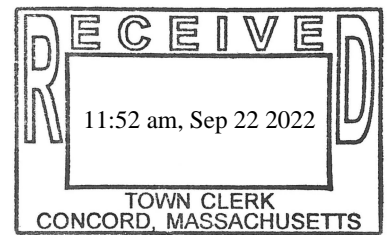


Personnel Study Task Force Final Meeting  
Date: September 26<sup>th</sup> in Person only  
141 Keyes Road – 1<sup>st</sup> Floor Conference Room  
4PM



Call to Order  
Roll Call

Approval of Minutes of September 12, 2022 PSTF meeting, and other draft minutes, if available

Discussion of any edits from the public to be incorporated into the final recommendations

Other Meetings Planned are:

October 3rd-Recommendations to Select Board- Select Board Room at Town House

Any New Business that came up after posting Agenda

Public Comment

Adjournment (by roll call)

Next Meeting:

Final Recommendations to Select Board-October 3<sup>rd</sup> Town House

**Personnel Study Task Force  
Meeting Minutes  
September 12, 2022**

**PRESENT:** Co-Chairs Anne Rarich and Ruth Lauer; Paul Macone; Remote Participant via speaker phone Bruce Button as of 4:20 pm

**ABSENT:** None

**Others Present in Person:** Staff Assistant Erin Mulcahy; Resident Anita Tekle

**Remote Participants via Zoom:** Select Board Liaison Terri Ackerman; Malysa Simard; Mark Howell

**Call to Order**

At 4:02 pm on Monday, September 12 in the conference room at 141 Keyes Road, Concord, Anne Rarich called the meeting to order by roll call vote, with A. Rarich, R. Lauer and P. Macone all voting in the affirmative to open the meeting.

**Remote Participation**

Ms. Rarich noted that three participants were joining the meeting via Zoom. Mr. Button had requested and she had granted him permission to participate remotely, since he was out-of-state and unable to participate in person. Mr. Button will join the meeting via speaker phone, if a connection is available.

**Approval of Minutes**

On a **MOTION** made by Ms. Lauer and seconded by Mr. Macone, and on roll call **VOTE** (with A. Rarich, R. Lauer and P. Macone all voting in the affirmative), the minutes of August 25, 2022 were unanimously **APPROVED** as drafted.

**Update of Activities Since Last Meeting**

Ms. Rarich reported that Town Counsel has reviewed the most recent draft report, and has recommended three changes, which were enumerated in the form of an email. The recommended changes are as follows:

1. Add the following footnote 1 to Section 1. Executive Summary:

The views and factual assertions expressed herein are solely those of the Personnel Study Task Force based on the methodology described in Section 3. The Task Force is providing this report as a series of findings and recommendations for further consideration and analysis by the Town Manager, town staff, the Personnel Board and/or the Select Board. Upon the Town Manager's or the Select Board's request, Town Counsel may review the report with respect to the legality and feasibility of particular recommendations.

2. In Section 3, Methodology, delete the following sentence from the end of paragraph 5:

Additional sensitive concerns identified since that time will be included in a confidential document to be provided to the Town Manager and Select Board Liaison (who was the former Chair) once the Task Force completes its work.

3. In Section 4, Findings, finding #2, 6<sup>th</sup> bullet, delete the last sentence, which currently reads as follows:

Adherence to Section 10.4, sec. 2 is of particular concern.

And add the following to the previous sentence, following the word “mandatory”:

“..., including with respect to employee classification.”

On a **MOTION** made by Mr. Macone and seconded by Ms. Lauer, the following was unanimously **VOTED** on a roll call vote (with Ms. Rarich, Ms. Lauer and Mr. Macone all voting in the affirmative):

That the Personnel Study Task Force approve the above recommended edits to the draft report, as recommended by Town Counsel, and to ask Ms. Tekle to incorporate these edits into the report.

On a **MOTION** made by Ms. Lauer and seconded by Mr. Macone, it was unanimously **VOTED** on a roll call vote (with Ms. Rarich, Ms. Lauer and Mr. Macone all voting in the affirmative): To approve the revised draft dated September 12, 2022 and Appendices A through T, and to authorize both the Draft Report and Appendices to be posted on the PSTF web page by tomorrow morning, to provide ample time for employees and residents to read the report prior to the forum.

Ms. Lauer expressed her gratitude towards all for the report and Appendices all coming together into a cohesive document.

### **Forum—September 19**

The forum will be held on Monday, September 19 from 1:00 pm to 2:00 pm in the Light Plant Garage on Elm Street. The group reviewed the flyer advertising the forum, and it was agreed to add to the bottom a notation that comments about the report may be made following the forum, until 1:00 pm on September 26. Contact information will be included. At the forum, 3x5 cards will be available for attendees to make comments or ask questions anonymously, if desired.

Ms. Ackerman noted that she wishes to speak briefly at the forum. Ms. Mulcahy agreed to manage the hybrid setup at the forum. Ms. Tekle agreed to take the minutes. Ms. Rarich agreed to prepare a handout which will be available for distribution at the forum. It was agreed that it is not necessary to prepare a PowerPoint presentation for the forum. Light refreshments will be available. It was also suggested that the forum handout be posted on the Town’s News & Notes.

Mr. Button joined the meeting at this point, via speaker phone. All agreed that the PSTF email address will be used for contact during the comment period following the forum, along with members’ individual email addresses. Ms. Mulcahy agreed to distribute comments to all members following the forum, with a reminder that there will be no discussion until the September 26 meeting.

**Upcoming Meetings:**

- Forum – Monday, September 19, 2022 at 1:00 pm at the Light Plant Garage, Elm Street
- Next Meeting of PSTF to review comments made during and following forum – Monday, September 26, 2022 at 4:00 pm, 141 Keyes Road Conference Room
- Meeting with Select Board – Monday, October 3, 2022, Town House, agenda time TBD

Ms. Ackerman noted that she will be present at the forum, but is unable to be present at the October 3 meeting with the Select Board.

**Adjourn**

On a **MOTION** made by Mr. Macone and seconded by Ms. Lauer, it was unanimously **VOTED** on a roll call vote (with Ms. Rarich, Ms. Lauer, Mr. Macone and Mr. Button all voting in the affirmative), to adjourn the meeting at 4:35 pm.

Respectfully submitted,

Anita S. Tekle  
Temporary Recording Secretary