

**Tuesday, September 12, 2023
Select Board Meeting Minutes
Gala Room, Town Hall, 40 South Street
7:00 p.m.**

Members Present:

Mark Elfman, Chair (LG)
Stephanie McGowan, Vice Chair (SM)
Leah Gibson, Clerk (LG)
Seth Ferguson (SF)
Dennis Keefe (DK)

Also Present:

Paige Duncan, Acting Assistant Town Manager (PD)
Christina Metcalf, Communications Specialist (CM)
Mary Beth Bernard, HR Consultant (MB)
Katie Lang*, Executive Assistant (KL)
*Attended Remotely

**All Select Board meetings are recorded and broadcast by Foxboro Cable Access
on Government Channel 22/38 and at FCATv.org/live**

1. 7:00pm - Citizen's Input

2. 7:05pm - Select Board Chair Statement

2.1 Select Board Chair Mark Elfman to read prepared statement on Acting Town Manager appointment process

Mr. Elfman stated that comments were made during the previous Select Board meeting highlighting the need for me to provide a clearer account of the process that led to the selection of Paige Duncan as Acting Assistant Town Manager at that time. On June 14th, the Town Manager was on leave and learned of his intention to resign. It was critical for the town to appoint someone to an acting leadership role in order to ensure continuity for the Town's operations. Our Town Charter has established a Strong Town Manager form of government and as a result the Town must designate an individual to act in the absence of the Town Manager. As Board Chair I put Paige Duncan's name forth to suggest her for the Acting Assistant Town Manager role. After the departure of a former Assistant Town Manager, the former Town Manager Bill Keegan appointed Paige to act in his stead if he was gone on leave. Based on that and my experience working with Paige I believe she was the right person to nominate, during this time the town needed a leader who understands the needs of the town's residents and employees and I believe Paige person is the right person to help us during this transitional time. Paige was appropriately nominated and appointed in a public meeting which was properly posted by I regret that there was no more discussion surrounding her nomination for that acting role. As the chairman I apologize for the lack of further discussion of this matter. Please be assured that my actions were driven by genuine concern for the wellbeing of the Town of Foxborough. As you know the Board was dealing with a complex situation involving our legal counsel, and were bound by open meeting law and employee privacy rights, which we take very seriously. I want to ensure the citizen of Foxborough that we are moving forward with our plans to fill the permanent Town Manager's Position as you will see later in the meeting and will engage in an open, fair and competitive process in order to find the best candidate. I'd also like to mention at this time that, Paige's nomination wasn't suggested lightly as she has a very strong background. She has a master's degree in community planning and completed Leadership Matters Public Sector Consortium leadership development program in Cambridge and Supervisory Leadership Development Program training and is also in the process of taking two other certifications, making her highly qualified to help us over these next few months.

3. 7:10pm Introduction of New Assistant Finance Director

Finance Director Marie Almodovar introduced new Assistant Finance Director Brandon Roberts, previously from the Town of Concord. Mr. Roberts reiterated that he came from Concord where he was working for the past 5½ years working in their Finance Department under the budget and purchasing director. I was responsible for stitching together portions of the budget involving most of the general fund departments as well as working with

some of the enterprise fund managers particularly recreation and water and sewer. The other part of my position was local government procurement, writing documentation and assisting departments procure goods and services. Ms. Almodovar stated that she worked with him for 2 years in Concord and was looking for someone who had a similar skill set and work with our existing finance team. He'll help take the budget process to the next level and we're very excited to have him.

Mr. Keefe asked about his educational background, Mr. Roberts responded that he has a bachelor's in history and an MPA in from Suffolk University. Ms. Duncan reiterated how great an addition to the Finance team.

