

**Tuesday, September 27, 2022**  
**Board of Selectmen Meeting Minutes**  
**Gala Room, Town Hall**  
**7:00 p.m.**

**Members Present:** Leah Gibson, Chair  
Stephanie McGowan, Vice Chair  
Dennis Keefe, Clerk  
Mark Elfman  
Seth Ferguson

**Also Present:**  
William Keegan Jr., Town Manager  
Michael Johns, Asst. Town Manager/HR Director  
Christina Metcalf, Communications Specialist  
Katie Lang\*, Executive Assistant  
\*Attended remotely

1. 6:15pm Executive Session

1.1 To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel - Police Chief Michael Grace

**Motion to enter into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, Police Chief Michael Grace by D. Keefe, 2<sup>nd</sup> by M. Elfman.**

**ME – Yes, DK – Yes, LG –Yes, SM – Yes, SF –Yes. Approved, 5-0.**

1.2 Vote on Executive Session Minutes from 6/21/22 and 9/13/22

2. 7:00pm - Citizen's Input -COA Advisory Board Member Jeanne Bonneau

Jeanne Bonneau – I’m part of the COA/HS Advisory Board. We have sent you a letter and wanted some clarification as to the contents of the letter.

LG – Your letter states that there seems to be frustration with the lack of process and you stated that is your understanding the Community Center is not happening. I was surprised, given the project is not dead.

ME – Usually Citizen’s Input we don’t have a dialogue but the Chair is allowing me to speak on this for a few minutes. Those of you that don’t know me I was the Select Board rep to the Ad hoc committee for the Community Center. I didn’t miss any meetings and have been a part of the entire process. I want to make a clarification is that, in the beginning is that. The DPW needs to be addressed first. The Taylor was second and the Community was third. We were told that the Community Center might be pushed to number two depending on the Taylor School. The Taylor school is moving a bit faster than expected and could still be second. It’s not being taken off the table, we don’t when or how long. We have a long range plan that could change that could facilitate the Community Center more in the forefront.

BK – To help clarify the concerns. We just learned two weeks ago the Taylor School may move up for the state and be sooner than expected. This may or may not happen because the state will make a determination to see if they will make a determination if it will move up. That answer is not out yet from DESE. The other complicating factor is that interest rates are going through the roof. The Building Committee is looking at the rates and costs of materials in determining when to do the DPW and any other projects. There was no official decision on the projects yet.

Millie Greene – Our letter was misinterpreted. We felt nobody had the consideration to tell us about this after all the work we put in to looking at this what is going on and how things are being impacted.

LG – The work is still ongoing.

MG – I feel it's been done for quite a while now.

LG – I think it will ramp back up when the time comes and appreciate the effort and work on this. I think it would be premature to have a conversation about what's going to happen when we don't know what's going to happen.

BK – The Building Committee is reviewing it.

JB – Is the Laundry building coming down?

BK – Yes, we have federal money to do that and are looking to get it down before the end of this year.

JB – Thank you for dialoguing with us this evening.

3. 7:05pm - Police Chief contract vote - Select Board 3.1 Select Board to review and vote on Police Chief Michael Grace Contract for FY23-FY25

**Motion to approve the contract as proposed for Police Chief Michael Grace effective October 5, 2022 through June 30, 2025 as amended by D. Keefe 2<sup>nd</sup> by M. Elfman.**

**Approved, 3-2, S. Ferguson and S. McGowan opposed.**

4. 7:10pm Municipal & School Service Agreement -Board to review/sign Municipal & School Service Agreement

George Samia – This is an interdepartmental agreement between the School and the Town in regard to the way you report numbers that have been spent during the year to meet the Education reform requirements for the school. Ed Reform has certain requirements that School has to meet for per pupil expenditure. In addition to School budgets, there are costs such as health insurance, highway department costs for repairs or snow and ice removal. What you are signing tonight is memorialize what costs have been charged to the School done on paper. This a new requirement that requires to be more formalized. This reports the allocation of the funds.

SF – Tree and Park is 70%?

GS – Yes, it's the fields that need to be maintained.

**Motion to approve the Municipal and School Service Agreement as proposed by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

5. 7:15pm Public Event Application & Recreation Board Appointment - Foxborough Recreation Halloween Parade, Rec Division Director Renee Tocci

Renee Tocci – I'm here to talk about the Halloween parade that we are bringing back since Covid, we did a drive by trick-or-treat in 2020. It will be October 29<sup>th</sup>, 2:30-4:00pm We will have the parade starting from the Igo on to Liberty, then Central, then South and then we'll be on the Common. We'll have prizes for costumes, refreshments and a performance by Elite Dance Group.

