

TOWN OF FOXBOROUGH
BOARD OF SELECTMEN'S MEETING
Andrew Gala Meeting Room
Foxborough Town Hall
40 South Street, Foxborough, MA 02035

EXECUTIVE SESSION MINUTES
March 6, 2018

Members Present: David S. Feldman, Chairman
Christopher P. Mitchell, Vice Chairman
Mark Elfman, Clerk
Virginia M. Coppola
James J. DeVellis

Others Present: William Keegan, Jr., Town Manager
Amanda Smith, Community Information Specialist
Randy Scollins, Finance Director

Motion made to enter into Executive Session in preparation for negotiations for contract renewal with non-union personnel, Finance Director, Randy Scollins and to conduct strategy sessions in preparation for contract negotiation amendment with non-union personnel, Police Chief William Baker. The motion carried 5-0-0. Roll Call: Mark Elfman – yes, Christopher Mitchell – yes David Feldman – yes, Virginia Coppola – yes, James DeVellis – yes.

9:23pm

B. Keegan said he provided the Board with backup information for tonight's discussion including Randy's achievements and performance record. He has included goals for future and what to include in his contract. R. Scollins made a statement that he thoroughly enjoys his job for Town of Foxborough and would love to continue and retire from the Town of Foxborough. He is fully-committed to the Town.

D. Feldman opened it up to the Board for questions/concerns for R. Scollins. B. Keegan said he will work with the Board to help navigate through this process to complete the agreement. He had no intention for the Board to finalize all negotiations tonight, but instead was hoping to get comments/concerns from the Board. J. DeVellis had a question about the budget as M. Bernard said people get a maximum 4% increase but Randy's and some others were over 4% as included in the budget book. R. Scollins said he corrected this information for the Advisory Committee. The non-union increase, including R. Scollins and others in his department were voted last May in the Annual Town Meeting but the budget itself did not actually increase. It was a mistake that affected 14 people. He ran a salary model in December and the current year's numbers did not include that previously approved increase. However, the budgets have been revised to show the correct 4% increase. J. DeVellis asked how the Board can get the corrected reports. R. Scollins added he could send the fully updated report to the Board.

D. Feldman requested a copy of Mr. Scollins' current contract and C. Mitchell added that for any contract that comes before the Board in the future he would like a copy of the original contract for reference. D. Feldman added they would like to review consistent language and compare the changes. B. Keegan said he would like to know who on the Board would like to work with him to negotiate the contract changes or would all five members like to do it?

D. Feldman and V. Coppola said they would like to see the original contract before anything is discussed. D. Feldman had questions about accomplishments, goals, proposed changes, increased vacation time and reducing sick time and what is the trade-off dollar-wise? R. Scollins said that vacation time is based on the progression table in Personnel By-laws. The cost his request is equal to 3 days' pay. He negotiated his comp time but there are years when he can't use all of his time. He is trying to reduce sick time down to reasonable level to an amount he knows he won't need based on his past years' experience. There is no money back to the Town from reducing his sick time.

D. Feldman asked about the disability insurance reimbursement clause and R. Scollins explained that he previously negotiated language for payment of a full disability policy funded by the Town. However he never took it because the rates were just too high. He eventually found a local representative to produce a plan on him with salary escalators but that started at over \$5,000.00 per year and would increase with his salary. The group disability plan that the Town currently offers does not match his primary income today so he eventually withdrew from the policy when he was notified that his coverage was reduced.

C. Mitchell asked if he has life insurance with the Town and R. Scollins clarified that all employees are offered basic life insurance coverage but the higher level of coverage that he was seeking is over-priced through the Town plan and he did not elect to enroll in that plan. He is looking to change his contract and have the Town fund his life insurance in place of the disability coverage. There has been no cost impact to the Town based on the current terms of his insurance contract language. B. Keegan added generally speaking, life insurance costs are significantly lower than disability costs.

D. Feldman asked Mr. Scollins what he thought he saved the Town and its taxpayers in dollars by being creative and thinking out of the box when it comes to the Town's finances. R. Scollins said he saved the Town millions just from his last contract. From 2004 to 2006, he renegotiated the lease agreement with the Kraft Organization that yielded over \$1.6 million more than what the Town would have normally received.

D. Feldman asked Mr. Scollins what he saw as our biggest cost concern going forward. R. Scollins said 60% of the money out the door in Town is salary. This is not necessarily a concern but it is a controllable variable. D. Feldman asked if the financial path for the Town is on now sustainable and R. Scollins said currently, yes. The biggest expense is salary, so the Town needs to continue to be efficient with its labor costs and not pay above market. The expense budget is well managed. He added that typically, tech improvements have increased efficiency and have helped to limit the growth of the salary factor. .

B. Keegan asked R. Scollins to talk about health insurance. R. Scollins explained that the Town was self-insured when he started and he managed the program. He modeled it out himself before going to a premium-based program with MIIA. He said he would attend review meetings with Blue Cross-Blue Shield and Harvard Pilgrim Health and the administrators of those plans. They would always bring a proposed rate structure in hand. Those plan administrators would generally propose significantly higher rates than ours that would then inflate the cost to build huge reserves. However, in a small community with reinsurance, the Town would traditionally cost out below BCBS and Harvard-Pilgrim. The Town eventually shifted to a premium-based program with MIIA. MIIA helped renegotiate healthcare costs for the Town when the law changed and the negotiation of health insurance was eventually taken out of collective bargaining. This change in approach led to annualized savings of about \$1 million per year.

