

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, April 14, 2023

MINUTES

PRESENT: Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Jennifer Findlay, Courtney Friedland, Richard LaFond

ABSENT: Joshua Sterczala

CALL TO ORDER – The meeting was called to order at 8:30.

APPROVAL OF MEETING MINUTES: Rick made a motion to approve the minutes from the February 3, 2023 meeting and Candace seconded the motion. There was no discussion. The motion passed unanimously.

HR REVIEW – The draft report has been received. Rick and Courtney have met and provided their feedback to the consultant. One of the concerns highlighted in the report is the personnel data filing systems and the Town's CORI's practices. However, the review also emphasizes the need for policies that are currently absent. The report acknowledges that the personnel system is generally in good shape, with a solid new employment program and existing personnel policy. Sarah credited Elaine for her significant contribution to the development and adoption of these policies by the Town.

Courtney stated that a request will be made for Mary to present to the Board at the next meeting. Elaine asked if the consultants had reviewed our emergency policy which currently only deals with a snow emergency. Although some policies are still missing, the report concludes that the Town is well equipped with the quality and quantity of its policies. The deadline for completing the study is June 30th. Elaine invited comments from the Committee Members to assist the staff and Mary in completing the report. Candace suggested including a timeline outlining when and how often each policy should be reviewed with staff, citing policies

on harassment and conflict of interest as examples that require periodic review by staff members.

BY-LAW CHANGE – The By-Law change is in the Warrant and will be voted on at the next Town meeting.

TA/ATA REPORT – Personnel challenges and opportunities include a new Veterans Agent. Conversations with Dudley continue to establish a region that would allow the two towns to share a Veterans Representative. The Assistant Veterans Agent is currently filling in on a temporary basis.

The Health Director is expecting a child which has presented challenges to have all core functions covered during her leave of absence.

The Animal Control Department has a vacancy which provides the opportunity for a reorganization to place Animal Control within the Police Department. The position was part time and there is discussion with Dudley for a shared full time position under the Webster Police Department.

Assistant Library Director is doing an excellent job covering the Library Director's leave of absence.

The Town signed an agreement with MRI for assessment and recruitment of an Assistant Fire Chief who will most likely be our next Fire Chief and a long term employee.

PAB MEMBERSHIP – Elaine, Sarah, Candace and Pat are all at the end of their terms. Elaine asked for recommendations for additions to the Board. Candace stated her desire to continue to serve on the PAB Board. Rick gave kudos to the PAB for its efforts in the past years to modernize the Town's policies.

NEXT MEETING DATE AND ADJOURNMENT: The next meeting will be on Friday, May 5, 2023 via Vonage. Candace made a motion to adjourn the meeting and Rick seconded. There was no discussion. The motion passed unanimously. The meeting was adjourned at 9:12 AM.