

Tuesday, June 7, 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
Christina Metcalf, Communications Specialist
Katie Lang*, Executive Assistant
*Attended remotely

1. 6:30pm Executive Session

- 1.1 To conduct strategy sessions in preparation of negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations concerning the Town Manager's contract

Motion to conduct strategy sessions in preparation of negotiations with nonunion personnel or contract negotiations concerning the Town Manager and Finance Director contracts and to vote on prior Executive session meeting minutes by D. Keefe 2nd by M. Elfman.

Roll Call Vote: ME – Yes, DK – Yes, LG – Yes, SM – Yes, SF – Yes. Approved 5-0.

- 1.2 To conduct strategy sessions in preparation of negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations concerning the Finance Director's contract

- 1.3 BOS Vote to Approve and Release/Not Release Executive Session Meeting Minutes for 2/1/22, 2/15/22,

3/15/22, 4/4/22, and 4/12/22

2. 7:00pm - Citizen's Input - None

3. 7:05pm BOS - Approve Amended & Updated Contracts for Town Manager William Keegan and Finance Director George Samia

- 3.1 Approve the amended Town Manager Contract to end January 29, 2023

Motion to approve the amended Town Manager Contract to end January 29, 2023 by D. Keefe 2nd by M. Elfman. Approved 5-0.

Motion to approve the amended Addendum Town Manager Contract to end January 30, 2023 by D. Keefe 2nd by M. Elfman. Approved 5-0.

LG – The contract dates were shifted a bit, which is why we voted on the Town Manager contract again.

- 3.2 Approve a 1-year contract extension for Finance Director George Samia for July 1, 2022 through June 30, 2023

Motion to approve a 1 year contract extension for Finance Director George Samia for July 1, 2022 through June 30, 2023 by D. Keefe 2nd by M. Elfman. Approved 5-0.

4. 7:10pm Department Update - Technology Services/I.T. Department- Director Aaron Hyre to give update on Technology Services Department

AH – We consolidated services in FY 2014. Review of the mission and vision statement. We provide services daily to the schools and Town departments. We support instruction with classroom technology, food point of service systems to collect federal funding. We have our own network infrastructure. Our data center provided the SEMRECC hosting with network as they were transferring from Public Safety to High Rock. Our Help Desk

provides support to 700 employees and 2,600-2,800 students on a daily basis. If it plugs in to the wall we most likely support. We designed the technology plan for this new building. We responded to 6,700 support requests which was a 33% increase from FY20 through FY22. We handle everything from quick password requests to adjusting cables and data drops for when offices spaces are reorganized. We provided more remote support during Covid as well as remote support for the Schools. I want to thank the Technology Staff, who worked a lot of long hours during Covid. We implemented a secure login for staff to work remotely. We worked with the DPW on their Water Construction Project, the Burrell School Construction Renovation and assisted with the update of the public facing station office at the Public Safety building. We deployed 3000 laptops. We won the Cyber Aware Community Award from the Executive Office of Technology Services and Security. We participated and got funds for Municipal Cybersecurity Awareness Grant Program in 2021 and 2022 that provides us with training and testing opportunities. This has been one of the most successful programs we have had. We were awarded the Community Compact Cabinet Municipal Fiber Grant of \$139,630 which will extend our fiber network out to some remote water sites. We have a AAA Bond rating by Standard and Poor's and that is in part. We have some capital projects that we will be working on subject to funding.

BK – We had an incident of an unsuccessful infiltration by a foreign country and our response was used as an example of what we should do for other towns with our insurance company.

5. 7:25pm Planning Department - Uptown Parking Plan Update and Survey Results by Director of Land Use and Economic Development Paige Duncan, Town Engineer Lance DelPriore, and Lt. Ken Fitzgerald

PD – We put out a survey to collect comments about Uptown Parking from May 10th to June 1st. I want to review of all the comments as to not to pick and choose anyone's comments in the presentation.

