

Tuesday, May 25, 2021
Board of Selectmen Meeting Minutes
Virtual Meeting
7:00 p.m.

Members Present: Leah Gibson, Chair
Stephanie McGowan, Vice Chair
Seth Ferguson, Clerk
Ed O’Leary
Mark Elfman

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

1. 7:00pm - Citizen's Input – No input

LG – I did want to mention that we are keeping the option to email in Citizen’s Input but will be able to have in person Citizen’s Input again starting next meeting.

2. 7:05pm COVID-19 Informational update – Bill Keegan

Foxborough is in the green category and has 10 cases currently. We are also surrounded by all green towns as well. May 29th will be the official opening of Massachusetts, allowing residents who are vaccinated to no longer have to wear masks in unless in a health care facility or otherwise requested. The Massachusetts State of Emergency will end on June 15, 2021. While good news overall, this does create several complication in terms of operations, including changes to the Open Meeting Law remote meeting policy, temporary outdoor dining regulations, and medical billing issues relating to Covid. The Governor is looking at allowing these changes to continue a bit longer for an easier transition. I will talk about federal funding and how it will affect Foxborough later in the meeting.

LG – We will be letting boards and committees come back and use this room for their meetings?

BK – Yes, we are looking ways to address that and can send out an email to board chairs.

3. 7:10pm Kraft Entertainment Group - Jurassic Quest 2021 – Jess Enos – Kraft Sports & Entertainment Group

JE - We are excited to be back for Jurassic Quest for a 2nd year. Even with the Covid protocols lifting this will still remain a contactless event. It was tremendously successful. The event dates are June 18 through July 11, 2021, 9:30am - 9:30pm, excluding Mondays and Tuesdays. This was the smoothest operation as you have a time and date that you purchase, which makes it the easiest. There are up some upgrades and additions to the experience. It also has information through the audio in the customer’s car radio. We have sanitation stations and bathroom set up. We will continue to follow the cleaning protocol.

Motion to approve the Temporary Outdoor Entertainment License for the Kraft Sports & Entertainment Group for the Jurassic Quest to take place June 18 through July 11, 2021, 9:30am - 9:30pm excluding Mondays and Tuesdays by S. Ferguson, 2nd by M. Elfman. Approved 5-0.

4. 7:15pm Strategic Communications Vision and Mission

BK – We’ve been working on this for a while. We don’t usually see this type of plan in municipalities. This is something that would be helpful to show how we communicate and how we can do a better job of reaching out to the community. We wanted to show you this vision and mission to see if we are on the right track and going in the right direction before we proceed any further.

Proposed Vision - The Town of Foxborough maintains open and honest communication with its residents, businesses and its employees. We engage with citizens and are committed to providing relevant and accurate information in ways that are accessible, creative, coherent, and timely through all available communications means or methods.

BK – The vision is where we would like to be, the mission statement is how we get there.

Proposed Mission - The Town of Foxborough, guided by the Strategic Communications Plan, will ensure that all departments, boards, and committees provide clear, concise, and transparent communications to residents, businesses and stakeholders in Foxborough. The Town will educate, inform, engage and ensure opportunity for public participation in all matters that will impact the quality of life for residents and businesses. As an organization, the Town will measure the effectiveness of our communications against established goals and standards to ensure that we meet the information needs of our population.

LG – The catalyst for this is making sure we have good citizen engagement and communication with our business and residents. This is step one and then we'll create a plan. Having meetings broadcast and recorded on cable was an asset. This is a great start to get us rolling on the next steps.

BK – With something this significance, we should have a member of the Board to help collaborate with us on this.

LG – This would be our policy and then rely on staff to implement, drive, and continue to improve it.

ME – So conceptually we as Selectmen have our own vision and mission statement how is this different and why would this be different?

LG – This is for the whole town's communication not just our Board. This would roll over everything. We have different departments doing different things, so this would get everyone on the same page consistently doing the same thing.

SF – I love the direction. I think of a mission and vision as being for the whole town not different ones for our Board and this plan. I've used this at my firm where we have one mission and vision and that is translated into refined business objectives and goals.

LG – Do we have a vision and mission for the town?

