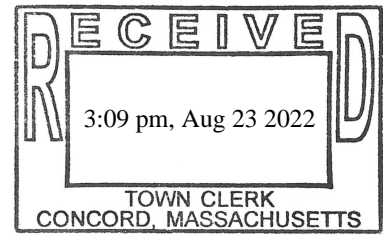


Personnel Study Task Force  
Meeting Thursday, August 25, 2022  
4:00 PM  
141 Keyes Road  
1<sup>st</sup> Floor Public Meeting Room



Call to Order Roll Call

Approval of PSTF Minutes of August 8, 2022

Update on activities since August 8, 2022

Discuss postponing Public Forum

Other Meetings Planned are:

August 29 Open Forum with public and Employees 1PM, CMLP 1175 Elm St., Hybrid

September 6 Last PSTF meeting 4PM Select Board Room at Town House, Hybrid

September 19 Recommendations to Select Board Select Board Room at Town House Public Comment  
Public Comment Adjournment (by roll call)

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

Date: August 8, 2022 4 PM  
Location: Hybrid, 141 Keyes Rd. Conference Room

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

Others Present: Erin Mulcahy, Anita Tekle, Terri Ackerman, Select Board Liaison; Bill Mrachek, Nancy Crowley, Malysa Simard, Ned Perry

**1. Call to Order**

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

**2. Approval of Minutes**

Upon a Motion duly made and seconded, it was  
VOTED (by roll call) to approve the Minutes of July 25, 2022.

Bruce Button	Aye
Ruth Lauer	Aye
Paul Macone	Aye
Anne Rarich	Aye

**3. Correspondence or Updates that Happened after the Packet Went Out**

Earlier data received by the Task Force from the Retirement Department put the number of Employee resignations at 50% over seven years, which many considered outrageous or suspect. Paul Macone thanked Select Liaison Terri Ackerman for her formal written request to the Human Resources Director for the latest statistics regarding separations and vacancies that the Task Force had requested from HR last year. He agreed that there are many possible criteria and stated that this was a meaty matter for the Personnel Board to consider.

Discussion included: even in numbers provided by HR, there are huge jumps in the numbers year to year, what is occurring in specific departments and which issues should be investigated; HR numbers over the past seven years show there have been 198 separations, of which 129 were quitting not to retire; during the time the average size of the workforce was 300, this makes a total turnover of 66% of which 43% were due to quitting. What is this costing the Town?

Paul stated that at this time there are vacancies for 19 full time equivalents and for more that 25 part time equivalents. It would be very helpful to reintroduce the practice of the Personnel Board receiving this information from HR monthly. The Task Force will be gone soon, but the issues will still exist and need to be addressed.

Anne Rarich stated that she recently heard from the Personnel Board Chair that there will be an open meeting on the Class and Comp study in September. No date was given. Everyone should stay tuned.

Paul Macone stated that he has heard from Employees in the Police Department that there is ongoing discussion regarding the ability of sending employee children to Concord Schools. This is a benefit already negotiated and enjoyed by Concord teachers.

**4. Consideration of Roles and Responsibilities Matrix**

Anne Rarich called attention to the Matrix that was included in the packet and asked for opinions regarding its inclusion in the report. For the most part, it has been subsumed into the report already. Paul Macone stated that the contents of the matrix closely resembled where the Task Force started — the proposal at 2021 Town Meeting to get rid of the Personnel Board. In his opinion, including it could lead to confusion because the recommendations to the Select Board are to continue and strengthen the Personnel Board. The consensus of the meeting was not to include this in the report.

**5. Discussion of Draft Final Report**

Anne Rarich stated that after many months of work, the Task Force has enjoyed the benefit of having its thoughts and recommendations compiled by someone with abundant expertise in presenting information to the public. In her opinion, all that’s left to be done is to address how to handle the appendices – to be printed or included on the website only.

Discussion included: thanks, and great praise for the extraordinary work of Anita Tekle in bringing our deliberations to a finely edited conclusion. Anita thanked everyone for such easy access to all the committee documents and said she welcomed any discussion regarding the 75-pge document.

Paul Macone stated that we had initially thought the report would be 8-10 pages, but in his opinion, it is crucial to memorialize the process and conclusions so that attention to the issue is not lost. Terri Ackerman stated that the Report is unlikely to be printed many times since it will be available online, and therefore dates should be inserted and codified for all.

Upon a Motion duly made and seconded, it was VOTED (by roll call) to approve the draft Final Report of the Personnel Study Task Force pending final input after the Public Forum on August 29.

Bruce Button	Aye
Ruth Lauer	Aye
Paul Macone	Aye
Anne Rarich	Aye

Further discussion included that the report would be available for oral, written, or electronic comment until September 6. Electronic comment can be sent to Task Force Liaison Erin Mulcahy

**6. Consideration of Roles for Open Forum on August 29, 2022**

Anne Rarich stated that the Town Manager has announced the Public Forum to all Employees, who are invited to participate. Select Liaison Terri Ackerman suggested that a one-page memo of recommendations/findings should be available at the forum. A flyer regarding the meeting is available and Erin Mulcahy will post it to the Town website and other social media.

The Forum will include a quick welcome and intro by the Town Manager or Select Board Liaison followed by a focused presentation by Chair Anne Rarich. This will allow plenty of time for questions and feedback. Erin Mulcahy and Anita Tekle will work together on generating a slide deck of findings and recommendations that can be shared. The Town Manager has agreed to provide light refreshments. Ruth Lauer will see that the meeting is posted, and the task force will have a short post-forum meeting to consider what was learned.

**7. Pending Meetings**

August 29	Open Forum	1PM,	CMLP 1175 Elm St.	hybrid	
September 6	Last PSTF meeting	4PM	Select Board Room at Town House,		hybrid
September 19	Recommendations to Select Board		Select Board Room at Town House		hybrid
	Recommendations to Select Board and dissolution of PSTF				

**8. Public Comment**

There was no public comment offered.

**9. Adjournment**

The meeting was adjourned at 5:15 pm by roll call.

Upon a Motion duly made and seconded, it was  
VOTED (by roll call) to adjourn at 5:15PM

Bruce Button	Aye
Ruth Lauer	Aye
Paul Macone	Aye
Anne Rarich	Aye

Respectfully submitted,  
Ruth C. Lauer, Clerk pro temp  
Approved: xxxyyyyzzz