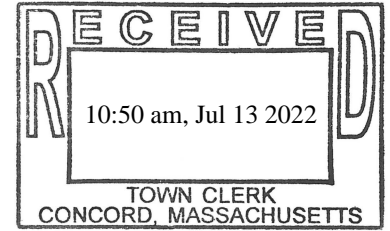


PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA
MEETING MINUTES

Date: June 13, 2022 4 PM

Location: Hybrid, 141 Keyes Rd. Conference Room



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

Others Present: Terry Ackerman, Select Board Liaison, Ned Perry, Erin Mulcahy

1. Call to Order

The meeting was called to Order by Co-Chair Anne Rarich at 4 pm.

2. Approval of Minutes

Upon a Motion duly made and seconded, it was VOTED (by roll call) to approve the Minutes of May 9, 2022.

Bruce Button	Aye
Ruth Lauer	Aye
Paul Macone	Aye
Anne Rarich	Aye

3. Correspondence or Updates

Co-Chair Anne Rarich announced that she had corresponded with the Chair of the Personnel Board inviting them to a joint meeting with the Task Force on June 22 to discuss and entertain questions regarding the task force work in order to prepare for a public hearing on likely recommendations that would become the responsibility of the Personnel Board and others. Discussion included: not all Task Force members can be present on the 22nd; the focus needs to be on the Select Board which appointed the Task Force; the date should be pushed further out to give more time to compile Task Force recommendations so the Personnel Board has something definite to respond to; it would be difficult for the Personnel Board to learn more about the activities of the Task Force from a review of documents on the Town website as currently posted; a summary of activities and documents should be created that includes findings of Task Force--a list of all items to be included/referenced in the report, and Erin Mulcahy was asked to provide this for the next agenda packet; the Personnel Board is not currently implementing their job as codified in the bylaws; there are no future meetings scheduled at this time; we should withdraw the invitation to the Personnel Board, do more homework, and reissue the invitation later.

4. Open Discussion regarding How we Anticipate making the Task Force Report to the Select Board, the need for a Public Hearing, and who should host

The Task Force reviewed the draft report provided by Anne Rarich. Discussion included: listing the various items that should be included/referred to in the final report – amended Charge, annotated bylaw table, 1985 Personnel Administrative Code, Personnel Policies and Procedures, check list of activities of Personnel Board to include in employee class and comp decisions, matrix of Personnel Board activities created by Claude, intro created by Paul, data prepared by Anita Tekle regarding Personnel Board recent history. Discussion noted that accepted recommendations of the Task Force will be for the Select Board, Personnel Board, and/or Town Manager to implement, particularly if

future Town Meeting action is needed. Recommendations should usefully be crafted as measurable goals for those boards to focus on.

The process going forward is to present the final report at a Hearing, amend its recommendations if deemed necessary as a result, finally present to the Select Board and be dissolved. Discussion included: the Task Force should take the lead in the Hearing but make a special effort to include the Select Board and Personnel Board; the Task Force should take advice on the best way to include employees; Erin Mulcahy agreed to pursue likely dates and locations for the Hearing given back-to-school and religious holy day events; Anne Rarich agreed to create flyers to advertise the Hearing; Anne Rarich agree to reach out the Select Board Chair regarding likely scheduling; it would be preferable to appear before the Select Board well before the Fall Coordination Meeting so that the Task Force may participate in that meeting with an approved recommendation since the meeting is all about anticipating Town Meeting action.

5. Any New Business that has Come Up after posting the Agenda

As a result of this meeting, Paul Macone agreed to meld his introduction document with that drafted by Anne Rarich. Bruce Button agreed to do some work on the draft and the conclusion.

6. Pending Meetings

Erin Mulcahy will ensure that subsequent meetings are posted on the Town Calendar, that the room is reserved, and that Zoom is implemented.

June 22 **cancelled**
July 11 4PM hybrid
July 25 4PM hybrid Joint meeting with the Personnel Board
August 31 4PM hybrid **Tentative Public Hearing**

7. Public Comment

No public comment was offered.

8. Adjournment

The meeting was adjourned by roll call.

Upon a Motion duly made and seconded, it was VOTED (by roll call) to adjourn the meeting at 5:10 PM.

Bruce Button	Aye
Ruth Lauer	Aye
Paul Macone	Aye
Anne Rarich	Aye

Respectfully submitted,
Ruth C. Lauer, Clerk pro temp
Approved: July 11, 2022