BK – The Board and Departments do but I don't believe we have one as a Town

LG – I really care about the Communications plan and its execution. I don't think we have to adopt it as a policy. I don't think it needs to be that formal.

BK – It just drives the plan.

SF – When you say plan, do you mean annual plan

LG – The communications plan and how we communicate to the town. This plan will get everyone on the same page. As big things happen on the town level, like what happened at the rotary, we sent out what we did but if we had a communication plan before that even happens, we'd have steps to go through to make sure that we communicate it properly to everyone. It's about sending information out ahead of time, always know what meetings are happening when.

BK – The question now is process wise, who do you want to represent the board during this process?

LG – I feel pretty engaged with this and have been for a while. There is a lot that will go into this plan.

SM – I think Leah is a great choice as a representative from this Board.

LG – This is a priority to me and this gives you enough direction to roll with it. I don't know that we need to adopt it like a formal policy. This will dovetail into the appointments for committees nicely as well.

MJ – This isn't a policy that needs to be signed but we need this direction. There are 3 major components, external, internal and between or boards and we'd like to address all of these layers with this plan.

LG – We can do some cleanup on how and what we communicate. This will give Christina some direction and maybe she'll be able to focus on that and we can give her the time and priority to do that.

5. 7:30pm Town Manager Annual Evaluation Review – HR Specialist Sara Ackerman

ME – Sara and I met last Thursday and went over the evaluation and tallied the scores. We took comments and criticisms from each Selectmen.

SA – Having not done this here before, I'm just going go through this. Below is the evaluation summary with Board Comments and questions following.

The following is a summary of Bill Keegan's performance evaluation for the past year. The ratings as well as the comments have been compiled from the submissions of all the Board members.

The evaluation format and rating scale was changed this year to reflect 4 goals (with subsections) and the scale changed to a 1-5 rating vs. a 1-4 rating of past years. A rating of 3 represents meeting expectations.

The overall average score for Bill's performance evaluation is 3.99

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

Overall average score for goal 1: 4.06

Relevant Constructive/Positive Comments:

- “During the year I asked a few times for an update by department on Covid expenses and it took a bit of time to understand the ask and get info from departments outside the numbers from ClearGov, while the department heads seem to individually have a handle on this.”
- “During the past 2 budget cycles including during the pandemic, the communication between AdCom, Accounting and Finance were at an all-time high. With the meals, hotel revenue taxes, the budget was constantly needing changes and updates. All this while maintaining an AAA bond rating.”
- “Glad we were able to get through a difficult time. This goal was expected due to the pandemic and loss of revenue, stadium and meals tax. Sill disappointed in adding a 4th ambulance and filling vacant positions that could have held off.”

Goal 2: Protect and Enhance Communication and Engagement

Overall average score for goal 2: 3.88

Relevant Constructive/Positive Comments:

- “Bill has a good relationship with townspeople and businesses. Outdoor dining policies were a top priority. Good working relationship with the Kraft Group and Schneider Electric.”
- “I found the department head updates very useful. I'd like to think residents and department heads also agree. I would like to see this continue into next year. Maybe we can add HR and IT next year too.”
- “Bill and his team did a good job over the past year working with various businesses and groups during the pandemic.”
- “With priorities elsewhere I do not believe this goal was achieved. I think there is room for improvement on this goal. The confusion with appointees is an example of improvement needed here....All board members are volunteers and we need to make volunteering as easy as possible with partnership from the Town.”
- “There has been a great effort in helping the uptown businesses continue to thrive.”
- “Under the Manager's tenure, there is a closer collaboration with the Foxborough Public Schools and their leadership.”

Goal 3: Protect and Enhance Business and Economic Development

Overall average score for goal 3: 3.93

Relevant Constructive/Positive Comments:

- “Public parking at Schneider's end of Bird St...Lane to add 17 spaces on Mechanic St”

- “Although communication w/CSX & MCR is very difficult, they are totally autonomous, we have gotten 4 of 7 railroad crossings rebuilt. As for MBTA, we have a stop at Gillette.”
- “During a difficult year this was achieved. I think a great example of this is the addition of parking at Bird/Railroad Ave and the Wayfinding signs. The changes to the rotary also helped with traffic in congested areas. It will be interesting to see what comes of the rotary changes next year! Slowly but surely we’re getting to optimal use of an oddly set up center of Town.”

