

**TOWN OF FOXBOROUGH
ADVISORY COMMITTEE
MINUTES**

Wednesday, November 4, 2015

Committee Members Present: Javed Hussain, Susan Dring, Bernard Dumont, Patrick Mosesso, Cal Calnan, Heidi Krokta, Tracey Vasile, Larry Thomas, Kristin Papianou

Members Absent: John Chlebek

Others Present: Randy Scollins, Mary Beth Bernard, Bill Keegan, Frank Spillane, Ginny Copolla, John Gray

Notes taken by: Jennifer Merrick

The meeting was brought to order by Kristin Papianou at **7:00pm**.

Introduced new AdComm member Bernard Dumont and note taker Jennifer Merrick.

7:00 Bill Keegan, Town Manager:

Reported that the upcoming Town Meeting will be February 23rd 2016.

Review of Warrant Articles:

Removal of Police chief position from Civil Service. Current lasted 34 years.

3 Collective bargaining agreements – statute requires that they be voted at town meeting following agreement.

CIP item requested by DPW to purchase equipment for line for RT 140 construction

Town Hall – should have a firm number in hand before STM not an estimated number.

Liquor license request: Only 2 supported at Foxfield Plaza.

Randy Scollins , Finance Director:

Liaison assignments – don't hesitate to reach out to depts. And ask questions. The more engagement, the more thorough the process. Suggested Adcom reviews budget review all in one night possibly in January.

Marybeth Bernard, Assistant Town Manager

Will speak on the chief civil service position and future bargaining at a later date.

Bob Cutler, Town Clerk:

Ethics training – AdComm members all need to do it this year and every 2 years. Certificates to be turned into Bob within 30 days.

Handout regarding obligations as a Board Member. Open Meeting Law is to allow for transparency. AG's office oversees the laws. Any deliberation (not just voting) by a group discussing related committee issues must abide by Open Meeting laws. Must post meetings 48 hours in advance. Please email Bob and when you receive a response consider it posted. Serial communication is a violation (one person to another to another). Sending info is fine. Changes to meeting minutes must be done in the meeting.

EXCEPTIONS: Inspections – no discussion during; take own notes; discuss later. Conferences or trainings are not under Open Meeting law. Do not need to post for Town Meeting itself. Good rule of thumb – post.

In posting: Date time and place. In Agenda be as specific as possible. Not necessary when discussing the details of the items. EX: Discussion of Warrant Articles is sufficient. May re post if there are additions to the original posting within the 48 hours but don't make a habit of it. Don't do open forums.

Executive session: May look into doing this before budget meeting. Bob suggests against it but leaves it to Kristin and Frank.

Remote participation is not allowed in Foxboro except for Commissions on Disabilities.

Public Participation in meetings is not a requirement. It is at the discretion of the Chair. Just make sure everyone is treated fairly.

Audio and video recordings allowed but Chair must be notified.

Meeting minutes: follow agenda, give votes and vote totals. Do not need to give details of the discussion. Documents handed out need to be attached to the minutes. Not copied but referenced is sufficient.

Bill Yukna Chair for Permanent Building Committee; Bill Cass VP for Permanent Building Committee

Presentation of design of new Town Hall – Colonial look. Schematic floor plan distributed to Committee Members. Already went to downtown Review Committee to follow guidelines for look /style then to the Planning Board.

Tonight's design document presentation is the 2nd 70-80% cost estimate. 3rd estimate will be at 90% cost estimate. This will include the construction documents to include plumbing and electrical. Project is on track. We will be going out to bid before coming to Town Meeting. That means at the next Town Meeting we will have the exact number needed. Only variable left is a 5% Construction Contingency for things not planned for or predicted (unknowns).

LOOKING AT DESIGN: Liberty Place has parking to avoid traffic issues. Worked with architect to consolidate the groupings of three of the buildings. Grading in front. Payne School will have handicap parking. Temporary staff parking offsite. Upon completion old Town Hall will be emptied. Saving hundreds of thousands by not going to temp quarters. Put some safe maintenance into current building in meantime. Rock face front to tie it together within the towns design. Breaks up brick front.

