

**PERSONNEL BOARD – TOWN OF CONCORD, MA
MEETING MINUTES**

Date: February 13, 2020

Location: Select Board's Room, Town House

Present from the Board: Ellen Quackenbush (Chair), Nancy Crowley and Jim Richardson

Absent from the Board: William Mrachek

Others Present: Town Manager Stephen Crane, Human Resources Director Amy Foley, Select Board Liaison Susan Bates

1. Call to Order

- Ms. Quackenbush called the meeting to order at 5:17 p.m.

2. Town Meeting Warrant Article

- ***Review the Personnel Bylaw Amendment that has been proposed as Article 6 of the Town Meeting Warrant to determine whether the Board supports moving it forward as written.***
- ***Consider how to approach presentation of Article 6 at the Finance Committee Public Hearing on 3/9/2020.***

Town Manager Stephen Crane noted that, after the 1/9/2020 Personnel Board meeting, Town staff worked with Town legal counsel to prepare a Warrant Article which, if passed, would abolish the current Personnel Board structure and Personnel Bylaw and replace with a smaller Board, retaining an advisory role.

Mr. Crane advised that Town counsel determined the Personnel Board cannot be eliminated without an amendment to the Town Charter because the Board is referenced in the Charter. Ms. Quackenbush asked why the Charter couldn't be changed to eliminate the Personnel Board, rather than changing their role. Mr. Crane advised that changing the Charter is a more complex process, and that the timing is not right. Rather, a change to the Town Charter eliminating the Personnel Board can be made at some time in the future, when other changes to the Town Charter are proposed. With the proposed Personnel Bylaw change, the Board can still provide feedback to the Town Manager and Human Resources Director on Classification and Compensation issues and develop recommendations on a broader, more strategic range of HR issues facing the Town as requested. Ms. Crowley asked about the Charter process. Mr. Crane advised that it depends on the change, but the state legislature would have to approve a Home Rule Petition, which would take considerably more time than a bylaw change.

Ms. Foley outlined the process and schedule leading to Town Meeting. The Warrant Article would give voters the opportunity to learn about, and give feedback on, the proposed changes via a public hearing, and consider action at Town Meeting.

Ms. Crowley said that she felt the explanatory paragraph was well-written and could provide a basis/guide for the presentations. It was suggested that the first slide of a PowerPoint presentation for Public Hearing and Town Meeting lead with the points made in the last sentence of that paragraph.

- Upon a MOTION made by Jim Richardson and seconded by Nancy Crowley, the Board unanimously voted to:
 - support Article 6 as written.

The Board continued to consider the approach to presenting Article 6. Mr. Crane offered that he would be willing to speak in support of the Personnel Board, but felt it important that residents understood that he was doing so in the spirit of being responsive to employees and citizens, not because he is the “new guy” trying to make a change. Ms. Foley noted that Personnel Board members and managers have discussed these issues in one form or another for at least 15 years, and advised that she could work with Ms. Quackenbush to develop a presentation.

3. Future Meeting Schedule

Mr. Crane suggested that the Personnel Board meet again after the 3/9 public hearing to discuss public comments and reaction, and consider whether amendments to the presentation or Article 6 are needed for Town Meeting.

4. Adjournment

- Upon a motion by Ms. Crowley, seconded by Mr. Richardson, it was unanimously voted to:
 - adjourn the meeting at 5:37 p.m.

Respectfully Submitted, Amy Foley, Human Resources Director, Town of Concord

Documents Used or Referenced at the Meeting:

- Agenda for Personnel Board Meeting of 2/13/2020, with text of proposed Personnel Bylaw Amendment, Article 6