

TOWN OF FOXBOROUGH

ADVISORY COMMITTEE

MINUTES

January 17<sup>th</sup>, 2018

**Committee Members Present: Bernard Dumont, Thom Freeman, Seth Ferguson, Jennifer Frank-Bonnet, Sue Dring, Michelle Raymond, Sean McCarthy, Sharon Weiskerger, Larry Ooi, Stephanie McGowan, Robert Canfield, Brent Ruter.**

**Members Absent: None.**

**Others Present: Michael Johns, Randy Scollins, Vicki Lowe, Deb Giardino, Manny Leite, Kevin Penders, Pauline Zajdel, Dan Sullivan, Maureen Cardelli, Susan Kagen, Paul Mullins, Renee Tocci, Heather Harding, Bill Keegan, Mary Beth Bernard, Lisa Sinkus, Virginia Coppola, Chris Mitchell.**

**The meeting was brought to order at 7:10 PM by Bernard Dumont.**

**7:12 PM 510/520 The Board of Health/Health Agencies presented its budget to the Advisory Committee (ADCOM).** The Board of Health (BOH) Agent Pauline Zajdel presented on the state of healthcare within the community and that the BOH was asking for a level services budget. Pauline and the public health nurse Maureen Cardarelli stated that the BOH seeks to maintain public health and awareness through education and proactive management. Maureen explained the services the Public Health Nurse Position provides, such as clinics and seminars, while Pauline stated the BOH inspects numerous properties per year, multiple times a year, and fines when a violation has occurred in addition to licensing. Paul Mullins (BOH Clerk) and Pauline addressed Foxborough's inclusion in the MRC and emergency preparedness. Dan Sullivan, Vice President of the Ark of South Norfolk presented on the support and services they offer to the community and that they were asking for level services as they have done for the last ten years.

Paul Mullins stated that the BOH is incredibly proactive with its programs by keeping in mind the effect on the end user. Michelle remarked that the nuances to the BOH's mission were immense. Pauline gave an example of how body art licensing was diverse, and that different septic systems were evaluated on extensive criteria and that in turn septic removal services were also inspected to make sure they were up to code.

Bernard asked what the top figures on the BOH report represented, to which Pauline responded the numbers stood for the quantity of permits issued and dollar value brought in from fines permits. Sue asked about the salary and wage increases. Randy stated that number reported in the budget is the impact of the contract settlement (Steel Workers Union) retro increases and that next year will fall into a normal range. The purpose for the methodology of this style of reporting, Randy stated, was that the town payroll system doesn't parse through multiple years and as such gets charged to the new fiscal year. In response to this the Administration is looking at a new way of handling payroll. Bernard asked what the big increase in salary was from FY17. Pauline stated that the Sanitarian went from part time to full time. Thom drew attention to the amount of work through fees justifies the increase in the department. Bernard remarked that this presentation displayed the value added.

**7:40 PM 541 Council on Aging & Human Services budget presentation.** Director Vicki Lowe presented on the budgetary requests for FY19 for the Council on Aging (COA) and an overview of the services it provides. Vicki explained the three primary services the COA provided were the Senior Center, Human Services Office, and Transportation. The Senior Center acts as a social lifeline for many individuals of the elderly population, providing them with programs to enrich their lives from interest areas to healthy lifestyle management. The Human Services Office provides case management, outreach and support, application assistance and social workers to aid individuals with public assistance. Lastly, Vicki stated that the COA provides two transportation services for the local area. Director Lowe reported that all of these services were provided from less than 1% of the overall town budget. Vicki stated that the biggest challenge facing the COA is the approaching "Silver Tsunami" or the "baby-boomer" generation turning over to retirement age and aging out. Director Lowe encouraged that the community must adapt to the impending need as projections cited a population of 30% or more with an average age of 60 and over. Vicki explained her staffing is on par with her needs thus far and had no staff requests, but did have a minimal increase request for the COA operational budget to increase programs.

