

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectmen Appointments

Kathryn Ward, Chair

Anne Marie Peperato

Finance Committee Appointments

Sarah Sansom

Vacant

Town Moderator Appointments

Elaine Davies

Steven Raymond

Town Administrator

Doug Willardson

Minutes February 25, 2019

Present: Kathryn Ward, Doug Willardson, Anne Marie Peperato, Sarah Sansom, Steve Raymond, and Elaine Davies.

The meeting of the Personnel Advisory Board was called to order at 8:05 AM by Chairwoman Kathryn Ward.

Approval of Minutes

The Minutes from the meeting of the Personnel Advisory Board on February 5, 2019 were approved unanimously.

Personnel Classification and Compensation Study

Sandy and Buzz Stapczynski from Human Resources Services, Inc.(HRS) briefed the Board on the progress of the Personnel Classification and Compensation Study. To date they have received approximately 65 position analysis questionnaires from employees. This is 15 more than expected. They will conduct interviews with the employees during the week of March 25th. They will interview every clerical person and one or two employees from categories in which the work is the same, such as firefighters. However, they will interview any one who wants to be interviewed. They expect to have a report by the end of April or early May, giving the PAB a hard deadline of May 15. The final report will include a salary schedule, classification plan, and general report of findings. HRS will ensure that the new Massachusetts law on employee pay equity will be considered. The Board asked whether the report would identify any outliers for use in contract negotiations. It also expressed interest in having HRS identify areas and positions found in other towns that may be needed in Webster, e.g. human resources, public relations/communication, and information technology. Sharing positions with other towns also was discussed, as well as combining

resources with the School Board. From previous studies HRS has encountered places where the town and its school department share IT and building maintenance positions. HRS also is finding that towns are putting more positions in IT, finance, human resources, management analysis, cyber security, town planning, and public relations (in larger places). Several are creating Assistant Town Managers. Others are grappling with the issues of building security vs public access. In their report HRS will give us general guidance on areas missing in Webster. They could do a “deep dive” into new areas for positions as part of a Phase II effort.

As part of the discussion, the Town Administrator indicated that there is a possibility of using cable monies to enhance communication efforts.

Employee Continuing Education Incentive

The Board of Selectmen approved the new policy.

Collective Bargaining Unit Negotiations

The Town Administrator met with union stewards and managers. Initial meetings will start soon but the information from the compensation and classification study is needed for discussions of salary.

Health Insurance Plan

Health Plans Inc, a subsidiary of Harvard Pilgrim, has come in as low bidder on the Joint Purchase Group bid (Webster, Charlton, Douglas, and Stoughton). Renewing the current contract would increase costs by 3.7%. Accepting the HPI bid would lower costs by 3.7%. 100% of physicians currently used by employees are covered by HPI and 95% of specialists. They are willing to add specialists. This has to be impact bargained. However, the plan presents a considerable savings to the town. There will be a meeting of the Insurance Advisory Committee on Thursday, Febr 28, 2019 to discuss this.

Adjournment and Next Meeting

Chairwoman Kathryn Ward adjourned the meeting at 9:05am.

The next meeting will be scheduled when HRS has a draft compensation and classification report for review and discussion. This will be in mid April.

Respectfully submitted,

Elaine F Davies