LG – The Town Common usage was approved by Bill. Are you doing the Jack-o-lanterns on the Common?

RT – Yes, people can drop off their pumpkins and there are several carving events around town.

**Motion to approve the Public Event Application for Recreation Department's Halloween Parade on Saturday, October 29th from 2:30pm to 4:00pm by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

5.2 Board of Recreation - Appointment of new Associate Member Guy Caracciolo for a term to end 5/31/25

RT – Guy Caracciolo would like to be appointed as the associate member. He's been involved at the skate park and has been a help to us.

**Motion to appoint Guy Caracciolo to the Board of Recreation as an Associate Member for a term to end 5/31/25 by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

6. 7:20pm - Foxborough Police Domestic Violence Unit update

6.1 Police Chief Michael Grace to give update on the FPD Domestic Violence Unit and 2-year Department of Public Health grant funded program – Police Chief Michael Grace, Lt. Valesay Collins. Ofc. Meg Allen, Paul Politsopolous, and Patrick McCarthy.

MG – We have been awarded a 2-year grant of \$100k and \$140k from the Department of Public Health, specifically from the Covid-19 sexual and domestic violence trust fund. It was a state wide competitive grant, only 4 received this grant. This grant has 4 different pieces. We are obligated by law to protect a victim. We have MOUs with hotels in the area but had a time where there was a Gillette Stadium and Xfinity Center event and there wasn't a hotel room to be had. Our Finance department informed us that we weren't able to purchase a hotel room or any other resources such as a phone, food, clothing, etc. With this grant we are able to expense directly those resources they need. This grant also allows for additional domestic violence training. It allows for program development within and with other agencies such as RAD to eliminate or prevent situations. There is salary replacement for the police involved. I may be presenting this grant award but Lt. Fitzgerald spearheaded this effort along with Sgt. Collins and Ofc. Allen was great and they worked to get this grant. This team has been in place since early 2021. We had an extremely high number of domestic violence cases. This team saw a gap for services, for what do we do afterwards be it a day, week, 6 months from now. We were one of six departments who piloted a program to have a DV checklist and that was used to generate a Statewide policy. The data collected from that changed how police officers respond and follow up on domestic violence. We were one of 4 departments nationwide of a PERF study and that formed a nationwide policy that we were part of. Our approach on DV and sexual assault is victim based approach. The team was created to fill this gap. These aren't extra positions, it's what they do on top of our other jobs.

VC – I'm lucky to work with all these people and form this team that is helpful to this community. My role is to get any possible domestic, physical or verbal incidents from the shift supervisor and look at the situation and see what services to follow up and make sure that the resources are given to the victims as needed. We go over the law and their rights. We've found in those incidents with trauma, its hard to receive all the information so we follow up afterward. With the gaps during Covid, we found that more children services and financial services were needed. This team has been instrumental in making sure that after the incident occurs we are able to dig deeper into what the victims need. We are empowering and supporting the victims and what they need to support themselves and their families.

MA – I worked for a non-profit as an advocate for victims of DV and SA as an advocate in the court system. I wanted to address domestic violence continues to be one of the most pervasive social and criminal issue that we [police] deal with in town. The effects of DV ripple out to family members and kids. Working in the schools and being a domestic violence officers, I see the effects of trauma that family violence causes at all levels. There is an overlap in substance abuse, mental health issues, and domestic violence. The good thing about this program is as we serve and the trust level grows we are able to minimize the effect of that trauma. We investigate beyond what was initially collected at the scene, we look for red flags and then connect with the victims. We then do a risk assessment that have been developed by stakeholders to great this tool. We'll move on to uncovering any additional concerns. When we are interacting someone in a DV situation we are usually in a hot scene. A person with trauma will not be able to function the way they normally function. With this follow up program, we can connect with them after they process this incident. This allows us to help them to process it, talk with them about resources as well as other thing such as safety planning or making sure they know their rights. We know it takes an average of 7 times for a victim to leave their abuser. It is important that we do that with no judgment but support and empower these victims. We appreciate the support in being able to do our jobs this way because it takes a bit more than what we are able to do on patrol. It takes time and funding to connect these survivors to services.

MG – That is a brief summary. We have all in the information for cases available and shared with the team. We also built a community resources guide that will be on our website.

