

Board of Selectmen Meeting Minutes
Tuesday, November 26, 2019
Gala Meeting Room, Foxborough Town Hall
7:00 P.M.

Members Present: Mark Elfman; Chair, Leah Gibson; Vice Chair, Edward O'Leary; Clerk, Chris Mitchell, and David Feldman

Also Present: William Keegan; Town Manager, Michael Johns; Asst. Town Manager

Chairman Elfman called the Meeting to order at 7:00 P.M. and called upon Deputy Chief Buckley to lead the Pledge of Allegiance

1. 7:00pm - Citizen's Input Discussion

1.01 Public Comment- Public comment offered from Dick Heidecker, Grove Street about building process and request for problem resolution meeting with BOS and MSBA to see what we can do to resolve the problem.

Question raised with Building Committee about the Burrell School with Bill Keegan. Attended all Committee meetings until 2016, and been involved with school construction work since 1961 with the school Building Assistance Commission, the Bureau, Board of Education, and so on. Problem began 3 years ago when the Committee was appointed – I have asked for details on the vote appointing this Committee and there are none. Requested through the statute on the request for documents with the Clerk's Office and there is no document indicating the appointment of the Committee as it is. Second stage in process not been followed through according to the regulations by the State, that indicates the Committee should be appointed per the local bylaw charter. As go through the process, there is a memo from the Superintendent of Schools in 1997 which indicates that the original vote in 1967 which established the Building Committee is what should be followed by all departments, including the school department. It is not being followed and apparently your attorney has found the loophole in the process 6 months after the appointment and the questions that have been raised and said, "You have to realize that since they occupy the building and are responsible for maintaining and cleaning, etc., it should be their project." This is not what the 1967 setup of the permanent Building Committee called for. It was very clear that the Building Committee would do the presentation for the Town Meeting of the plans, the process, the estimates, the construction, and would be assisting the other body in Town to approach what needs they feel is most important to their project. This has not been followed for the last 2 decades as far as I can recall, but it was out there. The process fell down in certain areas where I have questions, certain activities that have taken place, minutes, the protocols, and whatever in the process.

My file is about 10 pages plus 2 sets of estimates. I have asked for the appointments and the vote on the appointing authority which is part of 35-4 (I forgot which document that is) 360 which states very clearly that the BOS is the sole appointing authority for the Town of Foxborough. How you define this or put it in the process, I don't know. We have a \$33,000,000 project, estimates that had to be redone, and asked for estimates for the heating system and air conditioning. We did get 3 estimates on the heating system. The heating system alone for the Burrell School is \$1,600,000. We start adding in air conditioning and got 2 numbers \$2,400,000 and \$3,400,000. When this question was raised, how do we have 3 numbers for this one item, the word came back through the architect, "well we will average the 2 that we have rather than trying to figure which one it is." So the number is not an accurate number. The issue is, as we look at the whole process, the comments that we have been given everything if it is there should be available to everyone in Town. If this were the case, the question would be raised in terms of what should be published and how much should be published, but there are minutes that are noted. An example is the response we did get from the request for documents on the appointment of the committee, "yes, we voted on the building committee.". What was voted on and minutes that were submitted were the 3 replacement numbers, two I believe from the school department and one from this ward or 2 from this ward, and one from them. That vote is documented. We replaced 3 members with 3 new members to a committee that was never appointed.

The big issue comes with the regulation from the state - it is a simple clause and I want to read part of it. Article 219 on Program Integrity, where the authority determines that false or intentionally misleading information or documentation was submitted by an eligible applicant, its agents, a Town, a city, regional, etc. The action by the authority may permanently revoke any and all payments due to a city, Town, etc. Article 220 should have been looked at a long time ago. Waivers – the authority made upon the written application in the format prescribed and a written recommendation of the executive director grant a waiver of any of these requirements. They were concerned with program integrity. Plenty of waivers, they could waive things to move the project and not get hung up with a lot of garbage. None of that has been taken care of, in fact, the chairman has indicated there has been no application or granting of any waivers on this project. What should follow is a meeting to see what is missing, how we can get around it, because that paperwork should be there. Are we going to do it on this project and follow the same project at the Taylor School and the Igo School which are going to follow this fairly rapidly? If it is this way, we have problems but I would to recommend that we need to sit down, discuss what's missing, and communicate with MSBA to see what we can do to resolve the problem. We don't want to lose the grants that are allegedly there - let's keep them and work with them.

