

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

DRAFT MINUTES PERSONNEL ADVISORY BOARD Friday, June 25, 2021

PRESENT: Elaine Davies, Sarah Sansom, Candace Shivers, Patricia Nectow, Joshua Sterczala

ABSENT: Steven Raymond, Doug Willardson

Elaine Davies, Chairman called the meeting to order at 8:06 AM in the Board of Selectman Meeting Room, 2nd Floor, Webster Town Hall.

APPROVAL OF MEETING MINUTES

The Draft PAB Minutes for the meeting of May 7, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

BOARD OF SELECTMAN DISCUSSION OF THE PAB EVALUATION OF WEBSTER'S PERSONNEL POLICIES

presented on June 14, 2021 by Chair, Elaine Davies.

Elaine reported that the PAB had completed four years of hard work, but that there was still more work to be done. The Board of Selectman were very engaged in the presentation and receptive to the increased implementation of the Personnel Policy and Performance Evaluations. Another topic that was discussed at length was the hiring of a Human Resource individual to service the town and schools combined. This individual could handle responsibilities such as performance evaluations, personnel policies, best practices, on boarding and succession planning. Elaine pointed out that the Town still needed to address an Emergency Policy that included issues far beyond snowstorms. Questions that were raised included; What did we learn from the pandemic? and How to address Continuity of Operations should the Town Hall not be available in an emergency? The Board of Selectman briefly discussed the flattened organization mentioned in the evaluation report. It was noted that this issue could be handled in the revision of the Master Plan which is expected soon.

TELECOMMUTING POLICY

The Board of Selectman approved the Telecommuting Policy as presented by the PAB. With the passing of the new policy, the PAB discussed the Board of Selectman's concern about IT security when employees are working remotely.

FALL PROJECTS:

The PAB will continue to follow up on performance evaluations as the current pilot program continues to expand.

Josh will assist Doug in setting up a Goggle Doc that can be utilized and service several towns to facilitate the Classification Review to be completed by the PAB. The classification plan update will be discussed in September.

Candace offered to work on the formalization of On-Boarding and how it would work and could be beneficial to the town employees. Part of her work will include a review of the Union Contracts utilized by the Town and provided by Courtney Tyrell.

The PAB discussed funding issues and agreed to review the draft budget in November to identify personnel issues and needs.

PAB REPLACEMENT: Elaine reiterated that Steven Raymond would no longer be part of the PAB and a replacement would be necessary.

NEXT MEETING AND ADJOURNMENT

The next meeting was scheduled for September 10, 2021 at 8:30 AM and will be held in person in the Board of Selectman's Room at Town Hall subject to change due to members' work schedules.

The meeting was adjourned at 8:44 AM.