

Tuesday, May 26, 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
Chris Mitchell

Also Present:
William Keegan Jr., Town Manager
Mike Johns, Assistant Town Manager
Christina Metcalf, Community Info. Specialist
**Participated remotely*

1. 7:00pm - Citizen's Input

2. 7:05pm COVID-19 Informational update

As of 4pm today, there have been 105 cases since March 25, 79 recovered, total of 15 current cases. There were 10 people lost in follow up phase, 2 people hospitalized, 2 people have come home and 1 death. In Norfolk County we've had 7,863 cases and 791 deaths. In Massachusetts there is a current total of 93,693 cases. The numbers are trending in the right direction. On the local front, the Town is interested in knowing how we can better serve our business community during the Covid-19 outbreak. We have the opportunity to pursue funding that will create micro-enterprise grant program. In order to determine the size of the funding request we are asking all businesses complete the survey, including larger business, as we anticipate additional funding programs during the Covid-19 recovery phase. This survey will be available until Friday, May 29th and if there are any questions, the Planning Director Paige Duncan should be contacted. We will be talking about outdoor dining and local business with the Planning Board on Thursday May 28th. The other piece of legislation that will be talked about is from the Alcoholic Beverage Control Commission (ABCC) will be local approval only for altering the premises right now. State Senator Feeney and Representative Barrows are both supporting this legislation. Mike Johns will speak to the re-opening plan for Town Building and bringing employees back to work. On May 18th, the reopening plan was released by the Governor's Reopening Advisory Board which describes policies and procedures and best practices that particular industries should follow to decrease the risk of Covid-19 transmission. It includes self-certification that a control plan is in place and posted confirmation of the plans on premise in case of inspections. Links related to Covid-19 are on town website along with a list of open business. On Monday May 25th a list was released of businesses that were allowed to reopen under phase 1 of the reopening phases in Massachusetts.

The CDC released updated guidance for restaurants and bars to allow them to operate and maintain healthy business operations and provide a safe and healthy work environment for employers while reducing the risk of Covid-19 spread for both employees and customers.

3. 7:15pm Phase Re-opening Plan

3.01 Presentation of working plan for the Town of Foxborough Phased Reopening by Michael Johns.

ME – We decided to have a phased re-opening plan update provided by Mike Johns as to what the town is doing regarding re-opening plans.

Mike Johns - There is a 14-page reopening plan for the municipal side of Foxborough. In this document there are guidelines, procedures, and processes to stop the spread of Covid-19 while re-staffing workplaces in preparation for re-opening the building to the public within the guidelines provided by the CDC, the Governor and his staff, Massachusetts Department of Public Health, and the Foxborough Board of Health. We have remained committed to be reasonable in dealing with extenuating circumstances of our valued employee relating to coronavirus school and daycare closures and responsive to the needs of our residents and local businesses, providing quality public services to the best of our ability under the conditions that we all continue to endure.

The governor has laid out 4 Phase plan, ours is 5 phases. Phase 0 (zero) was where we were yesterday. Phase 1 is where we are today. During Phase 0 we kept public works, public safety, Town Hall were completely open and provided all essential services while the buildings were closed to the public. We've had staff alternating including Bill and myself, the Fire and Police Chiefs and Deputy Chiefs and we've staggered hours, days, and place of work so that we continue to provide essential services. Whenever possible employees have been working remotely due to childcare issues. Others have been working from home to decrease the change of virus spread. Currently the Governor has approved 25% office space occupancy. In Town Hall the square footage we are allowed to have 89 people total. We have come up from our daily average of 14 and we have 18 staff currently in Town Hall and we will add a 4 more in the coming days. We will continue to add based on the Governor's directions. This plan is a living document and we'll have updates and changes to follow. We have continued to provide public safety, public works and Town Hall services. We've felt this is important to do as a phased approach. There are still people who are able to work remotely and participate. We will be bringing back employees into the building gradually which will allow the staff a gradual phasing in.

Outline of Phased Plan

Employees must self-certify to supervisor in regards to the symptom list provided. We are social distancing and some departments have put up barriers.

Face coverings do not have to be worn within an employee's office space, they will have to wear a face covering once in the hallway or going other work spaces. We will have Plexiglas barriers in the Town Hall, and other departments will be used at elections and Annual Town Meeting.

We are avoided face to face meetings and doing virtual meetings instead. There will be sanitizing of the buildings on a daily basis, sanitizing supplies will be provided for staff as well.

Town Hall will not have senior greeters back. We are working on an alternate plan. We need this so there is self-certification and wearing masks when Town Hall is open to the public.

Public Works – They have a 4 page list. They are sanitizing their vehicles, self-certifying, and issuing of PPE. They will be taking walk-in service for permits and inspections.

Public Safety – Some inspections and permits were suspended by the State Fire Marshal and it is expected during the next 2 phases of this plan that those inspections will be reinstated.

