

Tuesday, October 11, 2022
Board of Selectmen Meeting Minutes
Gala Room, Town Hall
7:00 p.m.

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

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

1. 7:00pm - Citizen's Input

2. 7:05pm Public Hearing - Transfer of On-Premise All Alcohol Beverage License

2.1 Review and vote on the Transfer of On-Premise All Alcohol Beverage License from Foxboro Mandarin Inc. to Asian Feifan, Atty. Russell Chin, Owner Jialing Zhang and Fei Zheng

RC – I'm here representing Asian Feifan owners. We are here for the approval of transfer of liquor license at an existing restaurant as well as a new common victualler license. They will conduct business at 10 Foxborough Boulevard, which is the Foxboro Mandarin. Both of the applicants have Serve-Safe license, Ms. Zhang has an allergy awareness certificate.

LG – Is having an alcohol license in your name new? Can you speak to your experience handling liquor?

RC – Ms. Zhang has experience serving alcohol in a restaurant.

JZ – We will be carding anyone who looks like they are not 21 years old and I've been through the Serve-Safe training before in previous jobs.

LG – The name is staying the same, it is just the ownership that is changing. We recommend you get in touch with Tom Perunna who runs Fox Cares.

SM – As a comment, we're seeing that people aren't carrying their IDs and that they are showing pictures on their phone, which is not acceptable ID.

Motion to close the public hearing by D. Keefe 2nd by M. Elfman. Approved, 5-0.

Motion to approve the Transfer of an On-Premise All Alcohol Beverage License from Foxboro Mandarin Inc. d/b/a Foxboro Mandarin to Asian Feifan d/b/a Foxboro Mandarin by D. Keefe 2nd by M. Elfman. Approved, 5-0.

Motion to approve a Common Victualler and Entertainment License for Asian Feifan d/b/a Foxboro Mandarin by D. Keefe 2nd by M. Elfman. Approved, 5-0.

3. 7:15pm Wormtown - One-Day Beer & Wine License for Wormtown Brewery on October 15, from 11:00am - 7:00pm, for Harvest Fest at 1 Bass Pro Drive. Kim Golinski, Manager

KG – Patriot Place is hosting a Harvest Fest sponsored by Ocean Spray and asked us to participate. We will be set up by the cranberry bog behind Bass Pro Shops and we are going to bring a couple staff members over to pour our Mass Mule with Ocean Spray mixed in. We will be there noon – 4pm. All the staff going over are TIPS trained and they know how to use that training to make sure that guests are not being over served. They are also going to be pouring only 2 ounces per customer.

LG – It's more of a sampling than a full beer. [Yes]

Motion to approve a One-Day Beer & Wine License for Wormtown Brewery on October 15, from 11:00am - 7:00pm, for Harvest Fest at 1 Bass Pro Drive by D. Keefe 2nd by M. Elfman. Approved, 5-0.

4. 7:20pm Bangkok Cafe - Celebrating 30 years - Select Board to recognize Bangkok Cafe celebrating 30 years in business, Danny Titi and Todd Glickman

LG – Bangkok Café has really been an anchor in the plaza and community and we would love to hear more about your celebration.

DT – It's been 3 decades and we've been really friendly with all the businesses in the plaza and work well together. We have a memory wall for customers to sign for our 30-year anniversary.

LG – What made you choose Foxborough initially.

DT – I knew one of the real estate brokers who was from Foxborough who got me here. Thirty years ago nobody knew about Thai food around here and thought it was spicy. It's not, it's healthy, light, fresh food.

TG – I met Danny 25 years ago, and after he told me that he was open for 5 years, that is an eternity in the restaurant business and now we've celebrated 25 years together and 30 with the restaurant.

ME – I travel all over the state and as big as Patriots Place is, most people say that Bangkok Café is the best Thai food in the area.

