

**Tuesday, June 22, 2021**  
**Board of Selectmen Meeting Minutes**  
**Gala Room, Town Hall**  
**7:00 p.m.**

**Members Present:** Leah Gibson, Chair  
Seth Ferguson, Clerk  
Ed O’Leary  
Mark Elfman

**Also Present:**  
William Keegan Jr., Town Manager  
Christina Metcalf, Community Info. Specialist  
Katie Lang, Executive Assistant\*  
\*Attended remotely

**Absent:** Stephanie McGowan, Vice Chair

1. 7:00pm - Citizen's Input – Larry Ooi, 13 Fox Lane

Requests the BOS to consider having the town use its collective bargaining power to negotiate trash service for residents. It is a basic service. After doing some research none of the 6 surrounding towns handle trash service the way we do, leaving it to the individual residents. Then looking down the road (in the next 3-5 years) to include it as part of the tax bill.

2. 7:05pm Foxborough Cultural Council - Project Update – Nicole Vachon

FCC gives out grants to arts and sciences that benefit Foxborough. The FCC grants will come out end of September/October. I applied to launch the Foxborough Art and Nature Conservation Passport. We’ve had a lot of help through this process from the Town, Foxborough Cable Access and local artists. We have an electronic version and a paper version that includes maps and the scavengers. Paper versions are available at the Library and Conservation Department at Town Hall.

The Mass Cultural Council has asked us to try and fundraising. We are looking to get public sculptures around town and look to have that in place by next spring. We are looking for anyone who is interested in this project to join and help us fundraise.

3. 7:10pm National Grid - Petition for Conduit Location

BK – There is a petition to install a telephone pole at 29 Wall Street, near the new development being proposed. We have a recommendation from the Town Engineer to approve this telephone pole request tonight.

**Motion to approve installation of utility pole at 29 Wall Street by National Grid as proposed by S. Ferguson  
2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

4. 7:15pm Senior/Intergenerational Community Center Feasibility Study Results Presentation – Human Services Director Marc Craig

MC – I’m here to talk about a Senior/Community Center Feasibility Study. How did we get here? The Council on Aging started the conversation regarding a new facility that was then brought to the Selectmen’s meeting and resulted in an article at the November Town Meeting to grant a \$40,000 allocation for a feasibility study. We did an RFP, solicited proposals and Bargmann Hendrie + Archetypes (BH+A) were chosen. Two of the staff, Rachel and Dan, are here tonight if there are any technical related questions go to them. We had conversations with the Recreation Department, Veteran Services, Friends of Foxborough Seniors and the COA/HS Advisory Board.

We hope to answer 4 questions by the end: Is a new facility needed or are current facilities adequate? If a new facility is needed where would it be located? What will a new facility look like? How much will a new facility cost?

Is a new facility needed or are current facilities adequate? The Senior Center built 22 years ago and we’ve been using it with great success. Pre-pandemic numbers were increasing to a rate that were unsustainable in the current facility. We were averaging over 120 people a day. We have a full parking lot. We are reaching pre-pandemic numbers. If we are looking at other office around town. The Recreation office is inadequate.

This is where we brought in Bargmann Hendrie. They have completed 25 senior centers and 30 community centers. They conducted the survey and the full survey results are in BoardDocs for you to review further. Because of the pandemic we had to do an email survey and made paper copies available to be filled out as well. We received 735 responses and 92% were

Foxborough residents. Almost 66% were supportive of an Intergenerational/Multi-service Center and 64% of those surveyed were over the age of 65. The

SF – So 65% of respondents were in favor of a community center as opposed to what?

MC – Just a senior center.

From the survey and community conversations you develop a program and it's essentially the entire square footage of what you would need for a facility. I had BH+A do two separate programs. One as an intergenerational multi-service senior, recreation, veterans and human services. It is important to note the current facility we are in are not just senior services, we also have Human Services. Due to this I had them do two studies and it ends up being 15,000 sq. ft. for the Intergenerational and 13,000 sq. ft. for the senior center only.