4. 7:15pm DPW - Strategic Sidewalk Survey Presentation and Bench Policy Proposal

4.1 Strategic Sidewalk Survey Results Review

Town Engineer Lance DelPriore, Public Health Director Matthew Brennan and Fire Captain Andrew Puntini worked on a project and did a survey to help create a strategic plan for sidewalks. Coming off Town Meeting and the topic of sidewalks, the survey that went out talks about what should be done for sidewalk and we received about 300 responses. One of the things we hit first off in looking at how to do we take care of the sidewalks and the budget limitations. We do have Chapter 90 funds but that is not enough to maintained paved surfaces let alone adding in sidewalks. Meals tax was going to roads and OPEB and now it's going mostly towards OPEB. In 2021, the financial policy indicated the Town would target funding of at least \$1 million to for pavement management. Looking at our repair backlog, we have 94 miles of paved roadways that would cost \$6 million if we did everything right now. We have 72 miles of sidewalks in town and based on the backlog we have \$7 million of work if we did everything.

Mr. Ferguson asked how many miles of sidewalks have not been used in decades that we could dig them up, plant grass and be done with it. Mr. Gallagher responded there are a lot of sidewalk miles that exist. We will be looking and talking with different neighborhoods to take out a sidewalk, which would take some of the sidewalks off the books, this will help with flooding and keeping the water in the ground.

Mr. Gallagher reviewed the survey responses with the Select Board. Mr. Keefe asked about tree trimming. Mr. Gallagher responded that has been discussed with the tree and park supervisor to make sure those trees that are blocking public way or are town property to trim those trees.

Mr. Gallagher reviewed different funding mechanisms for sidewalks, including Safe Routes to School grant. There are other resources as well and this falls on the schools to increase walking and biking to school to show that the need is there for funding. There is the Complete Streets Program. The Community Preservation Act is something the town would have to act but can only be used for things like trails, public recreation and open space.

The next steps would have the Select Board consider dedicated funding for sidewalks. It is up to the Board at this point and time and for the DPW to bring it forward in the budget process. Do we want to build it into the budget or go out to bond. If it's a bond, then it needs to go to town meeting and a ballot vote. We could slowly increase the annual budget and add a line for roadway management and maintenance.

Ms. Gibson said that this discussion kicks it off and would be happy to see more responses and figure out what we want versus what we want to pay for.

Ms. McGowan asked what year we are done with the OPEB, is it 2032?

Ms. Almodovar stated we are contributing \$1.64 each year to OPEB, and once your liability is fully funded you'll still have an ongoing cost but nowhere near the million. It depends on the staffing and retirees at that time. Once we fully fund the pension liability, about \$6 million a year, that number will drop drastically. The intent is to shift and pay down the OPEB faster. We could do a 10-year bond issuance for the roads. Once you have paid of the bond and the pension and OPEB will be fully fund and have millions of dollars to play with. Something we will be exploring is adding funding to the budget as this is an ongoing yearly cost. We should look at 10-year bond issuance

Mr. Elfman asked when she would want to a presentation? Ms. Almodovar responded that we could do this at the Summit and could come with numbers for average tax payer bond issuance. For a debt exclusion it would have to go to the ballot and town meeting. If it was at Annual Town Meeting it could go out to bond in fall 2024.

Ms. McGowan asked if it would be 10 years before seeing meals tax money go to roads and sidewalks?

Ms. Almodovar responded that the actuarial firm is working on the FY2023 OPEB evaluation. This will reflect the catch up payments. The pension is looking that it would be fully funding in 2029.

Nancy Morrison (NM) asked what about getting a new sidewalk for South Grove street? We are a main throughway for Rhode Island and stadium traffic. Who do you have to know to get a sidewalk study done? Mr. Gallagher responded that it comes down funding. Mrs. Morrison responded that has been said for 50 years. Police did a study and we have speeding of 11% the average is 4%. Speed and volume is an issue. We've also had a berm broken that cannot get fixed. Mr. Elfman said ultimately if we push this bond issuance through could be the answer to this.

Mrs. Morrison said I would like to see a new sidewalk before repairing old sidewalks. Mr. Keefe asked is there a way to prioritize the needs for sidewalk, are there areas of priority that have safety issues or high walkability?

Mr. Gallagher responded that some of this comes with the ADA transition plan that we've done and with the heat zone mapping. The highest concentration of foot traffic is focused from the Taylor School up South Street, through the Common past the YMCA up to the Ahern.

