

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, September 2, 2022

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

ABSENT: Jennifer Findlay

Elaine Davies, Chairman called the meeting to order at 8:43 AM.

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of August 12, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

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

The Board discussed the following changes to the existing bylaw on the Personnel Advisory Board.

Section 217-1. Establishment

Replace “two year term” with “three year term”. Include that terms will run based on the Town fiscal year of June 1 – May 31. Eliminate – “The Board shall be set up per Section 7-9g of the Town Charter.”

Section 217-2 Powers and duties

Replace the section with:

The Personnel Advisory Board shall provide advice to the Town Administrator and Board of Selectmen pertaining to the Town’s human resources program. The Board may conduct studies, surveys, and analysis upon the request of the Town Administrator or Board of Selectmen. The Board shall perform all other duties designated in the Board of Selectmen approved policies or specifically requested by the Town Administrator or Board of Selectmen. Action or vote by the Personnel Advisory Board shall not bind the Town Administrator or Board of Selectmen to action relative to its determination.

Section 217-3 Limits on who may serve

Take out: "Members currently serving will be allowed to finish out their term." Also, include language that will outline the transition process.

Section 217- 4 and 5

Leave as is.

Elaine, Courtney and Rick will meet once again to finalize the language for proposal to the By Law Committee. Elaine will draft a letter as to why these changes are being recommended.

ANNUAL PRESENTATION TO BOS: Elaine will delay her presentation until November so that the PAB recommendations from the Wages and Classification Study can be included.

WEBSITE: Courtney announced that the PAB web page has been developed. After listing all that has been included, she asked the Committee Members to review for any changes and/or additions.

STAFFING: Current open positions

Full Time Conservation Agent has been reposted until September 6th at Noon

Part Time Computer/Software Technician has been hired and will start September 12

Full Time Motor Equipment Operator (Highway Department) has not been filled

WAGES AND CLASSIFICATION PROJECT: Mary Aicardi and Jim Tarr from the Collins Center will make their final presentation at the PAB next meeting. Elaine again requested that the report be issued to Board members in a timely basis to allow review prior to the meeting.

OTHER ISSUES: Rick told the Board that a warrant will be presented at the Town Meeting on October 17th seeking \$10,000 in funding for a Personnel Review to be conducted personally by Mary Aicardi from the Collins Center. Rick agreed to resend the Board members an old Personnel Review (Audit) for the Board to review.

NEXT MEETING: The Classification Study meeting will be September 16, 2022 at 8:30 AM via Vonage and the meeting code is 684133241.

The meeting was adjourned at 9:14 AM.