Bernard inquired what/and if the taxpayers contribute to these programs as the COA utilizes grant funding for projects, to which Vicki stated that it depends on the need, giving the example that in most situations requiring catering residents contributed, but most other programs they did not. Seth and Randy discussed the shift in use of grant monies. Seth suggested quantifiable data to help future quests and Sean followed up by asking on data collection methods. Vicki went into detail on COA tracking and "Myseniorcenter" software. Sue inquired into the staffing budget and how many people that line represented. Vicki stated that the other staff line represented two full time licensed social workers and one office support. Sue followed up by asking about the increase, to which Randy and Vicki stated that there was a shift of grant monies to provide more transportation, through the addition of a new driver, and that the other staff line now shows the full cost of the staff without the grant assistance.

**8:25 PM 610 Library Department budget presentation.** Library Director Manny Leite along with the Chair of Library Trustees, Kevin Penders, presented on the budget for the library. Kevin and Manny reported that it was a level service request with no new hires. Manny presented on statistics regarding operations and discussed his role on enticing people of all ages and backgrounds to utilize the facility. Manny stated that the library was deploying increased streaming services and initiatives to make the library the social hub for the community. Bernard inquired into the \$5,000 increase in the budget. Kevin stated that this was to cover the increase of hours. Manny reported that one of the challenges the library is currently facing is the population loss of young adult patrons of middle to high school ages. Kevin stated that the library coordinates with the school system for best results possible, but in the future the system will need a young adult librarian to meet its needs and draw that population to the library through specialized programming. Sean stated that the library has strong exterior support from the Friends of the Library which makes for an effective relationship financially. Bernard inquired to the general upkeep of the facility in regards to maintenance and electricity costs, to which Randy reported that all of these fall under the general maintenance department line.

**8:41 PM 543 Veterans Services budget presentation.** Director Michael Johns presented on the Veteran Services budget. Director Johns reported that the department serves as case managers and as reintegration resource specialists working with veterans and their dependents for diverse needs. The department operates through three levels of government in order to decrease homelessness, suicide and unemployment. Mike reported on the current case load and financial impact to the town, and that the budget request was level service with an increase of \$6600 for local events/special events due to the focused attention on delivering high quality events. Rob inquired as to the challenges the department faces and if the department had future requests or anticipated needs. Mike discussed that, while currently the department is optimal for providing service, the increasing number of individuals who have undergone multiple deployments in imminent danger areas will lead to a greater level of service to assist those individuals transition into civilian life. Sean inquired if the department had an organization similar to the Friends of Library. Mike stated that the department coordinates with the Veterans Services Advisory Committee (VSAC), who help with outreach and events, however they are not used for fundraising. Mike explained that the Global War on Terror Memorial Committee assists with fundraising but it is for a specific need. Jennifer inquired into homelessness in Foxborough, to which Mike responded that at any given time Foxborough is “near homelessness” as the department attempts to proactively prevent homelessness through temporary housing assistance.

**9:12 PM 630 Recreation Department budget presentation.** Director Deb Giardino presented on the status of the Recreation Department (RECD) along with Renee Tocci, Recreation Coordinator, and Chair of the Recreation Board Heather Harding. Deb reported that expenses were down and that all costs covered by monies generated by programs (except for the director's salary). Deb reported that their own Friends of Foxborough Recreation group started this past year. Sean made a recommendation to bring basic reports and figures, but reported the department provided all the information required in a detailed way in a previous liaison meeting. Sean stated that the department's expenses are submitted to town finance and their payment is distributed from there. Randy stated that all financial transactions posted to the town are shown on the town ledgers. Sean explained that the RECD is pulling double duty by generating programs and handling its own finances.

