

Tuesday, January 22, 2019
Board of Selectmen's Meeting Minutes
Foxborough Town Hall
Andrew Gala Meeting Room
6:30pm

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

Others present: William Keegan, Jr., Town Manager
Michael Johns, Assistant Town Manager
Amanda Smith, Community Information Specialist

Minutes generated by Amanda Smith

Chairman Mitchell called the meeting to order at 6:30 p.m. and read the agenda into the public record.

1. Citizen's Input

Lynda Walsh came before the BOS on behalf of the Foxboro Jaycees requesting to hold a rally to support the New England Patriots heading off to the Super Bowl to be held on Saturday, February 2, 2019. L. Walsh said she submitted an application to the Town for approval and brought flyers to share with the BOS. C. Mitchell asked if there will be banners again on the Common; L. Walsh said Recreation may be taking care of that. C. Mitchell said the BOS will prepare a proclamation for the event as well; the BOS expressed full support of this application and rally.

2. Recreation Dept. /Deb Giardino - Branding Discussion

C. Mitchell said this item will be continued to the February 5, 2019 BOS meeting.

3. Billboard Advisory Committee - Discussion re: Proposed Amendments to Sign Bylaw

C. Mitchell said this item will be continued to the February 5, 2019 BOS meeting.

4. Reappoint Interim Finance Director/Town Accountant and Interim Treasurer-Collector

B. Keegan said the BOS had the opportunity to meet with the Finance Department and the Town had been working on filling the position of Treasurer-Collector. B. Keegan said the candidate of choice for Treasurer-Collector is Paula Maloney; he recommended the BOS appoint her as the Treasurer-Collector. B. Keegan said this recommendation is important as this will present a vacancy in her current role and the Town is confident they can fill this role with recent applicants seen for the Treasurer-Collector role. M. Johns said there were 65 applicants for the Treasurer-Collector position and completed the final interviews today; came to the decision to make P. Maloney the full-time Treasurer-Collector and not just interim. C. Mitchell asked to confirm the pool of viable candidates for Assistant Treasurer-Collector; M. Johns confirmed and said the job will still be posted for a 10-day period and go through the same hiring process as for the Treasurer-Collector position. B. Keegan said P. Maloney was the only candidate to come with both desired certifications. L. Gibson asked on timing for backfilling her role; B. Keegan said it would be within about 30 days.

Motion to Appoint Paula Maloney as Treasurer Collector as recommended by Town Manager made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

B. Keegan commended Chris and Christine in the Finance Department, in conjunction with all Department Heads, to pull together the budget presented to the BOS this evening. B. Keegan recommended the BOS reappoint Christine as the Temporary Finance Director for an additional 30 days. C. Mitchell asked how the budget process went; B. Keegan said it went well working from R. Scollins' numbers that were started and that changes were made to account for new information obtained. D. Feldman said he met with the Finance Department on a couple occasions and commended the entire Finance Department for their hard work. He added that Chris is a very calming factor and that it is important for them to support the Department in the interim and going forward. L. Gibson said she also met with everyone and felt great after meeting with Chris and Christine. L. Gibson asked to clarify the next BOS meeting to reevaluate this would be the February 19, 2019 meeting.

Motion to Reappoint Christine Dupras as Interim Finance Director/Town Accountant to be reevaluated on February 19, 2019 made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

5. Public Hearing - Foxborough Regional Center for the Performing Arts Inc. d/b/a Orpheum Theatre

B. Keegan told the BOS the applicant has withdrawn the application and there is no action before the BOS for consideration this evening.

6. Fire Chief Contract

B. Keegan said the last meeting with the BOS regarding the Fire Chief contract regarding life insurance policy has been resolved and a \$2000/year cap has been added.

Motion to Approve Fire Chief contract made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion Carries 5-0-0

7. Presentation of the Town Manager's Fiscal 2020 Recommendations

Chris Laviolette set up a presentation for the BOS. B. Keegan said he will be presenting the same documents to the AdCom tomorrow evening, plus any changes the BOS might have. B. Keegan summarized the budget presentation for the BOS and read through the highlight. B. Keegan clarified for the BOS that the new clerk position in the Treasurer-Collector's office will be paid from water/sewer rates, not from general fund revenues.

B. Keegan said the Town has a balanced budget of \$73.1 million for FY20 based on revenue estimates presented to the BOS in October 2018. B. Keegan said the budget before the BOS provided for level services without additional personnel, except for those funded from other resources. B. Keegan added that this budget maintained funding for OPEB contribution.

