

**Tuesday, July 6, 2021**  
**Board of Selectmen Meeting Minutes**  
**Gala Room, Town Hall**  
**7:00 p.m.**

**Members Present:** Leah Gibson\*, Chair  
Stephanie McGowan, Vice Chair  
Seth Ferguson, Clerk  
Ed O'Leary

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

1. 7:00pm - Citizen's Input – No input.

2. 7:05pm Jake N Joe's - Application for a Change of Manager – Jeff Reddington

JR – I am the new General Manager at Jake N Joes, I started in April. I've been in the restaurant business for 15 years. I am TIPS certified as well as my staff. We have our temporary patio that we do plan on taking down around Columbus Day.

SF – Have you made any strategic changes from last April?

JR – I'm coming from another corporate restaurant group. We are heightening some of the awareness around day to day operations and having more of a structured day. I'm all about improving customer experience.

SM – Who will now hold the liquor license?

JR – I will as the previous manager is no longer with the company.

LG – If you haven't please check out FoxCares and check in with Tom Peruna.

**Motion to approve the Change of Manager for Grand Slam Restaurant Concepts Foxboro d/b/a Jake N Joes from Frank Rokes to Jeff Reddington by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

3. 7:10pm NPS, LLC d/b/a Gillette Stadium - Change of Hours for On Premise Annual All Alcohol Beverage License – Lindsey Cunniff\* - Kraft Sports & Entertainment Group LLC

SF - Reading of public hearing notice.

LG – This is a liquor license change so that Gillette Stadium can start serving liquor at 10:00am instead of noon.

BK – We do have a statute that we can serving food and alcohol at 10:00am to change this license.

LC – This is what we have done in the past. Gate times won't change and this is just a housekeeping item that we want to change.

**Motion to close the public hearing by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

**Motion to approve the Application for Change of Hours for On Premise Annual All Alcohol Beverage License (accompanied by food service) from 12:00 PM on Sundays and on certain legal holidays to 10:00 AM on Sundays and on certain legal holidays for Gillette Stadium by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

LG – Should include that it is Gillette Stadium

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0**

4. 7:15pm BOS - Committee Member Appointment

4.1 CIP Committee – LG – We reappointment committee members last week but there are some committees that we appoint our board to. For CIP it's normally been the chair but I would like to spread out the committee responsibilities.

**Motion to appoint Stephanie McGowan to the CIP committee to June 30, 2022 by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

4.2 Audit Committee **Motion to appoint Ed O'Leary to the Audit Committee to June 30, 2022 by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

5. 7:25pm Board and Committee Handbook -Review and possible vote to approve the 2021 Board and Committees Handbook

LG – Mike I'll turn it over to you and talk about it but I don't believe Town Counsel has reviewed this so I don't think we are prepared to vote.

MJ – We cleaned this up and modernized it, including several appendices. Those included liaison for each board, board and committee conduct. We want to be clear of the expectations on all our board and committees so they can uphold the ideals of the Town of Foxborough. We have virtual meeting expectations so that we can continue to have meetings and be flexible when unexpected issues come up continue to have a professional meeting. We do document normal practices to memorialize them. We also have guidance on how boards can use Town Counsel with requests through the Town Manager's office. We have conflict of interest, Robert's rules of order and additional templates and information.

SM – Is there anything about meeting attendance? Just want to make sure that people are attending on a regular basis.

MJ – It was in the old one, it was folded into the new one.

LG – It's covered on page 5.

BK – Under the reappointment portion, with 3 or more absences that the board may request a resignation.

LG – We can approve pending approval from Town Counsel or we can wait until next meeting?

BK – We took a lot from another town so my guess would be that any changes would be minimal.

SF – I think it has improved with the additional content. In terms of the tone of the document, I would strive for as professional, formal and neutral a tone as possible. Be on time, early is on time, on time is late.

LG – I agree with you.

SF – Yes, it's from the virtual meeting part.

MJ – We can take that note and edit to make it a more respectful tone.

SF – Should we have a liaison to each board of a board of Selectmen? To be able to understand the boards and committees and what they are doing and to roll it in so we can be impactful and make sure they are aligned with the Town.

