

# 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 Friday, March 4, 2022

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

ABSENT: Joshua Sterczala

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

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of February 4, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

INTRODUCTIONS: Elaine introduced the new Town Administrator, Rick LaFond to the group. What followed was a brief exchange of all committee members background.

AUDIT OF OVERALL PERSONNEL SYSTEM: Rick began by discussing his history as a Town Administrator and the challenges of working in town government dealing with the “bare bones”. In the past, he has worked with Mary Aicardi and the Collins Center to produce an Audit of Overall Personnel System. An audit would assist the town in identifying and prioritizing its personnel needs. It then becomes a tool to utilize in discussions with department heads and unions.

CLASSIFICATION & COMPENSATION STUDY: See the attached memo sent to town employees for the Classification timeline. The final study is expected to be completed in May.

The Board decided that the Classification and Compensation study should be completed by the Collins Center before beginning work on the Audit of the Personnel Systems. However, they agreed that Rick should move forward in discussions with the Collins Center for an estimate of the cost of such a study.

### OTHER ISSUES:

- No progress has been made on the MUNIS free evaluation.

- The BOS approved a one year extension with three of the unions which includes a 2 ½% COLA increase with no other changes. The one holdout was the Teamsters 500 union. New negotiations will begin in Summer, 2022 and Mary should have completed the wage study of comparable communities at that time.

NEXT MEETING: Our next meeting will be on Friday, April 1, 2022 at 8:30 AM via Zoom.

The meeting was adjourned at 9:23 AM.



**TOWN OF WEBSTER  
OFFICE OF THE TOWN ADMINISTRATOR  
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Webster, MA 01570  
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**Date:** March 4, 2022  
**To:** All Town Employees  
**From:** Courtney M Friedland, Assistant Town Administrator/HR Director  
**Re:** Classification and Compensation Study

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As you may know, the Town has engaged the services of the Collins Center for Public Management to conduct a classification and compensation study for our positions. We will be creating new or revised comprehensive position descriptions. Additionally, we will be conducting a market salary survey to measure how the Town's compensation plan compares with other municipalities in our labor market. Finally, the Collins Center will make a recommendation on a compensation structure.

The process to be followed will be:

**Orientations:** Two zoom orientations will be held on Tuesday, March 15, 2022. One will be at 9:30AM and the other will be at 11:00AM. Please try to attend one of the sessions. If you are not able to attend, you will be able to watch a recording.

**Questionnaires:** Each employee will be asked to complete a comprehensive position descriptions questionnaire. Questionnaires are due back to the Town Administrator's office by Wednesday, March 30, 2022. Questionnaires will be distributed and discussed at the orientation session and will be made available in a fillable PDF.

**Interviews:** The Collins Center will conduct individual phone/zoom interviews with employees to discuss the questionnaire and obtain perspective and details about the

positions. Incumbents in the same title, in the same department, may be interviewed together. Additionally, the Center will work with department heads to coordinate the process with staff that do not work a regular schedule or are in the field. Interviews are anticipated to be conducted in the month of April.

**Draft Position Descriptions:** The Collins Center will develop draft positions descriptions. The draft descriptions will be distributed to incumbents and supervisors for comments. It is anticipated draft descriptions will be distributed in the month of May.

**Final Position Descriptions:** Comments will be reviewed by the Collins Center and incorporated as appropriate to create the final position description. Depending on the amount of comments and when they are received, it is anticipated the descriptions will be finalized.

**Classification of Positions:** The Collins Center will classify each position using a point factor system in order to group positions into a classification structure.

**Salary Survey:** The Center will review salary data from a variety of sources.

**Compensation Schedule:** After the completion of the survey analysis, using the data from the survey and the classification of positions, a recommended compensation schedule will be developed.

**Report:** After the completion of the above steps, a Final Report will be developed. It is anticipated the Final Report will be submitted in May or June.