Discussion – Mr. Keegan stated that appropriate for Mr. Buchanan to review. For the record, there is clear difference of opinion that Mr. Heidecker has on this vs. ours vs. our attorney. Mark Elfman, BOS Chair, agreed to meet with Mr. Dick Heidecker.

2. 7:05pm - Public Hearing – Classification Hearing on Residential Factor for FY2020

2.01 Presentation by Assessors, Chief Assessor Hanne Simonds, and Finance Director George Samia and BOS Discussion/Possible Vote on Residential Factor FY2020

Clerk O'Leary – "In accordance with the requirements of the MA general law Chapter 40, Section 56 and the Town of Foxborough, the Board of Selectmen will hold a FY2020 property tax classification. Hearing will be conducted Tuesday, November 26, 2019, 7:05pm at Town Hall. The purpose of the public meeting is to consider the percentages of all FY2020 tax levy to be borne by each class of taxable real and personal property. All persons interested in the determination may appear and be heard at the time and place dated above."

2.02 Board of Assessor Purpose and Request (Thomas Buckley, Chairman of the Board of Assessors) - Team members present are Lori Rodd and Robert O'Donnell from the Board of Assessors; George Samia, Chief Financial Officer; Hanne Simonds, Chief Assessor; and Kellie Richard, Assistant Assessor. The purpose of the hearing is the BOS will make a decision as whether or not they will shift the tax

burden from the residential class to the commercial, industrial and personal property (CIP) classes. Presentation purpose and request for decision about how much to shift the residential factor towards the CIP aspect – providing more information for the people at home.

2.03 Tax Classification Hearing commonly used terms: New Growth = additions to the tax base from the new construction of property improvements; Levy = revenue raised through property taxes; Levy Limit = maximum dollar amount a Town can raise in a fiscal year (property prior year's levy plus 2 and a half % plus the new growth and debt exclusion); Access Levy Capacity = difference between Levy and Levy Limit; Debt Exclusion = temporary increase to the levy to pay for capital projects as voted; CIP = commercial, industrial, and personal property; Minimum Residential Factor (MRF) = factor represents minimum percentage of the levy the residential class must pay.

2.04 Classification Hearing: In accordance with MA General Law, the Selectmen will hold a public hearing to receive public input relative to the decision regarding the determination of the residential factor for FY2020. Under MA general law, cities and Towns are allowed to reallocate or shift the tax burden between the different classes of properties. In 2011, we did go to a split rate for the 2012 tax year. The residential factor determines the allocation of the real and personal property tax burden between the classes by deciding a residential factor. BOS deciding tonight about how much to shift the residential factor towards the CIP aspect
Current allows increase in the CIP burden by 50% as long as the residential and open space classes contribute at least 65%. Over time, the residential property values have risen more than the CIP values without the shifts residential property owners today would be paying more in real estate taxes. Currently, the Town of Foxborough has a shift of 1.199.
4 classes we tax to: residential, commercial, industrial, and personal property. The residential properties make up the majority (77.865%). Of the total assessed valuation, residential taxpayers will pay about 77.85% of the tax levy. We do not have a separate class for open space in Foxborough, and it is classified under Chapter Land.

