

# 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

## PERSONNEL ADVISORY BOARD

Friday, April 1, 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 March 4, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

WAGES AND CLASSIFICATION PROJECT: Courtney reported that the project is progressing nicely. The two orientations were well attended and recorded for anyone who could not attend. Questionnaires from department heads are due to Courtney on Monday. Interviews will be conducted on Monday, Tuesday and Wednesday of next week. Mary Aicardi expects the job descriptions to be completed in May.

### STAFFING:

- The Town received a grant for a for a two year position for a Board of Health employee that would report to the Regional Inspector. Although it has been difficult to fill, Camille is hopeful she has found the right candidate.
- The Town is looking at an increase in the budget for next fiscal year. \$2 million in additional state aid is due to a revised allocation of Chapter 70. In addition, due to the pandemic the Town's receivables are being reduced as individuals are paying their back taxes along with penalties and fees. Rick said they are looking how best to allocate those monies and mentioned road services as one area they are looking at.
- The shared Board of Health position with Dudley may not be a long term solution as the Town is currently looking for a part time inspector. Food establishments, housing developments and beaches are only a few examples of areas that have not been regularly inspected.
- IT Assistant to assist Greg in the repair and maintenance of equipment would allow him to further train on new software and security measures which are now a necessary part of all institutions.

- The four new full time fire positions acquired through a two year grant will be paid for going forward by the elimination of several part time positions.
- The Library requested an additional Assistant Director to fill in should the Director be absent. Rick felt the gap could be accomplished with existing personnel.
- Courtney's Human Resource Assistant position has been delayed as Courtney and Rick work out the needs and qualifications that will be required. The announcement should go out in two weeks.

HUMAN RESOURCE PROGRAM REVIEW: The Town received a quote from the Collins Center of \$9,500 for the review. Rick believes that the price can be reduced and was granted permission to pursue once the Wage and Classification project is complete.

OTHER ISSUES:

- No progress has been made on the MUNIS free evaluation.
- The issue of evaluations was raised that with the new fiscal year beginning in July, it would be a good time to set goals for personnel for the coming year.
- All union contracts have been extended through May, 2023.

NEXT MEETING: Our next meeting will be on Friday, May 6, 2022 at 8:30 AM via Zoom. Mary Aicardi will be asked to give an updated report at that time.

The meeting was adjourned at 9:25 AM.