

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

Interim Town Administrator

Greg Balukonis

PERSONNEL ADVISORY BOARD

Friday, October 1, 2021

PRESENT: Elaine Davies, Candace Shivers, Joshua Sterczala, Sarah Sansom, Patricia Nectow, Greg Balukonis

Elaine Davies, Chairman called the meeting to order at 8:32 AM in the Board of Selectman Meeting Room, 2nd Floor, Webster Town Hall.

INTRODUCTION OF INTERIM TOWN ADMINISTRATOR: Greg Balukonis introduced himself to the group. He is expected to be with the town for 5 – 6 months and will be working Monday, Wednesday and Friday for 20 hours per week. His experience includes 5 years as the Town Administrator for the Town of Dudley and most recently as the Interim Town Administrator for Blackstone. His concerns for the town include a shortage of personnel. He acknowledged the need for a Human Resource individual and mentioned the possibility of a job share with Dudley.

APPROVAL OF MEETING MINUTES:

The Draft PAB Minutes for the meeting of August 27, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

CLASSIFICATION PLAN: The deadline for this project is dependent on contract negotiations that begin in January and the new Town Administrator is expected to start in February. Josh and Courtney will be instrumental in inputting and analyzing the data and hope to have the initial analysis completed by next month.

- The reclassification of jobs involves salaries for department heads and steps for the unionized employees. It was reiterated that comparisons are the most important part of the study. However, it was also mentioned that there is currently no policy in place in Webster for the reclassification of a position. (MMPA may have reclassification language.)
- Greg asked the committee to review the language in all the contracts to insure they conform to current policies. PAB can recommend changes to the Town Administrator/Board of Selectman regarding discrepancies. While the Finance Committee also has a role. Elaine asked that committee members review the union contracts by the next meeting.

PROGRESS REPORTS:

- Elaine mentioned the pilot program in the Treasurer's office to evaluate all employees including union members. She reiterated that the process should be a positive one and again asked if a training program should be implemented to assist the process.
- Job descriptions need to be updated regularly. It was discovered that the Town Administrator's job description is as listed in the Town Charter. The charter will be reviewed in five years and the PAB should be prepared to address this issue at that time.
- The PAB needs to review and revise the emergency section of the policies. Greg had no information on the inclusion of continuity of operations in the Environmental Resiliency Plan that Doug mentioned in the last meeting.

BUDGET PROPOSALS: The budget process begins in January so any requests for funds from the PAB should be submitted prior to that time. The PAB will discuss recommendations for FY 2023 funding in the next meeting.

TOWN WEBSITE: Elaine requested that the PAB be listed on the website as a town committee. She also asked if a page could be established for PAB information.

UPDATE COMMITTEE INFORMATION: The committee members were asked to submit to Elaine the following information; Name, Telephone Number, Email address and date of the Conflict of Interest Test which needs to be updated every two years.

TOWN ADMINISTRATOR HIRING UPDATE: The Search Committee for the new Town Administrator has decided to engage a consulting firm to assist in the process. Interviews of prospective firms will begin on Wednesday.

BOARD VACANCY: Elaine has one individual who might be interested in the position. Otherwise, the opening will be posted on the town's website.

NEXT MEETING: Our next meeting will be on Friday, November 5, 2021 at 8:30 AM in the Board of Selectman's Room.

The meeting was adjourned at 9:26 AM.