

**Tuesday, July 9, 2019**  
**Board of Selectmen's Meeting Minutes**  
**Foxborough Town Hall**  
**Andrew Gala Meeting Room**  
**7:00pm**

**Members present:** Mark Elfman, Chairman  
Leah Gibson, Vice Chair  
Edward T. O'Leary, Clerk  
David Feldman  
Chris Mitchell

**Others present:** William Keegan, Jr., Town Manager  
Michael Johns, Assistant Town Manager  
Amanda Smith, Community Information Specialist

Chairman M. Elfman called the meeting to order at 7:00 p.m. and read the agenda into the public record.

**1. Citizen's Input**

No citizens commented during Citizen's Input.

**2. Public Hearing - MGPK, Inc. d/b/a Sam's Place, 34 Central Street- New On Premises All Alcohol Restaurant License**

E. O'Leary read the public hearing notice into the record.

Attorney Jeff Lovely presented this client, Mr. Sam Habib, to the BOS and indicated the application before the BOS is for an On Premises All Alcohol License, one previously obtained through special legislation. Attorney Lovely summarized the plans to renovate the existing building, previously home to New Life Upholstery. Attorney Lovely said his client has been working with the Building Commissioner, Nick Riccio, and does not yet have all of his required licenses and permits but wanted to start with the alcohol license and get feedback from the BOS. Attorney Lovely said the permitting would likely include a waiver of Site Plan Review before the Design Review Board as there are little to know exterior changes planned for the building. Attorney Lovely said his client plans to use public parking for 100% of the business parking.

C. Mitchell asked how many liquor licenses are available in the Downtown area; B. Keegan said there have been four assigned to the Downtown and there is one more license available. C. Mitchell said he thinks the Town has 2 node-specific licenses left. Mr. Habib said he loves the Town and would love to continue to do business in Town. L. Gibson asked about his perspective given his past comments about the availability of parking Downtown; Mr. Habib said his busiest hours will be dinner time and does not think there will be much issue with parking at this time. Attorney Lovely said Mr. Habib and his staff will park farther from the business to leave the closer spaces open for customers.

No other questions from the Board.

Cathy Hickey, 14 Baker Street, said she lives around the corner from this location and has the utmost respect and confidence in Mr. Habib. Ms. Hickey said he has been a great business owner and neighbor and wished him well.

Donna McIntyre, Margaret Road, came to express support for Mr. Habib and speak to his philanthropic side that has supported the community for years; he gives back more than we give him. Ms. McIntyre said he has the biggest heart and he deserves this liquor license.

D. Feldman recommended that Mr. Habib reach out to the FoxCares group for support and best practices; a great resource for him.

**Motion to close the public hearing made by E. O'Leary, motion made second by D. Feldman**

Discussion: C. Mitchell asked about anticipated open date listed as October 2019 and if still on track; Mr. Habib said he is still aiming for October. C. Mitchell asked if the license is granted tonight and not open by the New Year would he have to apply to renew; B. Keegan confirmed.

Final Resolution: Motion Carries 5-0-0

**Motion to Approve MGPK, Inc. d/b/a Sam's Place application for On Premises All Alcohol Restaurant License made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

**3. Eagle Scout Proclamation, Joseph Gonsalves**

M. Elfman read aloud the Town Proclamation to Joseph Gonsalves for his achievement of Eagle Scout.

C. Mitchell asked how many merit badges he has and how old he is; J. Gonsalves said he is 16 and he has 39 merit badges. C. Mitchell congratulated Joseph's parents for their hard work as well.

**4. Change of Manager - Red Robin International, Inc. d/b/a Red Robin Gourmet Burgers and Brews, 201 Patriot Place - Application for Change of Manager at Red Robin International, Inc. d/b/a Red Robin Gourmet Burgers and Brews - New Manager, Ashley Wyatt**

Ashley Wyatt introduced herself to the BOS as the General Manager at Red Robin, located at Patriot Place. Ms. Wyatt said she took over at the end of 2018 and previously held the liquor license in her name at the Braintree location when she was employed there; familiar with it. Ms. Wyatt said she and her team are familiar with alcohol regulations, are all TIPS-certified and use FoxCares.

