

that the person is not present legally in the United States or that the person has committed a civil immigration violation.

3. No police officer of Concord shall arrest, detain, or continue to detain a person based on an immigration detainer, federal administrative warrant, or any other such order or request in any form whatsoever, unless: 1) such detainer or warrant is accompanied by a judicial warrant; or 2) where: a) there is probable cause to believe that the individual has illegally re-entered the country after a previous removal; and b) the individual has been convicted at any time of a violent felony, terrorism-related offense, trafficking in individuals or drugs, or participation in a criminal organization using violence .

4. No police officer or employee of Concord shall respond to any ICE notification request by providing any federal agent or agency information about an individual's incarceration status, hearing information, length of detention, home address, or personal information, but may provide information regarding citizenship or immigration status.

5. No police officer or employee of Concord shall perform the functions of an immigration officer, nor shall any department of the Town of Concord use Town funds, resources, facilities, property, equipment or personnel to assist in the enforcement of federal civil immigration laws. Nothing in this section shall prevent an officer, employee or department from lawfully discharging duties in compliance with and in response to a lawfully issued judicial warrant, judicial subpoena, or judicial detainer.

WARRANT ARTICLE 2. COMMISSION ON DISABILITY

To determine whether the Town will vote to accept the provisions of Massachusetts General Law chapter 40, section 8J creating a Commission on Disability, or take any other action relative thereto.

Article 2 VOTE

Upon a motion duly made by Ms. Goldsberry and seconded, it was voted unanimously to adopt the provisions of Massachusetts General Laws chapter 40, section 8J to create a Disability Commission.

WARRANT ARTICLE 3. FUNDING FOR TECHNOLOGY IMPROVEMENTS

To determine whether the Town will vote to transfer from funds available in the treasury the sum of \$1,500,000, or any other sum, to be expended under the direction of the Town Manager for the purpose of modernizing the town's computer services including software, hardware, training and related services for program enhancements in financial services, billing, general ledger, license and permit tracking, email, document management and other computerized municipal services, or take any other action relative thereto.

Article 3 VOTE

Upon a motion made by Mr. Howell and duly seconded, it was voted by a declared near unanimous vote that the Town transfer from Overlay Surplus the sum of \$1,500,000 to be expended under the direction of the Town Manager for the purpose of modernizing the town's computer services including software, hardware, training and related services for program enhancements in financial services, billing, general ledger, license and permit tracking, email, document management and other computerized municipal services.

At 8:47 pm, upon a motion duly made and seconded, the Special Town Meeting was adjourned and dissolved in order to reconvene the Annual Town Meeting.

GENERAL GOVERNMENT

TOWN CLERK

Kaari Mai Tari, Town Clerk

Staff

During 2017, the Town Clerk's Office saw a lot of transition in staffing. Following 19 years of dedicated service to the office of Town Clerk, Anita Tekle retired. In the time between her retirement and the appointment of Kaari Mai Tari as her replacement, Patricia Clifford, Assistant Town Clerk, took charge of office as Acting Town Clerk. She oversaw all office functions, while also ensuring the proper administration of the Town Election, recording Annual and Special Town Meeting actions and preparing for the Special Election in June. This successful continuity of service at the counter, over the phone, and at the polls is a testament to the quality of teamwork that Anita fostered throughout her tenure as Town Clerk. The professionalism, skill and determination of the staff members greatly eased the transition for the newly appointed Clerk for which she is grateful.

The energetic team in the Town Clerk's Office consists of Assistant Town Clerk Patricia Clifford; Senior Department Clerk Arlene Fitzpatrick; and Office Assistant Kristine Sacco. Additional database assistance from Joanna DaSilva allows us to more efficiently manage office operations and produce statistics. Information about the elections and town meeting functions of the Town Clerk are reported elsewhere in this Town Report, under the Board of Registrars.

Vitals

The presence of Emerson Hospital in the community results in a high number of birth recordings in Concord. The number of births, deaths and marriages remained fairly constant compared to past years as illustrated in the table below. In addition, the staff processed 79 Affidavits & Corrections of Vital Records,

and issued 311 burial permits. Our online offering for the purchasing of birth, death and marriage certificates continues to be very popular with customers, with 50% of our transactions being requested and completed online. This online offering allows us to provide expedited service for vital records (at an additional charge) and reduces the number of walk-in customers, allowing us to better manage the Division's workload.

Recorded Vital Statistics for Concord 2007-2017
(Numbers include babies born to Concord parents at other Massachusetts hospitals)
(# of Concord residents is in parenthesis)

Year	Births	Deaths	Marriages
2017	1,301 (109)	351 (172)	62 (29)
2016	1,329 (113)	347 (164)	70 (30)
2015	1,215 (104)	356 (163)	83 (40)
2014	1,229 (100)	349 (160)	77 (32)
2013	1,194 (126)	397 (174)	81 (35)
2012	1,175 (103)	371 (169)	67 (32)
2011	1,213 (98)	360 (156)	80 (33)
2010	1,191 (107)	386 (159)	84 (32)
2009	1,204 (126)	375 (139)	76 (25)
2008	1,200 (102)	402 (149)	58 (22)
2007	1,181 (90)	353 (137)	87 (21)

Licenses

We had another good year for dog licenses, with 1,894 licenses issued during the year. Staff participated in the Rabies Vaccination Clinic sponsored by the Board of Health in March.

