

Tuesday, December 1, 2020
Board of Selectmen Meeting Minutes
Foxborough Town Hall
Andrew Gala, Jr. Meeting Room
7:00 p.m.

Members Present: Mark Elfman, Chair
Ed O’Leary, Vice Chair
Stephanie McGowan, Clerk
Leah Gibson*
Chris Mitchell
**Attended Remotely*

Also Present:
William Keegan Jr., Town Manager
Mike Johns, Assistant Town Manager
Christina Metcalf, Community Info. Specialist
Katie Lang, Exec. Asst. & License Coordinator*

1. 6:30pm Executive Session

Motion to enter into Executive Session by S. McGowan 2nd by C. Mitchell.
Roll Call: CM – Yes, SM – Yes, ME – Yes, EO – Yes, LG – Yes.

2. 7:00pm Citizen's Input – None

11. 8:55pm Foxborough Police Department - FY21 Memorandum of Agreement

Motion to approve the new contract for the police officers union by S. McGowan, 2nd by C. Mitchell.
Approved 5-0.

3. 7:05pm COVID-19 Informational update

BK – Thanksgiving has been a challenge with people trying to see each other. Our numbers were down to 43 cases last week, 53 cases yesterday and now at 63 cases today with those active cases. Because of the holiday weekend those numbers could go up. Please abide by the rules that have been set by the state and please wash your hands. Limit friends and family outside your bubble and use tech to connect. We are seeing lots of breakthroughs with the vaccines coming and having a conversation with the Health and Fire and how we would deploy vaccinations when we would be able to do that. Indicated that we could have a vaccine within the next few months and get direction on distribution in the next few months. There are 0 hospitalizations at this point. Please take extra precautions during the holiday season.

4. 7:10pm Historic District Commission - New Appointments

Tom Kraus – There has been a lot changeover in the historic district with 5 homes recently been sold. The Commission is short two people and these new appointments are in the historic district and are very active.
Bill Lord– I live in Foxborough, grew up on Granite Street and now live at 29 Baker Street. I’m a Class of 1997 Foxborough High graduate, have an engineering degree. I’m very interested in preserving the history of the town. I am a Army Iraq and Iran War veteran.
Trish Selby– I own several historic homes in France and California. I’m an attorney, had a practice in Oregon for 20 years and have 3 children.

Motion to approve Patricia Selby and William Lord to the Historic District Commission for a term to end 5/1/23 by S. McGowan, 2nd by C. Mitchell. Approved 5-0.

5. 7:15pm Boyden Library - New Trustee Appointment

Boyden Library Trustee meeting called to order
Collin Earnst, Trustee Chair – There has been a vacancy since election on our Board. The pandemic has made filling this position a challenge but we are delighted to present Joyce as a candidate to fill out this year. Joyce has been a Foxborough residents for 30 years and an entrepreneur as well.

Joyce – I've been very involved with arts and music in particular and the support comes from reading and supporting the arts and became a natural opportunity.

Boyden Trustees called for an approved an appointment of Joyce Parlapiano to the Boyden Library Board.

Motion to appoint Joyce Parlapiano to the Boyden Library Board of Trustees for a term to end 5/1/21 by S. McGowan, 2nd by C. Mitchell. Approved 5-0.

6. 7:20pm Foxboro Jaycees & Sharing Hope Project Amy LaBrache to present The Wishing Tree Project for the Town Common for Board approval

Amy Labrache – We want to support Parker in his project.

Parker – It's a wishing tree. We want to put a tree on the Common for New Years for the children of Foxborough to put their wishes in and the Jaycees will purchase the wish balls. Seasonal is donating lights. Will open the wishes next year on New Year's.

AL – Kids will come with their own index card and it will be over a week's time. People shouldn't be gathering.

Next year at our kids New Year's Eve party we would open them next year.

ME – Who will you market it to?

AL – Children and Elementary schools and Parker is making a flyer

Motion to approve the The Wishing Tree Project for the Common from December 21, 2020 to January 3, 2021 by S. McGowan, 2nd by C. Mitchell. Approved 5-0.