Boyden Library – The library is looking to provide curbside pick-up soon and have 72 hour quarantine period before materials are able to be checked out again.

Senior Center – Throughout this period the COA has provided daily calls and wellness checks and supplemented those calls with transportation staff since transportation services were suspended.

Recreation – This is limbo and seeing what summer programs will look like. The State indicates that there will be limited summer program starting around mid – July. From 300 to 75 campers and with social distancing and hygiene protocols in place.

We are making gloves available but it is discouraged by the Health community. People who are wearing gloves are washing their hands less and aren't trained to take off gloves properly. We are encouraging hand washing and using hand sanitizer.

LG – Any training given to employees?

MJ – Not yet, the training will be given to employees about hand washing, mask wearing. A lot of this will be reminders about the procedures and protocols. This plan was done by not only Bill and Mike but by department heads and town employees. We've taken that input and made a comprehensive plan.

LG – Should have employees sign this plan? We also need to help local business as much as possible those plan and make sure that those guidelines for our Thursday meeting is in BoardDocs so we can help local businesses.

BK - This was a bottom-up approach. Everyone has done quite a bit to contribute including public works and public safety. COA has done an exceptional job as well as putting together programs for the seniors.

MJ – Thanks to Health Department staff and Tom Kenvin. There was also a task force and this started there and we looked at other towns and what they were doing. We looked at other towns and emulated West Springfield's best practices.

9. 8:20pm - Selectmen's Update

9.01 New Business - Dennis Naughton request for face mask guidance in Foxborough. Read synopsis of Dennis Naughton's citizen's input from last meeting.

TK – You should wear a masks outside if you can't social distance. It can be frustrating if you are a strict rule follower and care about the message that is being put out there right now. If we want to adopt a healthy behavior, we have to believe in it and see effects from it. As we come out of the quarantine/isolating phase and start to move to the reopening phase we have a great opportunity to reintroduce some of the things we need to do to slow and stop the spread in our community. This goes for each individual to be conscientious and thought of the person around them. If you have the ability when you see others that may not be able to social distance, to socially distance you should.

DF – If you are out and about, if it's questionable put your mask on. It is difficult to ride or run with a mask on.

ME - It is dangerous to exercise with a mask and could cause hypoxia. It is about common courtesy. Regulating everyone to wear mask in the wrong way to go.

I wouldn't like to see any further regulation but I would like to see more courtesy especially towards senior citizens.

4. 7:25pm - BOS & Planning Board Joint Meeting

4.01 Joint Meeting of BOS/Planning Board to Appoint John Rhoads to Associate Planning Board member for a term to expire May 1, 2021. Kevin Weinfeld opened the meeting.

KW - We are here to appoint an associate member as per our Town bylaws. John was originally appointed in 2009. In 2013 another member left and he was appointed to full time member. In 2019 stepped down as vice chair and became clerk. He is not running for re-election. He is staying on as an associate member because he has sat on many hearings that we previously have with a number of those hearing being open.

EO – I've known John for a long time and he will be a valuable asset to the community to remain on this board.

CM – I agree that this makes great sense.

Motion to appoint John Rhoads as an Associate Member of the Planning Board with his term expiring May 1, 2021 by E. O'Leary 2nd by D. Feldman, **Approved 5-0.**

5. 7:30pm - FY21 BOS Meeting Schedule Discussion and possible vote regarding FY21 BOS Meeting Schedule as amended

Motion to accept FY21 Board of Selectmen Meeting Schedule as amended by E. O'Leary 2nd by D. Feldman. **Approved 4-0-1, D Feldman abstained.**

6. Discussion of Town Manager Annual Evaluation

MJ - April 18, 2019 – April 17, 2020 evaluation period. BK was sent a self-evaluation. His self-evaluation was sent to the board along with an evaluation for each Board member to fill out.

The Chairman (ME) and I met 3 times and went through them all. We read the all the comments from the best to critical ones. We worked really hard to come up with a fair summary of these 5 evaluations that we can present to the Board.

There are 8 sections of the evaluation; leadership & staff effectiveness, planning & organizing, communication & community relations, problem solving & innovation & decision making, budget & financial management, customer service & service quality, personal/professional/organizational integrity, and cross departmental & organizational management. 2 other sections were Prior year accomplishments and objectives for the year

ME – We spent a few days to go over the evaluations, tabulated these and was scored a 3.5 out of 4. The scores are important and the comments are more important on how Bill did and where he could use improvement going forward.

Reading of several comments in evaluation.

Overall it was a great review and keep up the good work.

BK – Thank you for all the kind words. This has been an interesting year with everything that is happening. It has been great working with the Board as well as Mike and the staff, along with the department heads. I would like to do a lot more proactive discussion about goal setting and put something on the agenda for the next meeting. With goals it's easier for me to understand what is important to you and this job is responsive to the needs of the community and you are the ones who set that agenda.

