

Tuesday, February 4, 2020  
Board of Selectmen Meeting Minutes  
Foxborough Town Hall  
Andrew Gala, Jr. Meeting Room  
7:00 p.m.

**Members Present:** Mark Elfman, Chair  
Leah Gibson, Vice Chair  
Ed O'Leary, Clerk  
David Feldman

**Also Present:**  
William Keegan Jr., Town Manager  
Christina Metcalf, Community Info. Specialist

**1. 6:30 pm Executive Session**

1.01 To conduct strategy sessions regarding Collective Bargaining Negotiations with Foxborough Police Union to reconvene in Open Session

1.02 Executive Session Meeting Minutes - Review for Approval and Release

**2. 7:00pm - Citizen's Input – No Input.**

**3. 7:05pm -Foxborough Clean Up Day 2020 Proposal & Discussion -Tina Belanger & AJ Dooley**

T. Belanger – We are here to get the official BOS approval for May 9<sup>th</sup>. We doing this for 8 years now starting in 2012. We've been doing it late April and it's nice because it's close to earth day and after school vacation.

D. Feldman – What is the average amount of trash collected?

AJ Dooley- Upwards of 3 tons of garbage collected. The numbers go down because of the clean ups. High of 5 tons low of 2.75 tons so the program is working. People come and spend the day or spend a half an hour. Half an hour from all is better than all day from some.

Tina - Hopefully warmer weather will help out with attendance. Proceed as we have for the past for food donations and any monetary donations go to vendors. We have gone back to the same vendors as previous years. The time is 8am-12pm and gone by 1pm.

Motion to have Foxborough Clean Up Day on May 9<sup>th</sup> 2020 by E. O'Leary, 2<sup>nd</sup> D. Feldman. **Approved 4-0.**

**4. 7:10pm MIIA Risk Management and Wellness Awards**

4.01 Recognition of Barbara Kelley and DPW MIIA Risk Management Award for Reward Maximization.

4.02 Recognition of Wellness Committee for MIIA Most Progress in Wellness Award.

Also B. Keegan was re-elected to the MIIA Board at this meeting

**5. 7:15pm Citizen's Academy – Presentation by Marc Craig**

The purpose Citizen's Academy is to educate community members to the general functions of all aspects of Foxborough's municipal government through instructions by town leaders. This is taking place over seven Tuesdays starting March 10<sup>th</sup> and ending April 28<sup>th</sup>. The presentations will include a town government overview, public meetings, municipal hiring process, Master Plan, Open Space and Recreation Master Plan, finance, public safety, public works, planning, inspections, conservation, Board of Health, Council on Aging/Human Services, Recreation, library, veterans and history of Foxborough. The general idea is to try and get more of our community engaged in the public process, volunteer on boards and participate in Town government. In 2 weeks, there are 36 people signed up and majority are under the age of 50. Classes will be in Gala Room, Public Safety, or Council on Aging. I have commitments from all the departments to teach and have the ability to ask questions. Most residents rated themselves under a 5 (on a scale from 1-10) for understanding government and want to learn so they can be more educated. This program can run on an annual or bi-annual basis.

B. Keegan –This movement is to get this going and get more residents engaged and become future leaders in the community.

MC - You can sign up online or link on website.

LG - Marc has had great ideas and new ideas and it's amazing.

## **6. 7:35pm Foxboro Child Sexual Abuse Awareness Committee Annual Update – Bob Correia & William Dudley**

Bob Correia - I'm going to skip over the boiler plat stuff and go directly to our accomplishments and goals which is Section 3 of our annual report. This is our year 6. The home rule petition, with the help of our State Rep. Jay Barrows, Senator Paul Feeney, Selectmen Chris Mitchell, Former School Superintendent Deb Spinelli, and Lt. Rich Noonan, were there to testify before the joint committee for Children and Families and we are still working to ensure that this simple but necessary change gets through. The Town employee policy on child abuse training is now in place. We developed a code of conduct for our committee. We continue to reach out to day cares to make sure they are well versed in our town policy. The Jaycees will be holding training for our members after accepting younger members in their organization. We are working with the Kraft Group to get training of their almost 700 employees. The National Youth Sports organizations are requiring youth safety training and those requirements will meet the CSAAC standards. There were 71 new people trained in 2019. A few members stepped down and we welcomed Marc Craig and Deb Giardino. We also lost one of our trainers, Amanda Smith, who was an enthusiastic supporter was a big help in tracking trainings. Our focus areas for 2020 are to continue to monitor and support Rep. Jay Barrows on the House bill to authorize the Commonwealth to establish additional mandated reporters.

