss the Board of Health's proposed budget. Ms. Waldron stated that increases to the line items "Rubbish Collection Howland Disposal" and "Rubbish Disposal Covanta Seamass" are due to contractual obligations. Ms. Waldron stated that "Recycling Expenses" line items is for expenses such as chipping, grinding, Hazardous Waste Removal Day, and the electronics bin. Ms. Waldron stated that the Board of Health would also like to hold a Spring Clean-Up Day this year.

### **510 Board of Health**

Ms. Waldron stated that the biggest increase in the salary line items is the Board of Health's request to fund a full-time position for an ACES Program Director. Ms. Waldron informed the Board that the grant in the amount of \$125,000 that funds ACES (Avon Coalition for Every Student) is expiring at the end of the year and cannot be renewed. Ms. Waldron stated that it was her Board's position that this is a very important program and they have budgeted approximately \$40,000 for a full-time person to run this program. Ms. Waldron stated that the Board of Health has increased expenses for a total amount of \$3,000 in the "Professional and Tech", "Purchase Supplies" and "Travel and Mileage" line items to incorporate expenses needed for this new position. Ms. Waldron stated that the ACES Program Director would hold office space, free of charge, in the Avon Middle-High School, which has been agreed upon by the School Superintendent. Chairman Rose asked Ms. Waldron about the current ACES program to which she replied that they currently have a staff of three for \$70,000. Chairman Rose was concerned that one Program Director would not be enough to properly run this program. In addition, Chairman Rose was concerned that there was not enough budgeted for the expenses needed for the ACES program. Mr. Beckerman agreed with Mr. Rose and stated that he would support an increase for this program as well. Chairman Rose requested that Ms. Waldron revise her budget to fund the ACES Director's salary for \$40,000. In addition, Chairman Rose requested that the Board of Health draft an Article for the Annual Town Meeting requesting \$30,000 for expenses needed to run the ACES program.

Ms. Waldron informed the Board that she is also requesting an increase in the "Compost Attendant" salary as the long-time Compost Attendant has retired. Since this is a difficult position to fill as it requires a person to work weekends during the summer months, the Board of Health is requesting to

increase the salary of this position from \$12.59 per hour to \$15.00 per hour to find interested candidates for this position.

#### **529 Health Services**

Ms. Waldron stated that this line item funds the Public Health Nurse who performs Blood Pressure Clinics and attends the Regional Public Health Nurse meetings.

#### **11:00 a.m. – Department of Public Works FY'20 Budget Review**

#### **440 Department of Public Works**

William Fitzgerald approached the Board to present the Department of Public Works proposed budget for Fiscal Year 2020. Mr. Fitzgerald stated that he increased the "Overtime-Union" line item as that line item has been used quite frequently this year especially during the water billing cycles. Mr. Beckerman requested that line item be reduced from \$2,500 to \$1,000. The Board also reviewed the "Overtime-Union-Water" and "Sched. OT-Union-Water" line items and expressed concerns that these lines items are already approximately \$6,000 over budget for Fiscal Year 2019. Mr. Fitzgerald stated that the "Longevity-Union" line item was increased due to contractual obligations.

Mr. Fitzgerald informed the Board that he has level-funded the bottom line for the DPW's expenses. The Board was concerned that the expenses are too high for the Department of Public Works and requested that Mr. Fitzgerald review all line items to see if any of them could be reduced. Mr. Fitzgerald informed the Board that his department still needs to perform such tasks such as street-line painting, catch basin cleaning (twice a year), street sweeping and purchasing additional street signs. Mr. Fitzgerald informed the Board that his spending has been consistent with what he spent last year at this point and returned very little money to the general fund last year.

#### **423 Snow & Ice**

Mr. Fitzgerald stated that this line item has been level funded.

#### **Water Tank Tower Rehabilitation**

Mr. Fitzgerald stated that it has come to his attention about several companies which provide full rehabilitation to water tank towers over the course of 15 years. Mr. Fitzgerald stated that the payment can be disbursed over several years, such as a five-year plan for services, with an additional maintenance fee for each of the fifteen years. However, Mr. Fitzgerald stated that even with the maintenance fee, the cost of rehabilitating water tanks with these companies instead of a traditional engineer would be approximately half the cost. Mr. Fitzgerald informed the Board that over the course of the fifteen years, the rehabilitation would include exterior inspection and maintenance, interior inspection and maintenance and biofilm washout. Mr. Fitzgerald presented the Board with one company's informal proposal. He stated he would be remiss if he did not bring this idea to the attention of the Board as it could potentially provide the opportunity for not only the Page Street Water Tank to be rehabilitated, but also the Central Street Water Tank as well. Mr. Fitzgerald stated that by using the conventional method of rehabilitating the Page Street Water Tank Tower with engineers would cost approximately \$1.2 million dollars, while these companies cost approximately \$600,000. The Board requested that Mr. Fitzgerald do further research into this matter and report back. Ms. Leggett stated that she will inform the Finance Committee of this proposal as well. Mr. Enos stated that this company will be at the Massachusetts Municipal Association's Annual Meeting next weekend for more information as well.



