

# TOWN OF WEBSTER

## Personnel Advisory Board

350 Main Street

Webster, MA 01570

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Board of Selectmen Appointments

VACANT

VACANT

Finance Committee Appointments

Sarah Sansom

VACANT

Town Moderator Appointments

Elaine Davies, Chair

Steven Raymond

Town Administrator

Doug Willardson

## DRAFT MINUTES OF THE MARCH 13, 2020 MEETING OF THE PERSONNEL ADVISORY BOARD

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

Chairman Elaine Davies called the meeting to order at 8:04AM.

### APPROVAL OF MINUTES

The Board did not receive draft minutes for the February 14, 2020 from Steve Raymond and therefore was unable to approve them. The Board stressed the need to get the minutes done in a timely manner to post them in accordance with the Board of Selectmen's policy.

### CORONAVIRUS PLANS

Doug Willardson briefed the Board on plans for dealing with the COVID19 pandemic, focusing on the provision of essential services and the protection of vulnerable populations. The Board discussed the importance of frequent communication to share relevant information with citizens.

### PERSONNEL POLICIES

There were no items of concern raised.

### EVALUATION OF PERSONNEL POLICIES AND GUIDANCE

The first interview with a Department Head concerning the implementation of the Personnel Policies and Guidance was cancelled due to the immediacy of actions pertaining to the COVID 19 crisis. The evaluation interviews will be rescheduled.

## PAB VACANCIES

All continue to seek qualified candidates to serve on the Personnel Advisory Board.

## ADJOURNMENT AND NEXT MEETING

Given the uncertainty regarding the pandemic no date was set for the next Personnel Advisory Board Meeting but the Board assured the Town Administrator that all were ready to meet if an issue arose.

Chairman Davies adjourned the meeting at 8:29AM.

Respectfully submitted,  
Elaine Davies