



## Town of Concord Personnel Board

Meeting Minutes  
January 14, 2026  
55 Church Street/Zoom

Present: Bill Mrachek, Kate Ryan, Joshua Fay, Jessica Porter, Erin McMorrow

### 1. Call to Order

- The meeting was called to order at 5:30 p.m. at 55 Church Street. Mr. Mrachek called the meeting to order with a quorum present.

### 2. Approval of Minutes

- Mr. Fay moved that the Board approve the minutes of the meeting on October 8, 2025; Ms. Ryan seconded the motion. Board approval was unanimous
- Ms. Ryan moved that the Board approve the minutes of the meeting on December 10, 2025; Mr. Fay seconded the motion. Board approval was unanimous

### 3. Assistant Town Manager/ Director of Human Resources Report

- Employee Events – Ms. Porter reported that the Human Resources Department is doing a “Winter Warm-up Tour,” visiting the various town offices/buildings and setting up a hot-chocolate bar with treats and toppings. She also mentioned a recent cookie swap, and noted both programs were well-received by employees.
- Handbook Update – Ms. Porter gave a report on the handbook update, noting that it was still in progress and that her review would be completed within the next month. Ms. Porter assured the Board that the draft would be reviewed by town counsel and updated by the Town Manager before being presented. There was discussion about whether the draft would be circulated to employees at the same time it was provided to the Board. Mr. Fay suggested that employees should receive the final version, through they could review the draft included in the Board packet as a matter of public record. Mr. Mrachek asked that the Board be provided with at least two weeks to review the draft handbook, which Ms. Porter confirmed would be provided.
- Personnel Reporting - Ms. McMorrow discussed her report provided in the meeting materials, and stated that there had been three departures by town employees in both November and December, and that there had been a total of 23 departures in the second half of 2025. She presented data on hiring timelines, noting an average of 105 days from offer acceptance to start date, and discussed tracking recruitment metrics with the group. Mr. Mrachek stated that he would like to get monthly turnover and cumulative turnover rates, excluding retirements, but including resignations and separations. He stated he would like this to be a regular component of the monthly report. Ms. McMorrow stated that she would pursue this, though she had tried to generate a report through MUNIS and was not able to, and that such reports would have to be prepared manually. Mr. Mrachek stated that he believes this information has a direct correlation to the Town Manager’s evaluation.

#### **4. Review Draft Annual Report**

- Ms. Porter stated that last year there were separate reports encompassing the work of her Department and the Personnel Board. This year the report will be a hybrid report. The current draft report covers staffing changes in 2025, figures and statistics on employment openings, applications, etc., as well as engagement activities and Personnel Board projects. Mr. Fay suggested that the HR report also include some of the efforts around implementing MUNIS in 2025, which was a major project for the Department. Ms. Porter indicated that the payroll component of MUNIS was in place, but the project continues with other functionality tied to accruals and deductions of leave balances being included on pay stubs each month still to be implemented. Certain other functionalities, such as time-off requests, are also still under development.
- Mark Howell said he knows the Select Board did not yet take final action on the proposed Personnel Board Charge. Mr. Howell recalls that the Select Board was interested in ideas the Personnel Board might have on giving input to the Town Manager's performance review. The Personnel Board told Mr. Howell they believed the draft Charge to be complete and asked that it be presented to the Select Board as final.

#### **5. Review and vote DRAFT Articles for the Annual Town Meeting**

- Ms. Porter stated that there would be two warrant articles for the Town Meeting. The first will be for ratification of all of the classification actions taken by the Board for 2025. The second is the proposal of a 1.2 COLA increase to the Class and Compensation Plan. This amount is in addition to the 2% annual increase already included in the Plan, and is proposed by the Town Manager based on the cost of living in the CPIU for the Boston area. That increase this year is 3.2%.
- Ms. Ryan moved that the Personnel Board approve the Classification and Compensation Plan for July 1, 2026, with a 1.2% COLA increase and amendments to remove the midpoint and add Step 10. Mr. Fay seconded. The Board approved unanimously.

#### **6. Tracking Employee Satisfaction Discussion**

- The Board discussed the need to improve turnover statistics and reasons for termination tracking. The Board agreed to provide feedback to the Select Board on these matters. Mr. Mrachek included draft responses to the Select Board in the meeting packet, which the Board discussed. The Board emphasized that turnover statistics – excluding retirements – are helpful to include. There was some discussion about how reasons for separation are captured, and Mr. Mrachek said it would be helpful to understand what is available within MUNIS for documenting employees' reasons for leaving. Ms. McMorrow stated that specific functionality for this purpose might need to be built, based on preferred categories. Ms. Ryan said she would look into which categories the Town of Wayland uses. She further suggested that including a narrative with whatever information is included could provide the most insight as the data does not always capture the full story.

## **7. Personnel Board Membership**

- There was discussion of the need for additional members on the Personnel Board and discussed potential recruitment strategies. It was agreed Mr. Mrachek would draft a letter announcing the two vacancies and inviting interested individuals to express their interest.

## **8. Adjournment**

- Ms. Ryan moved to adjourn the meeting at 6:56 p.m. Mr. Fay seconded the motion. The motion passed unanimously.