Mrs. Morrison reiterated that it doesn't seem fair that broken sidewalks are repaired before installing new ones.

DPW Project Updates

On Mechanic Streets going to Sharon/Sharon Gallery. There will be all new signals from off ramps of 95 as well as Shaw's and Sharon Gallery and Gavin's pond. The expectation is the Sharon gallery project will drive significant traffic and without signals it would be problematic. This is a Mass DOT project and would assume being paid or by the Sharon Gallery project but I am not certain of the funding source.

East and Cocasset Street is in process and relaying the curbing. The rain is delaying but hoping by the end of the month to have that intersection done.

South Street Raw Water Main is now on South Street and will be down to one lane of traffic between 7:00-3:00pm. PJ Hayes has the contract and it will run for 12-18 months. We are working to make sure we have police details which is difficult as ever source is doing work and working with the Police and make sure what we have the safety factor. There is a gas main project around the Linda/Walter/Web/Connie/Carmine neighborhood.

Ms. McGowan asked is one of those lights pulling out Sharon woods? [Yes]. Will there be any police details during games? Mr. Gallagher said there is nothing at Oak and Mechanic intersection, and we'd look at it when the time comes.

4.2 Proposed Town Bench Policy Review

Ms. Duncan stated that there is bench policy in the packets. We have had some people who want to donate benches and we don't have a mechanism to handle these requests. This also brought to light that the benches on the Common are in rough shape. The question was how do we go about replacing the benches on the Common. We did research and put together a policy for your review and input. This process would outline the standards and procedures as well as maintenance and replacement. We will be handling this in two ways, handling the Common and then the Town Manager will handle anything else in Town. We have standard benches that would be used for each space. The application would go to the DPW and all departments that are involved would be consulted. In other community's plaques on benches would be 10 years and then can be renewed or a new plaque could be put. We will have some discretionary issues with the plaques and would like the Board's input on these situations.

Ms. McGowan suggested creating criteria for certain benches like the schools do with name school fields. Mr. Elfman said that we are here and it's the Board policy and decision to make. Mr. Keefe asked about the cost to which Ms. Duncan replied it was addressed in the policy but some communities have 2 plaques on a bench which could split the cost and something for the Board to consider. DPW Director Chris Gallagher discussed the types of benches for each space, the Common, Uptown and Recreation.

Ms. Gibson suggested that the policy clarify that it does not apply to school properties and the Schools should create a policy like this and under Section E the policy is reviewed annually or as needed by the Select Board and Town Manager. Also memorial trees should be considered and we have one that is missing off the common and maybe we can add to or build off of this policy for memorial trees. Mr. Ferguson suggested that we have certain benches/squares/trees, that are permanent because the Town wants their memory to live on, so there would be permanent and short term policies for benches and trees.

4.3 Presentation on Assistant DPW Director Position

We are looking to make a structural change in the organization. I would like to create an Assistant DPW Director role that would be combined and be a promotion for our current Town Engineer. Other departments have an assistant director or chief. This would help to have a second in command that has day to day operational duties and will still function as the Town Engineer and would allow me to focus more on strategic planning for the department and town. We did meet with the Personnel Board. We've grown from 37 to 44 positions, outside of school department we are the biggest department in Town. We have annual budget of over \$9 million. Looking at short-term infrastructure project is about \$40 million, this includes state, federal, ARPA, SRF and enterprise water and sewer funding. The grants have cumbersome paper works. One of the short term needs is to focus on the paper work to make sure we are reimbursed.

Combining with an existing position the only cost is the change in salary it is not an addition. We are not looking at more than \$14,000. this is split between water, sewer enterprise and general fund. This is something we would add into future budgets to fund. We have funding available right now. We just hired 5 new people in the DPW, going through the first few months of the fiscal year we have salary savings. It was discussed with the water and sewer commissioners and they are supportive of this use of their funding. The span of control the DPW Director is too much to handle alone. Really trying to make that position what it should be which is an Assistant Director with Town Engineer responsibilities. I'm the OSHA representative for the entire town not just the DPW, and I have not been able to focus on with the current workload. It is important for the DPW to make this change and looking to follow the same steps as other departments who have made personnel changes.

