

# 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, May 7, 2021

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

Elaine Davies, Chairman called the meeting to order at 8:17 AM via Zoom.

### APPROVAL OF MEETING MINUTES

The Draft PAB Minutes for the meeting of April 9, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

### REVIEW OF REPORT TO THE TOWN OF WEBSTER BOARD OF SELECTMAN, IMPLEMENTATION OF THE TOWN OF WEBSTER PERSONNEL POLICIES AND GUIDANCE

Elaine asked for any questions or comments on the document which had been sent to committee members for review. With some minor changes the Board passed a motion for the document to be submitted to the Board of Selectman.

### TELECOMMUTING POLICY

The Committee discussed the new policy presented via email by Doug. With an addition of listing the equipment borrowed from the town and the employee's responsibility for that equipment on the agreement sheet to be signed by the employee, a motion was passed for Doug to present the document to the Board of Selectman as an approved document of the Personnel Advisory Board.

### PERSONNEL POLICIES DOCUMENT

Elaine asked the committee if they had any changes or additions for the Revised Personnel Policies document. With no changes and the addition of the Telecommuting Policy a motion was passed to submit it to the Board of Selectman for review and acceptance.

### FUTURE PLANS

- Doug mentioned that before the next budget cycle begins in January, he would like the committee to assist in doing a classification comparison with other communities. It was suggested that a Goggle Doc could be developed, that would be sent to several towns. The incentive would be if the town participates, it would then be provided with all data submitted from other towns. The document would need to include job descriptions versus

job titles in order to generate comparable data. And Josh offered to assist in developing the document once its content was decided upon. Doug will present the idea and document at his monthly Town Managers Meeting.

- It was also suggested that all department heads be contacted for recommendations on how the PAB might assist them in the coming year; training, on-boarding or coaching were listed as suggestions.

#### OTHER ITEMS

- The Town Charter needs to be revised so that the position of Town Clerk is no longer an elected official. The current Town Clerk was recently elected to a three year term.
- Steven Raymond announced that he would be resigning some time this year due to a move to Arizona.

#### NEXT MEETING AND ADJOURNMENT

The next meeting was scheduled for May 4, 2021 at 8:00 AM and will be held in person in the Board of Selectman's Room at Town Hall.

The meeting was adjourned at 8:51 AM.