

**Personnel Wage Board  
September 29, 2015  
Town Hall  
Selectmen's Meeting Room  
5:30 PM**

**Committee Members in attendance:**

Paul DeFazio, Nancy Bacher, Gary Whitehouse, Tracey Vasile

**Staff in attendance:**

Mary Beth Bernard, Marsha Armando, Lisa Sinkus

The meeting was called to order at 5:39 p.m.

**Discussion:**

-Review Draft Personnel Bylaws

With a recap of the policy manual, Mary Beth Bernard reiterated that the policy portion of the Bylaws will be separate. At the last meeting, the Board looked at other towns' Bylaws. A favorite of the group was Westwood.

The Board would like to put a mission on their website page (similar to what Foxborough now has on the Human Resources site). The Board would also like a process, so pulling from Westwood's process on page 30 "Recommended Policies"; so it is clear that the Board does not push policies through.

Tracey Vasile, the new representative from the Advisory Committee, asked how often something comes before the Personnel Wage Board. Mary Beth stated that nothing has come before them within the year that it's been re-energized. Gary Whitehouse said there was only one issue that came before them and that was when Kevin Paicos was Town Manager.

Mary Beth Bernard stated that any employee can recommend a policy, which is then vetted through this Board. They have the ability to access legal counsel to assist with this process. She also thinks there is still a workable timeline for Special Town Meeting. The plan is to clearly define the Personnel Wage Board and how it is made up, and how it functions.

She also mentioned that she is starting to have one on one meetings with employees regarding their job descriptions, and then have the PWB review and classify the job descriptions.

-Review Draft Mission for Personnel Wage Board

Mary Beth Bernard stated that she would like to have the mission statement put on the website. There are a lot of good mission statements; want to show that the PWB job is to keep things fair. Lisa Sinkus stated that it should be made clear that the PWB is not just for non-union employees. Mary Beth noted that in contracts, they often defer to the personnel policy, so would like to try and include this in bargaining.

Tracey Vasile suggested stating that it covers those “under contract as allowed”.

Nancy Bacher suggested it covers town, except for those covered by the collective bargaining agreement. She proposed looking at the Section 2 of Westwood’s policy, as that should cover it all. Nancy further stated she liked Littleton’s mission, but wonders if a lot of people would know about the Town Manager Act. Mary Beth suggest adding in the Mass General Law numbers which describes it. Therefore, the Littleton language will be included in the Foxborough PWB mission.

Mary Beth said that the website will show the guiding process for the PWB. She further stated that a lot of towns have Personnel Boards, but this is a Personnel Wage Board.

Tracey then noted that most towns’ Advisory Committees are their Finance Committee, but this AdComm does weigh in on the Warrant.

Paul DeFazio stated that makes it more all-encompassing than just wages.

Mary Beth asked if it should be changed to a Human Resources Board.

The question was then raised if that meant that they would need to change the Charter?

The Bylaw change is made at Town Meeting. Charter change is made at the state level.

Do not include responsibility in the PWB mission. The following changes should also be made:  
Section 1 – P&A, Section 3 – TM.

Lisa Sinkus asked what would happen if there were a grievance and the PWB was not consulted. Mary Beth said that the PWB is there for those without collective bargaining contracts. Gary Whitehouse said that the Bylaw states the that Town Manger has to consult with the PWB, not that he “may”. (Section 3-consultation with PWB.) Tracey Vasile asked to make sure that any information in Sections C and D which are still relevant, be in the new document.

Mary Beth Bernard noted that even though there is the Strong Town Manager Act in Foxborough, this document needs to make it clear that the PWB would still have power. A discussion then ensued regarding the Town Manager Act.

Gary Whitehouse said this Act allows the Town Manger to do whatever s/he would want. Mary Beth clarified that if there is a personnel board, a Town Manager cannot do whatever they want. Tracey asked the process for changing the Town Manger Act. Mary Beth stated that the Charter would need to change. Mary Beth explained that in order to change a charter, a committee is appointed to look at the charter, which seems to happen in 10-20 year increments. Once appointed, there is a panel, then brought to the Board of Selectmen, Advisory Committee, Town Meeting and then legislation.

Lisa Sinkus said that the Town Manager has been in effect for many years, when the two previous Town Managers were in Foxborough, and was utilized differently by both. She further stated that it is good to have strong policies in effect and another group reviewing all policies.

Paul DeFazio said he is comfortable with the PWB being advisors and having strong policies and strong Bylaws.

Continuation of review of Westwood’s Bylaws to incorporate into Foxborough’s Bylaws.

HR counsel Jack Dolan is planning to attend the October 27 PWB meeting.

-Discussion on Committee Membership

With the sudden and unfortunate passing of PWB member and former employee Vivian Pitts, the committee discussed committee membership.

Mary Beth Bernard noted the historical aspect that Vivian brought to the Board, but suggested that perhaps not having a former employee on the PWB may be more appropriate.

Nancy Bacher suggested perhaps someone from a large company who understands policies would be an asset.

*Paul DeFazio leave at 6:40pm.*

It was suggested that a rough draft of the Bylaws and Mission Statement be given to potentially interested candidates for PWB. A link to the Committee Application will be added to the PWB website.

-Preparations for Future Meetings

Bylaws and Mission Statement Draft will be prepared.

The Meeting adjourned at 6:51 p.m.