

Tuesday, December 18, 2018
Board of Selectmen's Meeting Minutes
Foxborough Town Hall
Andrew Gala Meeting Room
7:00pm

Members present: Chris Mitchell, Chair
Mark Elfman, Vice Chair
Leah Gibson, Clerk
James DeVellis
David Feldman

Others present: William Keegan, Jr., Town Manager
Mary Beth Bernard, Assistant Town Manager
Michael Johns, Veterans Services Director
Amanda Smith, Community Information Specialist

Chairman Mitchell called the meeting to order at 7:00 p.m. and read the agenda into the record.

1. Citizen's Input

No citizens present for citizen's input.

2. Town Manager Recommendation for BOS to Appoint Christine Dupras as Interim Town Finance Director/Accountant

B. Keegan summarized the two current vacancies in the Town's Finance Department and said he is recommending the Board temporarily appoint existing employees to fill the roles on an interim basis. B. Keegan summarized the experience Christine has with the Town finances and the role she has played to date. B. Keegan also reiterated for the Board that a consultant has been hired by the Town to serve as support staff to the Finance Department.

D. Feldman asked if the interim appointment is open-ended or recommended on a numbered-day basis. B. Keegan said the Town will continue to review the temporary absence every 30 days and will keep the Board up-to-date on the status of the vacancy. L. Gibson suggested adding a number of days to these appointments to keep the Town and Board on a structured review schedule. B. Keegan agreed to the suggestion. L. Gibson asked if these appointments are required; B. Keegan said the appointments are required according to the Charter and Town Counsel. J. DeVellis expressed concern that the position for the Finance Director requires more experience and certifications than C. Dupras currently possesses and asked if the Town had considered putting the consultant in this role. B. Keegan said the consultant is not ready to fill the role as Finance Director because he does not yet know the system. C. Mitchell asked if this could be revisited after thirty days; B. Keegan said that can be considered. L. Gibson asked if the Town could hypothetically leave the Finance Department as is without taking this formal step; B. Keegan said the formal step is required as the consultant is not authorized to sign the required documents of the job. B. Keegan said Town Counsel recommended these appointments be made to ensure all proper processes are followed. J. DeVellis said he would likely vote against this because he has not yet received the documents he requested from the Town. C. Mitchell asked when the deadline is for someone to be in place to sign the required documents; B. Keegan said this appointment is needed now given the unknown timeframe of the absence. M. Bernard said this role is unique as the Finance Director is not always the Town Accountant as well; the Town Accountant is statutorily required within a municipality. B. Keegan recommended the Board go in to meet with both the consultant and with C. Dupras prior to taking a vote. L. Gibson asked what would happen at the end of the 30 days if the Town were still in the same position with the Finance Director out on leave; B. Keegan said the Board can appoint the consultant at the end of the 30 days if he is available and if they feel that is the best fit. J. DeVellis suggested the Board wait for their next

meeting to take this vote after more time to review the information and meet with everyone. M. Bernard suggested the Board take the vote for the first 30 days as the Town Accountant is statutorily required. B. Keegan said tonight is the first meeting he has been able to bring this to the Board. M. Johns said when the Finance Department changed after just starting the new budget season, all members of Town Administration looked at all that is required in the near future and identified what is needed to get this work done. M. Johns said Town Counsel did not recommend appointing the consultant as the Interim Town Accountant yet as he is not familiar with the Town systems and processes; Town Counsel then recommended the approach brought to the Board this evening as the most conservative approach.

Motion to Appoint Christine Dupras as Temporary Town Finance Director/Accountant for a term of 30 days to revisit and assess made by L. Gibson, motion made second by M. Elfman

Discussion: D. Feldman added for a term of 30 days, to expire January 22, 2019 to re-evaluate and revisit.

