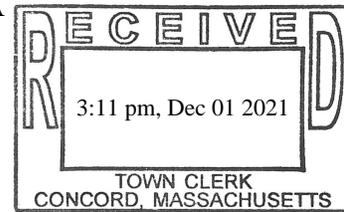


PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA
MEETING MINUTES

Date: November 18, 2021
Location: Virtual



Present from the Board: Ruth Lauer (Co-Chair), Anne Rarich (Co-Chair), Claude Cicchetti (Clerk) from 4:25pm, Paul Macone, Bruce Button.

Others Present: Anita Tekle, Bill Mrachek - Personnel Board, Nancy Crowley - Personnel Board, Ned Perry.

1. Call to Order

The meeting was called to Order by Anne Rarich, Co-Chair at 4:10 pm. In the absence of Claude, Ruth Lauer volunteered to start the Minutes.

2. Approval of Minutes

The group discussed the draft minutes of the meeting of November 8, 2021. Upon a motion duly made and seconded, it was voted unanimously by those present to approve the minutes.

3. Discussion

Anne reported that Paul Macone has begun the process of reaching out to the stakeholders identified in the Charge by contacting Amy Foley the HR Director for information on how employee numbers have changed in the past decade. Others are listed in the Charge as of interest to the Task Force and there was a discussion regarding who should make contact and what information would be sought. Anne Rarich will begin to draft common questions that will be shared and discussed that the next meeting.

Paul Macone stated that the Personnel Board members should be contacted for information on matters such as handling grievances and that Nancy Crowley and Bill Mrachek of the Personnel Board are both in attendance. Paul offered to be the contact to the Human Resources Department and the Police Department. He indicated that outreach to employees will be a huge job. On that subject, Anne Rarich asked whether there are any other studies that could aid in our task. She will enquire of the Community Chest that has been working on the topic of the health and well-being of employees and citizens.

Claude Cicchetti arrives at 4:25PM and agreed to contact the Town Manager. Bruce Button agreed to contact the Town Moderator. Ruth Lauer agreed to contact Select Board members. Anne Rarich agreed to contact those on the Personnel Board.

Paul Macone stated that he has been contacted by some employees with issues including whether the meetings will be recorded, whether those attending by Zoom must be identified in the Minutes, a slight perception of intimidation, and a high level of interest by employees. As Clerk, Claude Cicchetti said he was following the policy of his experience as Clerk on the Finance Committee and Personnel Board, where the names of all of those in attendance were recorded. There was agreement among Task Force members to continue this practice with our virtual meetings.

Ruth Lauer indicated that meetings are recorded and replayed on local PEG YouTube channel that can be found on your computer. She will follow-up with the Town House regarding posting promptly. Bruce Button asked further about intimidation and Paul reiterated that it was felt from the highest level of management, but not direct supervisors or the Task Force. There is the feeling of good intentions by the Task Force role.

Paul Macone discussed our need for clarity about the number and departments of employees not covered by collective bargaining agreements, particularly since not all those in the police, fire, and school departments are covered by collective bargaining agreements.

Ruth Lauer suggested that we target May 22nd as the date by which we will have our draft recommendations to the Select Board. The group discussed and agreed.

4. Public Comments

Anne Rarich opened the meeting to public comments. Anita Tekle shared that it is not well known among employees about the creation of our Task Force and that we are holding public meetings. She suggested that they may want to know about our charge and that we exist. There was agreement among the Board that given our plans for employee and stakeholder outreach, we certainly want to communicate our efforts. Ruth suggested that the Town Manager might email employees and would follow up.

5. Future Meeting Schedule

The Board re-affirmed the following schedule of future meetings through the end of the year.

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

6. Adjournment

The meeting was adjourned at 5:10 pm.

Respectfully submitted,
Claude Cicchetti, Clerk
Approved November 29, 2021