Goal 4: Protect and Enhance Town Operations

Overall average score for goal 4: 4.09

Relevant Constructive/Positive Comments:

- “Transparency is not always evident.”
- “Very smooth Town Meeting 2021 due to planning and structure.”
- “Cleargov a great addition.”
- “Although a plan was developed, I still think we have some work to do here on using the plan hands on day-to-day. Although smoother than past years, I think there is some organization to be done to be sure there are no last minute fires.”
- “Although we don’t have a final HPP, I appreciate how Bill isn’t pushing or rushing the HPP. We need to be sure it’s right for the Town and have the buy in of key stakeholders. Although this goal was not met, I think Bill did the right thing here.”
- “Myself, Bill, Frank and Bob initiated a policy for the protocols on Town Meeting & Special Town Meeting. Used this year to perfection.”
- “I think over the past 4.5 years we have seen the importance of updating all policies & procedures. Working w/Mike on getting this done.”

Conclusions

In what areas has the Town Manager excelled over the past year:

- “During one of the most challenging years in the last decade, Bill has done an excellent job maintaining operations and managing the budget. We are lucky to have him leading us since many towns around us are not in such a great position.”
- “Keeping Town Hall open and running was quite an accomplishment. Keeping Covid news up to date.”
- “Handling the pandemic and having the town come out even stronger than before. Some towns barely have their Town Halls open back up and it seems Foxboro never missed a beat.”
- “In the time with our Town the Manager has been able to structure a highly competent team that manages the need of our town.”
- “Totally taking control w/his calm manner during the Covid pandemic. Thinking outside the box, listening to all his dept. heads. Working with everyone to get the town on the other side of the pandemic as strongly as possible.”

What areas need improvement? What constructive, positive ideas can you offer the Town Manger to improve in these areas?

- “I think we will talk through this during next year’s goal planning. For me personally, I’d like to see Bill focus on implementing rigor around annual activities like budget process and Town Meeting to get things in order for a change of leadership coming in the next few years. I’d like to see Bill tighten up roles and responsibilities so he can unload some of the day to day “stuff” to be able to focus more strategically on his succession planning.”
- “Finding ways to control the budget in a crisis. Eliminating OPEB payment for 2 years while fully rewarding contracts is not controlling the budget. Funding a 4th ambulance is an example. Make the difficult decisions.”
- “I would just keep a close eye on everything happening in the center of town. With all of the soon to be happening construction along with potential changes to traffic flows this could be an area that may have people not too happy.”

Do you have any other comments or observations you want to share with the Town Manager?

- “None at this time. Bill definitely had a successful year in his role as Town Manager.”
 - “Over this past year too many issues were brought to the table too late or not at all. Town business needs to be done at the table.”
 - “It has been a pleasure working along side you for the past 6 years!”
 - “I have been very lucky to work w/Bill over the past 5 years.”
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SF – What was the meets expectations for the 1-4 scale?

SA – It was ambiguous and not clearly defined.

After #2 Goal

MJ – We took these goals from the goals that were set last year for Bill by the Board.

ME – Since Seth wasn't here I'll go over the goals from last year. Reading of some of the FY21 Town Manager Goals.

LG – There were never any goals from last year. After we go over this, we'll set new goals for Bill and do this again next year.

SF – When looking at the comments, did you pick the outliers or how did you decide the comments to choose?

SA – We went with the most relevant answers. Doc and I determined which comments were relevant both constructive and positive, and then putting together what made the most sense without being repetitive.

ME – To give some history, in the past it has been said there wasn't enough constructive criticism on the public synopsis. Constructive is important as it gives Bill goals to achieve. A lot of the comments were similar and we took those and compiled them.

LG – This is the most robust and balance one I've seen.

BK – Thank you, this is the most uncomfortable meetings I have. I agree that we can scale back to be clearer and to be clear on what the expectation is. At the end of the day my job is to make the town, Board and employees happy. There is always room for improvement. This was an extraordinary year and anything but normal we go through it because we all cooperation. Thank you for the kind and the constructive comments.