D. Feldman asked the Board if they had any additional questions. He then asked B. Keegan to send the Board the existing contract language to review the changes. He said he will work with B. Keegan on scheduling another executive session strategy meeting. If the Board had questions, they were requested to send them to B. Keegan. He asked R. Scollins if he had a communications plan with other departments. R. Scollins said the finance department is one of the few departments that interact with many departments on a daily basis. Through Lisa Sinkus (the Town's Revenue Officer) they hold regular administrator meetings to help with questions about

technology or others about processes. They urge people to speak up if something is not working. C. Mitchell acknowledged the previous administration was different and operated differently and another big effort as of recently was to get all employees on direct deposit. B. Keegan added there is no real reason to cut checks for employees any more. R. Scollins said they were able to change the payroll date to further encourage everyone to sign up for direct deposit. C. Mitchell asked how many direct reports he has. R. Scollins said he has ten including the business IT analyst, currently an open position. This is a high-skilled position that is required to speak to end users as well as the entry user to fuse the two. B. Keegan said the Town does not currently have a strategist to ensure that all technology can work efficiently within our main systems. Different functions have different elements that need to be in synch to work well with our main systems.

V. Coppola asked when residents pay tax bills if the payments go to Milford and if someone processed that. R. Scollins said the Town uses a lock-box. The payments are received through the lock-box and are processed electronically. An electronic file is then sent to the Town so that it can be inputted into the system directly. Approximately 40% of a tax and bill payers in Town still pay in-person. V. Coppola asked if water and sewer went to monthly billing, would that mean that the same 40% would still come to pay in-person. R. Scollins said that change in billing cycle would certainly increase the workload. V. Coppola asked if he thought it was wiser to wait until it is mandated to make bills due monthly and R. Scollins answered yes.

C. Mitchell asked if the schools save money by processing their own payroll. R. Scollins said that only a few employees are hourly; most are salary. All of the payrolls are processed through the Town payroll system but it is treated as its own job. The Town is responsible for paying the payroll taxes and to send the money to the correct banks.

J. DeVellis raised a concern about how R. Scollins has worked with staff in the past. There are 6 different people that have reached out to J. DeVellis about how they are treated by R. Scollins and the Finance Department. No other person has come up this many times, with this many issues in his past to the Board. There is an issue from 6 years ago that does not appear to have been addressed and he stated he does not want to continue to ignore it. He said he understands the history of this issue and wants this on the record somehow. B. Keegan responded that it not the role of a Board member to be involved in personnel matters. R. Scollins said he wants J. DeVellis to come talk to him about it. B. Keegan said he has addressed all incidents that have been brought to his attention since he joined the organization. J. DeVellis asked that if a formal investigation has taken place and there is no information as a result, what do you tell that person. B. Keegan said he is concerned that if a person will go to a Selectmen instead of the Town Manager to discuss a personnel issue that the entire story might not get told. J. DeVellis raised a concern about inaccurate exit interview notes concerning why an employee was leaving. B. Keegan asked why the details of an exit interview were being shared as that is supposed to be confidential information. Again he emphasized that Board members should not be involved in personnel matters. D. Feldman said he did not think personal details would come into play today, as this was a discussion about contract negotiations. V. Coppola agreed that personnel issues are not part of the Board's role. B. Keegan said that the Board stepping into personnel matters takes authority away from his responsibility as the Town Manager. J. DeVellis said that he is concerned that six people have approached him and nothing is being done to address the issues. R. Scollins said that he and his staff are rule followers; that is their commitment to the taxpayers. Unfortunately, some people don't like to follow the rules that he and his staff are obligated to uphold. He said he would understand that if the Board did not want his service to continue; he would retire from the Town after his many years of continued service.

J. DeVellis clarified that how the personnel matters were handled with these people is what is in question - if it was not handled properly or appropriately. R. Scollins encouraged him to come talk to him again. B. Keegan said that whenever a situation is brought to his attention he will address and in some instances he will call for an outside party to assess the issue at hand. Sometimes the result of an inquiry is not always what people may think it is.

J. DeVellis asked R. Scollins if they can sit down next week and R. Scollins replied he would love to. R. Scollins said he wanted to be clear that his role is not a policymaker, so to avoid any appearance of conflict, he will not reach out to policy makers and as such he would not normally reach out to J. DeVellis on his own with any issue. He is always available should J. DeVellis approach him with questions or concerns. He welcomes engagement and values his employment with Foxborough and would like to work toward a better relationship. J. DeVellis said he would meet him in his office for an hour next week. He thought this was discussed last week as a topic for today. B. Keegan said he understood this was to be about contract negotiations only.

J. DeVellis said he is not trying to take R. Scollins down as R. Scollins just stated; he is impressed with his financial work. He said he wants to understand the issues brought to his attention. B. Keegan said the ultimate goal is to make sure all staff have a great working relationship. D. Feldman said it is a good thing to clear the air because people don't always see eye-to-eye but it is never personal. J. DeVellis apologized for offending R. Scollins, sincerely. B. Keegan said he will meet with D. Feldman on Friday and will send the contract documents out to the Board as discussed.

To Conduct Strategy Sessions in Preparation for Contract Negotiation Amendment with Non Union Personnel- Police Chief William Baker

10:24pm

J. DeVellis said Kathleen Connolly emailed him back regarding the concern about the Stadium detail and said that this work is not pensionable. B. Keegan said the Chief got additional clarification on the language for himself through the Norfolk County Retirement System and all understand that the detail is not pensionable. D. Feldman said the Chief wrote a great letter. B. Keegan said it was never the Chief's intention to make that portion of his contract pensionable.

13. Adjourn

Motion to close Executive Session at 10:27 p.m. by Mark Elfman. Seconded by Chris Mitchell, Motion carried 5-0-0. No discussion. Roll call: Virginia Coppola – yes, James DeVellis – yes, David Feldman – yes, Chris Mitchell – yes, Mark Elfman - yes