Ms. Duncan stated this is my decision and want to make that clear, but I am Acting and I wanted to make sure this Board and the public was aware of it, but you do have the right to veto it. We were able to get this out of the union. I'm doing this while I'm the acting Town manager because we have \$40 million in grants and the paperwork and procurement is overwhelming. When we talked about the reorganization and this is how we can support the DPW and Chris and retention is so important. We want to make sure we don't lose anyone with burnout as other towns have had DPW vacancies for months.

Ms. McGowan asked if the bottom line is to move from a step and grade and then move to non-union is an annual cost of \$14,000? Ms. Bernard responded that this year it would be absorbed to the budget. Next years it would have be budgeted for. Mr. Ferguson asked what the incremental cost would be? Mr. Gallagher stated the annual cost if done July 1 would be \$14,000.

Ms. Bernard said the town will lose money and time if you don't promote as the town engineer is well sought after. Most towns are promoting of within and there are not a lot of people with professional engineer. The cost of burning out a director and being

Ms. Gibson asked if we would have to approve the non-managerial pay plan to add that position on there?

Ms. Bernard responded that the current pay plan that was approved it would fit in with that. To comment on the job description, it encompasses the work and certainly warrants the placement.

Ms. McGowan if Lance were to leave, we would replace him as the Assistant Director and Town Engineer. [Yes]. Mr. Gallagher stated his salary would be split and now that he's taking on more DPW it would change the split. Ms. Gibson stated until you work with Chris on a project, there is a lot that goes into these projects and the paperwork.

5. 7:45pm - Special Town Meeting Warrant

5.1 Select Board to open the October 16, 2023 Special Town Meeting (STM) Warrant

Ms. Duncan stated that we were not planning on having a STM but Bill Yukna as the Permanent Municipal and School Building Committee Chair kept an eye on the DPW Building. Funding was already passed to forward the design of the expansion but the garage is in rough shape and needs some updates. If we fix the roof and other issues, then do the expansion separately it will be more cost effective. It was estimate that there would be \$150,000 in savings. Bill Yukna stated there was a concern that the facility, boiler and roof, would not make it through the winter. With Free cash not being certified we decided to have the STM in October. If the garage fails, Foxborough is in trouble. Bill Yukna pushed for this. Marc Craig also had an item to add as well so it wouldn't be just a one article warrant. Mr. Gallagher said previously what was done with the design function, there is leftover funds from the Burrell School Project and because it was issued through a bond, it can only be reallocated at a town meeting to another building project. There is \$400-\$500,000 that his comfortable releasing for this project. As the town we are able to act as the general contractor and reduce the overhead. Looking at the boiler, it is beyond it's useful life, parts if they can be obtained are expensive, we will get a high efficient boiler and run it through the Mass Save program.

Ms. Duncan reviewed the second article for the Special Town Meeting warrant which is a revolving fund article for the Council on Aging. This would allow them to pay some of their part-time workers out of their revolving account which is not the way it is currently structured.

Marc Craig it's basically adjusting the revolving account to what the recreation revolving account. The biggest complaint about the senior center is limited hours. Seniors are working later into their 60s and 70 and would love to be open on Saturday mornings or Friday afternoons but we can't do that without adjusting existing budgets. I would love to use some exiting money coming in from programs to pay for staff to have the building open and to run subcontractor type programs like we do now.