**Motion to Approve Change of Manager at Red Robin International, Inc. d/b/a Red Robin Gourmet Burgers and Brews, located at 201 Patriot Place, to Ashley Wyatt made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

**5. Design Review Board Appointment - BOS to Appoint Gordon Greene to the Design Review Board to fill a vacancy, term expiring 5/1/2020**

M. Elfman said a vacancy arose on the Design Review Board and Gordon Greene had expressed interest in rejoining the Board. B. Keegan said Mr. Greene had served on this Board in the past.

**Motion to Appoint Gordon Greene to the Design Review Board to fill a vacancy, for a term expiring 5/1/2020 made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

**6. New Town Website Update and Demonstration**

Aaron Hyre, IT Director, came before the BOS to present the new website and highlight its new and improved functionality. A. Hyre said the Town did a soft launch a few weeks ago to gather feedback from the users in

the first days of the new website. A. Hyre explained the process for evaluating website design and criteria that led to the final product as launched. A. Hyre said a committee was formed and meetings were held to identify priorities in the website and what was missing from the current website. A. Hyre said the Town researched various website design companies and found West Corporation as they have shown to be a great partner so far and will give the Town additional resources to reach residents and visitors more efficiently and quickly. A. Hyre summarized the mobile-responsive design and demonstrated how it is shown on a tablet and on a mobile phone; highlighting that a large percentage of those visiting the website are doing so from a mobile device. A. Hyre called out the language translator tool built into the site, using Google translate. A. Hyre said the menu design uses a mega-menu design that allows for navigation with fewer clicks.

A. Hyre the integration of social media and civic engagement were key in the new website design and for reaching larger audiences. A. Hyre said the new website is integrated with social media platforms, including Facebook, Twitter and Instagram to ensure reaching as many residents and constituents as possible for consistent messaging. A. Hyre stressed the importance of branding content put out by the Town and directing those online back to the Town website as it is the authoritative source for the information shared. A. Hyre said each social media post with include a link to the Town website and may include a link to the “What’s New” section if the information has been featured there.

A. Hyre summarized the assistive technology built into the website, including text size and screen readers, which are taken into account with the website design and practices used by all editors (tooltips when hovering over a picture). A. Smith provided a summary for the civic engagement tools and the efficiency built into the site (SEE RECORDING). A. Hyre summarized more transparency through forms and data sharing with the new website. C. Mitchell asked about the login at the top of the page; A. Hyre said the login is mostly used for the website admins but in phase two of the site launch will be for self-registration that allows visitors to the site to create a profile and can sign up for alerts and announcements. A. Hyre said people can register their addresses can be used to target messaging based on location. A. Hyre said there will be the ability to subscribe to department and board lists and receive information in real-time. L. Gibson asked about uploading minutes and agendas to the website on a regular basis; A. Smith said she has been working with the Town Clerk’s office to develop a plan for moving forward and will work on uploading older minutes to put as many as possible online (SEE RECORDING). A. Hyre said A. Smith, Sandra Deandrade and Melissa Maling have been working hard to bring in the data from the previous website and ensure all are searchable, no matter the format in which they were previously stored.

A. Hyre thanked A. Smith, S. Deandrade and M. Maling for the tremendous amount of work put into to get this site ready and loaded and thanked all of the department heads for their supportive efforts. A. Hyre thanked all who attended the trainings as it really was a team effort and their work ensures there is redundancy in place. B. Keegan thanked A. Hyre, S. Deandrade and A. Smith for their hard work on this large undertaking and acknowledged how much work went into this; said they would have a new website by this time and they delivered.