2.05 Analysis related to carrying over last year's residential rate - Since 2011, do an analysis factor to figure out how much every class is going to pay as we move forward. Now we calculate the minimum residential factor where the math establishes an MRF. This time last year, our residential class % was 78.095%, a decrease of 1.56%. The CIP class was 21.9505%, an increase of 1.8%. The minimum residential factor shows 85% and we cannot go below 65%. If we adopted a residential factor of 1 which is no shift, that is the same rate for all same classes and resulted in a taxation of all property classes at the same rate a single tax rate. In FY2020, the single tax rate would be 50.44 per thousand of assessment using a residential factor of .9432. Using a residential factor of less than one results in an increase of the share of the levy taxes paid by the CIP. When we get a number from the Town meetings that needs to be raised, we have to figure out to collect that money by splitting it across the classes. Tax levy comparison current split shows if we maintained and carried last year's residential rate to the current year, residential taxes would increase about 3.96%, and total CIP would increase 2.9% - burden would be more on residential. Board of Assessors role is to be fair and equitable.

2.06 Single rate and Split rate analyses - Analysis related to single rate: If Town decided to go back to the single rate, average residential tax bill will increase 9.13%, and CIP average tax would decrease 15.47%. Average residential tax bill is \$7,057 and average CIP tax bill is \$11,776. Analysis related to split rate; If want to go with FY2012 split rate, average residential tax bill will increase 2.83%, and total CIP tax would increase 5.97%.

2.07 Board of Assessors rational for recommendation –The Board of Assessors has and always looks to have increase equitable across the classes. A comparison across the classes shows how the Board of Assessors gets at an equitable solution where burden is not shifted from 1 class to another – closest Board can get is increase of the residential average tax at 3.7% and increase of CIP average tax at 3.74%. Historically, different recommendations are necessary on an annual basis because values go up and down, impacting rates. For example, CIP fluctuates due to market demand, commercial properties are valued with their own income and expense reports, and the Board of Assessors uses required paperwork to find a value for a property. Tax impact on property valuation shift – 2010-2011 drop in residential, down again, then started to climb – can see where values are shifting.

2.09 Tax Rate Recapitulation Sheet (George Samia, Finance Director) - Tax Rate Recapitulation Sheet and reiterates everything that the Town did during the course of the fiscal year. Consists of all moves made at Town meetings and voted on by the BOS certified by the Town Clerk, all local receipts and estimation of what can get next year, list of state aid that came in, local receipts, and items that came in that we spent, and calculations of actual tax rate. Tax Rate Recapitulation Sheet is "engine that runs the entire Town" – your budget all in a tax recap sheet that is interconnected to other information. All calculations coming into this final sheet are not inherent only to Town of Foxborough, but calculations on a statewide level and has to be checked and rechecked with documentation backup. Next year's budget is based on this. Shows revenue uses and revenue sources from 2 fiscal years, all derivatives of Tax Rate Recapitulation Sheet.

2.10 Budget - If look at Appropriations from 2019-2020, these are down – did \$86 mil of appropriations in 2019 and did \$84 mil in 2020. State assessments went down slightly. (This is the back side of your Cherry Sheet that shows all money coming in but the negative side is on the second page and that's what they're charging us) Snow and Ice deficits the same, Allowance for Abatements and Exemptions was \$1,124,000 and estimating \$1,000,100 this year – this is our Raise. Down \$2.5 mil from what you were using from year before. Looking at Cherry Sheets – the amount that came in was \$11 mil down \$23,000. Local receipts went from \$11, 296,000 to \$11,371,000 in 2020. Total Enterprise Revenue was \$8 mil, and this year was \$10 mil – Sewer and Water commissions went up 6% resulting from revenue increase based on rate increase study. Use of Free Cash is down because used less this year than last - used \$4,630,000 in 2019, but used \$2,000,075 in 2018 perhaps due to using some to offset cost of Burrell School project. Other Available Funds down \$2,500,000 because used less this year. Budget dropped from 2019 to 2020.

2.11 Proposition 2 ½ in Tax Levy 10-Year history (Thomas Buckley, Chairman of the Board of Assessors) – Prior year Levy Limit raised last year, Proposition 2 ½ allows the cities and Towns to add 2 ½ % to that number. (Does not mean tax bill is only going to increase 2 ½ %.) Town adds the New Growth (all new construction, new buildings occupied, etc.) that can be captured now. Debt Exclusions = overrides, paid for school, Town Hall, etc.; Total Levy Available = what they are allowed to tax up and spend up to; Actual Levy; Unused Levy - \$50,000 left on the table. Proposed rates and how money is all collected. Largest property taxpayer % paying towards levy we are collecting = Foxborough Realty Associates, Kraft Enterprises, Mayfair Realty, etc. Changes from year-to-year for the residential class from 2009 – up until 2012 when split rate and fluctuating from there because over years we balanced increase for every class that we can tax to.

