

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectmen Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies, Chair

Vacant

Town Administrator

Doug Willardson

PERSONNEL ADVISORY BOARD MEETING

Friday, October 1, 2021

Board of Selectmen Meeting Room, 2nd Floor

Webster Town Hall

350 Main Street

Webster, Massachusetts 01570

AGENDA

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Webster Personnel Advisory Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at www.webster-ma.gov. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. For this meeting, members of the public who wish to watch the meeting may do so via Zoom. To join, residents should login into Zoom at this site <https://us02web.zoom.us/join> and enter Meeting ID 997 1143 4695. Those who would like to participate in or watch the meeting, must pre-register by 3:00 PM on Thursday, September 30, 2021 by emailing selectmen@webster-ma.gov and request access to the meeting. A password will then be emailed to registrants. This is necessary to avoid any interruptions by "Zoom bombers." A comprehensive record of proceedings will be posted as soon as possible after the meeting.

REC'D WEBSTER TOWN CLERK
SEP 28 '21 AM 9:37

1. MEETING CALLED TO ORDER AT 8:30 AM

2. Approval of PAB Minutes: August 27, 2021

3. Introduction of Interim Town Administrator Greg Balukonis

4. Classification Plan

- Review of current plan
- Identification of data needed for contract negotiations
- Funding, process, and responsibilities
- Contract negotiations—Board Input

5. Progress Reports:

- Hiring of HR specialist
- Performance Evaluation Pilot
- PAB Vacancy
- Updated Position Descriptions, including Town Administrator

PD

- Continuity of Government

6. Budget Proposals: Projects emanating from the Evaluation that require funding. Process for PAB input into the next budget.

7. Housekeeping: conflict of interest training, updated information

8. Town Administrator Search Update

9. Other issues relating to Town of Webster personnel matters, unknown at the time of posting, raised for future consideration by advisory board members.

10. NEXT MEETING AND ADJOURNMENT