Comments Received - Parking

- Needs to be more handicapped parking spaces Uptown.
- What happens when Shovel Town opens and there is an event at the Orpheum?
- Parking around Common and along Central, School, Mechanic, etc. Streets is fine. The parking lot behind Central St businesses needs attention. It's uneven, poorly lit and could use some serious sprucing up in the way of greenery plantings and lit access walkways between the buildings.
- Less is more when it comes to signs. Simpler is better. Fewer signs/common sense parking rules. No ticketing or towing unless it becomes an issue, except maybe in the case of snow or overnight. Wait and see what the actual issues are when everything is open. Do not want Uptown to become overly urban.
- Is it Veterans Parking lot behind Cindi's Jewelers in downtown? Give every lot a name and make sure businesses let their customers know where parking is available - specify which spots are better for them/closer to the downtown businesses.

PD – It does bring up the issue of parking lot names and confusion.

- Small business owners will suffer when too many events happen at the same time and there is no parking for their customers.

PD – I think that drawing people Uptown to business is a good thing and the parking is a behavior issue to solve as we have plenty of parking.

- Cars not slowing down on Central St to allow people to parallel park (and crossing the double yellow line to get around you if you are trying to parallel park there).
- My concerns come down to SAFETY for drivers and pedestrians, and concerns about perceived lack of effective traffic enforcement within the uptown area.

- How might the town assist/support with insuring equitable access (as needed) on the section of Rockhill Street between Market St. and the Town Common.

PD – We have discussed this and there is a proposal to stripe spaces in that one way area to help designate where you can park. The equity issue will be harder to solve as it is all public parking. The good news is that Bethany Church is willing to talk to the town and others about their parking off Market Street

- Bethany Congregational Church would be open to conversations about possible use by the town of parking lot off of Market Street.

SF – Does Bethany plow their lot?

PD – I assume they do, the Town doesn't.

- Why make changes when it's not needed?
- Uptown parking at Patriot Place- you could ask Kraft to allow free event parking and resident access thru the parkway.
- Do you think the town kind approved too fast regarding sit down dinner/lunch restaurants and we have parking issue.
- Parking Issue - The town okayed apartments over Shovel Town and their is parking problem.
- Install sidewalks uptown so we can safely walk from Chestnut Green to Route 1.
- Schneider Lot- didn't realize how close this lot is because Schneider sounds far away. Rename?

Comments Received – Central St. Parking Lot

- The current parking lot layout is a challenge for large delivery vehicles. More tractor-trailer deliveries recently, tend to block parking and access. It's a tough parking lot for these drivers. Cars get frustrated as well, as they get blocked in during deliveries or the trucks block access to areas of the lot.
- The parking spaces directly behind the FCA building block access to FCA loading dock and TV truck. FCA TV truck needs to be plugged in when parked. When the parking spaces are full, the truck is blocked in. (ADA parking spaces help buffer FCA parking).
- Confusion as to how many ADA parking spaces there are, and if they are compliant (is just paint sufficient?).
- Dumpster Locations - dumpsters partially block access to building, especially when all the parking spaces are full. Need coordinated approach to dumpster locations.

PD – We'd like to talk and see if we can get all the trash dumpsters coordinated

Comments Received - Rotary

- My biggest concern is regarding safety due to speeding cars coming into/out of/through the rotary, which makes it unsafe for pedestrians trying to safely cross the street.
- Cars not properly stopping or yielding (as required) when coming into the rotary, making it very difficult to park or leave parking spaces within the rotary, especially at busy traffic times.
- Leave the angled parking around the Common, return things to the way they used to be, put patrols or traffic cameras for ticketing on the side roads. Hand out blue books or the pages on driving around rotaries and traffic circles to all residents.
- What was the point of all the time and money spent on the various lane splitting at the common's South St entrance? At the end, there seemed to be a fix that worked - but it was all put back the way it was.

PD – There was a comment about the cost, which was grant funded, of the rotary adjustments that Lance can speak to.

LD – The rotary upgrades were grant funded and no money. The lane splitting worked and we went for the lower profile brick for plowing, school busses and tractor trailers. There was discussion at a later date to have a sloped raise more permanent.