7. 7:25pm Department Head Update — Marc Craig Director of Human Services

I have been in my position here for 2 years. Before I was the Director of Community Programs for Randolph. My approach is the culture of the space to draw people in and with seniors and human services clients to feel comfortable in the space.

Dept. overview – I have a wonderful staff that has 75 years working at that senior center. We have people who have been there 20+years. We have 2 social worker interns. We have over 30 subcontractor program instructors and we have 11 front desk senior tax workers.

Human Services – A lot of people don't know about until they need it. If you are 18 years old+ we can help you with fuel assistance and housing assistance and more. Foxborough is lucky to have 2 social workers with master's degrees in social workers in the building. This is where Foxborough shines above others communities. We do senior programs and last year we have over 200+ unique programs.

Transportation - We have Van-go and Car-go and they drive 35 hours a week rides are free and can call 508-543-1234. We have new 14 passenger handicap accessible van and it will be up ready at the end of the month.

We closed our doors on March 13th. We did wellness checks with 600 people for a few weeks that ended up being a few months and now they have relationships with the seniors who were coming in the building. This helped problems being solved right away instead of weeks. We did online bingo for several weeks and got the Kraft organization and helped out with virtual bingo. We did a community needs assessment. The results were that people were okay but worried about the future. Produced a community resource guide of 20 pages of every resource available in Foxborough. Did drive thru giveaways including veggies from mass Military support. Our staff returned in June and we re-opened in July. We put together a guide of all the changes. We wanted to make the changes visible and let it know that it was safe. We purchased a tent to have programs outside. We are doing ok. Programs moved inside on October 16th. Our program rooms used to hold 110 people and now it holds 14 people. There have been 623 members since July. We had the same amount of programs as last December but capacity is down, with similar daily attendance. Looking to the future and the goals which we have several including accept credit cards, have Fall Olympics, and executing New Facility Feasibility Study. We have an outline and should be able to present in March/April to BOS and have currently 724 responses.

CM – In your goals you have that you want to have 45 senior tax write off participants? Is there a limit?

MC – I've been going under the direction of keep going until I'm told to stop.

BK – It comes off our Overlay Surplus line.

MC – We are working on try to create more unique jobs and to help seniors with taxes and help out the town.

MJ – Senior tax program is something that the Town had the option. We've been able to employ people at far less cost.

CM – Everything is you've been able to do in the past couple years has been amazing. Great job to you and your entire team.

MC – It's hard to come into an established organization can be hard, but it has been great and we all work together for success.

MJ - In that interview, we had someone in that role who was the opposite of what Marc was and the change has been great and has great energy

BK – He has changed the culture and everyone feels welcome there. I've had conversations with other Town Managers who have asked 'When are you going to be open?' Our COA has been open and doing a great job.

LG – Thanks for everything you do for the senior and the residents of Foxborough.

ME – The Gem newsletter is great, both electronically and on paper.

8. 7:45pm Foxborough Country Club Application for a Change of Manager from Christopher Loper to John Gray, Jr. for Foxborough Country Club

J. Gray – Chris left January last year. We didn't go with the general manager to save some money. We've had an active board of governors. We decided to break up the departments. I will be running our food service and personnel training. As a former selectmen I am very well versed with the responsibilities of managing alcohol.

CM – Is this a band-aid approach and what happens when you get off the board of governors?

JG – This is our strategy and we have extended the term of our board members to be longer than 3 years and would probably go back to a general manager if we find the right person. The level of professionalism with our board of governors has been great. Throughout 2021 and 2022 I will be the general manager. All our staff and I am TIPS certified. We do have summer staff but they are TIPS trained as well.

SM – Do you truly have management experience food and service industry?

JG – I've never cooked a meal or served a drink but management of enterprise I do have that experience.

SM – There are no absentee managers, are you going to be there?

JG – I will be there 60 hours a week. I live across the street and am retired. I was a part of the sting that happened with the club and we were shut down. I take this very seriously.

LG – You'll be up there every Friday?

JG – Absolutely

LG – How did this fall through the cracks?