Motion to open the October 16, 2023 Special Town Meeting Warrant by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

6. 7:55pm Change of Manager - Fat Tuesday at 26 Patriot Place Atty. Thomas Miller and Vincent Schofield

6.1 Review and Approve a Change of Manager for 190 Octane Patriot Place d/b/a Fat Tuesday from Dennis Lathom Brewer to Vincent George Schofield

Attorney Tom Miller stated that he is representing Fat Tuesday for a Change of Manager for the Foxborough location and with me tonight is Vincent Schofield the proposed manager of record. Dennis Brewer the former manager and has been offered another opportunity internally which is why we are her tonight. Vincent has been with Fat Tuesday since January. There will be no change in the way Fat Tuesday is run. He has 30 years in the restaurant industry, 15 years in restaurant management and is TIPS certified, familiar with all local and ABCC regulations and will be reaching out to Fox Cares as well. He is here and happy to answer any questions.

Motion to approve the change of manager application for 90 Octane Patriot Place d/b/a Fat Tuesday from Dennis Lathom Brewer to Vincent George Schofield by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

7. 8:00pm Open Meeting Law (OML) Complaint Response

7.1 Addressing Open Meeting Law Complaint pertaining to August 16, 2023 Select Board meeting

Mr. Elfman stated that we had a OML complaint a few weeks ago and passed that through the Town Attorney. He will be writing a letter back to the complainant. It was not the intent to appoint Ms. Duncan from her role as Acting Assistant Town Manager to Acting Town Manager without a discussion by the Select Board in open session. The complainant has a problem with Ms. Duncan's name not on the agenda. Her name was not on the agenda in case there were other considerations of candidates brought forth by the select board. The other issue was that we abbreviated GFOA, which stands for Government Finance Officers Association. We will be performing a thorough review of agendas going forward to ensure we don't have any acronyms on agendas going forward. This will be put in a letter to the complainant.

8. 8:05pm Town Manager Search

8.1 Town Manager Search Process Review and After Action Report (Post Mortem)

Mr. Elfman stated that we did a Post Mortem Survey of the Town Manager Search Process and that Christina took in those answers and sent them to the Board and will review the responses now.

Ms. Metcalf stated that the goal of this survey was to learn from the Select Board, Town Manager Search Screening Committee and Town Staff on what worked well, what didn't, lessons learned and what to change or improve for this search. The consensus was that the search was well planned, structured and executed, the position statement was clear, the survey for community input was well received and the variety of experience of final candidates that were presented to the Board for final interviews. Survey responses for what didn't work well were that the reference checks should have been more informal and unsolicited feedback gathered, there was a perception of candidate bias, the staff were not involved in the process and the screening committee was not diverse enough. Suggestions for what could be done for this search included consider unsolicited personal references and a more in-depth background checks, involve and get staff perspective on candidates, and change or adjust the search facilitator. Other lessons learned to be considered for this search would be a more holistic approach to selecting the best candidate, do not rush the vote (not having the vote the same night as the interviews) and improve and expand the reference check. Specific skills and experience that the next Town Manager should have are cultural fit, leadership skills, communication skills, municipal management experience, someone who is facilitator and can delegate and has a strong working knowledge of town wide operations and responsibilities. Survey respondents said the key characteristics for the next town manager should have were collaborative leadership, can honor traditions while still improving the community and they are able to set a vision for the town. Several questions respondents proposed for the Town Manager interviews were shown. A question was asked about the proposed timeline with a decision for the town manager process to be concluded in late January/early February 2024 to which all but one respondent agreed that it was a reasonable timeline or could be faster, one respondent wanted to start the search at a later time. The timeline would be impacted by several factors, depending on if the Board would like to have Bernie Lynch and his team come back to assist with this search, a revised position statement and if and how to involve the community. Final additional comments on the search were that it would be essential to have a legal or HR person assist during the process, to start the hiring process immediately and if town manager experience would be considered during this search process.

8.2 Discuss offer of assistance with Town Manager Search from Bernie Lynch of Community Paradigm Associates

Mr. Elfman stated that Bernie Lynch did speak with him and was willing to facilitate this search process for us at no fee and the only cost would be to post on two sites job site. He would take on whatever role the Select Board would want him to do.

Mr. Keefe stated that after looking at the raw survey data that there were concerns and he wouldn't want Mr. Lynch to come back. Ms. McGowan stated she would want Mr. Lynch to come back. Ms. Gibson also said she would say yes as I had a positive experience, I don't you can think you fault anyone in the process as it wasn't a good fit.