What makes the most cost sense to the town? Do we do just a senior or and then we build a rec facility later on or do we build both? We have 3 potential sites. Site A is behind Public Safety, Site B is where the current Auditorium is located and Site C is where the Laundry building is now. I have 1 and 2 story versions but as we are limited on time I will show you the 2 story version.

On Site A, the 2 story version is will face Payson road and the back will face North Street. One of the major components has 85 spots, a bocce court, a drop off area and service area, etc. It connects two parking lots.

Site B uses the where the current auditorium sits. A few years ago we looked to see if this could be a community center at some point. This faces the back of public safety. This is one of the small design for parking spaces.

Site C doesn't have that upfront visibility but does have premier access to the lacrosse field and has the most parking spots at 86 and is next to some of the condos.

What would a new facility look like?

Let's focus on the concept now instead of the details. This could be a home to Council on Aging, Human Services, Recreation Offices and Veteran Services Office. Overview of the design of the building that would fit either of the 3 sites. The first floor would consists of offices, program and multi-purpose rooms, break rooms, a café area along with a pantry to potentially house the Foxborough Food Pantry as they are losing their home. The second floor would have a conference room, library, game room and a future expansion space. The people who didn't want an intergenerational facility would accept it if they had a senior only space and work collaboratively to plan programs to not interfere with senior programs. Throughout this process, I was to make space for other additions for future use.

Along with the inside the outside survey respondents wanted a traditional New England style building.

What would a new facility cost?

Any time I've gone through this process, we've said a number early on and it's not going to be the same. I asked for the soup to nuts cost to include construction costs and asked to use today's construction number. The cost would be \$13,176,707. There is a budget detail in Board Docs.

Next steps, not looking for an action but would discuss tonight and talk to residents and then looking for residents input and to advocate for this building in the future.

My job was to get you from the being to end of the Feasibility Study. I will be presenting a few times to seniors. The pandemic has changed things. You can ask for an allocation for design, allocation for design and construction or put it on the shelves for a few years.

ME – Great presentation and included everything that I wanted to know and very complete.

MC – At the beginning of the process I was asked to do this on my own and getting the professional consultants before and it this why.

LG – I think we have 3 great locations when the time is right for this.

BK – This is a really important first step. There are probably 15 steps in the process. This won't be the final result and need to discuss the financing of this to include public and private investments. This could be a good project for donations to go towards. Not usually for schools but this would be a great opportunity for donations because it address several different groups. We looked at consolidating 3 departments under one roof and helps to address needs of those departments. We are looking at this because of the success of the COA. Recreation is deserving of a better facility. This is a great first step and very fascinating.

LG – The next steps would be communication about the results and getting more information.

SF – This is step 1, what are the next immediate steps that we should address? Was this in our Master Plan and was this in our 5 year capital plan?

BK – This is something that would have to go on the list of Capital projects. That depend on the response from the community meetings.

LG – This is presenting and closing the feasibility study and hearing from the community if this is what we want to do would be the next step.

SF – We should look at if we have people who want to do and support this project but do it for less money.

BK – Looking for what different financing strategies we can come up with.

ME – What should our action steps be? I was here for the new Town Hall but not the 10 years leading up to the building.

BK – Once we agreed on the building the process went really quickly for the Town Hall to be built.

Dick Heydecker – The plan from an architectural point of view has a great deal to offer but this is not a building that we move into once and live it in for 50 years. We should simplify how we move the toilets plumbing. There are more toilets in this building than in the current COA. Every corner you have in the building adds cost. I ask that we look at simplifying this if possible. I think this is a good move but we should look at what we need today and try to envision what we need for 50 years from now. The old senior center was designed by the Selectmen. The building committee not the BOS thought of the storage area. It didn't produce what people though we needed. We should think about what we need 20-30 years from now. Do we want to build a space that allows just once a year events with big crowds.

LG – I think we are getting into a lot of detail and neither I nor the Board want to design the senior center.

DH – We should get this information around and be able to give comments on.

LG – We will and now have the opportunity to talk about it with residents and receive feedback.