## **7. Hanover Project Mitigation Measures Update - DPW Director, Roger Hill, to provide up to BOS regarding the Hanover Project Mitigation**

Roger Hill came before BOS and said the Town has met with the neighbors to the Hanover Project since last November to find ways to mitigate some issues that arose. R. Hill said the biggest problem is that the buildings are up-lighted and painted white and can be visually-invasive in winter when the foliage is gone. R. Hill said they were interested in screening, in addition to the screening put it at the entrance. R. Hill said the Town plans to put up a new screen of arborvitaes, approximately 150 feet, which will be closely spaced.

R. Hill said the Town will be milling and resurfacing Fisher Street, South Street, Robert Street and James Street then do a roadside clean up in the area. C. Mitchell asked about the sidewalk discussed in the past with neighbors; R. Hill said his crews have gone out and looked for ways to construct a sidewalk and said it cannot

be done given the completed pavement and property lines. R. Hill said the neighbors know there will not be a sidewalk and are happy with the trees to be planted.

## **8. Appoint Interim Finance Director/Town Accountant - Town Manager Recommendation for BOS to Appoint Interim Finance Director/Town Accountant**

B. Keegan recommended the BOS appoint Bill Yukna as the interim Finance Director for the next week or two, primarily for the purpose of signing warrants. B. Keegan said he was going to ask the BOS during his update to hold a special meeting next week to review the candidates for both the Finance Director position and the Director of Accounting position. C. Mitchell asked when the new hires will be in the position; B. Keegan said the Town is aiming to have the positions filled by the end of August. M. Elfman asked how the process would go to meet the candidates; B. Keegan said because they are finalists the BOS would meet them in open session and then work on a contract for the Finance Director in executive session. B. Keegan said after successful completion of contract negotiations, the BOS would approve the contract in open session.

B. Keegan said the candidates are solid and thanked L. Gibson and M. Elfman for helping in the interview process for each position. L. Gibson said she feels very optimistic and good about the finalist being presented to the BOS. M. Johns said the Finance Director interview panel was 8 people and the Director of Accounting interview panel was 7 people, including the BOS Chairman. C. Mitchell asked if the temporary appointment should be for a couple weeks; B. Keegan said the appointment should be until the first meeting in August.

### **Motion to Appoint Bill Yukna as the Interim Finance Director/Town Accountant until August 6, 2019 made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

## **9. Selectmen's Update**

M. Elfman and L. Gibson said they were both pleased to be part of the interview process and are excited to present the candidates to the rest of the BOS.

M. Elfman said he attended the last Planning Board meeting and are expected to see the Purchase and Sale Agreement at the July 23<sup>rd</sup> meeting and will expect to see the Municipal Conversion permit before them in the coming meetings. L. Gibson asked about the potential for previous recusals for the RFP vote and if that would still pose an issue; B. Keegan encouraged L. Gibson and M. Elfman to reach out to Town Counsel about this matter and confirm they are able to be part of the future votes now that the bid has been selected.

## **10. Town Manager's Update**

B. Keegan provided an update on SEMRECC and that it went live on July 1, 2019; no major issues reported. B. Keegan said they fielded approx. 400 calls since going live. B. Keegan thanked Director, Rob Verdone, and his staff for working hard to get this up and running on schedule and for handling the transition to regional dispatch. D. Feldman asked if they are fully-staffed; B. Keegan said fully-staffed for now for the two communities who have transitioned to regional dispatch.

B. Keegan said the Town is focused on cleaning up FY19 in Finance and are excited to fill the vacant positions in that Department in the near future.

B. Keegan wished his son a Happy 23<sup>rd</sup> Birthday today.

## 11. 8:50pm - Assistant Town Manager's Update

M. Johns said the Town of Foxborough Police Department has welcomed 6 new officers to the force over the last couple of weeks. M. Johns said the Town will start the assessment process later this month for the new Police Chief to fill the vacancy after Chief William Baker retires in October. M. Johns said the Town is looking to hire from within and is working to build a panel of experts to conduct the assessment of each candidate. M. Johns said the selected candidate will go through a mentoring program with Chief Baker through August and September to ensure a smooth transition.

