



# TOWN OF SOUTHBOROUGH

## BOARD OF SELECTMEN Meeting Minutes

**Meeting Date:** Tuesday, July 21, 2020, 6:30 P.M.

**Location:** Public Safety Facility, Training Room, 32 Cordaville Road, Southborough, MA

**Present:** Marty Healey, Brian Shea, Lisa Braccio, Chelsea Malinowski, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey called the meeting to order at 6:38 P.M. He thanked Ms. Hale, Mr. Purple, Mr. LaFlamme and the Police and Fire Departments for their coordination and effort to ensure an in-person meeting for the Board this evening.

### II. Consent Agenda

- a. Mr. Shea made a motion to appoint Brandon Donahue as Special Police Officer. Ms. Braccio seconded. The motion passed all in favor (5-0-0).
- b. Mr. Stivers held item "b." Mr. Stivers suggested changing the section describing the responsibility of the Committee to manage the day to day relationship to "monitor current relationship with management." Ms. Malinowski suggested to revise the original language to "oversee day to day relationship..." and Mr. Stivers felt it suggested micromanagement. Chairman Healey stated he approved of the current language as written in the packet. He said management could be done by delegation and there should be no micromanaging. Mr. Stivers agreed to leave the charge as written. Mr. Shea made a motion to approve of the new Golf Committee charge. Ms. Braccio seconded. The motion passed all in favor (5-0-0).

### III. FY2020 Goal-Setting Discussion

Chairman Healey set guidelines for the conversation and invited Ms. Braccio to start explaining her list of goals for the Board. Ms. Braccio stated she would like training for all boards and committees regarding running a proper meeting and review of open meeting laws. She explained that with member turnover and turnover at the chair and vice-chair positions, not every volunteer may understand how to post agendas, vote, or have the tools to run a successful meeting. Chairman Healey agreed and stated that he would like to encourage all boards and committees to televise their meetings. He added that Southborough Access Media is a useful resource and the addition of Zoom makes it easier to publicize meetings on YouTube for the public to watch and participate. Mr. Purple added that Zoom solves for the issue of limited meeting space. Mr. Stivers stated that Zoom also enables experts from afar to participate in meetings remotely. He suggested a checklist and one page summary for all chairs of boards and committees. Mr. Purple stated that he will reach out to the larger boards and committees for feedback on how they manage their meetings. He stated he will work with Ms. Esposito to search for effective training for boards and committees. Ms. Malinowski suggested using other successful board and committee practices to build a model to share with others. Mr. Purple suggested the Board think about enforcing the recently updated Email Policy which mandates all employees and volunteers use their town email to conduct town business. He explained the confusion and reluctance to use town email and asked for the Board's consideration in assisting Mr. LaFlamme in reinforcing this policy.

Ms. Braccio stated her next item was updating and consolidating policies to ensure volunteers understand and adhere to them. She explained there are numerous policies that may be contradictory or redundant and are different depending on the department. She suggested

creating a handbook for employees and volunteers for consistency. Mr. Stivers explained an organizational gap and how the policies are not consistent on the website. Mr. Purple stated there are policies that are old and have been replaced but the older policies may not have been removed which is a cause for confusion. Chairman Healey suggested the Town Clerk's Office work with Ms. Hale to catalogue the existing policies. Ms. Braccio and Ms. Malinowski agreed to catalogue existing policies and identify what should be updated, what should be removed, and what might be missing. Ms. Braccio stated she will work on this and bring a redlined version of volunteer policies to the Board.

Ms. Braccio stated her next item was to add a level of approval or oversight to the appropriation of line items at the end of the fiscal year. She added that this addition would be to ensure the tax payer expectation to return money at the end of the year is monitored or met. Mr. Purple explained that interdepartmental transfers need to have approval. Chairman Healey stated he would like a quarterly budget update from Mr. Ballantine. He requested a report that shows exactly where the Town's expenditures are for each line item. Mr. Purple explained the new ClearGov software that the Town is beginning to implement. Chairman Healey requested Mr. Ballantine attend the second meeting in September to report on the budget. Mr. Purple asked for a list of items the Board was looking for in the quarterly report. Mr. Stivers suggested that the numbers be presented with a storyline behind it so the Board can understand the budget to make better long-term decisions.

