

# 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, May 6, 2022

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

GUEST: Tim Bell

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 April 1, 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 interviews are approximately 80% complete. Mary Aicardi expects to begin the rating system soon and the Draft Job Descriptions should be complete by early June. Elaine asked Courtney to schedule Mary for our June meeting to report to the committee.

Upon completion of the WCP, Rick would like to begin work on the Human Resource Audit with the costs for that project absorbed in the FY 2023 budget.

PERFORMANCE EVALUATION: Little progress has been made in this area. Once the Town Meeting is complete, Rick expects to begin the process of interviewing employees and setting FY2023 goals.

MUNIS AUDIT: Tim will pass the contact name at Munis to Courtney as she will be responsible for the project implementation. Tim mentioned that the free assessment has an expiration of March, 2023.

### STAFFING:

- Executive Assistant in TA Office – 16 applications have been received from Indeed. Interviewing will begin next week.

- The Part Time Board of Health position was filled two weeks ago.
- Chief Maintenance Officer for Sewer Department is retiring. There is the possibility that the position will be filled internally. Should the position be filled internally an evaluation of overall personnel needs for the department would be needed.
- 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. Waiting approval at Town Meeting.
- The Town would like to engage interns as a Web Manager and for Special Projects. In the past Worcester State has provided interns for the Board of Health. Rick will meet with the Nichols President to explore intern opportunities. Elaine mentioned that Library Trustee Donna Becker has made contact with the Intern Coordinator at Nichols College to discuss potential intern positions for the library. Also, Elaine, on behalf of the Friends of the Library Board, has submitted a project request to the Nichols Client Services Program. She will pass the information on Nichols' contacts to Rick next week.
- The Fire Department recently voted to disassociate with the Teamster Union. Therefore, as they must wait a year prior to engaging with another union, as of July 1, 2022 all Fire Department members will be under the Personnel Policy. With the restructuring of personnel and the requirement of certification, this department is experiencing many changes.

OTHER ISSUES: To be discussed at June meeting.

- PAB Vision/Mission for inclusion on the new PAB web page on the Town's website will be prepared by Elaine for review at the next PAB meeting.
- Elaine will also prepare for review at the next PAB meeting remarks to be presented to the Board of Selectman at their June meeting.

NEXT MEETING: Our next meeting will be on Friday, June 3, 2022 at 8:30 AM via Zoom.

The meeting was adjourned at 9:12 AM.