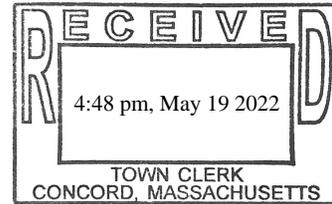


PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA
MEETING MINUTES

Date: April 11, 2022
Location: Virtual



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

Others Present: Terri Ackerman – Select Board, Susan Bates – Select Board, Erin Mulcahy – Assistant Town Accountant, Karlen Reed, Ned Perry, Anita Tekle, Doug Meagher, Joseph O'Connor.

1. Call to Order

The meeting was called to Order by Anne Rarich, Co-Chair at 4:01 pm by roll call.

2. Approval of Minutes

After a short discussion, Ruth moved and it was duly seconded to accept the minutes of 03-28-2022 as amended.

3. Updates - Correspondence

Anne mentioned the Anita Tekle correspondence and thanked her for her work. Also discussed were the Town Manager's instruction to not distributing the survey and a second instruction to pause on discussing the survey until further notice from Town Counsel.

4. Draft PSTF Summary Report Discussion

Anne asked for comments on her first draft of the PSTF report which was distributed in the packet. Ruth asked for more detail on some specific sections for clarity and will send her comments to Anne. On a question from Ruth about the structure of our Bylaw suggestions, Claude shared his screen and gave some draft examples. Claude referenced a discussion the previous week he had with the HR Director, at the suggestion of Anne, where Sections 11-20 involving leaves were suggested to be condensed into one more flexible section so as not to require Bylaw amendments any time any specific leave or holiday was changed.

Paul asked how all suggestions based on the work of all committee members would be incorporated together, and Ruth responded that our main task will be to discuss and agree all sections and put them together into one document. Ruth also put forward the idea that some of our suggestions might be to move what had been in the Bylaw into a policy, as an example of our latitude.

5. Bylaw Discussion

Paul then discussed Sections 5 and 6 which involve Classifications and Compensation. Paul emphasized the importance of the Personnel Board needing specific documents to be able to make decisions, such as in Sections 5-2-5.4 of the Bylaw. He specifically suggests a checklist of documents that will be needed. He questioned whether such documentation and reviews were occurring as often as they should be, such

as reviewing rates of pay and classifications. Moving on to Section 6.2-6.3, he felt they were generally adequate.

Paul spoke of the issue of employee retention, which he says has been a challenge for the Town. He gave examples involving certain Town staff, such as the CMLP. Paul expressed the view that Town pay and benefits were not competitive for certain positions. Paul said he spent a great deal of time talking with Town employees to get their perspectives.

Ruth questioned the procedures of committees in general, and whether the Personnel Board would benefit from having more meetings, so that a topic can be brought up in one meeting and discussed with follow-up for decision at a following meeting.

Paul suggested an organizational chart for the Town showing titles and classifications, to help with a visual understanding of how the Town works.

Claude agreed with Paul that it seems like the sense of our discussions was to make the Personnel Board more robust, and that there are places to strengthen the Bylaw, such as the increased reporting that Paul suggested.

Ruth suggested acting “nimble” and that we look to move some specifics from the Bylaw to policies.

Paul gave a shout-out to John Harris as to explaining how the compensation structure works.

6. Personnel Policies and Procedures

Ruth is working with Erin on PPP’s and will report in a following meeting.

7. Future Meeting Schedule

April 25th, 4pm – hybrid. Keyes Road.

8. Adjournment

The meeting was adjourned at 5:15 pm.

Respectfully submitted,
Claude Cicchetti, Clerk