Continue to smooth out the delivery of successive training and refreshers. Also continue to support the very promising child care programs and expand their trainings. Encourage commercial youth sports franchises in town to participate in our mission. Continue to work with Patriot place and Kraft group. Develop a procedure to make online training accessible and recordable. Ensure that the remaining 52 employees are training for 2020. Support the interfaith collaborative to address church safety by encouraging training for all faith communities. Our budget would remain the same as it has been very adequate. In closing Foxborough has a very dedicated committee that meets monthly and would welcome anyone to a meeting. Thank you to all they've helped this year.

We met with Mike Johns and figured out who needs to be trained in Town Hall. Incoming employees will have this training included in their start up paperwork.

D. Feldman – Keep doing what you are doing. Do you see a willingness to do the training within the schools and sports groups? Every parent should take the training because it's so enlightening and educational.

B. Correia It has become a way of life now. Have done DPW trainings and were thankful for the training.

William Dudley - Awareness and training among people working with kids reduces the number of kids abused. Our goal would be to make Foxborough a place where anyone who would harm a child very uncomfortable operating in Foxborough.

BK- We are looking to provide a video training and having a video form with make it more accessible for it to be done. We work with the YMCA to do training and we just had a training session last week. We are grateful for the help of the committee.

B. Correia - Can we make sure all committees as well as employees are training? Maybe figure out the committee training and have training day?

LG – what is the standard for refresher, is it done every year?

B. Correia - Employees are getting basic done and Public safety can do refresher online.

LG – It is impactful for training to be done in person.

BK – We recommend in person training for the first time and online for the refresher.

ME – We will figure out a day in June for all boards and committee members to attend the training after they have been appointed.

## **7. 7:50pm Budget Discussion and possible vote for recommended budget**

B. Keegan - Do you have specific feedback about the budget and are there any areas that need to be adjusted? The Advisory Committee likes to know where the Board stands. We have gone through the first round of reviews internally and made \$300,000 worth of cuts and the Advisory committee is possibly looking at further cuts. To reduce even further we will have operational concerns. The Governor's budget came out and it gave us \$110k of new money from State Aid. The final health insurance and property insurance numbers are not in yet. Regional dispatch (SEMRECC) may have good news coming. This document includes 3 full time positions: a paramedic, mechanic, a Water clerk and 3 part-time in the COA, Library and Board of Health. These positions were left in budget for consideration and did provide additional support documents to Board. We do have balanced approach to the budget. We will have a further discussion about the budget with the 3 boards meeting on February 10<sup>th</sup> at 7pm. We will talk about important pieces of information and showing strategic plan was financially and we are close to the revenue side and dead on from the expenditure side. There are debt service expenditures for the school and the water treatment plant that were approved at town meeting. We planned for these expenditures 3 years ago at Town meeting and had a plan that would not affect the tax rate. We didn't want to go outside of Prop 2 ½ to pay for

the school or Town Hall. We are paying for these within the existing tax levy and this is not something to take lightly and is a significant savings to the Town. To cut the budget where it would not allow us to do that would be a challenge.

George Samia – For the newly requested positions we asked them if you were going to have this position, would it produce some money or have an offset.

BK - On some of the positions we will see an offset. The Fire/EMS position will potentially have a net gain. There was an offset with the Mechanic and BOH position. The BOH would try and raise and adjust their fees which have not been looked at in several years. When we start the conversation we ask them to defend the action and offset the revenues that are required to pay for the positions. Some like Library won't have offset. It is an investment protection piece for mechanic position. The Town's budget is up 2.74% which is below the guideline that was set on the operation side. The school is up 3.8% with very good reasons, for the special Ed. costs. The fixed costs are up because we planned for them to be up with respect to the debt service.

ME – There is misinformation out there and the 3 boards are meeting to show that where we are going. It's really important for the townspeople to view the history and the projection going forward. It will be a great review and re-center where we are right now with the budget process.

BK – It will be televised and be about where we are, and where we are going

BK - Bill Yukna had this idea to look at the financial policies and look at 5 year projections. That projections includes all the major steps that Town Meeting approved. It's a re-evaluation of where we are and the revenues are exactly where we thought they would be and our operational expenditures, in some cases, are lower than what we thought they would be.

EO – George, what is the total increase of this year's budget compared to the FY21 proposed budget?

GS – The total % we are up is 5.8%, inclusive of enterprise funds with water and sewer and debt service was an 8% increase. Very few places have been able to do what we have been able to do by not raising the debt service on the taxes. We still have comfortable budget and still paying \$250k in stabilization fund and maybe more by end of year. Things are looking very healthy.

BK - We are going to put \$1.1m toward OPEB liability. This is significant because is that pension liability goes away and gets diverted to OPEB liability. Two major liabilities to go away and help reduce taxes or stabilization. We're doing a good job of paying down our liabilities. There was a study done about long term liability in 28 communities. Foxborough is the 3<sup>rd</sup> lowest of 28 communities. We are spending at a controlled pace and we are not asking tax payers additional authority to overcharge them. Those are important concepts to talk about further. We want to continue to provide services at a great level.