Ally Rodriguez – We have half a dozen event that would be 300+ people that would utilize this space well.

Arthur Muldoon – I would like to know what would happen to the existing senior center. There should be though to it as we don't want to see another Fire house?

Paul Dumas – I was on the School Committee in the 80s. The senior center had been bounced around and it was dire thing for so long that there wasn't good planning so it wasn't done with the future in mind. Forty years ago there was talk about a teen center. The town before Ally and Mike weren't helpful towards Veterans. Don't rush it but we need it.

**Motion to accept Senior/Intergenerational Community Center Feasibility Study as presented by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

5. 7:40pm Shovel Town - Review of A Taste of Foxborough and Approval of Thirty (30) One-Day Liquor Licenses, Jim McSherry and Frank Altieri, Owners of Shovel Tow

Subject 5.1 Review and approval of 30, One-Day Beer and Wine Alcohol Licenses

Frank Altieri – We haven't had any complaints and heard nothing but great reviews about it. No issues with parking or traffic. No noise or odor complaints. We met all the requirements and have been sticking to it. We didn't know how much the weather impacted operations.

LG – I was impressed with the bracelet system for identify those of age to drinks.

FA – It's a great system for our servers and have been scanning licenses so that there is no human error to see who is able to drink. We had a professional company design the sound system so that they can enjoy but not burden the neighbors and they are happy with the fence.

LG – To update everyone we can only do thirty 1-Day licenses and we are here to do the second set with a different manager of record as allowed. I've heard that the fence is great. I see we have the TIPs certificate.

BK – It's been a pleasure dealing with everyone. We've had no complaints just compliments.

FA – I would like to make a request on Sundays we close to 6pm. We'd like to ask to extend our hours on October 3<sup>rd</sup> to 8pm.

LG – That would be for the next round of licenses.

Jim McSherry – We were asking if we could go for a Wednesday because of the rain day.

LG – With this it becomes a bit complicated to clerically track. I think it would be best to come to us with a solutions. I would like to approve what we have here and then if there are other plans for specific dates and bring those to us.

ME – You can't transfer a non-used day.

KL – I did go through the dates again and we have another round of 30 dates and then an extra 6 days.

EO – I would just want to alert you are doing an event that will be a jam packed area with traffic.

FA – Some of the Sundays there are days we'd be open with games at 1pm.

LG – We did approve tents for rain and heat if you wanted get tents up.

ME – If you have want to do the Wednesday and push another day to the 4 set of 1-Day licenses.

FA – Several of our employees are from Foxborough.

**Motion to approve 30, One-Day Beer and Wine Alcohol Licenses for Shovel Town Brewery Inc. d/b/a A Taste of Foxborough for July 15-18; 22-25; 29-31, August 1; 5-8; 12-15; 19-22; 26-29 and Sept 2-3, 2021 by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

BK – We did pass papers on the old fire station and construction has begun.

FA - We will be engaging the Historical and Fire for reproductions for memorabilia.

KL – We'll have you back on August 17<sup>th</sup> for your 3<sup>rd</sup> set of 1-Day license approvals.

#### 6. 7:50pm BOS - Boards and Committees Review and Appointments

Subject 6.1 Billboard Advisory Committee - Recommendation to retire committee and future billboard issues to be handled by the ZBA

LG – We are going to start off with a few things that are more than just reappointing boards and committees. The first one is a committee that has been agreed we no longer need. We received a letter from the Billboard Advisory Committee and the ZBA who agree that it is no longer needed and the ZBA will take over those responsibilities.

**Motion to disband, at the request of the Billboard Advisory Chair and Committee and supported by the ZBA Chair, the Billboard Advisory Committee and for its future responsibilities be exercised and enforced by the Zoning Board of Appeals and Zoning Enforcement Officer by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

Subject 6.2 Clean Up Day Committee - Recommendation to expand committee from 3 to 5 members

LG – In the spirit of the more the merrier, Clean-Up Foxborough Day has grown each year and it was requested that we expand the committee size. Please also note the Clean Up Day is tentatively scheduled for September 11, 2021.