Mr. Elfman stated that we would potential have our Labor Counsel do the background checks while Mr. Lynch would help us through the rest of the process. Ms. Gibson said that there is a lot of administrative work and he would be able to do that for the Board during the search and was great at shepherding us through the process. Mr. Keefe the two areas of concern were the reference checks were deficient in not teasing out the issues with fit. The good news and bad news is he is very well connected. If someone is handling the reference checking I would be comfortable. Ms. McGowan said she was surprised reading the comments but I don't think he pushed anyone to the top.

Ms. Duncan said we had 2 interviews for our HR Director and with one more tomorrow and both are interested in the Interim and permanent HR Director position.

Mary Beth Bernard stated we had 16 applicants, 13 came from our website, 2 from a consulting firm and 1 from an HR website. Of the 16 candidates, 6 had municipal experience which was a priority within this candidate profile. I'd also like to give comments on the process and based on feedback think about the lessons learned, I would look at the screening committee, have a Select Board member. When Ed O'Leary retired we didn't have anyone ready and hired Bill Baker who was someone seasoned and then we hired the people he mentored. You could also consider an assessment center run in the final interview. You could also visit their worksite and see what people have to say about a candidate.

8.3 Review next steps for Search Process including but not limited to finalizing timeline, search facilitator and screening committee

Mr. Ferguson stated that having strong candidates for the HR Director position makes me feel comfortable with the timelines as we need someone in HR to help with this process but also to ensure the departments aren't running their own HR departments and that we can get HR processes and systems in place.

Ms. Gibson stated that if the Board agreed that Bernie Lynch would help us with this search he could fine tune the timeline and present that to the Board and a next meeting. And that it would be good to have the screening committee help with the position statement. Mr. Elfman stated that we would put out an application for a new screening committee and figure out who to choose.

Motion to move forward with engaging Bernie Lynch of Community Paradigm Associate again by L. Gibson, 2nd by S. Ferguson. Approved, 5-0.

Ms. Gibson said for the next meeting we could firm up the timeline, talk about the screening committee, and the profile. Mr. Elfman asked if we should send out the notice for the screening committee? Ms. Bernard said to ask Bernie what he thinks and cautioned to have people on the committee who understand the operations and impacts the staff.

9. 8:20pm Family Medical Leave Act (FMLA) Policy - Review and possible vote on FMLA Policy

Ms. Bernard stated the Town's process for FMLA has been inconsistent. We aren't designating as we should and it is confusing for employees to request and is confusing for the administrator. I've done personnel policy books and ran this by the Personnel board. If an employee goes out on FMLA, they receive a form. This policy walks them through the FMLA process. FMLA is adopted by the town, is a rolling calendar year and you require them to use accrued paid time. This will help streamline the process and be user friendly for the staff.

Ms. Gibson suggested some language clarification and asked if we needed to think about anything from the school side? Ms. Bernard responded that the schools follow the FMLA and may offer something more generous through their collective bargaining. We have to offer what the federal government considers job protected leave which this policy encompasses.

10. 8:30pm Acting Town Manager's Update

10.1 Migrant Families Housing Update – On 8/22 we first call received from Governor's Office informing us they were renting out 93 rooms at a local hotel. This is under Right to Shelter law has been in effect since 1983 (under

Dukakis) We had our first team meeting held next day, 8/23 which includes myself Chief Kelleher, Tom Kenvin, Mike Grace, Rich Noonan, Dr. Berdos, Bill Yukna, Jen Rosenberg, Matt Brennan, Marc Craig, Pam McGuire, Christina LaRose, Scott Shippey, Senator Feeney, Rep Barrows, GATRA representative, and Christina Metcalf. Marc quickly mobilized a Health and Human Services Migrant Support team including Discretionary Fund, Food Pantry, YMCA, Bethany Chapel (because they house Food Pantry) Town Departments