2.12 Community comparisons of residential rates that different Towns are paying. For example, North Attleboro goes back and forth between split rate and a single rate and at split now because of Emerald Mall is failing, Sharon has no commercial compared to Foxborough that is business-friendly – contractors and business like Foxborough because easy to do business here.

2.13 Board of Assessors rational for recommendation - Taxpayer impact data created by Hanne Simonds and Kellie Richard - what Board of Assessors using for 7-8 years after 2011 (and Marie Ann Almodovar added data since 2008) to see how numbers impacting all of the taxpayers. No Classification = no split going back to a single rate, and would be what tax rate would be. In order to equalize and have same percentage increase through all the classes, Board of Assessors voted 3-0 to recommend to the BOS a 1.1995% CIP shift – believe best way to tax the classes at a fair and equitable rate while also being mindful of the economy. If you decide to accept that, the BOS has to make a motion for the residential factor of .94320%, and NOT the CIP shift.

Discussion (Dave Feldman) - Our tax bills have gone up \$454 over the last 3 years and our comps have gone up \$497 over the same time so we are right in the middle and slightly below average in our comps with our tax bill, That is important to understand that we are just making a determination on your Tax Rate, not your assessed value. Also, our commercial tax rate is 7.5 % below the average commercial tax rate in the comp study of the surrounding towns.

Action - Motion to approve Board of Assessors recommendation for 0.9432 residential factor by E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

3. 7:45pm – Public Hearing on Rotary Traffic Control Plan and 15 Minute Parking Signs on South Street

3.01 Update/Continued Discussion on Rotary Traffic Control Plan – Chris Gallagher, Town Engineer – Introduced Tim Thompson from Pare Corporation project engineer working on rotary traffic project. Reporting on trial basis that started 5 weeks ago and how the traffic barriers have helped the Common. Request approval to move forward with PareCorp recommendations.

3.02 Update (Tim Thompson, PareCorp Traffic Engineer) – working on Town with traffic circulation improvements to the Common for last several months. Recently prepared a traffic report that has investigated the impacts of the temporary traffic circulation improvements. As part of this study, we have conducted a number of traffic observations since the trial implementation has been in place, specifically looked at the vehicle cueing, and vehicle delay approaching the Common from all roadways. Looked at weave maneuver on School Street portion of the Common as a result of the changes to the Main Street approach. Also looked at impacts to neighboring side streets as a result of these circulation changes. As part of our most recent assessment, we conducted a new series of traffic counts consistent with counts performed back in May as far as the scope, including turning movement counts at each of the intersections of the Common, 48 hour continuous traffic counts on Market Street, Baker Street, and Railroad Avenue. Also collected available crash data from the police department during the latest 5 week period.

3.03 Study Findings – Significant reduction in delays with Main Street approach to the Common. Before circulation improvements implemented, seeing cues of 2000 feet with vehicles taking about 4-5 minutes during the PM peak hour to get into the Common – delay now zero. Cue lengths and vehicle delays related to other approaches to the Common and those are comparable to what seeing prior to the implementation trial period. Looked at weave maneuver on School Street section – opinion that it is operating in an “acceptable manner” because took a few weeks for drivers to get used that movement there is a difference from the first week. Drivers are allowing others to make the maneuver from the inner to outer lanes, with appropriate use of turn signals and speeds. Seen some difficulty during heavy traffic periods with maneuvering from inner into some of the driveways on west side of Common (i.e., Judy's Flowers). Drivers continue to exit the Common from the inner lane when exiting onto Central Street, was also an issue prior to this implementation. According to Foxborough PD crash data, there was 1 report completed that we received within the 4-5 week period - a sideswipe collision near the South Street and Central Street area and crash pattern was seen prior to the temporary changes. There were 3 other crashes identified by the PD yet crash reports were not filed because crashes were reported after the fact of the incidents so no details obtained. Observed a reduction in cut-through traffic on Market Street and Baker Street. Noticed an increase in traffic volumes on Main Street approaching the PM peak hour and a decrease on Baker Street and Market Street in the southbound direction during the same time period – so not experiencing significant delays on Main Street approach and seeing less vehicles travelling over to those neighboring side streets. No data collected on traffic volume decrease on Market Street or Railroad Avenue.