LG – Could we get back to having something in the middle of the lane to divide? Can we use the time between now and the winter to keep training people on the lane shifting?

LD – The last minute lane shifting is still happening.

SF – People move to go to the inside lane to go on South Street.

LG – Is that something you can ticket people for?

KF – In theory it could be a marked lane violation. But that could be contested in court. It is a tricky situation to deal with.

ME – I think those cones are great and it seems safer with the cones.

KF – The three E's of traffic is Engineering, Education, and Enforcement.

LD – The Main street update was appropriate and it still takes time to learn the new pattern and create new habits.

SM – Is there is a raised portable delineator that could be installed?

LD – We can look into solutions.

PD – We could put more warning signs and some lines on the ground as well. We can take a look at that and come up with a solution. We got a grant for phase 2 so we don't have to use Town funds.

BK – Have we seen an increase in accidents because of the rotary?

KF – They haven't gone up compared to pre-Covid numbers. There has been no drastic change to the accidents.

PD – We ran a drone during the MRPAC Awards with 215 people in attendance and there is plenty of parking. We may be getting a grant for \$50,000 for the Central Street/Veterans Parking lot. We need to better education and inform. During this time the Town Lot was a quarter full and Schneider used 4 spaces. We need to make a better map and better education for parking. We want to work with the venues as well for parking information. Review of drone photos during the awards.

Based on this event our recommendations are as follows. Add an accessible space on Rockhill and work with Commission on Disability to ensure accessible space for all. Outreach we will create a parking map and brochure for wide distribution. Work with businesses to advertise parking locations. Encourage Shovel Town and MRPAC to actively inform of parking locations. Businesses to encourage employees to park in large lots (added benefit is the lots won't appear as empty/desolate if used).

Schneider Lot

Add directional signs visible from Common area, and from Bird St when traveling from Common. Add flower buckets (solar lights?) and remove brush near entrance to Schneider lot to make more attractive and welcoming. Rename it to something different - Uptown Parking Lot?

Rockhill and Market Street

Parking spaces will be striped on one-way section of Rockhill (in June, weather permitting). The two-way section of Rockhill is too narrow to stripe for parking. Parking limitations would apply to residents. No parking limitations proposed at this time. Town to work with Bethany Church on use of their parking lot.

LG – Can we paint PARKING on the street before?

PD – If you restrict parking on Market you restrict for residents as well. We also want to work with Bethany Church to see what they can provide. We also want to work with Schneider and DPW to make that parking lot more appealing and safe feeling.

LG – Once the area for staging at Bethany is done then maybe there could be something there. There was also a suggestion to have a drop off area in front of the theater.

Central Street Parking Lot

We have learned that we will receive \$50,000 for the Central Street Parking Lot (thank you Senator Feeney and Representative Barrows): *Amendment #103 Business District Improvements to promote a walkable downtown and improved parking in Foxborough.* Work with Disability Commission on locations of accessible spaces. Begin discussing ways to improve layout and function of this lot. Figure out an Official lot name.

LD – We have a \$25,000 grant for 5 flashing lights

Flashing Crossing Lights

DPW received \$25,000 grant for additional Pedestrian Activated Warning devices. Discuss locations.

Overnight/Snow Emergency Parking

Determine where overnight parking is permitted during snow emergency.

Take Out Parking Areas

Will take out parking spaces be permitted? If so, where?

Work with restaurants to ensure they inform delivery drivers where to park.

PD – We need to talk about Snow Emergencies, we aren't there yet. The other issue is take out parking areas that are currently not equitable. Primo's has spots but aren't always used. We don't want to hurt any business and would request that the Board make a policy. There are a lot of nuances to this problem.

Frank Altieri, Shovel Town – I think it's not a parking problem it's an education problem. We want to make sure and broadcast to our customers where parking. We want to be a good neighbor.

ME – Where do you plan on having parking for your employees?

FA – We have them park way in the back and think the TH lot is the best. We do agree that a ride share drop off is ideal. We would like to see something that slow down. I think a raised sidewalk (did that in Easton) could work.

