

**TOWN OF FOXBOROUGH
BOARD OF SELECTMEN
MINUTES
February 6, 2018**

Members Present: David S. Feldman, Christopher P. Mitchell, Mark Elfman, Virginia Coppola, and James DeVellis.

Others Present: Roger Hatfield, Lisa Sinkus

The meeting was brought to order at 7:00 p.m. by Chairman Feldman.

Mr. Feldman read the agenda.

7:00PM- Citizen's Input-

Dave Feldman concluded there was no citizen input. Dave began reading a letter that Bill Keegan received from Robert and Jonathan Kraft into the record. The letter thanked the Foxborough community for their overwhelming support leading up to Super Bowl LII. They also appreciated the Home Town Rally on the common that was organized by Lynda Walsh, Jim DeVellis, and Paul Farmer. A special thank you was directed at the Board of Selectmen for proclaiming February 4th as Patriots Day in Foxborough. The letter also expressed that the Patriots truly have the best fans in the NFL.

7:05PM- Roger Hatfield- Discuss Southeastern Regional Homeland Security Advisory Council Grants

Chief Hatfield explained the two grants which would better prepare Foxborough for a potential large scale incident. The first grant provided \$55,000.00 for a 40x40 cash shelter structure which will be built-out and located behind the Public Safety Building. The Chief indicated he would need an additional \$15K to finish the project. He also indicated he would also need an emergency lighting plant along with sign boards.

The second grant provided \$40,000 for a mass casualty trailer which would prepare Foxborough for a large scale situation like a school attack or a hospital attack, and would accommodate trauma victims or victims with severe blood loss. The Chief stated it would still need to be supplied. Foxborough does not currently have a trailer like this. This trailer would also be located at the Public Safety Building.

Ginny asked if the trailer was only reserved for Foxborough. Chief Hatfield said generally it would be allocated for Foxborough but is also an asset and would be used for mutual aid if needed.

Chief Hatfield explained he is working with the Planning Board and abutters and will have a hearing to discuss the project. The DPW would be preparing the site and the grant covers the installation of the cash shelter.

Dave Feldman asked what the useful life of the structure is. The Chief said he would have to consult with Roger Hill. Dave Feldman stated that because of the world we live in today this is something that we would need. He expressed that this is a regional need as well, and asked if we could get other regional communities to contribute to the upkeep cost.

Motion by Mark Elfman to accept a grant gift donation to Foxborough Fire Rescue of one medium sized canopy PVC shelter structure with insulation and electrical components worth \$55,000 from the Southeastern Regional Homeland Security Advisory Council.

Motion seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

Motion by Mark Elfman to Accept a grant gift donation to the Foxborough Fire and Rescue for the 24' large scale Regional EMS response mass casualty trailer worth \$40,000 from the Southeastern Regional Homeland Security Advisory Council.

Motion seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

7:10PM- Michael Knight- Discuss/Vote Release All Rights Granted in This Conveyance of Easements and Utilities

Attorney Michael Knight stated that he represents Mr. and Mrs. Thomas McGovern relative to the sale of 96 East Belcher Road. Mr. and Mrs. McGovern originally intended to build a subdivision on this property but that never happened. Mrs. (Lynch) McGovern passed away in 2012. Mr. McGovern is now ready to sell the property. In order for the conveyance to take place, Attorney Knight needs a release of easements signed by the BOS. He is also working with Foxborough's Planning Board, Conservation, as well as Verizon, and Mass Electric to get these easements released. Attorney Knight said those easements were intended for sewer and roadways for a subdivision that was never built.

Bill Keegan produced a release for the Board to sign but Bill explained he needed a vote of the Board first. Jim DeVellis stated he would only vote on this based on two conditions: 1) he would like to see a plan with date of acceptance and approval from the Planning Board and 2) he would like a copy of the minutes from the meeting where the Planning Board approved the release and any if there was any discussion, he would also like to see that as well.

Attorney Knight provided Form K which was signed off by the Planning Board. Attorney Knight also stated that the Conservation Commission would sign off on the order of conditions next week. Dave Feldman stated that the Board should not sign off on the release of easements until all other internal Boards have signed off.

Attorney Knight stated there are back taxes owed on the property and said the amount was about \$54,000. He added that the taxes would be paid out of the proceeds of the sale. Jim DeVellis stated that the owner needs to pay the taxes and then come back to the board to get the signed easement release. Jim added that there is no way he would sign off on the release until the taxes are paid. Attorney Knight said his client does not have the money to pay the taxes and that he would only have it after closing on the property. Lisa Sinkus assured the Board that she would not release any documents until she had a check in-hand to pay the back taxes.