## **12:00 p.m. – Council on Aging FY'20 Budget Review**

### **541 Council on Aging**

Gene Mazzella, V. Jean Kopke, Karen Johnson and Ed Selman appeared before the Board to discuss the proposed budget for the Council on Aging. Mr. Mazzella informed the Board that the "Salary-Dept. Head" line item was level funded as Mr. Mazzella's contract will expire on June 30, 2019. Chairman Rose requested Mr. Mazzella work with the Town Administrator regarding the renewal of his Employment Agreement. Mr. Mazzella informed the Board that the "COA Van" line item is for the salary of the van drivers. He stated that it had been reduced as last year it was discussed obtaining a second van to lease from BAT which would require additional van drivers. Mr. Mazzella stated that the additional vehicle was not obtained. Mr. Mazzella stated that \$700 was reduced from the "Other Chrgs & Exp" line item for IT supplies such as toner. That money will be redirected to the IT department budget.

Mr. Mazzella stated that spacing issues continue to be problematic at the Council on Aging. Mr. Mazzella stated that the COA struggles to find move privacy and confidential spacing. The Council on Aging Board members present discussed alternate meeting spaces for the COA. Chairman Rose requested that Mr. Enos meet with Mr. Mazzella regarding the spacing issues.

### **NEW BUSINESS**

#### **Council on Aging Van Drivers**

Gene Mazzella and the Council on Aging Board remained in front of the Board to discuss the hourly wages of the van drivers. Karen Johnson recused herself due to a conflict of interest. Gene Mazzella informed the Board that during last year's budget discussions for Fiscal Year 2019, it was proposed to raise the salary of the van drivers to \$15.00 per hour as a comparable wage to neighboring communities. He stated that the Council on Aging budgeted for the increase in the Fiscal Year 2019 budget and it was approved at Town Meeting. Mr. Enos reminded Mr. Mazzella that although the budget is supported at Town Meeting, a vote must still be made by the Personnel Board for wage increases. Mr. Mazzella stated at the Selectmen's meeting of September 27, 2018, the Board voted in favor of a Classification Change and Step Increase for Van Driver William Salter from a Grade F6, Step 5 to a Grade F7, Step 6 at the rate of \$15.42 upon the July 1, 2018 employment anniversary date for Mr. Salter. Mr. Mazzella requested the Board reclassify the other two van drivers to a salary closer to the \$15.00 range as one driver is making \$11.84 per hour while the other is making \$12.59 per hour.

Mr. Beckerman made a motion to reclassify the Council on Aging van drivers to a Grade F7. Mr. Brady seconded the motion. The motion carried.

Mr. Beckerman made a motion for a classification and rate change for van driver Anthony Famaloro to a Grade F7, Step 4 at the rate of \$14.83 per hour effective January 2, 2019. Mr. Brady seconded the motion. The motion carried.

Mr. Beckerman made a motion for a classification and rate change for van driver Meghan Mallett to a Grade F7, Step 4 at the rate of \$14.83 per hour effective January 2, 2019. Mr. Brady seconded the motion. The motion carried. Mr. Mazzella requested that Ms. Mallett be permitted a step increase to a Grade F7, Step 5 in March upon her anniversary date to which the Board replied in the affirmative.

### **Children's Library Assistant**

Ann Fogg approached the Board to discuss the salary for the Children's Library Assistant. Ms. Fogg informed the Board that last year when she proposed the new position of a part-time Children's Library Assistant, she proposed the hourly wage of \$12.59 per hour. Ms. Fogg stated that she did not consider that this position would require a degree and the quality of applicants that applied for this position was lacking due to the low wages. Ms. Fogg shared with the Board that she has an interested candidate for this position who holds a master's degree and has over thirty years of experience teaching young children. Ms. Fogg requested the Board consider raising the hourly rate for this qualified candidate. Mr. Brady made a motion to classify the Children's Library Assistant at a Grade F8, which begins at \$14.82 per hour. Mr. Beckerman seconded the motion. The motion carried. Ms. Fogg thanked the Board for their consideration.

### **Park & Recreation Winter Counselors**

Carl Fischer appeared before the Board to discuss the hourly wage for a Counselor for the Winter Teen Program. Mr. Fischer informed the Board that the Commission was having a difficult time finding Counselors for the Winter Teen Program as most of the Summer Counselors were away in college and were unavailable to work. Mr. Fischer stated that candidate Michele Good has applied for the position. Mr. Fischer stated that Ms. Goode was a Playground Supervisor during the Summer Program. Mr. Fischer informed the Board that he was aware that the Counselor position was advertised at the salary range of up to \$11.45 per hour. However, Mr. Fischer requested that she receive the same rate of pay (\$13.54 per hour) which she received for the Summer Program for the upcoming Winter Program. Mr. Brady made a motion to appoint Michele Good to the Winter Counselor position at a Grade 10, Step 3 at the rate of \$13.54 per hour. Mr. Beckerman seconded the motion. The motion carried.

### **Adjournment**

At 1:40 p.m., Mr. Beckerman made a motion for the Board to adjourn the Workshop 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.

Respectfully submitted,



Shanna M. Faro

Executive Assistant to the Town Administrator