JG – For the first three months we were scrambling and debating on what direction we were going to take. Then covid hit and have been trying to figure it out. It should have been addressed much sooner and it wasn't but I'm here to fix that.

ME – The responsibility is on the management team to notify the Town with a change not the town staff.

Katie Lang – I send out everything for license in October as the ABCC allowed us to send out paperwork 6 weeks earlier than normal because of Covid. I received the paperwork back with the previous manager's name crossed out and John's added which is why they are here now, going through the change of manager process.

BK – This is a situation and Katie will send out when licenses are picked up will be giving those rules and regulations out when the new licenses are picked up.

CM – Please make sure the most up to date files are on BoardDocs for the rules and regulations.

KL – We can make sure it's up to date and handed out this year when licenses are picked up.

LG – Can a volunteer can be on all liquor license?

BK – I did confer with liquor counsel and we are all set.

CM – The ABCC says its okay we as the Local Licensing Authority could change it down the road.

Motion to approve the Change of Manager for Foxborough Country Club from Christopher Loper to John Gray, Jr. by S. McGowan, 2nd by C. Mitchell. Approved 5-0.

9. 7:55pm DPW and National Grid Winter Readiness and Power Outage Prevention

DPW Director Chris Gallagher and National Grid Representative Ann Malley to give update on Foxborough's

CG – We are in the time that we can see snow at any time. Our vehicles are ready to go for the winter so they don't break down. We have all the sanders ready. Our salt shed is full and ready to go after Halloween storm. Our plows are ready to go. We have new employees are trained and get the new person for the side walk. All our contractors are lined up. Foxborough is all set. Other towns are seeking plow trucks. Our front office staff gets them a quick payment as we can. We have 22 pieces of equipment including front end loaders, back end and haulers and make 8 phone calls. We've been sweeping the streets in town meets the storm water requirement and gets the leaf litter off the ground. Tree and Park it's cyclical, after they mow in summer and then they do leaf maintenance and next week they will start taking trees down. As long as we can we take trees down during the winter. We take an average of 100 trees a year. Dave Lalibertie goes around town and makes a list of hazardous trees. We have a 70 foot bucket truck that is a true asset to have the truck and team. That would cost \$2,000/tree to take some of the trees they take down.

CM – Do they do pruning?

CG – Yes the do that pruning. Those are town tress that are it he public right of way. We have a process that Lance, Ryan and I and see if it's within our purview and responsibly or if it's the homeowner. It varies road by road and house by house.

CM - That's a big variance.

CG – We have roads that vary in layout size which causes that variance and having to look at the map. We work with National Grid. Dave Lalibertie has its contact at National Grid and they get the tree on the list to remove.

AM – We have a 5 year tree cycle. We have 5 substations in the Town on a 5 year rotation. We do trimming the minimum is 6 feet to the side and 10 feet below. There's multiple other conductors we only trim our lines after that they keep track of the possible hazards. We work with the town or a private homeowner. During a trim cycle we remove during storm we don't. During emergency we don't have the time we work on getting power restored.

CG – We work with National Grid for hazardous trees. They remove the tree and we dispose the tree. We drive the town after storms and pick up things in the right of way. We try to get through the town as quick as we can.

CM – National Grid trims their wires, who trims the other wires?

CG – I don't know what anyone does I'm not aware of any program.

BK – Dave Lalibertie has been doing this for 49 years and is amazing

CM – Trees & Park is phenomenal and does a phenomenal job.

CG – People think because they don't see them every year it means they aren't doing the whole town.

AM – Also you don't have to wait for your turn in the cycle if something is hazardous.

BK – Any improvements to the infrastructure?

AM – After 2012 we found that substations were flat and we've upgraded all the lines and wires. We have a new substation on Rte. 1 and we have one across from the DPW and doing a design study and will start construction soon. We are replacing the wire was bare wire and not is spacer cable. During and actual storm

We have an emergency response plan. We have a meeting with the Fire and Police chiefs that we review. We send out an email to what level storm we believe it will be, we had a level 4 storm yesterday. We have a critical facility list and it's coded so we know when it's out and we review that 4 times a year. Those are the priorities when the power goes out. Once the roads are clear.