Dave Feldman suggested that there be a Letter of Credit or a bond issued to guarantee payment of the back taxes. He added he would not bring this to a vote without the aforementioned. Dave said he would be willing to call a special meeting before the next scheduled BOS meeting if Attorney Knight could come up with the funds to pay the back taxes.

Final Resolution: No Motion

7:15PM- Personnel and Training Policy Review-

Mary Beth thanked the Board for allowing her to update them on policies and training that have been implemented at Town Hall. She showed the Board a spreadsheet detailing policy development and training since 2014. Mary Beth also mentioned in 2014 a workplace audit had been done at Town Hall and it was discovered the Town was missing some basic workplace policies. She mentioned how she revitalized the Personnel Board and worked with that Board to create policies to close gaps. She explained the Town has provided trainings for all of the policies rather than just handing the employees a paper policy. Trainings are necessary so that each employee understands the policies. She mentioned the trainings that had been completed as follows: Darkness to Light, Workplace Violence, Customer Service Excellence, Anti-Harassment, Ethics, Vehicle, Mindfulness, Performance Evaluation, and Civility training. She added that these are productive trainings because it creates great interaction between the employees and the presenters, and helps employees recognize and report. Mary Beth also stated that creating policies, and training our employees about the policies, is just a small amount of the operational processes that Administration does every day.

David Feldman asked why some policies take longer to roll-out than others. Mary Beth explained that the larger the group, the longer it takes to fully train everyone. Also, Bill Keegan stated some policies need to be negotiated with collective bargaining units and may need to be tweaked which can take several weeks to complete.

Jim DeVellis mentioned the Code of Conduct that was brought to Selectmen in June. He stated there is an expectation it is a policy because it is on the Town's website. Per Bill Keegan, it is no longer on the website and that it was taken down. Per Bill Keegan, this policy will be the last policy after the others because Town employees need to be trained on the basic policies first. Also, Bill stated that no one has been held to this policy because it needs to be negotiated with employees and boards. Jim says it is disheartening to have the Code of Conduct policy but not hold people accountable. Bill Keegan informed Jim that not all Towns have a Civility Policy and that this is considered a gold standard policy. Bill reiterated that you can't implement the Civility Policy until you touch on all the other policies first. Mary Beth stated first you need to train on the basic policies such as discrimination, harassment, workplace violence, and customer services and said the Civility Policy is the last layer or the "Icing". Per Jim if there is a complaint against civility then it goes nowhere. Bill Keegan said his goal is not to try to catch someone but to professionalize the workplace. Mary Beth also commented that policies mitigate risk. Mary Beth also mentioned that after trainings the number of reports go up.

Dave Feldman suggested to put the policies in place based on legislation. Mary Beth explained that she spoke with Rep. Jay Barrows on that very subject. Rep. Barrows indicated that the policy would come back very different if based on Legislation. Dave Feldman stated he wants to get it out there, and he doesn't want to wait. Dave said it would be easier to do any revisions after and that we should base the policy on the bill.

Per Mary Beth all policies are given to new employees at orientation and all employees have a way to view or take the trainings.

Chris Mitchell asked if we could put the completed policies on the Board Docs library so the BOS can review them.

7:45PM- Selectmen's Update

Dave Feldman expressed his disappointment for the Patriots loss at Super Bowl LII but he said Foxborough should be proud of the support we gave the Patriots. He stated that Foxborough has high expectations.

Chris Mitchell added that we had a great turnout for the parade.

Bill Keegan thanked the community, Lynda Walsh, Chris Mitchell for reading the Proclamation, Senator Feeney for being a DJ extraordinaire, and everyone for joining in for the celebration. Bill also congratulated the Patriot's for a great season.

Bill Keegan explained that the Patriots flag was taken down because it was quite tattered and he has put a request in for a new one and also an AFC flag.

7:55PM- Town Manager's Update

Bill Keegan handed out the Plainridge Casino Agreement and told the Board that he would not ask them to act on this tonight. There is money being held in escrow in case of impact caused by the casino. Bill said he circulated the agreement within Town Hall and with Public Safety. The conclusion was there has only been a minimal amount of impact. Bill asked the Board to review it and if there were any questions or concerns to let him know. Bill would ask the Board to vote on it at the next meeting. Chris Mitchell asked for a copy of the original escrow agreement and Bill agreed he would send it to the Board.

Bill mentioned that he would do the Year in Review next week. He said it is better than last year and the Board would be pleased. Bill also informed the Board that Katelyn O'Brien accepted a new position with the Town of Westborough and wished her well in her new position. Katelyn thanked the Board for learning Board Docs with her and she thanked Bill and Mary Beth for being mentors and creating a warm and welcoming educational environment in Town Hall. She also expressed that Foxborough is a great place to work.