DK – In terms of Norwood hospital closing, what is your back up with DV and SA cases.

MA – Regarding SA s we have the S.A.N.E. nurses out of Milford and Sturdy Hospital. If you have been SA, you have the right if you have the right to be taken to a hospital and a sexual assault examination completed by a qualifying nurse. We respond to those hospitals and help advocate for those victims. We have a lot of non-profits in the area that will dispatched out to those calls. With Norwood closing, we haven't skipped a beat, we can't. In terms of supporting this type of program its domestic violence and sexual assault, both Sgt. Collins and I are sexual assault certified investigators as will Officers Politsopoulos and McCarthy when they complete the training next month. We have a special approach and work with our District Attorney's Office, local Children's Advocacy centers and other advocate partners that we attending to those survivors in a way that they deserve to be attended to.

LG – This is a tough topic and it happens in the community though it's great that we have these additional resources available. Is this a use it or lose it type grant?

VC – I believe the grant goes until 2025. We'll learn from the victims what is the most useful tool. We attended a DV training today and continue to train and learn more from the victims and what they need. This is the victim-centered approach and mindset that we have for us and the other officers we are training to be more helpful when dealing with these cases.

SM – This is very impressive and we thank you for their work.

MG – Those calls are exempt from public records, so you only know if you know.

#### 7. 7:35pm NPS, LLC - New Alcohol Service Method at Gillette Stadium

7.1 Board to Review and approve new alcohol service method at Gillette Stadium – Jim Nolan, Chief Operating Officer, Jess Enos Director of External Affairs and Business Development for NPS, LLC

JN – As we look at this new technology that will improve the game day experience we found a machine that is used in many stadiums including the NBA and MLB as well as the NFL and we would like to deploy this portable at Gillette Stadium on game days. The only difference between this portable and regular pouring is that this is done from a machine not a human. The same sobriety checks will be in place. The patron would be able to choose from one of four beers and place a cup under the dispenser and the machine would dispense the beer. From a machine perspective, it only allows the purchase of two drinks at a time per transaction, in line with our current policy. It is predetermined amount that gets poured into a cup. No topping off is possible, it's a predetermined amount for every pour. It's a 10 foot wide unit with 4 points of sale. The patron would walk through a queue system and have their ID checked by an employee. From there the only place they can go is to the machine itself. There is a 2<sup>nd</sup> TEAMs trained person at the front and they ensure that nobody sneaks into the line and nobody gets more than 2 beers. The machine will only pour 2 per credit card action but in theory a person could get a second round. This can't happen as the human element is still there to control the transaction. With the North End Zone being in construction and we are seeing a lot of pressure at the North End Zone. For this season we want to make sure this works and that it is a fast transaction. Our hope is that it is successful and to deploy a 2<sup>nd</sup> machine at the North End Zone as well. Our intention is to provide proper alcohol service is the same. Instead of the human being handing you a beer, it will be a machine pouring the beer for you.

SF – Is there value to having the beer poured instead of having a vending machine opening up a bottle of beer?

JN – We do sell bottle beer as well. Some like draft, some like bottle, it depends on what the preference is. There are kegs locked behind the wall. There are a variety of machines that pour draft beer, one that fills beer from the bottom. The Broncos, Packers have it and the Commanders are adding it as well. Having 2 human beings operating

4 points of sale offers more throughput to individuals. When you look at in the context of serving 60,000 people on game day this is a drop in the bucket but a good one. If successful we want to see how we could incorporate that further. Our markets and ale houses have been successful. We are always trying to do more for the fans. This unit will go where a previous market was located.

DK – Under the current system, if you have someone who is inebriated, how do you deal with the situation?

JN – The first thing is to say they are not being served. The first escalation is to involve TeamOps and everyone one of our POS is near a security guard and then to another security team. The next escalation is to the FPD team. We ask the law enforcement to do a sobriety test. We typically only have a handful of custodies.

LG – We always talk about TIPS and serve safe certifications when discussing alcohol licenses. In the presentation you talk about TEAMS certified, can you tell me what that is?

JN – Techniques in Effective Alcohol Management, it's just like TIPS. Because of our volume, we have certified TEAMS trainer on our staff that trains all new bartenders and hawkers before they can serve alcohol.

LG – Glad we are able to see how it is going to work and operate.