3.04 Go- Forward Recommendation to Town – Consider a permanent implementation of the traffic changes at the Main Street approach. Given the time of year, we do not anticipate installation until spring so the trial period will extend. Consider investigating other safety accommodations within the Common, including pedestrian crossing locations and other safety improvements at other intersections.

Discussion – Proposal to move back Yield sign down further on Main Street so slow vehicles earlier approaching Common. Island will get pulled back toward crosswalk with permanent improvement, so will gain 40-50 feet so Bird Street traffic will have more room to get to inner lane. Plan to install rubber curbing and striping within 2-3 weeks. Included additional traffic volume scenarios caused by new restaurant. Chief Grace offered 2017-2018 crash data on the Common – 2017 2 full accidents, hit-and-run, and 2 other accidents with paper exchanges; 2018 1 accident, 3 accidents with paper exchanges.

Action – Motion to approve recommended traffic recommendations: E. O'Leary, Second: D. Feldman, Vote: **Approved 4-1. Leah Gibson dissenting.**

3.05 Discussion about 15 Minute Parking Signs on South Street - Paige Duncan, Planning Director, reported on need for data and procedure for proposal to return temporary parking signs on South Street on side of street to address request(s) of 3 in-and-out traffic businesses (i.e., Comey's Cleaners, liquor store, South Street Pizza) expressing negative impact resulting from previous sign removal. People and loading vendors using parking spots for long periods of time. BOS members discussed need for a process and policy, and the need for an immediate solution to support the businesses. Plan to provide data in next 2 weeks.

4. 8:05pm - Public Hearing – 99 Restaurants of Boston, LLC d/b/a 99 Restaurant & Pub

4.01 Discussion/Vote on an Application for Change of Officers and Ownership/Beneficial Interest for an Annual All Alcoholic Beverages Restaurant License for the 99 Restaurants of Boston, LLC d/b/a 99 Restaurant and Pub

Action - Motion to accept the request for the change of officers and ownership and official interest for an annual all-alcohol beverages restaurant license for 99 Restaurants of Boston, LLC d/b/a 99 Restaurant and Pub by E. O'Leary, Second: D. Feldman, Vote: **Approved 5-0.**

5. 8:15pm - Public Hearing – MIAA High School Superbowls

5.01 Discussion/Vote on an Application from NPS, LLC for MIAA High School Superbowls at Gillette Stadium with Event Dates of Friday, December 6, 2019 and Saturday, December 7, 2019 – Randy Briggs, Stadium Advisory Committee and Phil Buttafuoco representing NPS and Kraft Sports & Entertainment. (KSC) stated that the Stadium Advisory Committee met on 11/11/19 and went through plan with public safety and other Town officials, and Gillette representation. This is the 13th year of the event and recommendation is for approval of the application.

Action - Motion to accept the approve NPS LLC application of the MIAA High School Superbowls at Gillette Stadium with event dates of Friday, December 6, 2019 and Saturday, December 7, 2019. .E. O'Leary, Second: D. Feldman, Vote: All members present voted in the affirmative.