CM – Housing authority on that list?

BK – Yes

BK - We have great working relationship the one thing that has slipped a bit and would like to have addressed. Our liaison is not that familiar with our community and would like to get someone who is and can responded to Foxborough specifically. We would like to have someone who is understand an of Foxborough who can coordinate the needs we have with a major outage. Could we please address that?

AM – Yes, what are you looking for specifically?

BK – Looking for someone who is familiar with our community and priorities of our community.

AM – We have a regular and some are storm and it's not always their main priority.

BK – We had great liaison previously and then we lost them and our new liaison hasn't given us the same level of response that we want and need.

ME – Would you like to have them come and make a trip of seeing what his what and familiarize themselves and now the lay of the land?

AM – I can work on getting that done for Foxborough.

10. 8:25pm Planning Department/MAPC - Housing Production Plan Update Planning Director Paige Duncan and MAPC representative Alexis Smith to give update on Housing Production Plan Alexis Smith with MAPC

PD – The goal of tonight is to make sure that everyone knows that the draft Housing Production Plan (HPP) is available. It's a lot but we are encourage people to look at the draft. We started the conversation in the Spring of 2019. One of the questions that has come up is that Foxborough has 10% has affordable housing. It's not clear why. We have the safe harbor. We don't technically need to do this but there is still a need for affordable housing. The reason I'm doing this is because I speak to the seniors a lot and they have problem. A lot of them want to downsize from their homes in town. 500 of the affordable housing options are at the Lodge and Fisher and only 25% are affordable. We don't have a huge stock in affordable housing. Our main goal to get the word out.

AS – Thanks to BOS and Paige and Gaby for having me. This is a chance to proactively identify what the Town wants out of its housing in the years moving forwards. We are going to talk mostly about strategy recommendations tonight. In our Needs Assessment we found that 58% of Foxborough is 1-2 person homes but the majority of housing is 3 bedroom homes, leaving few options. About 30% are cost burdened in Town. We have safely reached safe harbor but that doesn't mean there isn't more to do.

The Goals – based on data and needs assessment

1. Encourage housing production that is unsub but affordable to the typical Foxborough House hold
2. Establish regulatory environment that will enable market condition s to support the creation of varied housing options.
3. Promote a range of housing opportunities in Foxborough to be accessible to family's those with and without children, single income, and first time home buyers.
4. Encourage deed restricted housing for low and moderate income housings
5. Maintain a balanced of housing of versus other land users. Project Foxborough environ resource community character and fiscal health

Strategies - 7 priority strategies. Most of these would require a lot more planning from the Town. This is just the first step toward conversation.

1. Turning liabilities into assets
2. Cottage housing – zoning bylaws would need to change
3. Smart growth overlay district zoning – specific state program that woul
4. Accessory apartments – this enables more flexibility. Allowed but under lot of conditions

5. Duplex design guidelines – to be more compact and context sensitive design
6. Expand housing authority capacity – building additional affordable housing on Walnut Street Site
7. Funding source for housing programs – lot of ideas and programs but need funding and wanted to be fiscally responsible could do the CPA or leverage the Stadium in town.

Next Steps – We are giving a Planning Board presentation. There will be virtual office hours to talk about the HPP. On December 18 the comment period closes and we will then revise the HPP.

PD – Did the BOS have any questions? There is a strong voice in Foxborough of folks that are not all set. We are not trying to change the town and that is not the case.

SM – It feels more builder friendly than resident friendly. The housing across from Stop and Shop, I haven't heard anything from. This doesn't seem like it would be good for us.

PD – The Stop and Shop housing was 40B and we didn't have control on that. Anything that is done is now is up to the Town. We are walking a fine line the builders might not. We are trying to get this done and allow for high density and trying to create this naturally to the market. Not trying to make builders happy but if the builders can't make money it won't happen. This doesn't have all the answers, but it keeps the conversation going. This shows the commitment to try and work on it.