DT – When we transferred from the old space to the new space in the plaza it took me four months. I thought I would have lost all my customers, but they all came back because Bangkok Café was the best.

DK – I'm a newcomer, and the service and food is terrific.

Todd – There is nothing like it anywhere.

LG read over the citation and the Board took a photo with the Danny and Todd

5. 7:25pm Award of Excellence - Congdon Auto – Gary and Scott Congdon

5.1 Select Board to recognize Congdon Auto for their Uptown Beautification efforts

LG- I think everyone has noticed the transformation of the Congdon building Uptown and hoping that you could tell us what you did.

GC – We work at our family business that was started by our grandfather in 1928. We take a lot of pride in our property and wanted to clean up the property for us and to do our part to add to the already charming Common.

SG - It was Gary's vision throughout this whole process and another great idea that he made come true.

GC – I wanted to add some warmth to the building with the black instead of the white as well with the flowers and landscaping. Hopefully it's contagious.

LG – With Shovel Town and possibly the old post office as well being updated that will be great for Uptown.

5.2 Uptown Update

- FCBC meetings-monthly at 7:30am on Zoom.

- Shovel Town is hoping for November opening.

- 29 Wall St - link to a temporary landing page for leasing , <https://www.charlesgaterealty.com/foxmeadow-farm-pre-leasing> The original completion date was end of October. We are now looking at middle of November. Given all the obstacles in the construction world today a two-week delay is not even really a delay. We're thrilled that we're going to be completing this project sometime in November. Everything is going great. We are going to start leasing

units ASAP. Working with multiple prospects for the commercial building but nothing is signed yet. Stefan Frey 617-596-7833

- Halloween Parade, October 29th, 2:30-4:00pm

- Holiday lights will be going up

- Wayfinding signs - DPW received an order of new way finding signs to further provide parking instructions. They will install soon. All wayfinding signs have been paid for by private donations, not town funds.

- Uptown Schneider lot- now 104 spaces from 44. Snow emergency parking now allowed. We've improved signage and are doing a lighting trial.

- Central St Veteran's lot - discussing plans on how to improve this lot, as it has gotten extremely popular in recent months. We are looking at the dumpsters.

6. 7:35pm Assistant Town Manager's Update

6.1 Board and Committee Trainings - Social Media Training - 11/2, Electronic Communications & Computer Use Policy Training - 11/9, and Anti-Discrimination Training, 11/30, 5:30-6:30pm at Town Hall and Zoom. There are additional trainings on the Board and Committees page, under Board Resources and Trainings. There is Chair Training, Conduct and Civility Policy Training and Workplace Violence training as well.

LG – I did task Mike with making sure that we have forms on file for those trainings. These trainings are great, only an hour and I encourage all Board members to attend.

6.2 MIIA Insurance Experience Trend & Risk Rewards Leaders – Bill and I met with our MIIA Underwriter to review all of our liability policies for everything the town owns. As we were reviewing, we saw that our number and severity of claims have decreased which decreases our premium. We have a Loss Control group that meets quarterly to review best practices.

DK – I followed this for 3 years on Ad Comm and this speaks to the relationship with the workforce, how well we are doing.

MJ – Foxborough piloted a light duty program for MIIA for those who can't return to full work but partial work as they progressed with their rehab with all of our unions.

SM – There is a great Diabetes program through MIIA.

MJ – There is also a great heart program where if you have high risk for heart disease.

6.3 HR Recruitment & New Hire Update – We have our Children's Librarian position and HR Director Position are posted. We are looking to hire new part time Van Driver for Council on Aging and a part-time Permit Coordinator for Building.

West Street Dam work is on hold right now as we wait for National Grid to do their work. Once that happens the detours will stop. Mechanic Street has been paved and the sidewalk reconstruction will happen in November.

There is the Lions Bottle and Can drive at Town Hall on October 22nd. The Light up the Town on the Common on November 26th.

