

TOWN OF CONCORD PERSONNEL BOARD

AGENDA

January 19, 2021 @ 5:00 p.m.

VIDEO CONFERENCE CALL

Join Zoom Meeting

<https://us02web.zoom.us/j/84165753955?pwd=a1M2MWl0SHRDSVpwTjNrcWdmY1k0UT09>

Meeting ID: 841 6575 3955

Passcode: 612433

One tap mobile: +16465588656,,84165753955# US (New York)

Dial by your location: 877 853 5257 US Toll-free OR 888 475 4499 US Toll-free

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1. **Call to Order**
2. **Review Remote Meeting Procedures**
3. **Approval of Minutes**
 - December 1, 2020
 - December 8, 2020
4. **Town Meeting Schedule**
 - Review 2021 Town Meeting schedule and timeline/steps for Warrant articles
 - Town Meeting Preview meeting = February 27
 - Warrant article deadline = March 26
 - Public Hearing = April 29
 - Motions due = end of May
 - Town Meeting = June 13
5. **Personnel Board/Personnel Bylaw Structure Review**
 - Review 2020 Warrant Article 6 and consider whether or not to put forth the same or a modified version of article for consideration in 2021
 - Identify data needed to move forward with a proposal and how to obtain the data
 - Solicit public comment
 - Consider approach to, and timeline for, defining future role of Personnel Board, especially if a version of Article 6 moves forward
 - Consider whether the role of the Personnel Board should be defined in the Personnel Bylaw versus a Select Board charge
6. **Future Meeting Schedule**
 - January 26, 2021 @ 5:00 p.m.
7. **Adjournment**

Current meeting materials are available at: <https://concordma.gov/452/Personnel-Board>

Documents Expected to be Used or Referenced at the Meeting:

- Chair's Guide for Remote Meeting Procedures
- Draft minutes of 12/1/2020 & 12/8/2020 (pending) Personnel Board meetings
- Article 6 of 2020 Town Meeting Warrant (from Finance Committee Report)
- Article 6 of 2020 Public Hearing Presentation Materials (slides and script)
- Summary of 2020 Public Hearing Discussion written by Ellen Quackenbush
- Proposal to Study the Roles and Authority of the Town's Personnel Board
- Municipality profiles