

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

PERSONNEL ADVISORY BOARD MEETING

Thursday April 30, 2020

DRAFT MINUTES

Present: Elaine Davies, Sarah Sansom, Doug Willardson

Absent: Steve Raymond

The Personnel Advisory Board Meeting was called to order by Chairman Elaine Davies at 8:16AM. The meeting was conducted via zoom.us pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law (G.L. c.30A, Section 18) and the Governor's March 15, 2020 order imposing strict limitation on the number of people that may gather in one place.

APPROVAL OF MEETING MINUTES

Steve Raymond has not submitted the draft minutes from the previous two meetings to the PAB, so the Board was unable to review and approve minutes from the February 14, 2020 and March 13, 2020 meetings. Drafts will be available shortly.

COVID19 VACATION TIME CARRYOVER

The Board discussed Doug Willardson's proposal to allow employees to carry over up to 80 hours of leave accrued in FY2020 into FY2021 due to the Coronavirus epidemic and cancellation of planned vacations. This is considered to be a one time event associated with the pandemic. The Board supported the proposal.

CORONAVIRUS AND PERSONNEL POLICY UPDATE

The Town continues to function with the restrictions placed upon it by the pandemic, with changes such as staggered shifts for some employees. The

Board members suggested that this may be a good time to plan programs and activities that could take place when the town facilities are reopened. This is also a good time for the Department Heads to review the Personnel Policies to prepare for the upcoming PAB evaluation which should begin in June. The Board commended the frequent communications on the pandemic, as well as the posted video briefings by Doug.

The Board suggested that once there is some breathing space it would be a good idea for Doug to convene a group to discuss the town's response to the pandemic to identify areas where policy and resources are needed and to make recommendations to deal with future emergencies. The Personnel Guidance currently covers mainly natural emergencies such as storms. While a review should cover a broad variety of topics, personnel policy issues should be a part of the discussion.

PAB VACANCIES

The Board discussed the need to attract new members. Doug mentioned that requests can be circulated in the utility bills but it is important to include specific messages, such as the type of work done by the Board, time required, and helpful experience. The Board will work on this.

ADJOURNMENT AND NEXT MEETING

The meeting was adjourned at 8:36AM. The next meeting will be held on June 12, 2020 at 8AM. The mode of meeting (e.g. zoom) or location will be determined.

Respectfully submitted,
Elaine F Davies