LG – Do you have a say where the pin is for them to pick up?

LD – We want to keep this as public parking and need to have the Board setting the appropriate time for 5 minute parking and the cutoff.

Question from the audience of when 19 Market Street

FA – We are not sure. We have been waiting for National Grid to put the transformer in. We are aiming for a September opening date.

LG – I would hope that business would have their parking would be off street and save the on street parking for others.

SM – I know Gillette has special signs but they can manage that for game day.

PD – If any Board members have any ideas please forward them to me. We are trying to follow the master plan that says Uptown needs the most improvement. We want to bring more people Uptown and parking will be at a premium.

6. 7:45pm Town Manager Evaluation Presentation - Chair Leah Gibson to present an overview of the FY22 Town Manager's Evaluation

LG - The ratings as well as the comments have been compiled from the submissions of all the remaining Board members from that year (Stephanie McGowan, Leah Gibson, Seth Ferguson and Mark Elfman). The evaluation format and rating scale was changed this year to reflect a 1-10 score versus a 1-5 rating of the past year. A rating of 6 represents meeting expectations or “effective”. Next year I have suggested we return to the 1-5 rating with a summary comment section at the end.

The overall score was a 7.6 (or 3.8 on a scale of 5)

Goal 1: Protect and Enhance the Financial Health of the Town

Overall average score for goal 1 = 7.8 Relevant

Constructive/Positive Comments:

- “Coming off of COVID it was critical to start budget strategy discussions early. Those discussions were started early and Bill was able to hold the budget to that strategy. No holds at town meeting was quite impressive. I think it speaks to setting a strategy, sticking to it and educating tax payers in advance.”
- “Bill is strong here, and the financial stability through the pandemic is evidence of this. Bill has helped to provide the financial flexibility that enables smart investment in services and infrastructure. The incremental headcount at the library was a miss; there will be poor return on this investment.”
- “Bill has been bringing forward Capital projects, but we need to take a look at what is a must and what is a need. We were able to get a lot of CIP items funded with the ARPA \$\$”.
- “There is no more of a transparent budget process than the one Mr. Keegan has instituted over the past 6 years. Unlike the advisory committee, all meetings are televised with all appropriate stakeholders present at the meetings. The most telling indication was the recent town meeting last week, not one question was raised about the entire budget proposed at the meeting for approval.”

Goal 2: Promote and Enhance Communication through Community Engagement

Overall average score for goal 2 = 7.4 Relevant

Constructive/Positive Comments:

- “I have heard about the Communication Strategy and feel like we are a ways away from implementing. It's a good idea that needs seems to need more energy to implement effectively.”
- “Bill has enabled his team to bring the story of their departments to light.”
- “Customer service has always been very high on importance for Bill. Constant reminders to staff that the number one reason they have a job is because of the townspeople.”
- “We do a good job on keeping the town website up, but still sometimes hard to navigate.”

Goal 3: Promote and Enhance Business and Smart Economic Development

Overall average score for goal 3 = 7.6 Relevant

Constructive/Positive Comments:

- “I think Bill does a good job with helping to create a healthy business environment. Shovel Town and Schneider are good examples.”
- “... his involvement with the EDC, the tri-town chamber of commerce, his own town managers trade organization keeps Bill apprised of changes that might occur locally or around the state.”

•“Train stuff has been fairly quiet this year. I do not think we really focused much on the silencing of horns. I'd like to see us have a more proactive versus relationship with the rail organizations, some of that may be a bit out of our hands though.”

•“Bill seems to be supportive of these departments and committees to help with the needs of our businesses in town. A recap to the BOS on the Master Plan might be helpful, been around awhile, love to see where we are.”

Goal 4: Promote Modern and Professional Town Operations

Overall average score for goal 4 = 7.6 Relevant

Constructive/Positive Comments:

•“Bill and his staff have done an exceptional job over his tenure as Manager updating the town's policies and procedures. He went from having very spotty policy and procedures (P & P) to a very complete set of manuals for the town. I think this will be one of many legacies Bill will leave the town when he retires.”