MJ – Some of those practices to go on and we've captured the practices in this document.

LG – This ties back to the communication plan and hopefully this will be a part and make it easier going forward.

BK – How do want to proceed?

LG – I don't think every group needs a liaison. We could group them together like Christina did in the annual report

CM – I can give you a list of all the boards and committees and you can decide which ones need liaisons

SF – That sounds reasonable and those are great ideas. I'm not sure what some of these boards are working on and what their goals are for the year so some sort of written documentation of what they are doing would be helpful to know.

SM – Having department heads come in last year was great and useful. We could do something similar with the boards and committees.

LG – We could have the Department head give an update on their board and committee that they are responsible for or have them come in. Seth can you take it run with it.

SM – I think there is some hesitation in voting so I think we can wait to next meeting to take a vote.

LG – This will be a great reference for you to do your job as Chair. I think we will be doing Chair training as well, for anyone who wants it.

BK – We would have a live session but tape it and provide access to it online.

LG –

MJ – We'll be prepared at the next meeting.

LG – We should put this on the agenda for next meeting.

6. 7:35pm Town Trash Discussion from Citizen Input at 6/22/21 meeting Town Manager to give preliminary information regarding options for Town Trash

LG – We had a citizen come and ask us about this. We can't respond when first brought to us

BK – Trash is an interesting topic because it has so many options with it. Foxborough is unique that it is handled by the home/business owner to do the individual work. Other towns I've worked with have provided the service and rolled into the tax rate. It is expensive now. It would be \$1.5-2 million and it would be most likely be an override at town meeting or go to a fee based system. This would have been a fee for the household and then you pay per bag of trash. Another option would be that the town could go out to bid on behalf of the homeowners so they could contract with the service but this could potentially reduce the rate to the home/business owner. This bears further discussion and I'm not prepared to talk about this in any further detail tonight. I think we should get some folks together to discuss this further. Having the town contract for residents can be a problem. This can be an issue with inequity depending on the number of people in the household. There are people who take advantage of the trash system. It's a fair and reasonable request to evaluate and investigate it further.

LG – What can we do as a town to make sure we get good service and what can we do as a group with our purchasing power to get a better rate and better service. I'm not thinking we put this into the town budget but step in as a liaison to make this better.

BK – It bears further discussion and consideration. This was done several years ago, the low bidder secured the contract then someone else came in and ran that person out of town. We are now in a situation where that individual is no longer in the business and we have less control as the town and less control.

LG – When is the end of the contract for Town service?

BK - That ends next year is the last year.

LG – We should keep that into consideration.

SM – There is a reason why I came forward. I'd like to look at our budget and see where we are. This is a service that would be for all the tax payers in town. We should investigate it further and see what it would cost the town.

EO – As someone that has used the town trash system, the one thing that vendors does is separating trash and recycling. That is plus for Foxborough and other communities. I don't know whether a town only would have the flexibility to provide that service.

BK – There is something if you are paying less for recycling than trash. That being the case if you are the one paying the bill you will be mindful of your trash/recycling practices. I've seen severe abuse of it and I've seen that it has worked really well. I think having more control over the process and give buying power to the resident is a good thing. I think it would be good without causing a huge disruption to the budget process.

SF – We have a model in town for electricity that you can opt in. If we as a town to negotiate to have a group rate and have town's people opt in and give people choice and be paying but conceivably get a better rate than on their own.

BK – You would have to commit to a 3 year contract with the cost of trash fluctuating in each year.

SM – Most companies offering recycling. In Somerfield we had 3 different companies coming in. It was better incentive to have recycling and trash than just trash. I was able to go to one bag service.

LG – We do have to pay for trash but maybe we can improve and get a bulk rate and some KPIs to hold the vendor to, ensuring we have good service. We'll keep this on the agenda and come back to it.

7:45pm FY22 Town Manager Goals -BOS to discuss and possibly vote on Town Manager Goals

LG – We started this discussion a few meetings ago. Is the communications plan in the goals?

BK – Yes, it is under Goal 2 Objective B.

LG – Seth, what is your reaction.

SF – I looked at the comparison and they were slimmed down to a more manageable goals and objectives. It looks solid from my perspective.