Layout of building: Designed for secure after hours use. First floor may be locked off after hours. Same for the second floor. Areas that most residents require will be located on the first floor. Selectmans Hall with kitchen. Finance Dept open layout. Vault area – high density storage.

Copy center is bigger and with storage. Veterans area has also a waiting area.

Questions about location of copy room and whether it would be better to have some other office there available to greet people. In order to have a lock down design it isn't possible to have a greeter. The building will have cameras. Ongoing discussion about other options or variables. Bill explained the details of the process that went into the planning of the layout. Town Hall employees had input into the layout. All roofing is pitched, not flat.

Senior Center became too small too quickly. How do we know it will not happen in this situation as well? There are a couple of undeclared offices as well as cubicle/work areas.

Questions about employee growth: There have been 30+ employees for many years. Not much change.

Question: location of HVAC units. Town Hall can run A/C and heat at the same time. Room by room controls and equipment located in the ceilings. Electric usage. Quiet system. Energy efficient with the exception of using "green" products for building materials. Discussion of pros and cons of solar panels. End decision was not appropriate.

Building will be primarily wireless.

Question: Will this change the maintenance budget in the future for the new building and all its equipment. Additional money has already been approved.

Project to be completed in 15-16 months. (End of 2017) January is the best time to get bids. 4 or more bids is best. Will depend on how busy contractors are. Many of the premium contractors do not do public work. Costs contractors \$15,000 just to prepare for a bid.

Cost estimate originally 7.2 million. (6.2 for actual construction). Current estimate 8.3 million over all (7.3 actual construction). Bill explained in detail the thinking and decision making behind all costs.

Randy Scollins will make a presentation on how the cost fits into town's finances at a future meeting.

Kristin Papianou, Chair: invites comments from audience.

Dick Heydecker - Offered a different approach to making decisions on space and current presentation is not consistent with the working group (12 members). Concern that this is a deviation from Town Meeting and that the current estimates are not realistic.

Tracey: Asked for confirmation on current estimate from Bill. He confirmed. Also sought to clarify whether proposed square footage was presented at last town meeting.

Bill: reiterated the details that solidify the estimate.

Kristin closed this matter.

Introductions of members:

Javed Hussein
Susan Dring
Bernard Dumont
Patrick Mosesso
Cal Calnan
Heidi Krokta
Tracey Vasile
Larry Thomas
Kristin Papianou

Audience:

John Gray, Ginny Coppola,

Frank Spillane, Town Moderator:

Main duties/role of Advisory Committee members: Advise Town Meeting on warrant articles. Consider all municipal questions town related and bring to Town Meeting. Review recommended budget and revenue. Then report to Town. Encouraged members to have a voice and effect. Important to have a cross section of members. Can vote transfers from reserve funds in special cases. Cannot be on other Town board/committees.

Provided written materials on the above mentioned and legal statutes.

Warrant and articles:

Everyone is assigned to at least one and responsible to research it prior to the presentation at AdComm. For each article there should be a write up on what it is, how it affects the Town, how they debated it and what the vote was here. All motions made in the affirmative.

Prefer members of the Committee not write letters to the Editor. Make sure if you do you are writing as an individual and not on behalf or as a member of AdComm.

Liaison assignments handed out.

Suggestions made about how to go about accessing information.

Committee should be objective and unbiased.

Guidebook/handbooks on the web if you need more info

Quorum = 7

Recommended: Do not vote on the night it is presented

Kristin: Next meeting – conflict with Veterans Day. Proposed Thursday, November 12th – 7 members reported they are able to attend. Need to check on room availability. Suggestions on which articles can be discussed at next week's meeting.

Kristin passed around contact info sheet for updating.

Motion to adjourn by Larry. Seconded by Tracey.

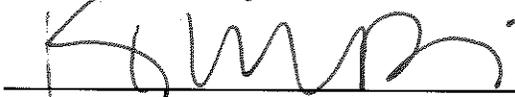
Vote: 9-0-0

Meeting adjourned at 10:20pm

Minutes approved by Vote of the Advisory Committee.

Date of Vote: 11-12-15

Vote: 7-0-0



Signature of Chairperson