

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectmen Appointments

Kathryn Ward, Chair

Anne Marie Peperato

Finance Committee Appointments

Laura Backus

Sarah Sansom

Town Moderator Appointments

Elaine Davies

Steven Raymond

Town Administrator

Doug Willardson

Minutes

June 14, 2019

Present: Kathryn Ward, Doug Willardson, Anne Marie Peperato, Laura Backus, Sarah Sansom, and Elaine Davies.

Absent: Steven Raymond

The meeting of the Personnel Advisory Board was called to order at 8:15 AM by Chairwoman Kathryn Ward.

Approval of Minutes

The Minutes from the meeting of the Personnel Advisory Board on May 30, 2019 were approved unanimously.

Collective Bargaining Unit Negotiations

Doug Willardson reported that a second round of talks took place and a third round would take place at the end of July.

Classification Plan

The contractor recently submitted the job descriptions and Doug will forward them to the PAB for review. Only half of the salary spreadsheet has been completed and for the most part seems on par with town salaries. There may be some technical adjustments to be made once the analysis and reviews are complete. The available information was shared with the Unions. The spreadsheet should be finished by the end of June. The Board noted that the timeframe for key contractor products has not been met.

Recruitment and Guidance for Boards and Committees

The Board discussed the need to have a consistent process for informing the public of vacancies on Town Boards and Committees, as well as easy access to that type of information on social media. With the goal of attracting qualified recruits to Town Boards and Committees, the PAB will take on the development of guidance for Boards and Committees, including explaining the differences between elected and appointed positions; outlining qualifications; defining work and time expectations; providing a code of conduct; and exploring recruitment tools, approaches, and messages. The PAB will review the Charter and Bylaws for relevant information, including the length of terms and possibility of staggering them. Other relevant information will be reviewed. Elaine Davies offered to provide some discussion questions. Doug Willardson will provide the PAB with a list of all vacancies and associated terms and draft a recruitment announcement.

Other Business

Kathryn Ward inquired about the revision of the Employee Welcome Document. Courtney Friedland will revise it.

An issue for discussion at future meetings will be how to provide cost effective human resources support, possibly through a sharing agreement with the School Committee or other towns, or outsourcing.

Next Meeting and Adjournment

The next meeting of the PAB will be at 8 AM on Friday July 12, 2019 in the Irene Martel meeting room.

Chairwoman Kathryn Ward adjourned the meeting at 9:10 AM.

Respectfully submitted by Elaine Davies