As of 9/11, there 29 families and staying in the hotel, 103 people. We expect more at end of month. There are 28 school-aged children started school yesterday, 9/11. School Department has done amazing work on behalf of the new children and current students. Dr. Berdos herself has been involved, as has Bill Yukna. Nurse Leader, Jennifer Rosenberg has also been involved. Working closely with Tom Kenvin, Executive EMS Officer/Public Health Nurse. The State has reported they are here legally and at least 3 families are homeless from Massachusetts. At noon tomorrow, National Guard will deploy 2 personnel to hotel to serve as onsite care coordinators. They will handle coordination of services such as food, basic needs, transportation and medical care as the state works to find a more permanent staffing solution. They will not be in tanks. The guard will also work with newly created regional rapid response teams. The teams will be staffed by state employees and will oversee sites in a specific geographic region to better coordinate services. The teams will also prepare sites for opening, arrange connections to public benefits, and work with municipal and legislative officials. We have applied for Blue Cross Blue Shield grant for translation services.

North End Zone - Successful opening on 9/10. Tom Brady Day. June 12, 2024 stadium event to induct TB into Hall of Fame.

Per our request, town was notified about Zach Bryan ticket sales before they were advertised. Doc and I both received texts, and Katie received data sheet.

We are working with the Kraft Group (TKG) on outdoor dining plan for Patriot Place. Held a great meeting with TKG leadership and our team two weeks ago.

In response to the complaints on lighting, from TKG: The lights you noticed this week are a result of widespread and full power testing of Gillette Stadium's new videoboard. The duration, color, wattage and frequent changing of these lights are a part of a robust testing process related to this new installation. You may notice some additional testing throughout the month of September as we ensure the continuity and full functionality of the board. Outside of this testing period, the videoboard will continue to operate at its regular capacity as it has during all stadium events dating back to the unveiling of the board on August 4. We appreciate your patience and understanding as we prepare to welcome fans to a newly renovated Gillette Stadium this season.

Since this update, as of yesterday, TKG has fielded only three new inquiries across all our social media platforms, admin receptionist, Foxboro Residents inbox and our general customer service portal. Two of the three were resolved with our response and ironically the third note was a compliment on the overall renovation including the new lighthouse. All indications are that residents are satisfied with the explanation and response. We will keep you posted if we see any significant uptick in communication.

MBTA Communities – As mentioned previously, we received a grant for consultant services to assist Foxborough in determining compliance with MBTA communities' requirement. Will have to bring zoning to town meeting in May 2024. Deadline to remain in compliance is December 2024. We have tentative schedule for next steps.

Licensing/Permitting Software – Town Manager's Office and Health Department are on track to launch a new licensing system (PermitEyes) by October 1st. This will make three departments as Building transitioned to the software in the Spring. Permit Eyes makes the overall process for the client applying easier as the platform is more user friendly and transitioning to this software also makes for a smoother process internally, as departments will be "connected." This was all made possible due to grant funding. No town dollars were required. We look to onboard other departments such as Planning and Fire sometime in FY24 as well. Financial Summit will be the first week of

December. Working on filing an ADA grant for a Self-Evaluation and Transition Plan for all town properties that is due Friday

The Library is conducting interviews for their Department Administrator. There is still 1 open position for a water technician. DPW has received 2 applications for water tech and will be interviewing next week. Down from 5 openings. The DPW Account coordinator was hired yesterday. In past week I've conducted 7 performance reviews with one more tomorrow. Watching Hurricane Lee for possible wind effects on Saturday. It's still early but residents should keep their eyes on the forecast.