**Motion to expand Clean-Up Day Committee from 3 members to 5 members by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

Subject 6.3 Board term dates discussion - Proposal to adjust term dates from 5/1 - 4/30 to 6/1- 5/31

LG – The next piece is talking about the terms dates. We thought it would make more sense to change appointment dates to happen after town elections, where allowable.

**Motion to change term dates for all boards and committees, not bound by state statute or Town by-law, from May 1 through April 30 to June 1 through May 31 by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

Subject 6.4 CIP Committee - Extend the term of the Capital Improvement Planning Committee members to June 30, 2021

LG – The next one is the CIP and we have a meeting tomorrow and extending the term to June 30 for tomorrow's meeting.

**Motion to extend the term of Capital Improvement Planning Committee members to June 30, 2021 by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

Subject 6.5 BOS - Reappointment of members to Town Boards and Committees for terms that expired 6/22/21 to expire 6/1/22, 6/1/23 and 6/1/24

LG – This is everyone on a board to be reappointed. Thank you to the volunteers for all the time they spent to keep the town running. It's been great to follow some of the meetings online. We will be looking at the handbook and making sure that we have everything accounted for with trainings and required policies.

**Motion to Approve the Reappointment of members to Town Boards and Committees for terms that expired 6/22/21 to expire 5/31/22, 5/31/23 and 5/31/24 by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

#### 7. 8:05pm BOS - Town Manager Transfers

BK – There is a memo and detail regarding the town manager transfers. This is a small level of transfers. I'm grateful to the Department heads who paid attention to their bottom lines and we made some corrections from past year. This is an extraordinary small number.

SF – It can be a bit difficult to be getting into and being prepared to consider when we get the information later in the day.

BK – In this instance, we make these decisions right up until the last minute. This is an administrative action. The Ad Comm is meeting tomorrow night.

LG – We do try get everything on Board Docs the Friday before, I do agree that it is hard to find the time during work and we should get everything as much as we can into Board Docs the Friday before.

BK – We are truly conscious of that and there are sometimes it is impossible for us to do that given the circumstances that we have.

SF – I understand that and it can be helpful to have it a week before.

BK – This is a case where we want you to see a big document and then be able to review and make a decision for the next meeting. We don't want you to act on something that you are ready and prepared to act on.

LG – It's could be helpful to have information for upcoming meetings ahead of time if possible.

**Motion to approve the FY21 Town Manager Transfers by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

#### 8. 8:10pm FY22 Goals Setting Discussion

Subject 8.1 FY22 Goal Setting for Board of Selectmen

LG – We had discussed moving 5 & 6 into Town Operations and move the IT vulnerability to Bill's goals. Are we good with doing that?

**Motion to adopt the goals as proposed amended as the FY22 Board of Selectmen Goals by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

Subject 8.2 Preliminary FY22 Goal Setting for Town Manager

LG – Bill had some goals and I think we just need to further organize the goals.

BK – There are specific requirements that the Town Manager is responsible for. We need to be clear on what the expectations you have for me are.

LG – I think there are other goals in the document that we can continue and just add on the new goals.

BK – I think it's important that everyone understands the goals as expectations.

ME – I like that you include the ARP funds spending in your goals.

9. 8:25pm Town Manager's Update

- Marc Craig received \$205,000 to improve the Foxborough Van Gogh transportation system and potentially provide a pilot program for a fixed route. Also part of this grant program and did a joint grant application with the School Department for a mental health initiative.

- Rob Verdone the region has been awarded a \$3.57 million grant under the competitive round regional 911 development grant for FY22. This grant was awarded to offset the regular annual assessment which was \$520,000 which has now been reduced to \$320,000. This also provided \$1.5 million towards the debt service of the new facility.

- I did reach out to a young lady, Sara Labraiche, about a cemetery located on Cross Street. We believe it is run by the DCR and Rep Jay Barrows is looking into that. If it is DCR's they will take care of it.