6. 8:30pm – FY2021 Budget and Goals

6.01 Discussion of FY2021 Budget and Goals with Board of Selectmen, Advisory Committee, and School Committee - Mr. Keegan mentioned the previous goals and objectives meeting for putting a good process together for this upcoming year, and summarized the findings from different groups about best practices for establishing priorities and a budget. (1) What are best practices you have seen in establishing priorities in a budget? Common themes among the groups throughout the discussion included identifying needs vs. wants, seeking input from residents and stakeholders earlier in the process, under-budgeting revenues used as a good budgeting tool, looking forward and looking back important for preparing a good spending plan. (2) What do you recommend as a process to set priorities in the FY2021 Foxborough budget? Common themes included surveying residents and having open forums on setting budget priorities was a good process for establishing priorities, better sharing of information, and look at what has worked well over the years in areas that could use improvements. Information received from residents, employees and other board members - What processes for you as residents like to see enacted has the greatest amount of input in the budget process? Improve communication between all levels to reduce amount of questions at the Town meeting. What were the best practices that I have seen, if any, to prioritize budget items? More and better engagement with the public, including better education and orientation for members of the public so they understand how decisions and recommendations are made. Mark Craig, Department Head, saw a community put together an educational forum for the public where they taught people how the budget process works to show all the steps and address misinformation. Goal this year is to start process by being as open as possible to offer information early with no surprises.

6.02 Discussion on Financial Forecast – George Samia, Finance Director - marked up the Tax Rate Recap sheet so it is user-friendly and serves as a basis for where to begin the budget during the next fiscal year, such as going into the revenues followed by the expenditures. This is a fluid document that will move throughout the year and become a completed solid document next year when we lock in the tax rate. Revenue Sources = 4 revenue sources that a Town gets its money from: (1) Tax Rate (2) State Aid (3) Local Receipts (4) Existing money that we cannibalized for the budget in any particular year. Tax Rate – New Growth and 2 ½% increase, if look at Tax Levy for 2021, starting with prior year's Levy Limit \$49,768,000. They allow you 2 ½% and New Growth is averaged out from FY2013-FY2020 at about \$947,000 because we want to be conservative and do not want to overestimate for next year – currently fluid.

Debt Exclusion (as opposed to Override that is calculated into the bottom line) is not fluid and used to calculate what tax rate going to be or the Levy Limit are going to be, then add the Debt Exclusion for that particular fiscal year. Exclusion purposes include Library Renovation, High School Renovation, New Public Safety Building, Landfill Closure, Ahern School Renovation, and New Public Safety Building. Total Debt Exclusion = \$2,180,224. Once bond issuances (like a coupon paid on your home) disappears, Debt Exclusion disappears and not calculated into the bottom line on recap sheet. Right now it is a solid number based on numbers we received on our bond issuances. We have a total possibly next year if our New Growth is correct of about \$54 mil. Tax Levy Maximum Allowable. Cherry Sheet – last year was \$11 mil less the Charges and offset items from the estimates of the fiscal years FY2016-FY2020 differences in the average of what taking netted for the last 5-6 years = \$8,537,000 (lower than about 10 years ago when State Aid was pulled because stopped pushing to urban areas).

Local Receipts are all things taking in (e.g., dog licenses, motor vehicle excise tax, building permits, pilot programs, etc.) besides the tax rate = \$11 mil. Predicting a Local Receipt level to what we have done this year and this is really 2 years from now. Other Available Funds = coming from what you used last year, including Ambulance Fund, and Recreation Revolving, and because predicting what the budget should go up using Raised and Appropriated pieces where the money is going to come from - Free Cash, Stabilization Fund, Mitigation Fund, etc. Note the Water budget and Enterprise Fund receipts are exactly the same in 2 spreadsheet locations and are a wash account, meaning that whatever is raised for your Water (unless subsidizing it) should be the same amount at the bottom of the spreadsheet - the revenue should equal the budget, so if goes up to \$7 mil for Water account, then it becomes \$7 mil at the bottom and is not going to have an effect on the top or the bottom. Total Revenue Sources for next year = about \$84 mil.

