

**May 26, 2021**  
**Town Hall**  
**Gala Meeting Room & Zoom**  
**Televised on Foxborough Cable Access**  
**5:30 PM**

**Committee Members in attendance:**

Gary Whitehouse

**Committee Members in attendance via Zoom:**

Tracey Vasile & Dennis Keefe

**Staff in attendance:**

Michael Johns (Gala), Katie Lang (Zoom)

Jack Dolan, Town HR Counsel

The meeting was called to order at 5:37 PM

**Discussion:**

Minutes from the March 30, 2020 meeting will be distributed to the Board along with the minutes from this meeting for everyone to review. We will make any edits, review and accept at our next meeting in a few months' time.

Mike advised the Board that the Personnel & Policy Guide presented to the Board has no new or updated material instead was just a document that housed all policies adopted by this Board and the Board of Selectmen in a consolidated guide. Many of these policies should be reviewed this year. This guide applies to all Town employees but then those that have union contracts, in which those collective bargaining agreements trump these policies. The union contracts have more specific language as to what is negotiated.

Tracey – Asked if there was a section reviewing CORI and background checks which is part of the onboarding process for all new employees. Dennis second this.

Mike will make sure this is added before the guide is presented to the Board of Selectmen.

Tracey – In regards to key employment dates, what is used as the employees anniversary date should they leave a role with the Town and then come back? Asking for more specified language to make it clear. (Page 4 of guide)

Jack – language will be updated to read as follows:

“Date of Hire: Assuming continuous service with the Town, the date an employee is initially hired by the Town in any capacity.”

Tracey – In regards to the Equal Employment Opportunity, Discrimination, and Sexual Harassment Policy, suggesting to delete Mike and Bill’s names and just have their titles as this document will live on past their time with the Town.

Jack – Typically names as inserted here to make it more personal but keeping the names will require someone to remember to change the names when new individuals are in these roles. Good to just keep the titles.

- This was updated on page 11 of the guide and the general Town Managers Office number was inserted. Paragraph reads as follows:

“If you would like to file a complaint you may do so by contacting Town Manager or if you prefer, you may file your complaint with the Assistant Town Manager. Both the Town Manager and Assistant Town Manager can be reached at (508)543-1219. These persons are also available to discuss any concerns you may have and provide information to you about this policy and our complaint process.”

Tracey – In regards to the Civility Policy, just wanted to make sure that there was language in the guide that all Boards and residents should respect each other and represent the Town in a respectful way. That this should be carried throughout every board.

This is addressed at the bottom so her question is addressed.

“Accordingly, no employee, member of a Board, Commission or Committee, or any other person engaged by or acting on behalf of the Town of Foxborough, shall enter into any verbal discussions or other form of communication by any means without employing the highest standards of personal integrity, truthfulness, honesty, civility and fairness in carrying out his or her public duties. Failure to do so is a violation of this policy.”

Dennis – Commented that he has seen many of these types of guides throughout other organizations so he is familiar with the content. A lot of these policies reflect language that are in the union contracts. This guide flows well. Votes to endorse the Personnel & Policy Guide and to recommend to the Board of Selectmen.

Mike – Commented that this was a team effort led by Bill, Town Counsel, former ATM MaryBeth and this Board.

**Tracey Vasile made a motion to endorse and recommend to the Board of Selectmen, Dennis seconded, and Motion passed 3-0-0. Roll Call was done.**

Mike – Edits will be made and then submitted to the Board of Selectmen.

Mike – Update on Covid-19 policies that were adopted March 17, 2020. Waiting on guidance from the Governor once the State of Emergency is lifted. Looking for the Board of Selectmen to adopt a remote participation policy but waiting on guidance from the State so language is current and up to date. Should

a guidance not be posted, Mike and team will edit to what makes sense for the Town. This will be discussed/adopted the June 8<sup>th</sup> Board of Selectmen meeting.

Dennis – Asked how to Town will address the May 29<sup>th</sup> update in regards to masks. What is Town Hall doing?

Mike – Guidance will go out to all Town employees by the end of this week. In summary, it will be should you be vaccinated, we would love to see your face but if not then we can wait a bit longer and to please wear a mask. This will be an honor system and no vaccination cards checked. All employees will be advised to respect one another.

Tracey – Commented that Mike has handled the pandemic fabulously in regards to all of the emergency polices.

Mike – thanked the Board and said that it has truly been a team effort and that both the town employees, residents and School have really come together to get through this time.

Meeting adjourned at 6:06 PM.

MINUTES APPROVED ON 9/14/21