LG – Thank you for the leadership over the last year. We have the foundation here for what we need for goals setting for FY22. Now Bill can take the goals from last year and have the 4 main goals remain the same and adjust the sub goals under them.

6. 7:45pm FY22 Goals Setting Preliminary Discussion

LG – We've never had goals as a Board and I think we could have 3-5 goals for us to have for the next year. Send goals to Mike Johns for the Board of Selectmen for the next year and he'll compile them.

BK – One of the things you can focus on would be developing a succession plan for when I retire.

LG – I agree. Also the budget coming out of a pandemic and policies.

SF – How do we align our goals with his and the Town's goals?

BK – The Board can set their goals, then I can set mine based off of those and then department heads can align their goals with supporting the Boards and mine.

LG - Right now we evaluate you through April 30th which doesn't include town meeting and maybe shift it to include Town Meeting.

BK – It make sends to include May Town meeting.

MJ – We can do a 13 month evaluation to include Town Meeting.

7. 7:50pm DPW - Common Traffic Trial Pattern Update – DPW Director Chris Gallagher, * Town Engineer Lance DelPriore,* and Planning Director Paige Duncan*

LG – This is a hot topic, we asked that you come in to talk about the Common Traffic Trial Pattern because people have a lot of questions. I have fielded lots of phone calls about this. People like what's happening on the south end but not so sure about the parallel parking. We can take feedback but Lance should be receiving any emails and comments about this and he's compiling them all. Going to Facebook to complain is not the right way to let the employees know what they think. I have been embarrassed by this community with the comments on Facebook is rude and mean, Paige, Chris Lance, I'm apologize for the comments on Facebook.

LD – We have a survey up on the town website and Facebook page. I agree that we have received positive comments about South and Central Street. People aren't sure about the parallel parking. It takes a bit of time to adjust and we appreciate people's patience.

SM – This is where the parallel parking is going to be if it is made permanent?

LD – Nothing is permanent now and we can certainly move something.

LG – There have been issues and you have made adjustments as needed.

LD – We've adjusted blocks that affected turning radiuses. We want people to learn not to change from one lane to another and make that right turn.

SM – I found that you cannot open your door for the parallel parking and think this might be more dangerous than the angled parking.

CG – Those spaces are 8 feet wide the standard with. The lanes are 10.5 feet. Those can vary with highway being 12 feet wide. When you park on South Street the space are the same and the lane is 11-11.5 feet. We can push the spot on the Common side. With keeping the lanes narrow it slows people down, which is our intention. Bring those barrels out is potential for reduced crossing exposure when you are in the crosswalks. We are getting a lot of comments from drivers and not pedestrians. The design and lane widths do meet engineering standards.

SM – My only other comment is slowing/stopping for the parallel parking.

ME – How do you get the survey if you aren't on Facebook? I'm a walker around town and it is working. It is slowing cars down. It was like Indy 500, with everyone zooming through there. Negative feedback I have heard with the parallel parking in front of Judy's and the bank.

SM – I'm not sure people realize that the cones are temporary.

BK – Thank you to all the work you have done. I think there reason why we are doing this has been lost. We did this to slow our downtown area to be slower as are most downtown areas. If you go to any other part of the country they are doing this as well. The downtown is going to change and look different in year.

PD – Thank you, in addition to the survey. The FAQs is now on the town page. I'm looking forward to the strategic communications plan to communication better. We've been charged with making it safer for pedestrians, kids and moms. Those cones that Doc was talking about do make pedestrians feel safer. I've seen people be upset about 18-wheelers not being able to make through and I think it's a benefit. They should be using the highways not our Common because it's convenient. We are going to have MRPAC, Shovel Town, and more use on the common with local community groups. We were told in the Master Plan that the uptown and common was the #1 to protect, enhance and address for the Town.

SF – If we did an extra foot we could do for the outside parking people? Is there a model that we could look at of a similar town square with parallel parking and say its working here in Massachusetts?

LG – Falmouth has a similar with a downtown and parallel parking.