SM – I'm not sure supporting the Housing Production Plan (HPP) is Bill's goal and I think it might just be Paige's. People who have talked to me said they don't support in its draft.

BK – I saw it as my role to support the efforts. I would help apply for grants, promoting grants or letter of support, etc., I'm there as resource. The policy comes down the boards. It's not to define the plan it's too the support the effort.

LG – I called out in praise that we didn't push the HPP through and how he supported the efforts in that way. We do need a HPP to get grants. It's a matter of what is in it. It's not supporting the housing production plan as is it's supporting the efforts to have one.

SM – I thought that it really fell under Paige. I felt that some of your goals from last year I wasn't able to grade you on because I didn't think they were yours.

EO – I feel that Bill has the capacity to come up with ideas from the community and see them through and it was discussed in his evaluation.

LG – Should we leave that one in about the HPP?

BK – I think we should leave it in so she knows that I will support her. Ultimately the policy falls to the Planning Board and Board of Selectmen.

SF – Just a suggestion that we leave it in and can help with the implementation and support.

BK – We do a six month review and can give you a review of where we are at that point.

SM – I don't want Bill to get behind this plan as drafted. Paige needs to take the info given to her and work her magic. I don't want the plan pushed forward as written.

BK – The plan as written is one thing, it's the effort to develop the plan and support with what I'm doing.

LG – We had the dates on the review period on it last year.

MJ – We should pick up to the day of his last review to June 30<sup>th</sup> or we could do a 12 month period. We could put those dates on the goals so it's clear.

BK – My suggestion would be to make the goals effective June 1<sup>st</sup> to May 31<sup>st</sup>.

LG – If someone rolls off the Board would miss the review periods.

BK – Chris Mitchell did it after he was off the board last year. We could go to April 30<sup>th</sup>.

LG – What is the date on your contract?

BK – It's July 1<sup>st</sup> to June 30<sup>th</sup>.

LG – I think May 31<sup>st</sup> makes sense.

SM – It pushes past town meeting and gives them time if someone rolls off the board to do the review.

**Motion to approve the FY22 Town Manager Goals from June 1, 2021 through May 31, 2022 by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

#### 8. 7:55pm Assistant Town Manager's Update

- Two recent hires: Payroll Administrator, Melanie O'Regan started 2 weeks ago and Julie Lavoie started today and we welcome them both on board

- Notary Services Update: We provide this service through the Town Clerk's office. It is a courtesy service and we want to continue to provide this. We had to limit services when we were closed but now that we are open. This is something that they do in addition to their regular services they would appreciate a call head to their office to make sure they have someone ready to work with residents to ensure they can provide the notary service. This came about because we found out that it is not covered under our regular liability insurance. We turned to Town Counsel to find out what is require, what is not allowed and what other towns are doing. We had the Clerk ask as well. We reached out to our insurance provider, MIIA, to see why this is going on. Town counsel said this was not a required service and that we could charge, ask for donation or just provide the service. We asked around and found out that

other towns will be providing this service at no cost. MIIA said our insurance premium to cover is \$932 to cover the Clerk's office for liability. We do not want to charge because this is a service.

SF – Do you require proof of residency?

MJ – You do have to provide an ID but I'm not sure if there is a residency restriction.

BK – I'm not sure that we should be providing it for free for not, if it is a non-resident.

SM – Do some banks charge a fee?

MJ – Most banks get it for no charge or a nominal charge. We had someone else get it for \$10 because their bank wasn't open and they weren't a customer. It makes sense that we have it for the residents and business owners because it is a tax payer

SM – Will there be passport services returning?

BK – Not sure at this time due to staffing in that office.

MJ – The training and testing for that is a bit extensive.

BK – It is important to note that the notary service will not be in place for all documents. There were a couple cases that were held liable for certain things and tried to hold towns responsible for that. We are trying to limit exposure by not notarizing everything document.

MJ – There will be information provided of what will and won't be provided.

#### 9. 8:05pm Town Manager's Update

- We are in a new Fiscal year

- We have a meeting and photo op with Congressman Auchincloss on Thursday July 8<sup>th</sup> at 3pm.