M. Kelleher presented to the BOS his ideas for a new position within the Fire Department. M. Kelleher elaborated on the benefits and services that support other departments through the Community EMS Program and highlighted areas for collaboration and reiterated the importance of finding a way to better serve this community through collaboration efforts. M. Kelleher told the BOS the Fire Department was able to recover

Medicaid reimbursements, as suggested by Chris Laviolette that can be used to fund this position as presented to the BOS; would be paid to Town every year. M. Kelleher called out the reduction in cost of the Public Health Nurse through services the EMS position could take over. C. Mitchell asked if there was other funding available through hospitals; M. Kelleher said he can look into that. M. Kelleher added that he has looked into innovation grants as Foxborough would be the first community to do this. B. Keegan echoed the positive feedback from other communities in the State. M. Elfman asked where in the department this position would fall; M. Kelleher said it is something they would have to look at and would advertise for external and internal applicants. D. Feldman said the Fire Department has an opportunity to use telemedicine with companies like Steward and Partners. C. Mitchell asked if he has looked into extra exposure or liability by taking on this role; B. Keegan said the Town is still covered with medical coverage and the volume would not change. C. Mitchell suggested asking the question to be sure. C. Mitchell asked if M. Kelleher saw this one position handling it all or if they foresee adding staff; M. Kelleher said the first step is getting this position in place and then looking at the numbers.

J. DeVellis said there are five new positions being presented and asked M. Kelleher to see what the position is going to cost and what the outside sources are for future years; suggested he show the costs and the outside revenue sources in perpetuity. B. Keegan said the estimate of revenue from Medicaid is likely to continue to increase over the years. M. Kelleher added that after the completion of the new medical building in Town, revenue would increase through ambulatory services already provided to other healthcare facilities. L. Gibson asked if the reduced ambulatory rides through CMS efforts result in a reduction of ambulance receipts and asked for a spreadsheet that would detail the sources and future projections.

R. Hill came before the BOS to present the new position proposed at the DPW-Water Department. R. Hill said the position would be a new clerk for the DPW Water Department when the Town goes to monthly billing. R. Hill said the DPW-Water Department would like to switch to monthly billing to help identify and account for water losses. R. Hill emphasized the restrictions in place by MassDEP for high water loss that include pumping reductions. R. Hill said the DPW Water Department is regularly doing leak detection tests to locate sources of loss and the monthly billing would save the Town and customer a lot of water and money. R. Hill said an additional clerk is needed to handle the additional billing; already billing commercial customers monthly. R. Hill said the Board of Water and Sewer Commissioners had already voted to approve monthly water billing. C. Mitchell asked if R. Hill is confident his team has identified and addressed the leaks to date; R. Hill said they have found some and repaired them and switching to monthly billing would resolve the larger issue. C. Mitchell asked if R. Hill saw this job ever going away; R. Hill said no with current technology but may be resolved with technology in the future. L. Gibson asked if the DPW Water Department had looked at other alternatives like outsourcing this position; R. Hill said if this position were outsourced it would require all meter readings to be outsourced. R. Hill added that monthly bills and readings would be great for the senior citizens in Town on a fixed income as it will break up the bill into smaller, more manageable payments and is common in many other communities. L. Gibson asked if the DPW Water Department is confident that two people can do all this work; R. Hill said yes.

Police Chief William Baker came before the BOS and said an analysis was done to view the responsibilities of the dispatch positions and what is required to staff the Public Safety Building after the Town goes to Regional Dispatch. Chief Baker said the addition of three new officer positions at the Public Safety Building, instead of six dispatch positions, would increase efficiency and keep more officers out on the street and still be able to handle requests as they arise to meet the needs of the public. C. Mitchell asked if there would be one police officer there at all times; Chief Baker confirmed and explained the process of assigning an officer to a sector for their shift and will be shuffled based on needs of the officers. Chief Baker said all 911 calls will go to SEMRECC as of July 1, 2019 and the Public Safety Building would get all non-emergency calls from the public.

B. Keegan said unless the BOS has recommendations to add to the budget document as presented, this will be presented to AdCom for their review and consideration. D. Feldman asked B. Keegan what he considers longevity; B. Keegan said it is tied to time in town employment and is an incremental amount of money that

starts at 5 years and goes up to 25 years. J. DeVellis asked why the FY19 budget numbers shown in the FY20 budget book differ from those presented in the FY19 budget books; Chris Laviolette said the revised budget would account for moving funds within an approved budget to specific line items/changes that may have occurred since the Annual Town Meeting. B. Keegan added that salary adjustments account for changes made since Annual Town Meeting and that bottom line should remain the same; allocations occur throughout the year and are shown in the revised budget. C. Mitchell asked if a column can be added to the FY20 report to show the original budget along with the revised budget for comparison purposes. J. DeVellis asked for one-sheet with specific categories as included in the FY19 budget books; B. Keegan said that can be added.