7. 7:45pm Community Paradigm Associates - Town Manager Search Process Update - Bernie Lynch and Sharon Flaherty to give update on Town Manager Search process and review draft position statement including salary, application deadline, and other related process.

BL – Our hope tonight is to receive your feedback on the position statement that we sent to the Board. We also spoke with a number of department heads as well as a community survey. All of that information will be used to find the best possible candidate for recruiting as well as when we speak with and assess candidates. Much of that information is contained with the position statement and put everything in that you told us. As the executive body

of the town it is important and what is appropriate to Foxborough. We do want to talk about salary and we've provide salary information from 35 communities, including the communities around Foxborough. Geography does play a big role in these searches. We've also given you information about current and recent searches that have chosen someone or will be choosing someone soon. What we haven't included is information that we will hold back until negotiations, such as professional development, deferred comp, car allowance, etc. With the salary set and your approval we will post it tonight as well through several channels. I will then send a doodle poll to find a date for your Town Manager Search Screening Committee to meet.

LG – With the position statement, after discussion for me it was all about the cultural fit. It is a very lengthy statement that will give a candidate an idea about the position and entice them to come here.

DK – I think one of the real assets of Foxborough is the world class health care between Boston and Providence. This goes to the relationship with the Town Manager, Kraft Group, and Patriot Place.

BL – I agree with that. I had a very close working relationship with the hospitals in Lowell. The ability to work through the relationships. What makes Foxborough particular unique is the stadium as well as the Route 1 corridor and be able to sit at the table and develop those relationships as the Town Manager.

LG – We're good on the position statement. We are big on benchmarking and data and asked Bernie to come to us with a recommendation for salary with information on current and recent searches. We are looking to put a salary band that will attracts the right people to apply.

BL – This is a bit more comprehensive than what we usually do. We broke this down into nearby communities and included population. Population only tells part of the story. Foxborough is a classic example of that with ~18,000 people but a complex set of relationships. Easton has a population of 25,000 with a salary of \$176,000 and is on a fast track with 3% increases every six months. North Attleborough was a first time manager, has 30,000 people with a \$180k salary. Wrentham has a unique manager situation where that manager wears different hats and is compensated for those.

LG – Can you talk to us about some of the managers on higher salary end?

BL – Sharon is a long time manager and was in Wayland, before that Walpole, in addition to the base salary receives a stipend as the hearing officer as well as being a Town Manager for a long time. Mansfield's had been a mayor. Canton is a bit different and that is an outgoing manager. Canton seems to pay on the higher end.

DK – Any correlation to per capita income?

BL – Not enough to jump out, at least in this area. Needham per capita income is probably higher than Medway. Bourne is at \$170k, and she has been there for year now. It's either there or Plymouth or you have to go an hour away to get that type of salary. Their field of candidates was a bit smaller. Plymouth has a harbor, airport and nuclear plant. They just signed their manager and he'll be in the \$240s in his third year. Brookline is another large community, it's a weaker position and the candidate they chose had never worked as a Town Administrator.

SF – What are your thoughts on deferred compensation and other benefits?

BL – Some like a car, some like a car allowance. Most people here are in the vicinity about 8% deferred comp. Its bit below that.

SM – I don't care for the deferred compensation and believes that it is up to the person to invest their money. Do you like to post the job with a range or a salary with the plus or minus?

BL – Most firms, as do we, are using the plus/minus. Some communities find a diamond in the rough and can hire a bit lower with those who don't have the experience. Giving the mid-range point with the plus/minus, you can negotiate either way depending on the qualification.

SM – I would love to see that range so we can either way depending on what we get.

BL – This gives the Board flexibility and gives you a number that can attract candidates. Having a large range doesn't attract candidates. I would recommend to look at a range of \$205k-\$210k +/-

LG – It is important to be responsible to the tax payers but we need to attract candidates as well.

BL – It's been a tough market for managers over the last 5 years and most are retiring. We are seeing this in managers, finance and public works. So is it \$205k or \$210k?