JN – All our transactions for alcohol are 1-on-1. We have a person engage with the customer to make a determination that we can serve alcohol. With this unit, every person will have this 1-on-1 interaction. It is technically more difficult to operate this instead of being handed a beer. This is why we have two members.

SM – Can the machine count how many times a card has been used?

JN – No. When we see someone who is over the edge, that is when we involve security. There are machines that can count the card transactions and can control the amount poured.

SM – How far out is this going to come and will it block the concourse traffic?

JN – We've changed it to be and it doesn't impede the flow any more than any other point of sale. The machine has instructions, each station has it credit cards and has you select 1 or 2 beers.

LG – I'm surprised there isn't a hard barrier.

JN – This system is controlled by an app and can be shut off at the time that we are told to shut it off.

DK – I think the improvement is that you have a person at the front of the line who can ensure sobriety.

JN – If these are going to work so well that we need two ID checkers, we'll get two ID checkers. We will learn a lot and want this to be a great experience for employees and guests. We would add more resources if it needed it.

BK – The procedure is simple enough. In the past 2 months, you've seen Crazy Axes with their pour wall. This same technology is now being added to Gillette on a larger scale. This is just the beginning of the new technology for alcohol service. It amends their license of how they serve.

MG – We reviewed this concept a few weeks ago and there were some questions about fencing or gating. The issue with a fence opposed to their current system of the flexible line queue is that the fence can block if a critical incident response and create a pinch point. With Pats fans, if someone cuts the line, they will stand out. TeamOps deal with fan code of conduct issues and guest services issues. Their team does intervene and they work out arguments that are not criminal. Ultimately people want to stay. If it escalates up, then we are notified and asked to remove the offending the party. Looking at this liquor issue from an enforcement perspective, it's easier for law enforcement to observe and look for violations if we have concerns. I don't have a concern with the ID part. This is

the future. As long as the Town can regulate, which it can, I think we'll see this take off. It's all within the regulation and the license. The customer service person will be able to help customers who have issues.

**Motion to approve an amendment to the alcohol service license at Gillette Stadium by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

8. 7:50pm Close Special Town Meeting Warrant - Select Board

8.1 Select Board to close the Special Town Meeting Warrant for December 5, 2022

BK – There was a Citizen Petition that was added this afternoon. This would be for the Electronic Billboards that was proposed at the Annual Town Meeting. The counsel for Mr. Rounds asked that we hold a spot.

ME – How long do they have to get the signatures in?

BK – They need to get the signatures sooner rather than later.

**Motion to close the December 5th, 2022 Special Town Meeting Warrant by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

9. 8:00pm Assistant Town Manager's Update - HR Director/ATM transition plan and discussion

MJ – I have accepted a position as the Town Administrator for the Town of Boxborough. We are in a good position with all the contracts and pay plans and unions and there are no pending grievances either. There are always fires to put out with Human Resources and Operations. We've had discussion about the next person and between Bill, Leah, and myself we agreed that it would be good to hire an HR Director right now instead of waiting.

ME – Are we talking hiring interim HR Director or a full time person?

MJ – That would be discussion for the Board, it's important that you hire someone. With Bill retiring in January and may not have the new Manager until February or March.

LG – I think we would all agree that we don't want to hire an HR/Asst. Town Manager. Do we wait on HR or do we let the new town manager to hire? The most sense to me is to hire someone for the HR Director position in Town. Once we have a new town manager then we can have the discussion of who would be 2<sup>nd</sup> in command and for the new town manager to figure out.

BK – I think have a full time HR position is good and I'm support. I think you are making a mistake not having an Assistant Town Manager. They handle the day-to-day operations; an HR Director does not handle those. The ATM has evolved into an important role. We should have that position somewhere in the organization. I think adding it to another person's role is a lot to add to that plate with all the complex issues they already handle.

LG – I'm not closing the door but I don't know if I see that happening.

ME – With this happening, with you coming into a new town would you want to hire a new HR Director. Is there anyone out there that would fill the gap?

BK – They could do that on a minimal basis. HR has evolved. It would be better for the next town manager to have someone already in place. It will be a challenge to not have an number 2 person as an assistant town manager in that office will be tough.

DK – Could we ask Bernie if we could get a person that is part-time to handle the HR and ATM responsibilities?

BK – I don't know that there is someone like that. I combined the two positions as a cost saving measure.

LG – There is a conflict of interest having the HR and ATM?

BK – In Needham, they have two deputies one for operations and one for finance and that one is the Finance Director. It's an important role that shouldn't be dismissed.

