

RECORDS AND ARCHIVES COMMITTEE

Ronald Bernard
Win Wilbur

The Town's Records and Archives Committee is responsible for working with the Town Clerk to gather, preserve and organize the records of all Town government entities under the guidelines of State law. The Committee was formed in 1956, following a Town Meeting vote authorizing the Selectmen to appoint a "committee of five to study problems relating to the storage and preservation of Town documents and records."

2012 was a year of transition for the Committee, with the workload declining and two long-time members retiring from the Committee. A decision was made to meet less frequently when a "cleanup project" required the services of the members. The Committee's meetings generally consist of working sessions, where the group sorts and organizes various Town records that are either newly acquired (via donations to the Town from residents or former residents), or those records that have been stored by the Town without organization for a number of years. During the year, the Committee and staff continued such work on the following projects:

- Cleaned and organized vital records from early to mid-20th century
- Organized and bound committee & board minutes
- Organized, shelved and inventoried various late 20th century records at new storage facility at Court Lane

The Committee continues to encourage Town departments and committees and boards to turn over non-current permanent records to the Records & Archives Committee, for cataloguing and transfer to the Town Archives.

PERSONNEL BOARD

Judy Terry, Chair
Susan Bates
Nancy Beeuwkes
Claude Cicchetti
Paul Kugler

The five-member Personnel Board has responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town and is supported by the staff of the Human Resources Department. The Town's Personnel Bylaw applies to approximately 180 regular-status employees and a few hundred temporary and limited-status employees. The Personnel Bylaw does not cover elected officers, employees with personal contracts, employees covered by collective bargaining agreements, and employees of the School Department.

Classification and Compensation

The Town maintains a formal Classification and Compensation Plan that provides a uniform system for grouping positions based on job requirements and establishes salary ranges based on market conditions; the Personnel Board is responsible for recommending Plan amendments to Town Meeting. Structural adjustments and salary increases are intended to uphold Concord's tradition of maintaining total compensation rates (i.e., pay plus benefits) that are above average, but not top, among comparable municipal employers in order to keep the Town competitive in attracting and retaining competent employees.

Fiscal Year 2013 Plan Structure Adjustments

Town Meeting approved a 1.5% across-the-board increase in all but one of the salary ranges for non-union regular positions, effective July 1, 2012 (FY2013); the Swim & Fitness range was not increased because it remained current for that industry.

Within the plan this year, the Administrative-Clerical-Library (ACL) classification group was renamed to Administrative-Clerical (AC) and library titles were removed from the Plan because those positions will now be covered by a collective bargaining agreement rather than the Personnel Bylaw.