- I testified in front of the House and Senate Utilities Committee today on a bill to allow for Mansfield Light to service our street lights. This would help us during emergency situations. There is a law that prevents that now and we are looking into that and this would help 22 other light operations across the Commonwealth.

- End of fiscal year procedures are underway and finishing up with Department Head evaluations.

- Congressman Auchincloss will tour the site at Walnut Street that is being considered for the \$2 million dollar earmark. He would like to do this on July 8<sup>th</sup> at 2:00pm and will have further details to follow.

- We had a conversation about with the Acting County Commissioner about the ARP Act county money. They need to work with the state legislature on how the funds will be received.

- Hanne Simmonds announced her retirement for August 20<sup>th</sup>. We have already advertised that position knowing she would be retiring soon.

10. 8:35pm - Selectmen's Update

LG – Foxboro Recreation kicked off this week. It's been great for kids to get back to normal. There was a save the date sent out for October 13<sup>th</sup> for the Financial Summit.

Subject 10.1 New Business - Boards and Committees Handbook – We'd like to get going on this and I have some additions and changes for these. This is a condensed version.

Subject 10.2 Electronic Communication Policy for Boards and Committees

LG – We need to approve this policy to be issued town emails. Do any other boards have town emails?

BK – This is just the Board of Selectmen, and I believe School Committee has school email addresses as well. We can look into that.

**Motion to approve the Electronic Communication Policy for all Foxborough Boards and Committees by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

Subject 10.3 Old Business - Meals Tax Policy Update

LG – We’ve talked about this a bit and we needed to adjust some of the language as it was unclear. We can move to amend it as it is a financial policy not a by-law. I would recommend making sure Advisory Committee.

BK – This gets signed by the BOS, School Committee, Advisory Committee and Water & Sewer Commissioners. This cleans up the issue due to Covid and it clarifies the use of money for roads and sidewalks from the Meals tax. I did review that with the DPW Director and Town Engineer and they

LG – We have some organizing to do to get all the boards on it. We can move it to those groups, see if they have any feedback or changes, approve it and then approve it after it’s gone through the other boards.

BK – It has been reviewed by Town Counsel and he said it was good to approve.

ME – This tidies up a bunch of things

SF – Does it prioritize OPEB over roads if Meals tax is lower?

BK – I’m not sure but it is practice to fund that first. This won’t change the practice.

LG – Now we know we are obligated to do it, the Meals tax is just a mechanism to do what we need to do or vote to revisit for a particular year.

SF – It is a standard practice but not policy?

BK – The practice is that OPEB is paid first then the long term liability and then anything else can be used to pay for roads.

LG – The policy is we have to pay it.

ME – Because OPEB has a dollar figure and roads don’t.

BK – Right, the roads have Chapter 90 funds from the state.

LG – The thought would be to clarify that piece.

BK – These are policies that are goals, there is no legal obligation do to this but an established goal to fund them both.

SF – From where I sit, I would be comfortable voting on this tonight, but it would be good to get other boards to get their input and feedback.

LG – So we’ll bless the draft as proposed and circulate to the other Boards.

11. Action Items

Subject 11.1 BOS - Commercial Parking 2021 Renewals

**Motion to approve two (2) Commercial Parking Permit renewals to expire 6/30/2022 by S. Ferguson 2<sup>nd</sup> by M. Elfman.**

Discussion: LG – These were just remaining two that were outstanding.

KL – This would bring our lots it would bring in to 32 lots and 560 spaces total.

**Approved, 4-0.**

Subject 11.2 BOS - Approval of BOS Minutes from 5/11 and 5/25 meetings

**Motion to approve the May 11, 2021 Board of Selectmen Meeting Minutes by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**

**Motion to approve the May 25, 2021 Board of Selectmen Meeting Minutes by S. Ferguson 2<sup>nd</sup> by M. Elfman.  
Approved, 4-0.**

12. Adjourn – 8:50pm

**Motion to adjourn by S. Ferguson 2<sup>nd</sup> by M. Elfman. Approved, 4-0.**