BK – You could go to Norwood or Dedham as well.

ME – Is there another downtown like Foxborough in Massachusetts or are we unique?

CG – The number of streets entering and exiting and the two lane and pedestrian crossing makes us unique. We can poke around and try to answer Seth's question.

EO – The thing I had looked at was the traffic accident in the past year. The accidents in the past year on the common was 24. I think by having the new layout and is slowing the cars down and will have a positive impact to reduce impact.

LG – Could you please put in your report about the crashes and that data point?

ME – Maybe a couple of sergeants on the road can give us their opinion and what they are seeing as they drive these roads every day.

LG – Go take the survey and email Lance and they will come back to us on June 8th

CG- We will reach out to the subcommittee to go over the questions like does the parallel parking work. There is agreement on the South Street/Central Street area. We'll keep our eyes on it for the next two weeks. Taunton green is exactly what I have. It's hard to gauge whether people aren't parking using the parallel there because they haven't for a year and park in those parking lots or just don't know to park there.

LG – Thank you for the information. Please take the survey otherwise email Lance, you can also email Steph and Ed as well as they are on the subcommittee.

8. 8:00pm Planning - Temporary Outdoor Dining Revisions – Planning Director Paige Duncan*

PD – Our outdoor dining regulations needed to be updated. Our regulations follow Executive Order 50. This afternoon Governor Baker had put forth legislation to have the dining provisions to extend to the end of November. I would suggest the following under “Expiration” on page 7 under item H –

Temporary outdoor dining permits issued under these regulations shall remain in effect so long as State legislation and/or Executive Orders allow. Upon expiration of the State's flexible zoning and liquor license program, businesses shall have two weeks to remove fixtures from their temporary outdoor dining areas.

LG – Are you looking for that motion tonight? And this will stay in effect until 2 weeks after the order ends.

PD – Yes, that's correct and yes I would like that to be amended as read for the regulations.

Motion to extend Temporary outdoor dining permits issued under these regulations shall remain in effect so long as State legislation and/or Executive Orders allow. Upon expiration of the State's flexible zoning and liquor license program, businesses shall have two weeks to remove fixtures from their temporary outdoor dining areas by S. Ferguson, 2nd by M. Elfman.

SM – What is the date as of now?

LG – It's November 29th but that hasn't passed yet.

BK – June 15th is when the Executive Order ends and then they have 60 days past that.

PD – Our current regulations don't add the 60 days. So we'd have to end June 22nd if the legislations doesn't pass. The earliest would be August 14 and the latest would be November 29.

SM – The longer we can give business to be outdoors is a good thing.

LG – This is something to look at what’s changed and what’s going to go back to original status. We should look at zoning and what we want to allow for restaurants for outdoor dining. I’d like to continue that conversation with you and the Planning Board.

BK – Paige and I have talked about this about what this will look at in the future. There are a lot of things that have worked really well and no reason to no make them permanent changes. November was picked because most people will be indoors at that point.

Approved 5-0.

9. 8:15pm BOS - Foxborough State of Emergency Discussion

MJ – A year ago Massachusetts declared and Foxborough followed. This allowed us to put in place some policies that allowed flexibility for our employees. The other side of that it made management difficult with changing schedule. We are at a point with Foxborough in the green and the State is taking away the state of emergency on June 15 that it make sense for the board to do the same. Our recommendation is to rescind at the same time the state rescinds their state of emergency.

BK – The State of Emergency I think it puts us back in to normal mode and recommendations

Motion to rescind the Foxborough Local State of Emergency effective June 15, 2021 by S. Ferguson, 2nd by M. Elfman. Approved 5-0.

