

# TOWN OF WEBSTER

## Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectman Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies

Jennifer Findlay

Interim Town Administrator

## PERSONNEL ADVISORY BOARD

Friday, February 4, 2022

PRESENT: Elaine Davies, Candace Shivers, Joshua Sterczala, Sarah Sansom, Patricia Nectow, Jennifer Findlay, Courtney Tyrell, Tim Bell, Rena Klebart, Sondra Murphy

GUEST SPEAKER: Mary Aicardi

Elaine Davies, Chairman called the meeting to order at 8:30 AM.

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of January 22, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

CLASSIFICATION PLAN PRESENTATION: Courtney introduced Mary Aicardi to the group. She has been with the Collins Center for 12 years working on training, succession planning, classification work and municipal labor relations. After the group introduced themselves. Mary began her presentation on her Classification Study.

- A Power Point presentation will be given to the employees to develop trust in the process, since it was only three years ago that a similar study was completed. The presentation will highlight the steps and benefits of a Classification and Compensation Study with the end goal being an equitable compensation schedule for the town. It will also present what a Classification Study is NOT.
- Mary than spoke about what the Classification Study will include which is current job descriptions and not a "Wish List" for management for the future. It is not a Succession Plan or an Evaluation Performance System. She also emphasized that job descriptions must align with union contracts.
- Salaries will be reviewed at the end to eliminate bias and identify specific needs of the positions. The study will not identify gaps specifically but issues are often times identified "organically".
- To summarize, the results of the study can be to compress grades, because in a small town everyone does everything.

An orientation date to begin the study will be set after speaking with the new Town Administrator, Rick LaFond, who begins work on February 9<sup>th</sup>.

TOWN ADMINISTRATOR REPORT:

- Mr. Richard L. LaFond is already working with department heads prior to his official start date.
- The School Committee presented plans to the BOS on the new school building.

OTHER ISSUES: No progress has been made on the MUNIS project due primarily to the TA transition. Jennifer recommended that the MUNIS study be scheduled as soon as the Classification Study is complete.

NEXT MEETING: Our next meeting will be on Friday, March 4, 2022 at 8:30 AM via Zoom.

The meeting was adjourned at 9:27 AM.