•“Bill and Paige tried but the town didn't have an appetite for this one. Sometimes knowing when to listen to the taxpayers and shelf a project is just as a successful ending as implementing a new plan.”

•“Bill has done a fantastic job in his involvement of SEMRECC, a quite impressive facility and operation.” (note SEMRECC is where Bill rated highest)

•“Bill is personable, reasonable and thoughtful. Customer service is a strength. He is exceptionally responsive.”

DK – Going from the 5-point to the 10-point system did that create some kind of bias?

LG – I would like to see us clarify the definitions and the words we used on the old forms and implement it for town-wide reviews.

SM – I like being able to have the option to put 3.5 if it wasn't a 3 but it wasn't a 4.

BK – I don't think this is ready for prime time right now but it will be soon. My evaluation had 26 objectives which took a while to do.

7. 8:10pm Assistant Town Manager's Update - Update on recruitment and new hires

We had 3 new hires, Clifford Pierre will be starting on June 27th, we hired a part time collections coordinator starting June 27th. We are hiring a DPW Laborer Driver and Seasonal Laborer as well as Library

DK – What were the credentials of the PH persons?

MJ – The Food inspector is local and both have experience in municipal government and both are on the public health track.

8. 8:20pm Town Manager's Update

8.1 General update on Town business and operations – We do have the Founder's Day Parade at 10:00am this Saturday.

8.2 SEMRECC Governance Agreement Update – They will meet Thursday night to discuss

CIP met earlier this evening for a several different projects which utilized ARPA money for water meters and dam improvements. The other item was another small police dept. vehicle and a command vehicle for the Fire Department. I will have a recommendation

The Communications Plan is under way.

There were

9. 8:30pm - Selectmen's Update

9.1 New Business - MRPAC Award - Paige Duncan won the Producers Award.

9.2 Old Business - Founder's Day June 11th starting at 10:00am

9.3 Old Business - Town Manager Goals FY23 – First draft of the goals is in Board Docs and would have the Goals to Seth via Christina by the 21st.

ME – Ally did a great job on Memorial Day Parade and Ceremony. It was a lot of fun to be a part of and Stephanie did a great job as well.

SM – It was humbling to be there and listen to all the speeches and be a part of it. LG
– Congratulations to our Seniors who graduated this past Saturday.

10. Action Items

10.1 Veterans' Services - Accept \$700 in donations in memory of Josephine Miller

Motion to accept a \$500 donation from the Law office of Kathleen A. Keaveney, LLC and a \$200 donation from Kathleen McKay and James Heyne to the Veterans' Service Department in memory of Josephine Miller by D. Keefe 2nd by M. Elfman. Approved 5-0.

10.2 Neponset Reservoir Committee - Vote to Disband NRC as the committee is no longer operational

Motion to disband the Neponset Reservoir Committee by D. Keefe 2nd by M. Elfman.

LG – There have been discussions and everyone agrees this is the right move.

Approved 5-0.

10.3 Clean Up Day Committee - Approve change of committee organization from 5 members to a minimum of 3 with no limit on the number of members

Motion to change the membership of the Clean Up Day Committee to a be comprised of a minimum of 3 members with no limit on the number of members on the committee by D. Keefe 2nd by M. Elfman. Approved 5-0.

10.4 BOS - Appointments to Boards and Committees for terms to end 5/31/23, 5/31/24 and 5/31/25

Motion to approve the proposed appointments and reappointments for Boards and Committees for terms to end in 5/31/23, 5/31/24, and 5/31/25 or as otherwise stipulated by D. Keefe 2nd by M. Elfman.

LG – You do need to be sworn in again.

Approved 5-0.

10.5 BOS - Approval of BOS Minutes from 5/10/22 meeting

Motion to approve the May 10th, 2022 Board of Selectmen Meeting Minutes by D. Keefe 2nd by M. Elfman. Approved 5-0.

11. Adjourn – 9:04pm

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