

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

Date: October 28, 2021

Location: Virtual

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

Others Present: Susan Bates, Select Board; Amy Foley, Human Resources Director; Nancy Crowley, Personnel Board; Jeremy Romanul, Town Staff; Doug Meagher; Dorrie Kehoe; Mark Howell; Anita Tekle; Ned Perry.

1. Call to Order

The meeting was called to Order by Susan Bates at 4:10 pm.

2. Election of Officers

After introductory remarks by Susan Bates, the Board took the following actions.

- Ruth Lauer moved and Anne Rarich seconded the motion to elect Claude Cicchetti as Clerk. The motion passed unanimously.
- Claude Cicchetti nominated and Paul Macone seconded the motion to elect Ruth Lauer and Anne Rarich as Co-Chairs. The motion passed unanimously.

3. Discussion

The Board discussed the charge given to the group by Select Board and the possible areas to consider in our deliberations such as best practices in other towns and statutory grievance procedures. Anne Rarich suggested a strong focus on looking at best practices and asked what information on this might be available. Paul Macone suggested potential outreach to current employees, and others concurred and added potential outreach to citizens and other stakeholders as well.

Susan Bates and others pointed toward data and analysis that is available on the Town website that had been completed previously that we might find useful. Some of this was done in preparation for a Town Meeting warrant article that was not moved given the creation of this task force.

The Board discussed the possibility of bringing in those who had worked on this analysis to get their perspectives, as well as those of the Human Resource Director and a representative of the current Personnel Board. No decisions were made on this except to consider this for future meetings.

3. Future Meeting Schedule

The Board agreed to the following schedule of future meetings through the end of the year.

- Monday, November 8th, 4pm (Virtual)
- Thursday, November 18th, 4pm (Virtual)
- Monday, November 29th, 4pm (Virtual)
- Thursday, December 9th, 4pm (Virtual)

4. Adjournment

The meeting was adjourned at 5:15 pm.

Respectfully submitted,
Claude Cicchetti, Clerk