10. 8:20pm BOS - American Recovery Plan - Use of Funds

BK – This is one of those things that change on a daily basis and received info this afternoon. Our number of fund has increased from \$1.8 million to \$1.9 million because our population increased, we are around 18, 399 for our population. I spoke with the Norfolk County managers. The question we now have to deal with is how best to use the funds. This is more general in nature. We are taking a cautious approach. But want to be aggressive with addressing this things. Recreation has been hit and because there funding comes from funds generated by programs. It is critical to get programs started with the summer. Renee Tocci has been working on a part time basis and try to get her back on a full time status. I would approach this from an operational impact and do a reserve fund transfer. This would get us through the end of June and then we would have further information for FY22. This in an unanticipated impact. We are also should think about other uses for the town and talking with other managers that they have talked about but we’ve addressed it. We can’t use for pensions or stabilization funds. OPEB might be a qualifier as well. The School Department has a need to replace some AC units at the middle school. Using this will be less money to use from Free Cash. We will give you a list once we have that in place. Recreation is the most critical for operations right now.

LG – People are working hard right now to keep that program going. A few of the meetings is around the infrastructure and a resident talked about PFAS. We should ask Chris.

CG – PFAS is known as a forever chemical. There are 5-10k of chemicals in waterproofing things. It’s in almost everything you buy. It gets into the ground. This is firefighting foam as well. Our wells are in ok shape. Mass DEP has set limit at 20 parts per trillion that we are testing for. EPA has set limits and 70 parts per trillion. We have tested all our sources. The well on Route 1 is emergency use only and we do not and will not. If we do we will treat before using. Well 15 combined with Well 14 combined are under the limit and will test before putting those back online. Other towns are putting in 10-12 million dollar treatment plant. This is a different process than our other filtration process. We are trying to figure out where it is coming from. We expect the landfill is where we are getting that down at Witch pond. We will investigate. It gets in the ground and doesn’t go away.

LG - In summary we want to support Recreation short term and long term you (BK) will come back to use with information.

SM – Recreation are still looking for counselors.

LG – The posting is still online and you can apply.

11. 8:30pm Assistant Town Manager's Update

- To follow up with the goals for the Town Manger and BOS and get your input to me by June 1st so I can get those all together and this will let Bill align his goals with the Boards goals. On June 8th we can come back to you with all goals.

- This is the time of year that we do evaluations for the entire town. Self-evaluations go to supervisors June 2nd and then will come back to the HR department. We use this as a development tool for our employees.

- Recruitments right now are Benefits Administrator, Procurement Administrator, Chief Assessor, and Administrative Assistant in Finance. It's a position already funded that is for the assessor's office but can support the finance department during less busy times. We also have a Payroll Administrator and recreation counselors posted as well.

- Memorial Day this weekend. At 11am at Patriot Place near the Red Robin are hosting an event. This Friday evening the memorial graves will be adorned with a flag. We don't have a parade this year but we have the tradition that the Scouts will go to the graves and wreaths will be laid on the Common.

- Next Tuesday when people return to work the masks and gathering sizes are going away. If you are fully vaccinated we can wait to see your smile, if you're not we can wait awhile. With the benefits

- One of the benefits we've had during the pandemic is that we've had more meetings televised. This is due to Foxboro Cable Access. The work that FCA has done in pulling our government together has been phenomenal.

SM – With the benefits and payroll positions any thoughts in combining them?

MJ – We looked at that but it didn't seem to work. This comes as a suggestion from our auditors. These are two areas to continue our good work. We need to keep treasury and accounting side separate, it can't be half and half.

SM – My husband does the same position at the school. I would like to see us combine them as well.

MJ – These are new positions but not new money. We had a position that we IT Business Systems Analyst. It was a critical position at the time but now that all those systems are implemented. We shifted to those two positions from the recommendation of our auditors.

LG – Could we take them out of there and put them in the Human Resources group and bolster that department? HR is a critical function.

SM – My husband does the payroll, benefits and retirement and goes over that with employees as needed.

BK – We have struggled for years to figure out how to handle procurement. The benefits side is treasury is handled through the Treasurer's office and that falls on Paula.

SM – I don't think Paula should be doing it. I think it should be one position.

BK - It is not as simplistic as you are describing it to be that goes well beyond what Jimmy does.

MJ – The payroll from the school and benefits. That stuff all comes here to audit the town.

BK – We took existing dollars to restructure.

SM – If you can make this one position, you can save dollars.

BK – The point is we'd be penny wise and pound foolish to do that. We are doing what the auditor has recommended.

