

## Personnel Study Task Force Agenda

Date: January 3, 2022; 4PM Virtual

Join Zoom Meeting

<https://us02web.zoom.us/j/81023573601?pwd=VHJObDViTWJQTSjEzdURkdjVtZEkdz09>

Meeting ID: 810 2357 3601

Passcode: 029781

Call to Order

Approval of Minutes of December 20, and Select Board discussion also on December 20 (by roll call)

Member updates of background reading, interviews, correspondence, and other matters

Follow up Discussion amongst the Members regarding questions they intend to pose to their assigned stakeholders.

Anne Rarich-Personnel Board

Claude Cicchetti –Acting Town Manager

Ruth Lauer – Select Board

Paul Macone – Police Department

Bruce Button- Town Moderator

All Members—Senior Managers, Citizens, and Employees

Discussion of timeline to meet our objective of a proposal to select board in May of this year.

Discuss Correspondence that requires follow up action

Any New Business that came up after posting Agenda

Pending meeting dates

Monday, January 24, 2022 virtual

Monday, January 31, 2022 virtual

Monday,

Public Comment

Wrap up of next steps each member will be taking

Adjournment (by roll call)

PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA  
**DRAFT MEETING MINUTES**

Date: December 20, 2021  
Location: Virtual

Present from the Board: Ruth Lauer (Co-Chair), Anne Rarich (Co-Chair), Claude Cicchetti (Clerk), Paul Macone, Bruce Button (absent).

Others Present: Teri Ackerman – Select Board, Susan Bates – Select Board, Amy Foley – HR Director, Nancy Crowley – Personnel Board, Ned Perry, Mark Howell, Anita Tekle, William Mrachek, G White.

### **1. Call to Order**

The meeting was called to Order by Anne Rarich, Co-Chair at 4:04 pm.

### **2. Discussion**

Ruth, Anne, Susan Bates and Terri Ackerman had a meeting over the weekend discussing the charge to the committee, at which they developed an amended charge which was discussed. Claude moved and Ruth seconded the motion to amend #3 of the amended charge to say as follows:

3. In accomplishing the goals above, the Task Force will keep in mind that the Town's personnel system seeks to be:

After discussion, it was voted unanimously by those present to approve.

In terms of the Task Force's goals, Paul has continued his research and Anne Rarich has had a number of meetings. Anne also attended the Massachusetts Municipal Association's seminar on the future of employment.

As for previous data requests, Paul moved and Ruth seconded that Paul wished to withdraw his request for information. The motion passed unanimously.

Ruth discussed a draft letter from Bruce Button. Claude moved and Ruth seconded that we not send the letter but instead have Ruth and Anne send a letter to the Town Manager asking him to notify department heads about the creation of our committee and our potential future need for information.

Paul asked for guidance as to how to ask for information going forward. Anne suggested that the issue is best solved with strong and specific communication.

### **3. Approval of Minutes**

The group discussed and amended the draft minutes of the meeting of November 29, 2021. Upon a motion duly made and seconded it was voted unanimously by those present to approve the minutes. The group discussed and amended the draft minutes of the meeting December 13, 2021. Upon a motion duly made and seconded, it was voted unanimously by those present to approve the minutes.

#### **4. Public Comments**

Amy Foley noted a future meeting date coincided with a public holiday - so that meeting date was changed. Amy also reiterated her commitment to working with the committee.

#### **5. Future Meeting Schedule**

The Board re-affirmed the following schedule of future meetings through the end of the year.

- Monday, December 20<sup>th</sup>, 6:30pm (as part of the Select Board meeting.)
- Monday, January 3, 4pm (141 Keyes Road / Hybrid)
- Monday, January 24, 4pm (Virtual)

#### **6. Adjournment**

The meeting was adjourned at 5:02 pm.

Respectfully submitted,  
Claude Cicchetti, Clerk

**DRAFT**

PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA  
Draft MEETING MINUTES

Date: December 20, 2021 8 PM  
Location: Town House Select Board Meeting

Present from the Board: Ruth Lauer (Co-Chair), Anne Rarich (Co-Chair), Paul Macone.

Others Present: Select Board members, Kerry LaFleur, Finance Director; Stephen Crane Town Manager; Ned Perry.

Members of the Task Force were present live and virtually to listen to and participate in the Select Board discussion regarding amending the Task Force Charge. Ruth Lauer reported to the Board that the Task Force had reviewed the proposed amendments and expressed its approval of both the current Charge and the proposed amendments. She stated that the Task Force looks forward to the Select Board's support in fulfilling the mandate of the Charge and in alerting Town Employees to the existence of the Task Force.

The Select Board made further clarifying amendments and voted approval.

Respectfully submitted,  
Ruth C. Lauer  
Approved: xxxyyyyzzz

**DRAFT**