

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

PERSONNEL ADVISORY BOARD

Friday, August 12, 2022

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

ABSENT: Joshua Sterczala

GUEST: Mary Aicardi, Jim Tarr

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

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of June 9, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

WAGES AND CLASSIFICATION PROJECT: Mary Aicardi and Jim Tarr from the Collins Center gave an update of the project. The deadline for changes to job descriptions is Monday, August 15, 2022. Once the job descriptions are complete the Collins Center will then be able to classify all positions into grade levels. Rick noted that any changes will have to be negotiated with the clerical unions. The PAB will meet on September 16, 2022 to discuss the Draft Study which will be distributed to the Board prior to the meeting.

REVIEW OF CHAPTER 217 OF TOWN BYLAWS, ARTICLE 1 PERSONNEL ADVISORY BOARD

The main purpose of the PAB is to advise the Town Administrator and Board of Selectmen (BOS) on the human resources system, conducting studies on effective personnel management if needed. The current Bylaws do not accurately reflect that purpose. Rick, Courtney and Elaine will meet separately to develop language to present to the PAB for review at the September 2, 2022 meeting. Once the changes are approved by the PAB, Elaine will report progress to the BOS at their September 12, 2022 meeting.

PERFORMANCE EVALUATIONS: Department Heads and Union Representatives have been informed that Performance Evaluations are coming.

STAFFING: Current posted positions
Full Time Conservation Agent

Part Time Planning Department Clerk
Part Time Computer/Software Technician
Full Time Motor Equipment Operator (Highway Department)

WEBSITE: The Town website is being upgraded to provide more uniformity and be made more user friendly. The finalized mission statement and vision for the committee approved at the June meeting will be included in the new web design.

NEXT MEETING: Our next meeting will be on Friday, September 2, 2022 at 8:30 AM via remote participation.
The Classification Study meeting will be September 16, 2022 at 8:30 AM via remote participation.

The meeting was adjourned at 9:42 AM.