

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

Town Administrator

Richard LaFond

DRAFT MINUTES

PERSONNEL ADVISORY BOARD

Thursday, June 9, 2022

PRESENT: Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Joshua Sterczala, Courtney Tyrell, Rick La Fond

GUEST: Tim Bell

ABSENT: Jennifer Findlay

Elaine Davies, Chairman called the meeting to order at 8:34 AM.

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of May 6, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

WAGES AND CLASSIFICATION PROJECT: Mary Aicardi from the Collins Center gave an update of the project. There are ten employees that have yet to be interviewed. Mary is confident that if an interview cannot be scheduled, a job description can still be developed for most of these positions. The drafts of job descriptions will be distributed to department heads in June with the goal of having comments completed by mid-July. Once the job descriptions have been finalized the consultants will develop groups to establish salary levels. The salary data for FY 2022 will be compared to data recently collected from similar towns like Grafton and Uxbridge with the final report being issued in August.

Upon completion of the WCP, Rick would like to begin work on the Human Resource Review. Elaine requested that as the consultants review the Personnel Policy, particular attention should be paid to the Emergency Section so that it includes many of the lessons learned from COVID.

BOARD OF SELECTMAN: Elaine announced that the annual presentation to the Board will be delayed until September.

PERFORMANCE EVALUATION: June 22 is the Department Head Meeting at which Rick will include presentations on the performance evaluations for the department heads and their employees.

MUNIS AUDIT: Tim announced that the current MUNIS system will be undergoing a major upgrade to an internet platform beginning in January, 2023 with a live target date of April including training of employees. He recommended that the MUNIS Audit be delayed until Spring, 2023.

STAFFING:

- The hiring of the Full time ATA Assistant position is moving forward. Interviews have been completed. A decision is expected shortly.
- Four full time firefighters have been hired as well as a new police officer.
- As part of the next Collective Bargaining discussion there is a need to level the pay grades for the Water/Sewer Department and the Highway Department. Over time due to funding for the Water/Sewer Department coming from the Enterprise Fund versus Town Funds, the Water/Sewer pay grades have been raised higher than the Highway Department. This discrepancy has resulted in five transfers from Highway to Water/Sewer in just the last year.
- Firefighters will be extended nonunion pay increases until such time that they decide to reorganize with a new union.
- All Bargaining Units have contracts that expire in June, 2023.

WEBSITE: Elaine issued prior to the meeting a mission statement and vision for the committee to be included in the new PAB webpage that is being developed this summer. The committee approved the statements as written.

OTHER ISSUES: To be discussed at August meeting.

Elaine asked the committee members to be ready to discuss the By Laws at our next meeting. As the current By Laws state a PAB committee member shall serve a term of two years and all current members are serving three year terms, all proposed changes should be made at the same time.

NEXT MEETING: Our next meeting will be on Friday, August 5, 2022 at 8:30 AM via Zoom.

The meeting was adjourned at 9:22 AM.