Town Meeting

The Town Clerk and staff attended and recorded the proceedings of the Annual Town Meeting and two Special Town Meetings during the year. For all Town Meeting events, we offered a daily update of the previous evening's session on the Town's web site, which

Vital Statistics

Births Registered in Concord	1,301 (109 to Concord residents)
Deaths Registered in Concord	351 (172 Concord residents)
Marriages Registered in Concord	62 (59 Concord residents)

proved very popular with residents. Town Meeting minutes are included elsewhere in this Report.

Recordings

The Department issued 162 Business Certificates, recorded 92 Historic Districts Commission decisions, and recorded 23 Zoning Board of Appeals decisions during the year.

Public Records Law Changes

Public Records Law changes went into effect on January 1, 2017. Serving as one of the Town's Records Access Officers, the Town Clerk registered or coordinated the town's response for 47 requests for access to public records. This does not include public records requests that Town Departments respond to individually. Public records access guidelines were prepared in 2017 to assist requestors in making informed requests. The guidelines are available on the Town's website.

Records Management

Several volumes of Town Meeting minutes and Cemetery Deeds were transferred to the municipal records section of the Special Collections vault for preservation purposes. Finance Department staff participated in records management activities to prepare for shredding and assess storage needs for records requiring longer retention and permanent records.

Miscellaneous

During the year, the staff swore in new committee and board appointees and posted 929 public meetings and agendas. Meeting postings are available on the bulletin board in the Town House lobby and for view on the Town's website at www.concordma.gov. During the course of the year, the Office provided information to staff, boards and committees, and citizens on the issues of the Open Meeting, Public Records, Conflict of Interest, and Campaign & Political Finance Laws, and maintained records of completion of the mandatory state ethics training by employees and board members.

The Town Clerk participated in the Effective Governance workshop along with members of the Select Board, Planning Board, and Moderator. The Town Clerk also joined the Select Board and League of Women Voters in presenting a three part workshop called Mapping the Road to Town Meeting.

Department staff prepared and recorded 41 new cem-

etry deeds and continued to maintain the cemetery deed, burial permit, and lot records. 17 raffle permits were issued to community non-profit organizations. The Town Clerk's Office offers Notary Public services for customers with proper identification. A nominal fee is charged, and appointments are recommended for complex documents. In addition, several staff members have been appointed by the Governor's Office to serve as "Commissioners to Qualify," which authorizes us to administer the Oath of Office to individuals appointed as a Notary Public or Justice of the Peace in Massachusetts. We continued to receive and process routine genealogical requests, referring the more complex ones to the Municipal Archivist. During 2017, the Town Clerk's Office accepted and recorded fees totaling \$109,642, about 60% of which were for vital records (births, deaths, marriages).

Feel free to contact our office if you have any questions (978-318-3080). Visit the Town's web site (www.concordma.gov), or contact us via e-mail at townclerk@concordma.gov.

BOARD OF REGISTRARS

Patricia E. Gerty, Chair (R)

Helen N.H. Brady (R)

E. Joanne Mente (D)

Kaari Mai Tari (U), Town Clerk

The four-member Board of Registrars consists of not more than two members from each of the major political parties--three members appointed by the Board of Selectmen, plus the Town Clerk. By virtue of the position, the Town Clerk is a participating and voting member of the Board of Registrars. Following seven years of dedicated service as a Registrar, Patricia E. Gerty stepped aside leaving a vacancy to be filled by a member from either party. This is by virtue of the fact that the current Town Clerk is not enrolled in a party.

Note: Detailed voter registration, election results, and town meeting minutes are reported else-where in this Report.

Voter Registration

The Town Clerk's Office continued to utilize the state's Voter Registration Information System for voter registration. This system connects Concord with Town Clerk's offices across the state to avoid duplication of

voter registrations, and allows residents to register to vote or change their address or party affiliation at the Registry of Motor Vehicles. The system supports online voter registration and pre-registration of 16 and 17 year olds.

The Office registered 651 new voters during the year, ending the year with a total of 13,068 voters. In addition, 862 voters were deleted (following four years of inactivity and no-tification of removal), 216 voters switched parties, and 644 were placed on Inactive Voter status due to either not returning a census form, or information that we received that they no longer live in Concord. Inactive voters who still reside in Concord will need to return the annual census form or complete an affirmation of continuous residence form at the polls and show ID in order to be able to participate in an election. We continue to reach out to newly eligible voters to encourage voter registration.

Census

The Annual Town Census is conducted exclusively by mail. Census forms were distributed to residents in late December. The 2017 population per the town census was 16,481. Note that the town census does not include the prison population, while the federal decennial census counts the prisoners (approximately 1,500 additional residents).

