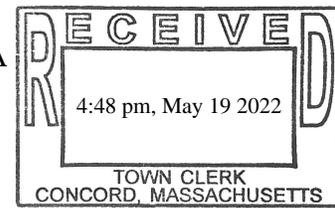


PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA  
MEETING MINUTES

Date: April 25, 2022 4 PM

Location: Hybrid meeting, 141 Keyes Rd. Conference Room



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

Absent: Claude Cicchetti (Clerk)

Others Present: Terri Ackerman – Select Board, Susan Bates – Select Board, Kerry Lafleur - Interim Town Manager, Erin Mulcahy – Assistant Town Accountant, Chris Carmody – Administrative Projects Manager, Ned Perry.

### **Call to Order**

The meeting was called to Order by Anne Rarich Co-Chair at 4 pm with a roll call of those present. In the absence of Claude Cicchetti, Ruth Lauer was elected Clerk *pro tem* by a roll call vote.

### **Approval of Minutes**

There being no Minutes of April 11, 2022 available at this time, it was agreed to put them on the next agenda.

### **Correspondence and Member Updates**

Ruth Lauer had distributed a memo to the task force about the many possibilities available to conclude the task force Charge. She stated that she had not yet formed an opinion on which options she supported, but that she felt the need to at least be sure that none were overlooked when the task force made its recommendations. First of all, it is the Select Board's prerogative to decide the timing and manner of dissolution. While there is no mention of a Hearing in the task Force Charge, typically there would be a hearing on the conclusions of a Charge to ensure that the public has an opportunity opine. This might be undertaken by the task force before final recommendations are presented to the Select Board, taken on by the Select Board upon the dissolution of the task force, or assigned to the Personnel Board upon the dissolution of the task force.

Discussion included: Hearing notion important; task force is most informed on recommendations and might better hold the Hearing; Personnel Board would first need to come up to speed on issues before being able to hold Hearing; Select Board should be made aware of the question and provide guidance. The consensus of the meeting was to table the discussion and await input on the Select Board's preferences.

Ruth stated that the task force focus on the resource documents is not complete but has noticed that there is some disarray in that more than one iteration is operative while other bits are not implemented with no statement of reason. Finally, the task force needs to grapple with how a strengthened Personnel Board could/should address future issues.

Discussion included: this seems to be an excellent jumping off point for task force to resubmit their homework portions and recommendations to gain a consensus on what should remain operative and who should take responsibility; it is time to get more specific in discussions of our homework; after reaching consensus the task force could then begin to draft its final recommendations; task force members should finalize their recommendations and submit next week for members have plenty of time to understand each other's conclusions before discussion on May 9.

### **New Business that has come up after posting agenda**

Paul Macone noted that the task force and others had received email from the Town Manager regarding redactions in the recently released Employee Survey. He had several questions: in the message she states that those wanting a copy of the survey must request it from the Town Manager's Office, which is not typically how public records requests have been managed in the past. He asked why this policy and when the policy had changed; what precludes an individual from distributing?

Town Manager Kerry LeFleur responded that while she is not an expert on public records requests, she is familiar with the process of tracking requests by recording when and who has made the request. She stated that it is unusual for a non-staff member to distribute requested public records.

Upon a Motion by Paul Macone and seconded, it was VOTED by roll call: to post the Employee Survey on the task force webpage and further, if the survey continues to exist in a redacted form to indicate that the redaction was not the choice or responsibility of the Personnel Study Task Force.

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

Kerry LeFleur stated that she will alert employees of the posting as she has heard some are concerned. Paul Macone stated that he has no concerns as there is no way to connect responses to individuals. He supported her alert to employees as they have been looking for the survey.

**Discussion of Recommendation of Bylaws from Homework**

Bruce Button spoke to the work he has been doing on sections 1 and 2 of the *Personnel Bylaw* and the *1985 Administrative Code*.

In his opinion, sections 1 and 2 of the bylaw refer to maintaining an equitable and efficient system of personnel administration and need little change. Bruce also is of the opinion that someone should be responsible for the day-to-day management of bylaw so that the Town does not find itself again in the situation of being severely out of date in implementing it.

The *1985* document is the precursor to the Personnel Bylaw and has never been rescinded. In his opinion it continues to be an operative document. The document calls for monthly reports on vacancies and wages etc. To better understand what information the Personnel Board needs, he has worked to acquire and understand the personnel organizational chart—names, classification, pay rates. In his opinion the organization chart would be an excellent resource in managing staff and clarifying the needs of the Town. Bruce noted that the document outlines the job description of the Personnel Director. In the meantime, some of those have been transferred to other departments.

Bruce agreed to put his thoughts on paper and share with the task force for discussion at the next meeting.

**Pending Meetings**

- Monday, May 9, 2022 141 Keyes Rd. (hybrid)
- Monday, May 23, 2022 141 Keyes Rd. (hybrid)

**Public Comment**

There was no public comment offered.

**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)

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

Respectfully submitted,  
Ruth Lauer, Clerk pro tem  
Approved: May 9, 2022