Total Appropriations for the Budget = spent last year for the Raise and Appropriate portion of the FY2020 budget. Available Funds coming from what used last year and goal to predict what the budget should go up. Total Expenditures appropriated for the budget was what spent last year = \$80 mil in expenditures; includes Snow & Ice Deficits (average of the last 5 years) and Overlay/Abatements Exemptions. Right now is \$1,100,000. Total Expenditures = \$80 mil. in excess or deficit of \$3,476,000. Used Raise and Appropriate (Articles) - OPEB = \$900,000 so far, and CIP = \$200,000. When, have \$2,376,022 to operate with next year which is an increase of 3.3619%. Every number is relatively conservative. Right now the done recommendation would be to raise the budget 3.5% for next year. As we go along, depends on what we are going to do with the capital, will bring in revenue and put it out at same time. We have not been using Free Cash as part of operating budget and is zero – all has been put toward one-time items, such as funding a capital project. All of these pieces have been done outside of the Raise and Appropriate section. Look at this as "engine" for next year, and as we go along, numbers will change. Right now, when all done we have approximately \$2,376,022 to operate with next year which is about 3.5% to increase. Remember that these numbers are conservative and we have not gone over on these, and most underfunded so as to not run into a deficit. Right now, recommendation would be that we can probably raise the budget above 3.5 % for next year, and as we go along depending on what we do with the capital, etc. – e.g., use Free Cash for a new truck but it will be neutral on it because going to bring in the revenue and put it out all at the same time. Note that Free Cash = 0 zero because we have not been utilizing Free Cash for the operating budget over the last years as we should not, because if doing that, then create a problem where have to keep chasing the same money over again. All the Free Cash has been put

towards one-time items, such as funding a capital project with a foreseeable ending. Good to have all these pieces done outside of the Raise and Appropriate section.

If look at this as the engine for next year, as we go along all numbers will change (e.g., if Assessor sees massive new growth like \$1.2 mil then we change New Growth number and the bottom line changes. Currently, we have approximately \$2,376,022 more to work with than what we had last year, which is about 3.5% to go up on.

6.03 Discussion on Vision Statements and Possible BOS Vote – Mr. Keegan explained why we do this related to collaboration with the community, and shared a leadership program document. Important for we as a community come together and look for alignments because we are both trying to reach the same goal. Only group that has done a Vision Statement is the School Department, so why not start with that discussion for us? For example, the School Department vision statement is “The Foxborough Public Schools will inspire our students to succeed in, and contribute to an ever-changing global society, by fostering dynamic, and integrated learning experiences “ Their mission statement is “The mission of the Foxborough Public Schools, guided by its core values, and in collaboration with the community, is to engage students in rich, intellectual, artistic, and character building educational experiences which empower them to become healthy, productive, and responsible citizens, leaders, and innovators.” All 4 statements created by the BOS, Town Manager, Advisory Committee, and School Department refer to collaboration with the community. For example, the BOS statement consists of: “While being responsible stewards are the financial resource of the community because it will work with a diverse group of residents, stakeholders...” What I have done is give us the feedback as to what is really important for you. I take my direction from the BOS and they tell me what's important for the community. I don't make that determination, they tell me what the mission is and I follow it. The Advisory Committee is planning to have a conversation about their 2 options and decide what is good for them with helping the process as we go forward.

6.04 Discussion on Budget Guidance and Possible BOS Vote – Mr. Keegan provided an update on the 3 options you can do: (1) Level Funding - same funding done this past year (2) Level Services – funding approved for budgets for current FY2020 adjusted upward by 3-4% resulting in that service not increasing unless savings were achieved to other areas of budget that could allow for some level of incremental growth in service. The statewide average is 4 %. No real increases in services beyond what we currently have and then will basically keep things as they are accounting for the increases in cost the cost of operations. (3) Level Service with some limited enhancements - this provides for incremental growth annual growth and services and some limited growth in budget and services in areas deemed prudent in towns by the town's budget architects. The budget architects are us, what my thought is to go forward with a combination of 3 and 2 together - consider some enhancements in the budget growth but overall budget to stay within a 3 to 4 % growth factor. Our revenues could be growing at a 4 to 5 % clip but we're going to say 3 and a half % because we want to be conservative based on what people have told us they want. Use an open process with multiple number of hearings this year because we want to have input from people to hear the process. Request feedback from the BOS about recommendation is to do a combination of 2 and 3. BOS would support a combination of 2 and 3 but try and stick to a cap of 3 1/2 %, and anything over and above that be cautious and put that money in Free Cash and plan for cash reserves.

