

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

DRAFT MINUTES

PERSONNEL ADVISORY BOARD

Friday, November 5, 2021

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

ALSO IN ATTENDANCE: Tim Bell

ABSENT: Joshua Sterczala

Elaine Davies, Chairman called the meeting to order at 8:31 AM.

APPROVAL OF MEETING MINUTES:

The Draft PAB Minutes for the meeting of October 13, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

INTERIM TOWN ADMINISTRATOR REPORT:

- Greg stated that union contracts for the Police, Clerks and DPW expire on June 30, 2022.
- Greg mentioned that a discrimination lawsuit has been filed by an individual released during Doug's tenure.
- Community Contact Grant is being applied for to complete a wage study with the MASS HHR for comparison wages to be utilized in union negotiations. Just in case the grant is not approved, an equal amount will be submitted as part of the Town budget
- Three years ago the outside consultants completed job descriptions for all Town positions. It is now time for the managers to review and revise accordingly.
- Greg has not seen any evaluations during his tenure.
- Budget discussions begin in January as the Town awaits the allocations from the state. Past allocations have been 70% of state monies to Education and 30% to Town business.

- CLASSIFICATION UPDATE: Courtney is currently doing the data entry and collection for 20 comparable communities and will not need Josh's assistance in this matter. The Board felt that although Courtney has assumed HR duties with her new title and job description, the Classification Study should include an IT and HR person,.

CONTRACTS: Elaine asked the committee to review the current contracts and for the next meeting to solidify their thoughts on potential items for discussion during collective bargaining. This will be used to generate a report for the new Town Administrator in February. The main goal is to identify areas where the Town personnel policies and contracts may differ. The Board discussed several areas, including performance evaluations. Several current contracts do not include a process or an evaluation form. There are differences in the use of the evaluations. Timing also differs. In addition, on boarding may be an area for discussion in terms of tracking the fulfillment of requirements laid out in the onboarding process. Tim offered some suggestions on onboarding forms, bi-weekly payroll, and the schedule for renewing contracts.

FY2023 BUDGET: Greg will include a line item for PAB. The Board discussed potential items for inclusion such as:

- Funding for an HR individual whether it be shared or not.
- An automated personnel filing system that includes Search, Hire, On-Boarding, Evaluation and Exit Facility
Assistance with the design and implementation of a performance evaluation program which includes program training for management and employees, possibly through the Collins School at UMass
- The Board expressed an interest in understanding the capabilities of MUNIS for onboarding and the costs involved. Tim will provide additional information. A presentation may be possible for a future meeting.

Elaine asked the Board to solidify their suggestions for this line item for the December meeting.

TOWN ADMINISTRATOR HIRING UPDATE: The Search Committee for the new Town Administrator has hired a consultant. Sarah and Elaine are members of the Committee which currently is screening candidates and plans to present a list of possible candidates to the BOS for interviews in January.

BOARD VACANCY: There still exists an opening on the PAB Board.

WEBSITE: Items that should be include on the PAB page on the Town website include the report by PAB to the BOS as well as a copy of the Town Charter and the Personnel Policy.

NEXT MEETING: Our next meeting will be on Friday, December 3, 2021 at 8:30 AM via Zoom.

The meeting was adjourned at 9:45 AM.