

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectmen Appointments

VACANT

VACANT

Finance Committee Appointments

Sarah Sansom

VACANT

Town Moderator Appointments

Elaine Davies

Steven Raymond

Town Administrator

Doug Willardson

DRAFT MINUTES FROM THE FEBRUARY 14, 2020 MEETING OF THE PERSONNEL ADVISORY BOARD

Present: Elaine Davies, Sarah Sansom, Steve Raymond, Doug Willardson

Elaine Davies chaired the meeting in light of Chairman Kathryn Ward's retirement in January. She opened the meeting at 8:09AM.

APPROVAL OF MINUTES

The minutes from the November 15, 2020 meeting of the Personnel Advisory Board meeting were approved.

PAB CHAIRMANSHIP, TERMS, AND VACANCIES

It was moved, seconded, and approved that Elaine Davies take over as chair until her term ends. Doug Willardson briefed the Board on terms dates. The Board discussed how to fill the three vacancies.

PERSONNEL POLICY

Doug Willardson discussed problems with the Sick Leave Bank and the need to suspend the policy originally included in the Personnel Guidance. He also briefed the Board on the implementation of the classification plan.

EVALUATION OF PERSONNEL POLICIES AND GUIDANCE

The Board approved an interview guide for use in discussing the implementation of the guidance with Department Heads. A candidate for the first interview was discussed. Doug will set this up for the March meeting.

ADJOURNMENT AND NEXT MEETING

The next meeting of the Personnel Advisory Board will take place at 8AM on Friday March 13, 2020 in the Irene Martel Room of the Town Hall.

The meeting was adjourned at approximately 9AM.

Respectfully submitted,
Elaine Davies