Final Resolution: Motion Carries 3-2-0

3. Town Manager Recommendation for BOS to Appoint Paula Maloney as Interim Treasurer-Collector

B. Keegan recommended the Board appoint Paula Maloney as interim Treasurer/Collector given her experience in the Town and her certifications as a municipal treasurer-collector. B. Keegan said the Town is lucky to have Paula on staff and working here. M. Bernard said each of her certifications take three years to complete and she has had a great track record for the Town. C. Mitchell asked to confirm the Treasurer/Collector job posting closed and if there is an anticipated date the role will be filled. D. Feldman asked if it made sense to apply the same time frame to this role as the interim Town Finance Director/Accountant. C. Mitchell asked if in the absence of the permanent Finance Director, would the Board appoint the permanent Treasurer-Collector once selected; B. Keegan confirmed and said the Town would revisit the case in thirty days as well. M. Bernard said there are five candidates for the Treasurer/Collector position and it is possible that the permanent candidate may be selected by then. J. DeVellis asked if the certifications that P. Maloney possesses are required to do the job; M. Bernard said they are a big positive and encourage employees to get these within the first three years of employment.

Motion to Appoint Paula Maloney as Temporary Treasurer-Collector for a term of 30 days to revisit and assess made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

4. CBS Sporting Club - Request Extension of Closing Hours for Food Service on 12/29/18, 1/26/19, 2/9/19 and 3/2/19 to 2:00 a.m.

C. Mitchell said this was follow-up from the previous meeting as an action item; M. Elfman said the provided information satisfied their questions from 12/11/18.

Motion to Approve Extension of Closing Hours for Food Service to 2:00 a.m. on 12/29/18, 1/26/19, 2/9/19 and 3/2/19

No further discussion

Final Resolution: Motion Carries 5-0-0

5. Selectmen's Update

C. Mitchell suggested the Board meet for an additional meeting in January for budget discussions; he suggested January 15th and asked everyone to check their calendars.

C. Mitchell said he reached out to Fisher Street to open discussions again about mitigation funds available to the neighborhood and how to use them.

C. Mitchell wants to discuss as an agenda item at the next meeting on 1/8/19 for an update on the tree trimming plan in Town and plans with National Grid. D. Feldman said the Board had previously discussed doing a ground-to-sky clearing as is done in Mansfield and encouraged engaging the community in the discussion.

6. Town Manager's Update

B. Keegan reminded the Board the Town Manager's holiday breakfast is tomorrow and all staff and the Board is invited to attend; from 9:30 a.m. to about 11:00 a.m.

B. Keegan wished everyone a happy and safe holiday season.

7. Assistant Town Manager's Update

M. Bernard said she is now in her part-time role and Mike's transition to this role is going very well.

M. Bernard said the Town opened firefighter negotiations today and went well so far.

M. Johns said the firefighter contract is the last to button up prior to Town Meeting in the spring. M. Johns said there are three roles to fill in the near future; Animal Control Officer, Treasurer-Collector and Assistant Assessor. B. Keegan added that the Town revisited the Animal Control Officer role for possible areas of improvement and have identified areas to expand the role to include enforcement outside of just the Animal Control Officer duties.

8. Action Items

8.01 Pronti Inc. - Common Victuallers License, expiring 12/31/19

Motion to approve Common Victuallers License made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

8.02 Foxborough Regional Charter School - Public Event Application - 9th Annual 5k/10k Road Race to be held on October 26, 2019 from 9:00 a.m. to 10:30 a.m.

Motion to approve public event application made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

8.03 COA/HS - Acceptance of Gift Donation of \$35.00 from Anonymous to the Council on Aging/Human Services for the Lock Box Safety Program

Motion to accept gift donation made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

8.04 Veterans - Acceptance of Gift Donation of \$100.00 from Michael and Constance McLaughlin to Veterans Services for the Iraq and Afghanistan War Memorial

Motion to accept gift donation made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

9. Adjourn

Motion to adjourn at 7:51 p.m. made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0