Chairman Healey stated that he appreciated inviting other boards and committees to report on their work at various Board meetings and felt Ms. Braccio's idea of a selectman liaison was a good idea. Ms. Braccio explained that through the YouTube channel she has been able to watch many more meetings than she would be able to attend and felt that the Selectmen could help these boards and committees with best practices and by giving them a platform to inform the Town on their proceedings. Mr. Shea stated he would not want to give the impression that the Board is trying to restrict their creativity or ability to act on their own. Ms. Braccio replied that was not her intent. Mr. Stivers said at most meetings he attends, the board or committee is appreciative that someone is attending and participating.

Chairman Healey suggested sending a quarterly newsletter from the Board through WordPress to inform the public of upcoming deadlines, events, or general information from departments, boards and committees. Mr. Purple suggested sending it with the quarterly tax bill and a discussion was had to post it on the website. Chairman Healey asked Mr. Purple to inquire who may have WordPress skills within his staff and Mr. Purple agreed to do so. Chairman Healey stated he would like to discuss recruiting volunteers for boards and committees. Ms. Braccio suggested hosting a volunteer fair or forum where interested parties could gather information and talk to a representative. Mr. Purple stated other towns have volunteer committees and it is their job to fill vacancies. He said the committee would reach out to targeted residents and meet with them before recommending them to the Board. Mr. Shea stated that Mr. Hegarty is very good at reaching out to those who could be a good prospect for specific boards and committees as was Mr. Wilson. Mr. Purple made the point that most board and committee members continually volunteer. Ms. Malinowski stated that the current environment where travel is down and there is more work-life balance is more conducive for someone with children to participate.

Ms. Braccio suggested that the list of goals agreed upon by the Board be included on the agenda for the public to discuss, keep accountability and for the Board to update their progress. Ms.

Malinowski suggested a quarterly formal review to ensure the Board is focused and on track with attaining their goals.

Ms. Braccio's next item was to create an employee handbook to provide guidance and resources to employees to make their jobs easier. Mr. Stivers stated that Town Counsel had opined in the past that this could be a legal liability. Mr. Stivers said he disagreed and referenced Westborough's employee handbook as an example. Mr. Purple asked Ms. Braccio and Mr. Stivers to work on a draft handbook to present to the Board. He suggested that the Personnel Board and Labor Counsel be included in the process.

Lastly, Ms. Braccio would like to see updated job descriptions for Board of Selectmen staff. Chairman Healey asked how many employees this would include and Mr. Purple stated there are three in the Board of Selectmen's Office and the department heads that he oversees on a day to day basis. He explained the process for updating a job description which could take three to four months and includes working with the Personnel Board. Ms. Braccio added that job duties have changed over the years and updating the descriptions would be beneficial. Mr. Stivers agreed and said he would like to review each that report directly to Mr. Purple.

Ms. Malinowski stated one of her goals would be to look into regional dispatch hosted by the Town. She added that this would not increase revenue but could decrease expenses. She added she would like to have the police budget split to show police and dispatch separately. She felt given the current climate it could make sense to regionalize in Southborough and share dispatch expenses with other towns. Chairman Healey stated he met with Chief Paulhus in the fall and he had wanted to look into regionalization of dispatch as well. Chairman Healey stated the new public safety building is more than appropriate to host. Ms. Malinowski added that she did have a discussion with the Chief when she was a member of the Advisory Committee and would be happy to do so again. Mr. Purple outlined some points from a non-host point of view which included some drawbacks such as customer service issues, jail cell monitoring, and staffing issues. Ms. Malinowski noted that Nashoba has a successful regional dispatch center.

Ms. Malinowski stated that she would like the Board to look at the annual reviews of those who report to the Board. She would like the Board to review their performance and their job description in terms of goal attainment. Chairman Healey asked how the review process was currently handled. Mr. Purple described the annual reviews of non-union SAP employees and contract employees. He explained that the Planning Board must approve pay increases and evaluations are confidential. Ms. Malinowski stated that she felt the Board should have input into reviews of those the Board appoints or those that report to the Board. She added that the Board negotiates contracts and felt the Board should have input with those reviews as well. Mr. Purple stated that in order for the Board to review the evaluations of contract employees, the Board would have to enter into Executive Session for each. He told the Board they would need to decide how many employees they would like to review. Mr. Stivers added he would like to interview employees that work with each other to include their reviews of interactions as well. Ms. Braccio cautioned that there could be bias and complications to that and felt the department head could give those details. Mr. Purple explained how the evaluations of contract employees take place and the differences between SAP employees.