BK – The cost of land is problem. If the town or state could donate for afford housing it could work. Then you would have to go out do bid. There aren't large tracts of state owned or town owned land for that purpose. The only other way is if we were to get a donation for housing purposes. The people in neighborhood might not want the high density and that is a challenge we face. Seniors bought homes when they were affordable but they couldn't buy that same today.

PD – This is why this is a multi-tiered approach. The design guideline is about the R15 district with houses that you can convert from a 1 to a 2 family and developers are doing that. By staying smaller they would be more affordable.

CM – Some things that cause concerns is a development partner with anyone causes pause. The CPA is and tax rate option that we didn't what happens if the grants go away?

SM – What other communities has MAPC done a plan for? What strategies and have those other towns had good results or unintended results

AS – We have done HPPs for Stoneham, Winchester, Marblehead and currently doing update in Ashland. Some of these strategies appear in other plans smart district is good. Some are unique to Foxborough.

CM – Could you provide an example of nonprofit builders, like Habitat for Humanity?

AS – Yes, Habitat for Humanity for South Shore, also other nonprofits that are active regionally.

12. 9:05pm Assistant Town Manager's Update

Extended an offer for a Building Commissioner. He is from the Town of Brookline and starting on Monday December 7th and has the Certified Building Official requirement.

Recruitments – Director of Public Health and DPW equipment mechanic. DPW Highway laborer driver, Tree and Park Laborer Driver, Water Technician, and Building Inspections permit coordinator all will be on a wider net like Indeed as well as our municipal posting sites.

Promotional exams for Sergeant Assessment Center will be happening in late February. We have a contractual obligation to give 60 days' notice so officers can repair and review the proposed vendor contract with union representation.

13. 9:15pm Town Manager's Update

Budget process for FY22 is underway.

ShopLocal Campaign is ongoing this week. Thanks to the EDC, Heather Harding and Leah. We have that on the Electronic billboard on Route 1.

Both Chief and Deputy Chief are looking to secure a vaccine when it comes available and how to deploy that and will put that out.

I will provide an update on our Goals and objectives next meeting.

Hope that everyone has a safe and health holiday season and please be safe as we head into the holiday season.

14. 9:25pm Selectmen's Update

SM – I have concerns with amendments on the agenda and concerned that we are violating the Open Meeting Law. I feel that the Jaycees presentation tonight was not time sensitive. I feel like we amended without cause to amend within the 48 hours.

ME – It was ultimately my decision as the Chair to make those decisions. We had two situations that the Board was amending the outdoor dining as well as the Jaycees item. The first was a time sensitive thing and since we opened the agenda to be amended and added the Jaycees because it was a nice thing to do.

SM – If it was a violation then it would be the whole board.

ME – I would be responsible and I will take responsibility if it was but don't believe it is.

15. Action Items

15.1 Mandarin Chef - License Surrender

Motion to accept surrendered Annual All Alcohol Beverage License from Lin & Zou, Inc d/b/a Mandarin Chef by S. McGowan, 2nd by C. Mitchell.

Discussion CM – Is this just take out now?

BK – They were doing business just fine without and weren't doing much with their alcohol license prior to Covid.

Katie Lang- If he wanted to re-apply there would have to be one available and start the process. We have possession of the license.

LG – Should a letter be sent?

BK – We will send a letter and let him know that the liquor has to be removed within the next 72 hours and will be confirmed by the Police.

Approved 5-0.

15.2 BOS - Approval of Extended Outdoor Dining in Foxborough

Motion to extend Temporary Outdoor Dining in Foxborough until the Local State of Emergency has been lifted and per Covid-19 Order No. 50 by S. McGowan, 2nd by C. Mitchell.

Discussion – Selectmen discussed whether or not to have an end date on the temporary Outdoor Dining extension.

Approved 5-0.

Subject 15.3 BOS - Approval of Board of Selectmen Meeting Minutes from July 21, 2020

Motion to approve the July 21st, 2020 Board of Selectmen Meeting Minutes by S. McGowan, 2nd by C. Mitchell. Approved 5-0.

16. Adjourn

Motion to Adjourn by S. McGowan, 2nd by C. Mitchell. Approved 5-0.