Mark and Stephanie voted for \$205k, Leah and Seth were for \$210k, Dennis as the tie breaker advocated for \$205k as the quality of the candidate is going to dictate where we end up going.

BL – We'll post this tomorrow and the date that it will be closed in 4 weeks. We'll be in touch with the TMSSC to review the resumes, figure out the yes, no and maybe pile. I expect the interviews will be either a whole day or two half days in the beginning of December. We'll spend some time with doing background checks. We'll have all the information compiled for your interviews at the beginning of January. You'll have all in the information on hand and be able to ask questions.

Motion to approve the Town Manager Search Position statement as presented/as amended by D. Keefe 2nd by M. Elfman. Approved, 5-0.

8. 8:00pm - Selectmen's Update

8.1 New Business - Foxborough Fire Open House - October 15, 11:00am - 2:00pm

8.2 New Business - Drug Take Back Day - Saturday, 10/29, 9:00a-1:00p at the Public Safety Building

8.3 New Business - Compost Site Closing for the season on Saturday, December 3

Jaycees Autumn Craft and Vendor is this Saturday, October 15 on the Common

SM – Condolences to Dr. Amy Berdos as she lost her mom who was 81 years old. She was the first female president as Worcester State.

SF – Last meeting we voted on Chief Grace's contract. If we had spent a little time on it, we may have gotten to a 5-0 vote, as most of the discussion in Executive Session was financial. I wanted to express my support for Chief Grace and the Foxborough Police Department and their work for accreditation and the Domestic Violence and Sexual Assault team. I want it understood that I support the department and know that the work they do is important.

SM – That was on my mind as well and agree with you. I didn't realize that my vote could be perceived as not supporting the Chief.

LG – I went through a day with Police and Fire as they go through the process for game days. The automatic drink machine was uneventful with no building up and no back up.

8.4 Old Business - Hydrant Flushing is currently happening

9. Action Items

9.1 Town Clerk - Approve November 8, 2022 State Election Warrant

Motion to approve the November 8, 2022 State Election Warrant by D. Keefe 2nd by M. Elfman. Approved, 5-0.

9.2 Economic Development - Approve annual bill of \$278.04 for Economic Development domain names from the Economic Development Fund

Motion to approve a bill of \$278.04 for Economic Development domain names from the Economic Development Fund by D. Keefe 2nd by M. Elfman.

LG- This is something that is paid out of the Economic Development Fund.

Approved, 5-0.

9.3 Personnel Board - Appointment of Monica Fisler to the Personnel Board for a term to end 5/31/23

Motion to appoint Monica Fisler to the Personnel Board for a term to end 5/31/23 by D. Keefe 2nd by M. Elfman.

LG – She is taking Nancy Bacher spot who has resigned.

Approved, 5-0.

9.4 Suffolk Construction - Extension of Off Hours Request for North End Zone Construction

Motion to approve the Suffolk Construction Company Off Hours Work Extension Request for the Gillette Stadium North End Zone to continue from 7:00pm - 11:00pm, Monday through Friday, until December 31, 2022 under the conditions set forth by the Foxborough Police Chief and Select Board by D. Keefe 2nd by M. Elfman.

LG – I spoke with the Chief and Building Commissioner and there have been no complaints from anyone about the noise.

Approved, 5-0.

9.5 BOS - Approval of BOS Minutes from 8/16/22, 9/13/22 meeting

Motion to approve the August 16, 2022 Board of Selectmen Meeting Minutes by D. Keefe 2nd by M. Elfman. Approved, 5-0.

Motion to approve the September 13, 2022 Board of Selectmen Meeting Minutes by D. Keefe 2nd by M. Elfman. Approved, 5-0.

10. Adjourn – 8:40pm

Motion to adjourn by D. Keefe 2nd by M. Elfman. Approved, 5-0.