Ms. Malinowski stated she found value in the liaison role she played with other boards and committees while on the Advisory Committee. She felt the Board could do the same to open

communication and understand their goals and potential future hurdles. Mr. Purple cautioned against micromanagement. Ms. Malinowski stated it would not be to micromanage but to potentially advocate for departments, boards or committees to paint a better picture for the Board. Chairman Healey cautioned against advocating for specific boards or committees as they currently present to the Board quarterly. Ms. Malinowski replied the liaison would keep a pulse on departments but not from a micromanagement perspective. She added it would be to keep the Board informed between formal reports. Chairman Healey suggested this discussion be revisited at the next goal setting meeting and to find out how many entities this would apply to. Mr. Stivers suggested adding the schools to the list of entities and Ms. Braccio agreed. Mr. Purple stated that the schools have been collaborative with the Town and Chairman Healey agreed. Chairman Healey said he would reach out to the Chair of the School Committee to include the schools in these discussions.

Ms. Malinowski said she would like the Board to evaluate current operational processes, postage and mailings and data exchanges between departments to see where improvements could be made. Chairman Healey asked the best way to know exactly how many mailings the Town sends to residents. Mr. Purple replied the easiest to quantify is the tax bill. Mr. Purple explained that the Recreation Department is funded out of the Revolving Fund and Ms. Malinowski added that they are not doing mailings for the fall but they typically send twice a year. Ms. Braccio said the Recreation Department is effective in publicizing in town buildings. Ms. Malinowski suggested looking at these items and discussing ways in which costs could be cut. Ms. Malinowski said she would also like to discuss staffing needs. She would like individual articles at Town Meeting for any added positions, changes in status, or change from part-time to full-time. She felt this would help with transparency and enable residents to vote on these changes.

Ms. Malinowski requested Mr. Purple meet with departments to reiterate the position the Board took prior to her joining that there will be no new additional positions for fiscal year 2022 and confirm there are no plans add any. Mr. Shea added that the vote of the Board was that no new positions were to be added without an additional revenue source to support it. Mr. Purple stated that he felt departments may ask for additional positions due to the fact that the Board voted to add 3.5 positions after revisiting the budget due to the impact of the pandemic. Mr. Purple suggested the Board take another vote to reaffirm their position after the end of fiscal year presentation from Mr. Ballantine, Ms. McAuliffe and him. He added that the Board needs to be more creative when it comes to staffing as there may be other ways to provide services.

Ms. Malinowski asked that the Board work with Mr. Ballantine to see how the Board should be involved with the implementation of the new budget software. Mr. Purple explained that the pandemic slowed down this process and the data transfer has happened. The next step is to input the fiscal year 2021 budget into the system. Chairman Healey requested a presentation of the new software from Mr. Ballantine. Mr. Purple agreed.

Ms. Malinowski suggested the Board discuss the community program for diversity and inclusion at the August 4<sup>th</sup> meeting. Chairman Healey agreed. Ms. Malinowski stated her last item was to adopt a long-term plan for capital in conjunction with recommendations from the Capital Committee. Mr. Purple stated his goal is to have the Capital Committee create a recommendation for capital to input into the budget early in the process.

Chairman Healey stated that a Special Town Meeting in the fall made sense when it looked like it would be safer to do so. He asked Mr. Purple to check in with those whose articles were moved from the Spring Town Meeting to a Fall Town Meeting to understand the necessity for being voted on. He stated that with the pandemic, it should be acknowledged that a fall Town Meeting may not be possible. Mr. Purple agreed to reach out to the stakeholders on these articles.

Chairman Healey stated they will lead with Mr. Stivers' goal list for the August 4<sup>th</sup> meeting. He added that the Main Street project has continued down towards Mauro's and the road looks great. Mr. Shea stated the construction is targeted to be complete by the end of this construction year and by next spring, the Town will see the benefits of the work done.

IV. On a motion made by Mr. Shea, seconded by Mr. Stivers and voted all in favor, the meeting was adjourned at 8:53 P.M.

<p><i>Upcoming Meetings</i> <i>August 18, 2020</i> <i>September 1, 2020</i></p>
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Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the July 21, 2020 BOS Meeting:

- Letter from Chief Paulhus to BOS dated July 16, 2020
- Resume of Brandon J. Donahue
- Letter from Mark Purple to Brandon Donahue dated July 15, 2020
- Draft Golf Course Committee Charge
- Forward from Vanessa Hale to Carol Ostrech re: Eagle Scout dated July 16, 2020
- Forward from Vanessa Hale to Carol Ostrech re: Colin Kerrigan Eagle Scout Court of Honor - Saturday July 25 dated July 16, 2020.pdf
- Goals - Planning Marty Healey
- Copy of FY21 Goals
- Sam BoS Planning Meeting Topics 7.16.20
- Goals for BOS 7.21.20