

**Personnel Wage Board**  
**September 2, 2015**  
**Town Hall**  
**Selectmen's Meeting Room**  
**5:30 PM**

**Committee Members in attendance:**

Paul DeFazio, Vivian Pitts, Nancy Bacher

**Staff in attendance:**

Mary Beth Bernard, Marsha Armando

The meeting was called to order at 5:41 p.m.

**Discussion:**

**-Finalize Vehicle Use Policy:**

Mary Beth stated that the current updated Vehicle Use Policy was a merge of what the Town has been using for a policy and the MIIA policy.

The committee reviewed and discussed the draft and made several edits.

**-Review Sample Personnel Bylaws**

Mary Beth handed out Mission Statements of Personnel Wage Boards from other towns. Committee members reviewed and the hope is to have this statement be an introduction on the Personnel Wage Bylaws and will add to the Board's website. The committee reviewed the language from the provided material and determined what would be useful for Foxborough.

Mary Beth Bernard suggested that the objective of the Personnel Wage Board is to revise and recommend policy and approve compensation issues; the Board will review job descriptions and approve policies that affect personnel. The plan is to create a policy manual for employees so they are aware of each policy and able to inform them when changes are made to a policy.

Marsha Armando will send samples of text wanted to Paul DeFazio who will draft the Board's mission.

**-Update on Special Town Meeting Warrant**

Mary Beth Bernard stated that the Special Town Meeting, originally planned for November, will take place next year, most likely in February. This extra time will allow the Board to design the mission appropriately as to how it will fit into the Bylaw.

The hope is to include all job description classifications within the Steelworkers Union contract to come to the Personnel Wage Board for review. Paul DeFazio said that it is a good step to have these job descriptions come to this Board first in order to maintain fairness.

Nancy Bacher commented that she liked the Westwood description of "Powers and Duties" on page 29; Paul DeFazio agreed. Nancy stated having a short mission statement with an outline of duties would be most useful. Mary Beth stated that the document is the Personnel Bylaw and the outline of duties makes it clear that the Bylaws are enforced by the Personnel Wage Board. The statements discussed could be the Bylaw, replacing the current large document, and this would be article on the Special Town Meeting Warrant.

-Future Meeting Schedule

Paul DeFazio will have Wednesday commitments through the end of January. Mary Beth suggested Tuesday evenings when the Selectmen do not meet. A draft schedule of meeting dates through the end of December will be emailed to all committee members for review and decision. Next meeting will be determined from that schedule.

-To Do

Draft mission statement and outline.  
Determine Meeting Schedule.

The Meeting adjourned at 6:37 p.m.