- The new date for Fireworks at Gillette is July 24<sup>th</sup> to coincide with the opening of Patriots training camp.

LG – Did we send out a save the date for the Financial Summit?

BK – Yes, we did.

#### 10. 8:15pm - Selectmen's Update

##### 10.1 New Business – Capital Improvement Plan (CIP) Committee Update

MJ – We met with the CIP Committee on June 30<sup>th</sup> to discuss and vote \$95,000 for a used ambulance. At Town Meeting we approved a new ambulance, we won't be received that for another 18-22 months because of the chip shortage. Once those vehicles heads our way we have to put in all the equipment and that is a long ways away. We currently have 3 ambulance, 2018 with 100,000 miles, 2015, 130,000 miles, 2012, 145,000 miles. Two of the 3 were in accidents that were determined to be the others drivers' fault. It takes a bit of time to get them. This was a backup to get through the next 18 months to make sure we can provide ambulance services to the community. We received questions and forwarded them to the Fire Chief and he responded in writing and the meeting and brought photos to show what was going on. We did have two ambulances out at a training exercise, one was in the bay and the other one runs but is not able to make medical calls. After this discussion and questions it was decided unanimously to purchase the ambulance from Michigan. In all it was \$97,200 was voted include \$2,200 to have the seller deliver it.

BK – Part of the reason why we having more accidents, they are traveling a lot longer distance than normal because of Norwood hospital being closed. This will not change anytime soon and they are still figuring out what to do with that.

LG – I just got a notification that they have committed to rebuilding at that site.

BK – I'm not sure about that, but it would be 2-3 years then.

SM – You can be transported to your hospital of choice?

MJ – They are required to go to the closest hospital that provides the service that they need.

LG – You also approved CIP minutes as well.

MJ – Two members hadn't seen the minutes, so they weren't voted in this time.

LG – Those take us back to 2020. That's a long time before the next CIP meeting.

BK – We probably would have one before Fall town meeting.

SF – Quick point, there will be citizen's seeing that we bought this ambulance. I understand the reason to do it. This fits in with our public safety plan. Does this plan include 2 active with 1 back up ambulance? We are maintaining service capacity not increasing it.

MJ – Our ambulances, our big box and this one is more of a van and it's not the advance life support it's not an expanded it's a shrunk service.

SM – Are we pushing off getting another ambulance to do transport?

MJ – This was to address the immediate to get services back. This decision didn't touch that at all. The money came from last fiscal year from Apparatus funds and \$21,000 that was expense money from the Fire Department budget.

BK – That Apparatus Revolving Fund was generated from the repair program we started for other communities.

LG – I know we don't appoint Ad Comm. There are some rolling off. I know that Larry Ooi, Bernard Dumont, Brian Guild and maybe Thom Freeman are ending their time on Ad Comm this year and just want to thank them for their time.

SM – It's a great learning experience and gives you a better idea of how the town's money is spent.

SF – I second you Leah and your appreciation for the Advisory Committee.

SM – The McCarthy family lost a member. He was a Fire Chief out in western Massachusetts.

10.2 Old Business – None.

## 11. Action Items

11.1 BOS - Approval of BOS Minutes from 6/8/21 meeting

**Motion to approve the June 8, 2021 Board of Selectmen Meeting Minutes by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

11.2 BOS - Reconfirming of BOS License Fees

**Motion to reconfirm the Board of Selectmen Licensing Schedule & Fees by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

LG – This is a housekeeping item. Katie did some research and we seemed to be aligned with other towns in the area.

BK – This is a good news item, we aren't raising fees after a difficult year.

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

11.3 Kraft Group LLC - Monster Jam August 28 Event: Amendment to the Kraft Sports & Entertainment LLC Annual License

**Motion to approve the August 28, 2021 Monster Jam Event for the Kraft Sports & Entertainment Group by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

Discussion: BK – This is a new amendment under the new license structure. They have filled out all the paperwork and we've had this event several times in the past.

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**

12. Adjournment – 8:51 pm

**Motion to adjourn by S. Ferguson 2<sup>nd</sup> by S. McGowan.**

**Roll Call Vote: SF – Yes, SM – Yes, EO – Yes, LG –Yes. Approved 4-0.**