Bernard inquired in to the overall financial operations of the RECD. Heather broke down revenue and expenses. Thom asked if there was any move to load previous financial data into a matrix for reporting. Sean responded that was unlikely. Rob asked for the total income from the summer camp. Heather reported that more than half of the revenue generated for the department comes from the summer camp programs. Seth asked if this is in the town report. Randy stated that it is included in the rest of the revolving accounts information. Bill Keegan stated that programs pay for themselves and park maintenance costs while the town pays for facilities and those associated costs. Deb reported the RECD pays for the upkeep of many parks located throughout the town. Thom inquired if anything was coming from the CIP on the horizon. Heather and Deb reported on all of the update and facelift projects between Payson and Mill St. Heather stated that the RECD has no intentions to go to CIP at this time. Stephanie gave a breakdown of the Friends Group and some examples of how they plan to raise money. Jennifer stated that the improvements to the parks are welcome and inquired as to what the typical turnaround time for portable lavatories was. Deb reported that each sport per season manages the lavatories and that by the end of the seasons those lavatories are replaced.

**9:36 PM CIP and Stabilization: Review of proposed changes.** Bernard stated that this discussion topic was for the education of the ADCOM members. Sean stated that he has spoken with members of the Administration to develop a plan of action. Bill stated that there will be a Town Manager Working Group (TMWG) to review the CIP process and all relevant topics, following that there should be solution. Bernard reported that a meeting with the town moderator on how to proceed was requested. Bill stated that the article can't come from the ADCOM, however he stated that the article could come from the Board of Selectmen or the community. Sean stated that this is the most constructive way to approach the subject currently.

Bernard inquired to the timeline of this article being submitted. Bill stated that the target is for this spring for annual town meeting, barring any issues that need to be ironed out. Stephanie asked if there was an existing bylaw that defined the CIP process and if the current process reflected that bylaw. Bill and Mary-Beth replied in the affirmative. Stephanie remarked that the process “seemed bizarre” that Department Heads on the committee could vote on improvement projects their department had a stake in. Sean added that there was an issue with perception regarding the process and conflict of interest.

**9:44 PM Bernard discussed the disposition of the ADCOM.** The chair detailed future meeting schedules and the strategy for dealing with the General Government Line.

**9:48 PM Meeting scheduling request from Lorraine Brue for the planning board.** Lorraine asked for the Planning and Zoning Boards to be considered for the ADCOM’s schedule in late February or early March to cover changes for the water resources overlay district. Bernard will send an email to confirm a tentative appointment with the ADCOM for February 28<sup>th</sup>, at 8:00 PM.

**9:47 PM Voting on November 15 2017 Meeting Minutes.**

Bernard made a motion to accept the minutes, seconded by Brent.

**Vote: 11/0/1**

**9:51 PM Bernard left some final remarks on how the liaisons work and how he believed tonight showed effective liaison practices.** Bernard remarked that articulation is important, and that the presentations tonight were effective in conveying their budgets and the value added. Stephanie remarked that the subject matter may have carried weight in this instance. Discussion ensued on liaison/departmental policies and keeping fixed costs down.

**10:00 PM Bernard motioned to adjourn, seconded by Larry.**

**Vote: 12/0/0**

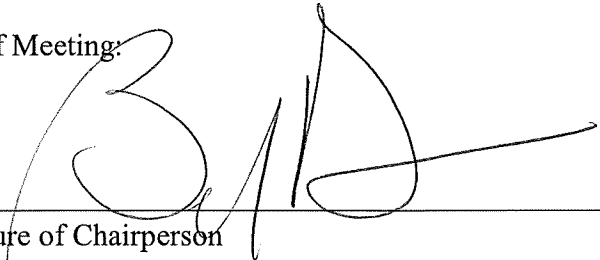
**Next meeting to be held and located at the Andrew Gala Jr. Meeting Room on January 24<sup>th</sup> 2017, at 7:00 PM.**

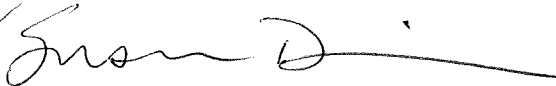
**Minutes Taken by Matthew Mackenzie**

Minutes approved by Vote of the Advisory Committee.

Date of Meeting:

Vote:

  
\_\_\_\_\_  
Signature of Chairperson

  
\_\_\_\_\_  
Signature of Vice Chairperson