M. Johns said the Town is looking into the additional capabilities of Munis for applicant tracking and reviewing cost-benefit to these tools.

M. Johns congratulated Steve Laursen, DPW Mechanic for 27 years, on his recent retirement. M. Johns said he had focused a lot of his attention on the school buses in Town and making sure they operate in top condition. M. Johns thanked him for his years of service to the Town.

B. Keegan expressed condolences to the family of colleague, Rocco Longo, who recently passed away and had served as the Town Manager in Marshfield and was serving as the interim Town Manager in East Bridgewater when he passed. Mr. Longo succumbed to meningitis and is greatly missed. M. Johns said Mr. Longo had also served as a teacher in the Suffolk Leadership Program.

## 12. Action Items

12.01 Block Party - Application for a Block Party at 16 Brookside Drive on July 13, 2019 from 4:00 p.m. to 9:00 p.m.

**Motion to Approve Block Party Application at 16 Brookside Drive on July 13, 2019 from 4:00 p.m. to 9:00 p.m. made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.02 Veterans Services - Acceptance of Gift Donation of \$25.00 to Veterans Services from Marilyn Ramsay in Memory of Paul Ramsay

**Motion to Accept Gift Donation of \$25.00 to Veterans Services from Marilyn Ramsay in Memory of Paul Ramsay made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.03 Council on Aging/Human Services - Acceptance of Gift Donation of \$3,284.79 to the Foxborough Council on Aging/Human Services from Friends of Foxboro Seniors for 1/2 of May Tai Chi, HESSCO Community Luncheon and Senior Olympics

**Motion to Accept Gift Donation of \$3,284.79 to the Foxborough Council on Aging/Human Services from Friends of Foxboro Seniors for 1/2 of May Tai Chi, HESSCO Community Luncheon and Senior Olympics made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.04 Recreation - Acceptance of Gift Donation of \$5,000 to Foxborough Recreation from the Foxboro Skate Park Association to repair and maintain the skate park

**Motion to Accept Gift Donation of \$5,000 to Foxborough Recreation from the Foxboro Skate Park Association to repair and maintain the skate park made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.05 Conservation - Acceptance of Memorial Bench Donation at Lane Property to the Conservation Commission, valued at \$950.53, from Matthew Milhomme in Memory of Donna Marie Milhomme

**Motion to Accept Memorial Bench Donation at Lane Property to the Conservation Commission, valued at \$950.53, from Matthew Milhomme in Memory of Donna Marie Milhomme made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.06 Board of Selectmen - Acceptance of Signed New England Patriots Super Bowl LIII Framed Photo from the Kraft Group to the Town of Foxborough

B. Keegan presented to the BOS and to the Town a surprise gift from the Kraft Organization to commemorate the latest Super Bowl win by the New England Patriots. B. Keegan said this will be circulated to various departments around Town and will be hung in Town Hall after rotation. B. Keegan thanked the Kraft Organization on behalf of the Town and called out the signatures included.

**Motion to Accept Signed New England Patriots Super Bowl LIII Framed Photo from the Kraft Group to the Town of Foxborough made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.07 Board of Selectmen - Acceptance of Volunteer Bench Dedication Plaque, donated by Neil Forster's family, to the Town of Foxborough and dedicated to all volunteers

**Motion to Accept Volunteer Bench Dedication Plaque, donated by Neil Forster's family, to the Town of Foxborough and dedicated to all volunteers made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0

12.08 BOS Approve Minutes from 6/11/19

**Motion to Approve 6/11/19 meeting minutes as edited made by E. O'Leary, motion made second by D. Feldman**

Discussion: C. Mitchell pointed out a typo at the top of the page.

Final Resolution: Motion Carries 5-0-0

### 13. Adjourn

**Motion to adjourn at 8:34 p.m. made by E. O'Leary, motion made second by D. Feldman**

No further discussion

Final Resolution: Motion Carries 5-0-0