

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

Greg Balukonis

DRAFT MINUTES PERSONNEL ADVISORY BOARD Friday, January 21, 2022

PRESENT: Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Jennifer Findlay, Courtney Tyrell

ABSENT: Joshua Sterczala, Greg Balukonis

Elaine Davies, Chairman called the meeting to order at 8:33 AM.

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of January 7, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

TOWN ADMINISTRATOR REPORT: Mr. Richard L. LaFond – Interim Town Administrator Carver, MA. is in contract negotiations with the town for the Town Administrator's position. As such, Greg attended his last town committee meeting last night. The new TA will also take over contract negotiations.

FY2023 BUDGET: Elaine issued prior to the meeting the latest draft budget recommendations. The Board members approved the draft with minor revisions. The number of full time employees in the Town of Webster including the schools is 500 plus. It was also suggested that funding for the MUNIS Module be presented as one set of figures. With these changes the proposal was approved for presentation to the BOS.

CLASSIFICATION PLAN UPDATE: Courtney and Elaine met with Mary Aicardi and James Tarr from the UMASS Edward Collins Center on the classification plan. The Center potentially could assist in developing policies for items such as covid or other pandemics, Continuity of Operations and Government, and succession planning. More importantly, they have knowledge of funding sources for these studies and made some recommendations.

The Classification Plan will include job descriptions. Courtney expressed the need to continue the process of developing job descriptions that was started 3 years ago. At the time the consultants spoke with each employee and developed a job description for that position. There was no follow up with supervisors or management as to the accuracy of the job description. In

addition, it was felt that revised job descriptions should incorporate any future changes that the town anticipates.

The Collins Center is scheduled to make a presentation to the PAB at the next meeting on February 4, 2022. The new TA, Rick La FaFond will be invited to attend the meeting.

OTHER ISSUES: Courtney was asked to develop her ideal organization chart for the Town. The goal is to have a more layered system rather than all direct reports to the TA. It was also requested that she issue to the PAB a current organization chart for comparison.

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

The meeting was adjourned at 9:01 AM.