LG – I don't think anyone is dismissing it, I just don't know what it is going to look like because it would be the new town manager's role and position to shape what that is going to look like. I think our feedback is to hire a HR Director.

MJ – I'm going into a situation similar to what is going on here and having them in place already and having them in place with consistency is helpful.

LG – It sounds like we want to give Bill the direction to hire an HR Director.

MJ - You are talking around 8 weeks to hire at minimum and have a month with nobody in the position.

#### 10. 8:10pm Town Manager's Update

BK – Congratulations to Mike, Boxborough will benefit from his knowledge and definitely a loss to us, but we are all happy for him professionally.

10.1 ICMA Community Health and Safety Award for SEMRECC – Received this award from the ICMA, special congratulations to Rob Verdonne and his staff. The SEMRECC Board voted yesterday to tentatively add Norwood to the region which still needs to go out to vote by the member communities.

10.2 DPW Updates - West Street Dam project and Hydrant Flushing in Zones 1-5 for the next 6 weeks

PJ Keating working in town this week and into next week milling and paving.

- Monday - Mill Maura Elizabeth neighborhood

- Tuesday and Wednesday - Mill Mechanic St from RR tracks to Chestnut St.

- Thursday - Pave Maura Elizabeth neighborhood

- Friday - Pave Mill St Rec parking lot & Glenwood Ave

- Overnight Oct 3 or 4 - Pave Mechanic St.

#### West Street Dam Update

- Finish stumping

- Installation of erosion controls and construction fencing

- Grubbing stumps and roots after Conservation Commission agent approves erosion controls

- Mobilization for in-water work

- 24/7 closure is tentatively scheduled to begin in two weeks on October 10th

#### Flushing

- Started this week with Zone 1

- Remaining Zones 2-5 will be flushed through November 7th.

- There is map on the Water Page if you are not certain of what Zone you're in.

- Flushing occurs between 8pm – 3am, Monday - Friday with signs in the area to inform of the flushing.

- Updates on the current zone flushing will be posted on Town and DPW social media pages.

10.3 General operations update – The Halloween Parade is October 29th, Volleyball Car Wash on October 8<sup>th</sup>, subject to Water Department approval, and the Taylor School will be doing a trunk or treat at the Schneider parking lot.

We are taking steps to demolish the Laundry building. We are doing preliminary discussion on the budget calendar.

The transition phase will be important but we should have everything setup for town meeting.

#### 11. 8:20pm - Selectmen's Update

11.1 New Business - Schneider Electric Tour – LG: Bill and I attended the Tri-Town Chamber Conference on Economic Development and met the new site director of Schneider Electric and went on a tour of their new building.

11.2 New Business - Community Preparedness Night, 9/28, 5:30p-7:30p, Public Safety Building

Foxboro Lions – Family Fall Festival on October 1st

11.3 New Business - Survey for Town Manager Search will be going out this week to the community to know what they want and value in the next town manager.

11.4 Old Business - Cell Phone Policy – Once amended we'll get to the Personnel Board and then ready.

ME – I want to thank Robert and Jonathan Kraft for inviting us to the home opening game of the Patriots.

## 12. Action Items

### 12.1 NPS, LLC - Approval of Magic of Lights Public Event Application

**Motion to approve the Public Event Application for NPS, LLC for the Magic of Lights event to be held November 18<sup>th</sup> to December 31st by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

### 12.2 Foxborough Fire - Accept \$649.35 donation from the Foxboro Cribbage league in memory of Charlie Cicciu

**Motion to accept a \$649.35 donation from the Foxboro Cribbage league in memory of Charlie Cicciu by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

### 12.3 BOS - Approval of BOS Minutes from 7/19/22 and 8/22/22 meetings

**Motion to approve the July 19, 2022 Board of Selectmen Meeting Minutes by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

**Motion to approve the August 22, 2022 Board of Selectmen Meeting Minutes by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**

### 12.4 BOS - Appointment of Audit Committee member Brian Quinn for a term to end 5/31/24

**Motion to appoint Brian Quinn to the Audit Committee for a term to end 5/31/24 by D. Keefe 2<sup>nd</sup> by M. Elfman.**

LG – This rounds out the BOS appointments and School Committee will be appointed next week.

**Approved, 5-0.**

## 13. Adjourn – 8:52pm

**Motion to adjourn by D. Keefe 2<sup>nd</sup> by M. Elfman. Approved, 5-0.**