8:05PM Assistant Town Manager's Update

Mary Beth expressed that she would miss Katelyn but was glad for all her contributions to the Town and for her professionalism.

Mary Beth said that all of the contract negotiations are complete except for two. Performance evaluations are now being done electronically and it has been rolled-out to all the Steelworkers and to Department Heads. The Police Department is also working on their evaluations and will be doing them on paper. Mary Beth stated she is rolling out the revised CORI policy and will present it at the Board of Selectmen meeting on February 20th. Mary Beth will also be sending the Customer Service Survey to the Board by Friday. Dave Feldman asked if Mary Beth could keep the Customer Service Survey simple and not cumbersome. Mary Beth said that there should only be a maximum of 6 questions and would keep Dave's suggestion in mind.

Action Items

8.03 COA/HS- Acceptance of a Gift Donation of \$25.00 in Memory of James Sheward from Anonymous

Motion by Mark Elfman to Accept a Gift Donation of \$25.00 in Memory of James Sheward from Anonymous
Seconded by Chris Mitchell
Final Resolution: Motion Carries: 5-0-0

8.04- COA/HS- Acceptance of a Gift Donation of \$50.00 in Memory of Raymond Moser and Roberta McIntyre from Jocelyn Tripp

Motion by Mark Elfman to Accept a Gift Donation of \$50.00 in Memory of Raymond Moser and Roberta McIntyre from Jocelyn Tripp

Seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

8.05- Approval of a Common Victuallers License for Raptor Restaurant Group, LLC d/b/a Moe's Southwest Grill at 265 Patriot Place

Motion by Mark Elfman to Approve a Common Vituallers License for Raptor Restaurant Group, LLC d/b/a Moe's Southwest Grill at 265 Patriot Place
Seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

8.06- Steve's Lakeview Inc. d/b/a Lakeview Pavilion Approval of Early Openings on Saturdays for 2018 at 11:00 am

Motion by Mark Elfman to Approve Early Openings on Saturdays for 2018 at 11:00 am
Seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

8.07- Approval of a Common Victuallers License for Raptor Restaurant Group, LLC d/b/a Moe's Southwest Grill at 4 Foxborough Boulevard, Unit 410

Motion by Mark Elfman to Approve a Common Victuallers License for Raptor Restaurant Group, LLC d/b/a Moe's Southwest Grill at 4 Foxborough Boulevard, Unit 410
Seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

8.08- Approval of a Seven Day Entertainment License for Raptor Restaurant Group, LLC d/b/a Moe's Southwest Grill at 4 Foxborough Boulevard, Unit 410

Motion by Mark Elfman to Approve a Seven Day Entertainment License for Raptor Restaurant Group, LLC d/b/a Moe's Southwest Grill at 4 Foxborough Boulevard, Unit 410
Seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

8.09- COA/HS- Acceptance of a Gift Donation of \$300.00 for a program with Patricia Perry as agreed from Friends of Foxborough Seniors

Motion by Mark Elfman to Accept of a Gift Donation of \$300.00 for a program with Patricia Perry as agreed from Friends of Foxborough Seniors
Seconded by Chris Mitchell
Final Resolution: Motion Carries 5-0-0

8.10- ACO- Acceptance of a Gift Donation of \$500.00 for Services from Anonymous

Motion by Mark Elfman to Approve a Gift Donation of \$500.00 for Services from Anonymous
Seconded by Chris Mitchell

Final Resolution: Motion Carries 5-0-0

8.11 BOS- Approval of Board of Selectmen Minutes of 1/9/18, 1/16/18, 1/23/18

Motion by Mark Elfman to Approve Board of Selectmen Minutes of 1/9/18

Seconded by Chris Mitchell

Final Resolution: Motion Carries 4-0-1

Dave Feldman recused himself as he was sick on 1/9/18

Motion by Mark Elfman to Approve Board of Selectmen Minutes of 1/16/18

Seconded by Chris Mitchell

Final Resolution: Motion Carries 5-0-0

Motion by Mark Elfman to Approve Board of Selectmen Minutes of 1/23/18

Seconded by Chris Mitchell

Final Resolution: Motion Carries 5-0-0

Motion by Dave Feldman to adjourn Regular Session to go into Executive Session to Conduct Strategies Sessions 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 and meeting will not be reconvened in open session.

So moved by Mark Elfman

Motion was seconded by Chris Mitchell

Motion carries 5-0-0

Meeting adjourned at 8:34 p.m., **Minutes Taken by Pam Riccio**

Minutes approved by the Board of Selectmen - Date of Meeting: 03/20/18

Vote: Approved 5-0-0