

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

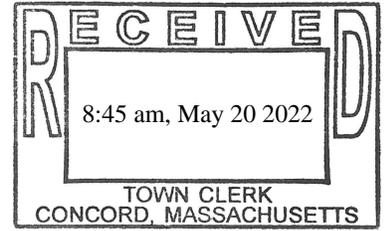
Date: February 28, 2022  
Location: Virtual

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

Others Present: Terri Ackerman – Select Board, Susan Bates – Select Board, Erin Mulcahy – Assistant Town Accountant, Karlen Reed, Ned Perry, Anita Tekle, Doug Meagher, Joseph O’Connor.

**1. Call to Order**

The meeting was called to Order by Anne Rarich, Co-Chair at 4:00 pm by roll call.



**2. Approval of Minutes**

After a short discussion, Ruth moved and it was duly seconded to accept the minutes as amended.

**3. Updates**

Paul Macone met with Alan Cathcart for two hours about problems and possibilities for improvement regarding employment and retention. Paul will raise these points when we talk more specifically about the bylaw. Bruce met with a firefighter for an off the record discussion.

**4. Survey Discussion**

Ruth and Anne talked about the substantial effort that went into the survey. Members of the PSTF spoke in support of the structure and details of the survey. Claude expressed concern about the anonymity and about some questions, such as employees serving on the Personnel Board, or other questions that may raise expectations of Town employees if unrealistic options are listed.

Claude moved and it was duly seconded that the draft survey go to the Town Manager for feedback before we send the survey. The vote did not pass in a vote of two yea and three nay.

The survey will go out March 4 and be available until March 14.

Erin said the survey test to the PSTF was successful and found that the platform was flexible.

**5. Bylaw Discussion**

Claude presented a brief overview of the Policies and Procedures sections of the Personnel Bylaw and suggested that the Town Manager and Personnel Board may benefit from having more flexibility to change specific policies without needing to go to Town Meeting.

Ruth asked about the status of the Personnel Board Charge of 1985.

Paul suggested again that it is premature to discuss the bylaw. He said that he personally would like to talk at length on the classification and compensation plans when the time is right. He also said there was no need to rush our deliberations as the amended charge gave us more time.

Anne talked about a couple of other towns and how some are moving some provisions from their Personnel Bylaw to Policies and Procedures to become more agile for hiring and retention.

Ned Perry was asked about how a special town meeting would be called. He and Anita Tekle clarified the process.

## **6. Public Comment**

Ned Perry talked about the Town Governance Study Committee suggesting that committee charges should be updated. He pointed out that the Personnel Charge of 1985 and the 2017 Personnel Bylaw are both still in effect and should be followed.

Karlen Reed suggested that the PSTF ask that the Personnel Board calculate the financial impact of any change in policies.

Anita talked about FinCom observers in past practice.

## **7. Next steps**

Ruth asked if Erin could look into posting our meetings on a timelier basis. Karlen said she would look into it.

## **8. Future Meeting Schedule**

The Board re-affirmed the following schedule of future meetings through the end of the year. Ruth expressed the hope that we could meet in person and will check with the Town about logistics.

- Monday, March 28, (Virtual)

## **9. Adjournment**

The meeting was adjourned at 5:03 pm.

Respectfully submitted,  
Claude Cicchetti, Clerk