6.05 Budget Calendar Presentation

Requested guidance to add into the budget templates for starting process tomorrow. Budget guides to be reviewed by the department heads on December 2. Budgets back in Town Manager office and due to Finance on December 13. School Committee public review of school budgets on December 16 and due to Finance on the December 16. On the 20th, budget document reviews with Administration to be conducted. Town Manager to provide recommended budget by January 9 on department heads budgets, then distribute it to the BOS and the Advisory Committee. On January 15 or January 21, a preliminary balance budget review with the BOS. On the 22nd, the non-budgetary financial articles can be reviewed with the Advisory Committee and BOS-reviewed budgets prepared on the 22nd or 24th. On January 27, School Committee and public review and vote if you recommend a school budget. Advisory Committee initial reviews of budgets on the 29th. CIP requests will be reviewed and distributed by the CIP committee on February 21. Advisory committee initial reviews with the budget request will be to the Advisory Committee on February 26. March 7 will be the capital improvement committee's annual review process. On March 10 the BOS will review the CIP requests, and March 11 review of the CIP requests. On March 27 the comprehensive balanced budget document again distributed. March 31 BOS final recommendations and final FY 2021 budgets. On April 1, advisers make final recommendations. On April 10, the final budget documents sent to printer, and April 27, recommendation submitted to the newspaper. On April 30 the recommendations are published, and May 11 2020 is Town Meeting.

7. 9:00pm - Selectmen's Update

7.01 Selectmen's Update- Chair Elfman stated, after talking to Assistant Town Manager, going to be hiring a new DPW Director, and wanted to know if any BOS members wish to join committee. Confirmed Leah was interested.

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

8.01 Town Manager's Update - Mr. Keegan offered a few updates for the Board. He first indicated that a Burrell Groundbreaking Ceremony will be Tuesday, Dec 3 at 11:00; Annual tree lighting ceremony on the Common scheduled for Saturday, Nov 30 from 4-7pm;. Secretary of Environmental Affairs at Foxborough Town Hall on Dec 5 at 1:30pm to make important announcement for communities in region

9. 9:10pm - Assistant Town Manager's Update

9.01 Assistant Town Manager's Update- Mr. Johns talked about 3 recruitments – new Community Information Specialist Christina Metcalf, DPW Director candidate evaluation, and Library Administrator posting.

10. Action Items

10.01 Lakeview Pavilion – Approval of extension of liquor license hours to permit serving at 11:00 am (accompanied by food) on Saturdays for 2020.

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.02 Six String – Approval of Extension of Occupancy Hours on 12/2/19 to 1:30 am for the Garth Brooks Event

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.03 Officer Scott Dion – Approval of \$1,849.50 for Tuition Reimbursement

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.04 Council on Aging/Human Services – Acceptance of a Gift Donation of \$1,355.00 to the Council on Aging/Human Services from Multiple Donors (List Attached) to be used for Programs at the Senior Center in Member of Ray Malley.

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.05 COA/HS – Acceptance of a Gift Donation of \$330.00 from Friends of Foxborough Seniors to the Council on Aging/Human Services to pay for ½ of August, September, and October 2019's Tai Chi Classes

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.06 COA/HS – Acceptance of a Gift Donation of \$50.00 from Anonymous to the Council on Aging/Human Services to be used for the Lock Box Program

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.07 BOS Approve Open Session Meeting Minutes from 10/15/19

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

10.08 BOS Approve Open Session Meeting Minutes from 10/29/19

Action- Motion to approve: E. O'Leary, Second: D. Feldman, **Vote: Approved 5-0.**

11. Adjourn

Motion to Adjourn at 8:30 P.M. – Ed O'Leary, Second D. Feldman, **Vote: Approved 5-0.**