SF – I think what the auditors are concerned about is managing risk and that is with separating duties. You have the record keeping and then the accounting land then to minimize risk you need to have those separate to minimum.

MJ – We learned a few years ago that we need succession plans and cross-functional training. Even though our payroll administrator has moved on we have someone else trained so they can do that. We learned a lesson when we lost key holders with certain experience.

12. 8:40pm Town Manager's Update

- Mike Kelleher was appointed to the Southeastern Massachusetts Homeland Security Council.

-With the health insurance we are able to give our employees a 1 month premium holiday for a whole month. This save the employee and town money. This is because there were less elective procedures and providing health care coverage cost less this year. We will continue to operate as normal because this is temporary. If it does cost less next year then MIAA will look at doing another premium holiday. This goes to the School department as well as the Town. The savings for a family plan would be \$500 a month and the town will save about \$1.1 million of the Town's share of health insurance costs.

- Meals Tax discussion – I talked to Brian Quinn today about that. We missed/delayed the fiscal 2021 payment. We did pay the 2020 payment. We talked about delaying last year in this room that we would delay it. Because we don't know the final number for 2021, whichever that money is we will spend that money in fall and do that towards OPEB or roads. We also learned that it's not addressed in policy or the motion or minutes of when it was voted on at the Town Meeting it was approved at. That is another policy that the BOS could consider revising. You could also create a stabilization fund for roads to improve roads throughout the year along with Chapter 90 money. We probably won't make the ARC payment this year. We want to try to the full ARC payment once we know that the number is we will make a commitment and make a payment on a schedule.

LG – It's everyone's intention to take money collect to put in OPEB or roads. There is lack of policy for this but we have no intention not to use it for as intended we just need to figure out.

BK – We don't make the payment at any one date but at the point when we can get the best return on investment.

SM - Does the meals tax come in quarterly?

BK – Yes

SM – In order to make that payment would we have to go to special town meeting?

BK - That is the plan do that at town meeting in the fall.

SM – If you look at the 2011 it says in the policy it's says it's supposed to be made with other monies.

BK – I'm aware of that but that is the reality of the situation of this year and where we are at. We were trying to do the right thing here. We did the best we could, given the circumstances.

SF – What is the ARC payment?

BK – The ARC is the Annual Required Contribution. It is interesting to note it said that we would do that in 2038 and we are on track to do that in 2035. The good news on that Norfolk will retire in 2031. We could potentially retire the OPEB earlier than 2035.

LG – Could we get this on the next meeting to get a policy on this while its fresh and not right before town meeting?

BK – We need to update the existing and ask and make clear what the contribution towards each is and include the advisory committee on this policy as well. If we make the ARC what would be the contribution towards roads.

SM – Is it better that instead of going into free cash then maybe it could go into a reserve?

BK – We’ve talked about a way to separate that is something that we need to look at as well.

-For Memorial Day there will be reading of the names of veterans we lost from May 2020 to May 2021, on Foxboro Cable Access.

13. 8:50pm - Selectmen's Update

Subject 13.1 New Business - Town email addresses for Selectmen (Computer Use and Social Media Policy)

LG - We are getting town issued email address. We attended a training that directed us that it would be a good policy to have town email address for Public Records Request meetings.

Subject 13.2 New Business - Farmers Market starting 5/27

LG – If you go please fill out the survey on the common.

Subject 13.3 Old Business - Meals Tax Discussion

LG - Long term things to put on our list to revisit: Outdoor dining on our To-Do list. Continuation of televising meetings. Have a Budget review meeting. Email to the Chairs about Gala meeting room.

SM – My daughter and I were recognized as good neighbors of the week by Partners in Patriotism for saving a few ducklings but the really people who deserve credit is Mansfield Fire and DPW who did the real work.

14. Action Items

Subject 14.1 BOS - Approval of Minutes - March 30, 2021 Board of Selectmen Meeting Minutes

LG – This will be pushed to the next meeting.

Subject 14.2 BOS - Approve Remote Meeting Policy for Board of Selectmen

LG – This will be pushed to the next meeting.

15. Adjourn

Motion to adjourn by S. Ferguson, 2nd by M. Elfman. Approved 5-0.