

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

Steven Raymond

Town Administrator

Doug Willardson

PERSONNEL ADVISORY BOARD

Friday, February 5, 2021

PRESENT: Elaine Davies, Sarah Sansom, Candace Shivers, Joshua Sterczala, Patricia Nectow, Steven Raymond, Doug Willardson

OTHER ATTENDEES: Kenny Pizzetta, Theodore Tetreault, Jean Travis, Tim Bell

Elaine Davies, Chairman called the meeting to order at 8:03 AM via Zoom.

APPROVAL OF MEETING MINUTES

The Draft PAB Minutes for the meeting of January 8, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

ROUNDTABLE DISCUSSION

Elaine explained the purpose of the discussion was to review the Personnel Policy and how it was working and/or being utilized in the different departments.

-The discussion began with hiring policies. Jean mentioned that she had recently hired a new employee and although she did not refer to the policy during the hiring process, she did notice afterwards that they had followed all the recommended steps. Kenny mentioned that hiring in the Highway Dept. is about skills and requirements, for example a truck license, that are necessary to complete job tasks. When asked about any modifications to the policy, it was suggested that listings in the newspaper are no longer efficient and that Linked In is a more useful source for job applicants.

-Onboarding in the Highway Dept. follows union guidelines. During the probationary period, there is a review every 30 days. It provides the ability to correct any problems quickly, which has resulted in very few dismissals in the department. When dismissals were necessary, they were preceded by several weekly meetings that would be documented. The tasks of the Highway Dept. do not provide much room for error.

-Exit interviews for all departing employees regardless of the reason are held by the supervisor.

-The Board discussed succession planning. Doug indicated they were beginning to address future needs. Areas emphasized by the managers included the following; a Human Resource department that would include payroll and be shared with the School Department has been identified as a real need in the town. Also, more technical expertise would be helpful as the world becomes more

reliant on technology and phishing becomes a bigger problem for all. Finally, the Highway Dept. was downsized and there is the possibility that it will need to be returned to previous numbers.

- Job descriptions were all reviewed two years ago. There is a great deal of flexibility within the town and cooperation amongst departments. Often times, when a job needs to be done, whoever is available at the time completes the task whether it is in the job description or not. It was mentioned that the cooperation and regular meetings between departments were a contributing factor to the high morale and feeling of a family in the town personnel.
- Discussions have begun with department heads about goals and training and evaluations should begin soon.

OTHER NEWS

All town employees will be returning to work full time and in person beginning Monday, February 8, 2021. Public buildings are by law slowly opening within the town.

NEXT MEETING AND ADJOURNMENT

Due to time constraints the review of the Personnel Policy was rescheduled for the March meeting. Elaine requested that the March meeting be extended by half hour so that the committee could analyze and recommend changes to the entire policy.

The next meeting was scheduled for March 5, 2021 at 8:00 AM and will be held via Zoom.

The meeting was adjourned at 8:58 AM.