

November 4, 2023
Gala Meeting Room & Zoom
Televised on Foxborough Cable Access
5:30 PM

Committee Members in attendance:

Gary Whitehouse, Scott Yankee & Carrie Weston
Dan Peterson, AdCom liaison

Staff in attendance:

Paige Duncan, Acting Town Manager
Paige Eppolito, HR Director

Staff in attendance via zoom:

Katie Lang, Executive Assistant

Documents Provided:

091323_Town of Foxborough FMLA Policy September 2023_Final
Personnel Board Meeting Minutes_092623
Personnel Board Meeting Minutes_021523

**PERSONNEL BOARD MEETING WAS RECORDED AND BROADCAST BY FOXBORO CABLE ACCESS ON
GOVERNMENT CHANNEL 22/38 AND AT FCATv.org/liv**

The meeting was called to order at 5:33 PM.

Gary – Approving the minutes for September 6, 2023. Approved. Minutes from October 3, 2023.

Carrie – Motion to approve, 2nd by Scott.

Gary – Approved

Paige Duncan – The edits have been made.

Katie – All edits were captured from Paige, Mary Beth’s and my notes. Everything should be updated.

Carrie – One update, on the pre certification of the remote work agreement – must be reduced to writing to “put in writing.” Page 12.

Katie – In the agreement itself. I had a lot of help.

Dan – Pretty robust and appropriate. Will always be someone who tries to find a loophole but applies to almost 99%.

Gary – The word routine. I don’t think we want this policy to be designed for an employee to be doing this regularly. Please remove the word from the document.

Katie – “non-routine” or take out?

Gary – Take out.

Carrie – I think that was referring to people who had remote work on a regular basis.

Gary – I thought we didn't want to do that so it's always only benefiting the Town. HR would have to revisit on a regular basis.

Carrie – No IT roles that work from home?

Dan – Can we say no remote work at all? Maybe someone with a disability?

Gary – This building is handicap accessible.

Paige Duncan – That would fall under a different policy – probably under the accommodations and being ADA compliant. To Carrie's point, for definition...ad hoc remote or remote work. Confusing specifying two different types.

Carrie – Anyone regularly working from home?

Paige – A couple hours, not an entire day.

Scott – I don't think taking out the word routine would limit us. Can still have that same situation.

Gary – Don't want it to be an employee benefit. Want the tax payers to be able to see the people they are paying.

Paige – Take out all "routine."

Carrie – Take out C?

Dan – Just "Remote Work Agreement."

Scott – Doesn't prevent us for someone having to do remote work for a day for a period of time. Just don't want to advertise it.

Paige – Could be an option if someone gets Covid and we need something. Benefits the Town if we need something and they are capable and willing to do it. If not, then they take a sick day.

Gary – Accept a motion.

Scott – Motion to approve once updated the word routine.

Carrie – 2nd.

All in favor.

Paige – Communications Director role. Restructuring the Town Managers Office. Had to take a hard look at the operations of the office. That role was split between the Select Board liaison and communications. Select Board fires always rose above communication. The two roles were split with Katie handling licensing and Christina the rest. Both attended the Select Board meetings. With Christina leaving, Katie will take all the Select Board. This leaves the communication part which will only become more important. It is challenging trying to get messaging out. Paige and I have come up with getting a Communications Director. Salary for the Communication Specialist was a bit low and we want a seasoned candidate. We did have to adjust salary lines. Paige gave up some of her HR Specialist role. IF we do need to fill this role, it would be part time so we were able to take some of that salary. I think this would be a tremendous asset. This role would handle the website, social media and then branch out

with newsletters, a messaging system and more. Will be budget neutral and not adding more bodies. Wanted to run by this Board. We have mentioned to Select Board. We are advertising.

Carrie – What is the grade?

Paige – Grade 8. No one is there now. It is two above the former role. We do not have a grade 7. That is something we need to review and update the chart. Wanted to stick with an existing grade.

Gary – Is the Select Board in favor?

Paige – Seemed in favor. No vote as it is my decision.

Dan – Was there ever anyone doing this before?

Paige – Communication Specialist but it was very limited. There has never been a full Communication Director role.

Dan – Will this take over all social media as there are a number of accounts?

Paige – I think so but it is something to work out. This person would need to come in and earn their place and respect. This would be a Department Head role so they will be at the table. Would help to have assistance with messaging. New outlets do reach out for certain things and we need to have a clear message.

Dan – No one would report to them?

Paige – No?

Gary – What's the demographic?

Paige – No one demographic. Open to anyone with the qualifications. More skills based. Writing. Communication. Right fit. Great team going right now.

Carrie – Don't need someone in a town role but someone with the right skills.

Paige – This is a new role. Something we are seeing emerge. Would be nice to have someone understand the dynamics of a community versus the private sector.

Joe Sanders – 400 Foxborough Boulevard. Is there a level associated with an approval or up the chair to the Town Manager?

Gary – It would have to go to the Supervisor and they would need to recommend it but it would also go to our HR Director.

Tracey – Motion to adjourn.

Carrie – 2nd.

Gary – All in favor.

All Yes.

Gary – meeting adjourned.