C. Mitchell asked about the next step in the budget process; B. Keegan said he would present to the AdCom tomorrow evening as presented tonight. C. Mitchell asked for more time to review this and for the one-sheet as requested by J. DeVellis. D. Feldman echoed the desire for the one-sheet for comparison purposes.

8. Selectmen's Update

C. Mitchell thanked Lynda and the Jaycees for stepping up the plan the rally on the Common for the Patriots.

C. Mitchell wished Mary Beth a Happy Birthday and Congratulations on her retirement.

C. Mitchell said he and B. Keegan met with residents of the Fisher Street area last week to discuss their concerns; a good, productive meeting.

9. Town Manager's Update

B. Keegan thanked Roger Hatfield for this years of service.

B. Keegan said the project for the generator at the Senior Center is awaiting bids.

B. Keegan read aloud the notice for the send-off rally in Gillette Stadium on Sunday, January 28, 2019 for fans to attend and send the team off. B. Keegan said the send-off will include a performance by the FHS band.

B. Keegan said the FCATV Annual Report is available now for review.

B. Keegan said he and Mike Johns attended the MMA Annual Conference and highlighted the OSHA changes in the State. B. Keegan said that Foxborough won the Risk Management Award and the Health Department and Board of Health won the Innovation Award for their Hauler Day program with other communities.

10. Assistant Town Manager's Update

M. Johns announced the Town hired internal candidate, Kellie Richard, to take the Assistant Assessor position after Deb Cochrane retires in February. M. Johns said the Town will now post the position for Administrative Assistant in the Assessor's Office, Assistant Treasurer-Collector and Police Administrative Assistant/Communications Coordinator.

M. Johns said there are two more collective bargaining sessions, Police and Fire and hoped to wrap up soon.

M. Johns thanked and congratulated M. Bernard for her work and her professionalism and will miss her greatly. B. Keegan thanked her as well for all of her hard work for the Town and for her efforts over the last five years.

11. Action Items

11.01 Veteran Services - Acceptance of a Gift Donation of \$150.00 from Philip and Muriel McCarthy and the Preachers' Aid Society in Memory of Donald Phelps and in Memory of Robert Hopkins

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

11.02 Historical Commission - Acceptance of Gift Donation of \$500.00 to the Foxborough Historical Commission from Foxboro Federal Savings for cemetery preservation

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

11.03 Officer Stephen McGrath - Approval of \$1,266 for Tuition Reimbursement

Motion to Approve tuition reimbursement made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

11.04 Constable Re-appointments - 3 year term, expiring January 22, 2022

Motion to Approve re-appointments made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

11.05 Whole House Group d/b/a Battle Road Brewing Company - Application for (6) One-Day Wine & Malt Licenses for events on January 25, 2019, January 26, 2019, January 27, 2019 and February 1, 2019, February 2, 2019 and February 3, 2019 from 12:00 p.m. to 11:00 p.m.

Motion to Approve Applications made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

11.06 Whole House Group d/b/a Battle Road Brewing Company - Application for (6) One-Day Entertainment Licenses for events on January 25, 2019, January 26, 2019, January 27, 2019 and February 1, 2019, February 2, 2019 and February 3, 2019 from 12:00 p.m. to 11:00 p.m.

Motion to Approve Applications made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

11.07 Motorcycles of Manchester Inc. d/b/a MOM'South - Application for (2) One-Day Wine & Malt Licenses for events on January 26, 2019 and January 27, 2019 from 10:00 a.m. to 5 p.m.

Motion to Approve Applications made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

11.08 Motorcycles of Manchester Inc. d/b/a MOM'South - Application for (2) One-Day Entertainment Licenses for events on January 26, 2019 from 9:00 a.m. to 5:00 p.m. and on January 27, 2019 from 10:00 a.m. to 3:00 p.m.

Motion to Approve Applications made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

11.09 Survey Board Appointment - Appointment of Michael Kelleher to Survey Board for a term expiring 6/30/19

Motion to Appoint made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0

12. Adjourn

Motion to Adjourn at 8:03pm made by L. Gibson, motion made second by M. Elfman

No further discussion

Final Resolution: Motion carries 5-0-0