Due to weather, Crustaceans on the common, originally scheduled for tomorrow the 13th, has been postponed to next Wednesday September 20 same time 4:30pm-5:30pm

10.2 Block Party was held 9/3, 3:00-7:00pm on Pine Acres Road; POW/MIA Vigil on the Common, 9/15-9/16, 4:00pm-4:00pm; FHS Field Hockey Car Wash at Town Hall, 9/17, 8:00a-2:00p; FHS Boys Soccer Car Wash, 9/23, 10:00pm-2:00pm

11. 8:40pm - Selectmen's Update

11.1 New Business - Zach Bryan Concert announced for 2024

11.2 Old Business - Clean Up Foxborough Day moved to May 11, 2024

12. Action Items

12.1 Change of Officers Application - Red Robin International, Inc. at 201 Patriot Place - Approve change of President and Treasurer from Lynn Schweinfurth to Joshua T. Wilson and Vice President and Secretary Michael L. Kaplan to Sarah A. Mussetter

Motion to approve the change of officers from President and Treasurer from Lynn Schweinfurth to Joshua T. Wilson and Vice President and Secretary Michael L. Kaplan to Sarah A. Mussetter for Red Robin International Inc. at 201 Patriot Place by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

12.2 Use of Public Way Application - Knights of Columbus Annual Tootsie Roll Drive, 9/30 from 8:00am-1:00pm on the corners of the Common

Motion to approve the Use of Public Way Application for the Knights of Columbus Annual Tootsie Roll Drive on September 30, from 8:00am-1:00pm on the corners of the Common by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

12.3 Zoning Board of Appeals - Appoint Associate member Eric Hogberg for a term to end 5/31/24

Motion to appoint Eric Hogberg to the Zoning Board of Appeals as an Associate Member for a term to end May 31, 2024 by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

12.4 Stadium Advisory Committee Appointment - Appoint Tom Rossbach to the Stadium Advisory Committee for a term to end 5/31/24

Motion to appoint Tom Rossbach to the Stadium Advisory Committee for a term to end 5/31/24 by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

12.5 Extended Hours Request - Renaissance Hotel and Hilton Garden Inn at 26 Patriot Place and Wormtown Brewery LLC at 250 Patriot Place to open and serve alcohol at starting at 10:00am on 10/8, 10/22, 11/5 and 12/3

Motion to approve the extended hours request for the Renaissance Hotel and Hilton Garden Inn at 26 Patriot Place and Wormtown Brewery LLC at 250 Patriot Place to open and serve alcohol at starting at 10:00am on October 8 and 22, November 5 and December 3, 2023 by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

12.6 Extended Hours Request - Jake N Joes at 25 Foxborough Boulevard to open and serve alcohol starting at 10:00am for the remaining Sundays in 2023 beginning 9/17/23

Motion to approve the extended hours request for Jake N Joes at 25 Foxborough Boulevard to open and serve alcohol starting at 11:00am for the remaining Sundays in 2023 beginning 9/17/23 by L. Gibson 2nd by S. Ferguson.

Discussion: Ms. McGowan asked why it was opening Sundays, Ms. Lang responded this is coming from the Jake N Joes corporate office.

Approved, 5-0.

12.7 Select Board - Approval of 6/28/23 and 8/16/23 Select Board Meeting Minutes

Motion to approve the June 28, 2023 Select Board Minutes by L. Gibson 2nd by S. Ferguson.
Approved, 5-0.

Motion to approve the August 16, 2023 Select Board Minutes by L. Gibson 2nd by S. Ferguson.

Discussion: Ms. Gibson said that Mr. Keefe initials needed to be updated on the minutes.

Approved, 5-0.

13. Adjourn – 10:01pm

Motion to adjourn by L. Gibson 2nd by S. Ferguson. Approved, 5-0.

Agenda Documents:

Statement from Chair Mark Elfman

Sidewalk Strategic Plan Update

Bench Policy and attachments

Personnel Board memo on proposed Assistant DPW Director position

10/16/23 Special Town Meeting Warrant Draft

Fat Tuesday Change of Manager application

Draft FMLA Policy

MBTA Communities kickoff meeting presentation

Red Robin Change of Officers application

Knights of Columbus Use of Public Way Application

Request for Committee Appointment form from Eric Hogberg for ZBA

Request for Committee Appointment form Tom Rossbach for SAC and George Bell Appointment letter

Extend Hours requests from Wormtown Brewery, Renaissance and Jake N Joes

Draft Select Board Minutes from 6.28.23 and 8.16.23