

## **TOWN OF WEBSTER**

### **Personnel Advisory Board**

**350 Main Street**

**Webster, MA 01570**

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#### **Board of Selectmen Appointments**

Anne Marie Peperato

Kathryn Ward

#### **Finance Committee Appointments**

Neil Dixon

Sarah Sansom

#### **Town Moderator Appointments**

Elaine Davies

Steven Raymond

#### **Town Administrator**

Doug Willardson

### Minutes

December 7, 2018

Present: Doug Willardson, Kathryn Ward, Neil Dixon, Sarah Sansom, Anne Marie Peperato, and Steven Raymond

Absent: Elaine Davies

The meeting of the Personnel Advisory Board was called to order by Chairwoman Kathryn Ward at 8:00 a.m. on December 7, 2018 in the Irene Martel meeting room at the Town Hall.

#### Approval of Minutes from November 5, 2018

The Minutes from the meeting of the Personnel Advisory Board on November 5, 2018 were unanimously approved as written.

#### Continuing Education Incentive

Kathryn's redraft was discussed and will be edited based on suggestions. Steve to draft an application form based on sample forms presented by Neil and discussion from November 5th.

#### Review the SEIU/DPW's Unit Collective Bargaining Agreement

Doug will prepare a list of items that will easily be agreed to and those that will not be easily agreed to. The recommendation to eliminate all references to MGL CH 150E will be included under the easily agreed to items.

#### Health Insurance

The joint purchase group has gone out to bid for health insurance and is awaiting the proposals due by the end of December. Premiums will be effective for July 1, 2019. It is expected there will be an increase from the current year.

#### Update on Request for Proposal (RFP)

An additional response was received from the RFP. This company is highly recommended and was selected. The project is to commence by January 2019.

#### Proposal for review and clarification of 6.1 Health Insurance

The policy wording was amended regarding insurance participant opt out to provide for clarification. Sarah suggested with the next review of this section to specifically exclude from the opt out benefit spouses of other plan participants and individuals covered under policies purchased through the Mass Health Connector.

Clarifications of the Personnel Manual

Vacation/Sick language as to what “off payroll” means.

FMLA pay entitles holiday pay if sick time is used/paid before and after a holiday. If someone is on leave and not using vacation or sick time then no holiday time is paid out/earned.

Items to note: Board of Selectmen meetings are scheduled for:

Monday, January 14, 2019

Monday, February 11, 2019

Monday, March 11, 2019

Monday, April 8, 2019

Monday, May 13, 2019

Monday, June 10, 2019

Also, a reminder, a special town meeting is scheduled for Monday, December 10, 2018

Next meeting

Our next meeting is set for Monday January 14, 2019 at 8:00 am in the Irene Martel meeting room.

Meeting adjourned 8:35 a.m.

Respectfully submitted by Sarah Sansom