LG – Is the right year to look at 6-7 new positions with the level debt service?

BK – The 5.8% increase includes water and sewer debt service which is self-supporting and doesn't affect the tax rate.

GS – With some of the new positions there are offsets with these new positions that will generate revenue.

LG – Can you clarify that finance position?

BK – The position was one full-time broken into to 2 part-time, non-benefited positions and is within the budget from last year.

GS – We already had these positions and existing dollars. The positions has been vacant for 2-3 months.

LG – I don't want to get into the habit of having a bunch of part-time people to save on benefits because that could affect turnover, quality of people and workload.

BK – That is not our long term goal. Assessing and accounting can be very demanding at particular times of the year.

GS – We are looking to shore up the situation to not have a critical point of failure. Ideally these would be full-time.

DF – I'm fine with budget. It meets all the criteria, it's balanced, we are putting money away in stabilization, and the balances are healthy. Nobody needs to be concerned about us paying our debt service if we have an economic downturn and we are paying down our unfunded liabilities within the budget as our financial policies dictate. Some of these positions are late coming to the table because of growth others are required by mandates and some make good business sense. The CIP side, may should take a pause for a year since we have spent \$13mil in last 5 years. Whatever savings achieve and put those towards Capital stabilization or back into free cash. I was concerned with free cash appearing that it was leaking and was encouraging to see that we are not using free cash to general operations. We are in healthy scenario and following our financial policies, that is good prudent business. We should look at CIP and take a pause there and that could be an opportunity to put some money back into free cash and enhance our stabilization fund. Even though we are at or above our policy stated percentages the more we can put away the better.

LG – What are the next steps, do we vote tonight?

BK – I don't to put the Board in a position where you are uncomfortable taking a vote. That is an option tonight. The Advisory committee would like to know the Boards position. You could wait until after Mondays meeting and that will add perspective, that we are being diligent, conscious and responsible and respectful of town meetings actions.

ME – Monday's meeting is an overview.

BK – Monday's meeting will add perspective, show that we are not running of the rails and following the plans we've laid out and being responsible and conscientious in how we are handing things. We are handling our long term liabilities within the budget. People come here for their values with school, public safety and services.

ME – Do we want to wait two weeks or vote today?

DF – Knowing how this process plays out I'm comfortable take a position on the budget as it stand with the understanding that future savings going back into to free cash and taking a pause on CIP for a year with discretionary spending.

BK – There is more CIP requested than available.

LG – With this debt are we going to be in the same position next year?

GS – The debt is falling off as years go on and smaller payments are made each year.

BK - The next two years other debt rolls off. It will be challenging this year and next year. As we go forward there will be options and be able to more clearly see and be able to make decisions. The numbers will more than likely go in our favor.

GS – The advantage of under budgeting revenues is that we have a cushion and it will help to recharge free cash

Motion to accept budget as submitted and discussed by E. O'Leary, 2<sup>nd</sup> by D. Feldman.

Discussion: LG - would prefer to wait.

Vote not taken.

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

Former Foxborough police officer from 1959, John "Jack" Sanford had passed away recently and E. O'Leary recognized the work he did in the 60s and 70s.

#### **9. 8:30 pm Town Manager's Update**

New Executive Assistant, Katie Lang, will be starting tomorrow in Town Managers' office. Town Engineer position is wrapping up interviews and will announce soon.

#### **10. 8:40pm Assistant Town Manager's Update – No update.**

#### **11. Action Items**

11.01 Motion to approve a donation of \$60.00 to the Foxborough Cultural Council from FCC fundraising by E. O'Leary, 2<sup>nd</sup> by D. Feldman. **Approved 4-0.**

11.02 Motion to approve a donation of \$100.00 to Veterans' Services from Foxborough VFW Post 2626 by E. O'Leary, 2<sup>nd</sup> by D. Feldman. **Approved 4-0.**

11.03 Motion to approve Jake n Joes Sports Grille for Extended Occupancy Hours request by E. O'Leary, 2<sup>nd</sup> by D. Feldman. **Approved 4-0.**

11.04 Motion to approve CBS Sporting Club for Extended Food Service Hours Request by E. O'Leary, 2<sup>nd</sup> by D. Feldman. **Approved 4-0.**

11.05 Motion to approve the Public Event Application for the 9th Annual Bailey's Run for Autism by E. O'Leary, 2<sup>nd</sup> by D. Feldman. **Approved 4-0.**

#### **12. Adjourn**

Motion to adjourn 8:25pm by E. O'Leary, 2<sup>nd</sup> by D. Feldman. **Approved 4-0.**