Thanks to Dave who has been a tremendous member and has done a great job in his 6 years. I'm grateful for his support and all the things he has done to his community.

MJ- Should we put this on the next agenda for discussion?

ME – Yes, put it under Selectmen's update.

CM – We've spoken about this but the Town Manager's evaluation should be adjusted so it is designed specifically for the Town Manager.

MJ – I will provide a sample of something to consider and we can work on a modified tool.

LG – Some items were granular and with some at Bill's level we should really change some of those items

BK – In terms of setting goals to be more strategic and look to the new town manager in 3 years and what are the long terms goals for the town. What could have we done better, looking at EDC, and looking to look long term and work together to make that happen.

MJ – I have discussed this with Bill and have a list of strategic long term goals for the town. We have come a long way with Boards. Between housing and selectmen and building the dialogue and building relationships on purpose.

7. Assistant Town Manager Update

Phased Plan implementation and training for the phases and starting with Phase 1.

8. 8:10pm Town Manager's Update

Take time to take a step back and see what we have learned from this experience, what we did well and what we could do better. Are there are things we can do differently and more efficiently operating in this new way.

Congratulations Ally Rodriguez and Mike Webber on the virtual Memorial Day Service that they put together and was able to incorporate different elements to still remember

Town Elections are June 8th.

Town Meeting is still planned for June 15th. Still waiting for guidance but we will be able to social distance at the high school.

We are applying for federal aid for Covid-19 expenses and submit for funding. We received \$1.5 million of aid potential and will be submitting for that next week.

Senate President McConnell will be supportive of an additional federal aid plan and supportive of cities and town aid in regards with replacement of revenue.

Our budget is balance and the Advisory, School and Board of Selectmen are in the same place for the budget plan next year. We will have to re visit the budget in the fall.

9. 8:20pm - Selectmen's Update

9.02 New Business - Annual Town Report Update – will be sent to printer and ready for Town Meeting it will also be online.

9.03 Old Business - Committee Compliance update

BK – There was a board that someone has raised an issue with but that board is in compliance. There was a board that is down a few positions on the EDC and we have received applications for it as well. The EDC will review and make recommendations. Going back to the previous issue, the question was if a person could serve more than one

term on the committee and that is the case with this committee. It would be appropriate to revisit the language to clarify the issue.

LG – I was sent the Town code and annual town meeting minutes. Has town counsel looked at it or was it just the chair's interpretation?

BK – The intention was to be able to serve for more than one term. The language is awkward but the intent is to not limit the ability to serve on the board.

LG - Reading into the highlighted portion of chapter 35

When I look at it, it seems to read that the person can only serve one term and then has to take a term off.

ME – I interpret same as Bill and I can see where you interpret it the way you do, Leah

BK – It's hard enough to get people to serve it doesn't make sense to have them serve one term and then take a term off.

LG - I thought they would want fresh thoughts and fresh energy because it is such an important committee

CM – It was approved as it was written and town meeting so we should clarify it because I can see both sides of how it is interpreted.

BK – Will have town counsel look at it further.

9.04 Old Business - Boards and Committees Appointments update

Christina Metcalf - There will be a list at June 9th meeting of those appointments.

LG – The list needs housekeeping and create department liaisons.

Chris Mitchell – Thanks to Dave for 6 years and a month, you have done a lot of great things for the town and appreciate the sacrifices you've made.

DF - Thank you to the voters of Foxborough for allowing me to serve. We have highly educated people with lots of experience working in our Town. Having stable leadership is the key to success. I'm just a one member of 5 member board and it's not about just one member. You come to the table, debate the issues, and always do what is the best interest of the town of Foxborough. That is how I tried to operate as a member of the board. Thank you to this board and past boards.

ME – It is not a coincidence that the town has got more stable during your time here. Thanks for kicking me under the table when I was doing something wrong.

10. Action Items

10.01 Motion to accept a \$600.00 donation to Veteran Services from American Legion Post 93 by E. O'Leary 2nd by D. Feldman, **Approved 5-0.**

10.02 Motion to approve tuition reimbursement in the amount of \$5,730 for 5 courses for Officer Charles Gallagher by E. O'Leary 2nd by D. Feldman, **Approved 5-0.**

10.03 Motion to approve new Town Election Workers with a term to expire 8/30/2020 and that each person appointed must address a conflict if they are a town employee, by E. O'Leary 2nd by D. Feldman, **Approved 5-0.**

10.04 Fire Department Motion to approve a \$100.00 donation from Mr. and Mrs. Charles Albert for the Fire Department Gift Fund by E. O'Leary 2nd by D. Feldman, **Approved 5-0.**

11. Adjourn

Motion to adjourn by E. O'Leary 2nd by D. Feldman, **Approved 5-0.**