

# **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-Chairperson

Jennifer Findlay

Town Administrator

Richard LaFond

## DRAFT MINUTES PERSONNEL ADVISORY BOARD Friday, February 3, 2022

PRESENT: Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Joshua Sterczala, Jennifer Findlay, Courtney Friedland, Richard La Fond

APPROVAL OF MEETING MINUTES: Candace made a motion to approve the minutes from the December 2, 2022 meeting and Pat seconded the motion. There was no discussion. The motion passed unanimously.

HR REVIEW – Courtney reported that the HR Review has begun. She completed a 25 page questionnaire for Mary from the Collins Center. In addition, the Collins Center has received copies of all documents and policies currently in place for the Town. The initial meeting between Mary, Courtney and Rick took place last week. Rick mentioned that one area that will be explored is to reduce verbiage in the policies; for example, instead of referring to a particular law, the law is currently included in the policy. As laws are constantly changing, any revision in the law requires an update in the policy. Another area that will be analyzed with an on site visit is the storage and security of files. The contract states that the Review will be completed by June 30.

CONTRACTS – All three union contracts are expiring in 2023. Meetings between the Town and union officials have begun. Rick does not foresee any policy issues with one exception. The state will soon be mandating that police officers wear body cameras. The accommodation to the police and implementation for the mandate will be negotiated in collective bargaining.

EVALUATIONS – All nonunion members evaluations were completed last month. That is the first step in implementing an ongoing Goal and Evaluation Process.

MUNIS – The update/upgrade has begun. It is expected to be a slow process as the on site support from MUNIS is not what it used to be. Therefore, the integration of the MUNIS HR

Portal will not begin until the upgrade is complete. Sarah reminded Rick that there may be budget implications for data entry during the initial stages of the integration.

FIRE DEPARTMENT – Rick mentioned that the grant to move seven part time firefighters to full time status was for three years and is soon to expire. The Town anticipates that the incremental revenue from the marijuana store will cover those additional costs.

HEALTH AGENT – A third party contractor has been hired to complete the health inspections for the Town which are overdue. As the Town now shares a Health Agent with Dudley, they will wait for Dudley to vote on a full time agent before making any additional decisions to fulfill the needs of the Town going forward.

WAGE AND CLASSIFICATION STUDY – The study highlighted only one major discrepancy, which the Town is working to remedy.

BY LAWS – Rick recommends that the proposed changes be presented to the Town for a vote in May.

PUBLIC WORKS still has an opening that needs to be filled.

FUTURE MEETINGS: The HR Review is a major project which will provide the Board with the state of the Webster HR system and identify areas for future attention and discussion. Elaine suggested that the Collins Center brief the Board as soon as possible, perhaps at the May meeting. Candace suggested that for issues requiring discussion material be sent to the Board members prior to the meeting. Unless there is an item requiring attention, the Board will meet in April.

NEXT MEETING DATE AND ADJOURNMENT: The next meeting will be on Friday, April 14, 2023 via Vonage. Candace made a motion to adjourn the meeting and Sarah seconded. There was no discussion. The motion passed unanimously. The meeting was adjourned at 9:37 AM.