Town Caucus—January 30, 2017

Turnout for the Town Caucus was low, with 40 in attendance. Candidates were nominated for the offices of Town Moderator, Select Board, School Committee and Housing Authority without contest for any seat. All participants in the Caucus and especially the candidates are to be commended for their commitment to public service and the election process in Concord.

Annual Town Election—March 28, 2017

There were no contested seats on the 2017 Annual Town Election ballot leading to a reduction in polling hours (12:00 pm – 8:00 pm). A total of 475 voters turned out to vote (3.64% of the total registered voters in Concord). Absentee ballots were distributed to 11 voters.

Annual Town Meeting—April 24, 25 and 26, and 27 2017

The Annual Town Meeting featured 58 Warrant Articles (including six submitted by petition) and was at-

tended by 423 registered voters on the first session, 921 on the second session, 374 on the third session, and 241 on the fourth and final session. During the course of the three sessions, 1,110 individual voters were in attendance (8.4% of the registered voters in Concord).

Special Town Meeting – April 25, 2017

A one-session Special Town Meeting was called as the result of a petition to urge the Select Board to adopt formal policies making Concord a "Welcoming Community." The timing of the petition allowed the calling of the Special Town Meeting to coincide with the Annual Town Meeting avoiding the cost of setup for a separate town meeting. The meeting was held on Wednesday, April 25. The Select Board called the meeting to address the petition article and two additional issues – to adopt MGL Ch. 40, Section 8J, creating a Commission on Disability and to transfer \$1,500,000 from Available Funds to fund technology improvements. All three articles passed and the meeting concluded. Annual Town Meeting continued. There were 923 voters in attendance.

Special Town Election – June 8, 2017

A Special Town Election was held on June 8th to address one debt exclusion ballot question for Landfill Site Remediation at Concord-Carlisle High School and one question to accept the provisions of Massachusetts General Laws Chapter 374 of the Acts of 2016, "An Act Establishing a Senior Means-Tested Property Tax Exemption in the Town of Concord." Turnout was low with only 706 voters casting their votes (5.41% of registered voters); both questions passed. Thirty-three absentee ballots were distributed for this election.

Nomination Papers/Initiative Petitions

During the year the Clerk's Office staff accepted and certified 829 signatures as follows: 71 for state ballot questions (initiative petitions); 111 for Annual Town Meeting petition articles; and 647 for special town meeting petition articles. Voters are reminded to sign petitions legibly, with a name and address consistent with voter registration.

Town of Concord
Annual Town Election - March 28, 2017
Official Results All Ballots Counted

TOWN OF CONCORD SPECIAL TOWN ELECTION--JUNE 8, 2017 OFFICIAL TALLY PRECINCTS							
	1	2	3	4	5	TOTAL	% Margin
REGISTERED VOTERS	2,500	3,097	2,748	2,840	1,862	13,047	
TOTAL VOTES CAST	135	192	133	189	57	706	
% of Registered Voters	5.40%	6.20%	4.84%	6.65%	3.06%	5.41%	
QUESTION 1 -- Landfile Site Remediation							
BLANKS	4	2	2	4	0	12	
YES	103	149	99	137	47	535	77%
NO	28	41	32	48	10	159	23%
TOTALS	135	192	133	189	57	706	
QUESTION 2 -- Senior Means-tested Property Tax Exemption							
BLANKS	0	0	0	2	0	2	
YES	113	172	109	166	50	610	87%
NO	22	20	24	21	7	94	13%
TOTALS	135	192	133	189	57	706	

PRECINCTS	1	2	3	4	5	TOTAL
VOTERS PARTICIPATING	94	133	78	108	62	475
REGISTERED VOTERS	2,503	3,088	2,763	2,843	1,855	13,052
% of Registered Voters Participating	3.75%	4.31%	2.82%	3.80%	3.34%	3.64%

MODERATOR for 1 Year -- Vote for Not More Than One						
Blanks	9	13	5	16	7	50
Carmin C. Reiss	85	117	70	91	55	418
Write-Ins	0	3	3	1	0	7
TOTALS	94	133	78	108	62	475

BOARD OF SELECTMEN FOR 3 Yrs -- Vote for Not More Than One						
Blanks	7	13	7	20	6	53
Michael E. Lawson	87	119	71	88	56	421
Write-Ins	0	1	0	0	0	1
TOTALS	94	133	78	108	62	475

SCHOOL COMMITTEE for 3 Year -- Vote for Not more Than One						
Blanks	0	3	2	6	5	16
Wallace Wally Johnston	79	114	64	72	47	376
Write-Ins	0	0	0	0	0	0
Nancy C. Barrett	14	14	12	28	10	78
Others/Scattered	1	2	0	2	0	5
TOTAL	94	133	78	108	62	475

CONCORD HOUSING AUTH for 5 Yrs -- Vote for Not more Than One						
Blanks	12	14	6	15	6	53
Linda L. Escobedo	82	117	72	89	56	416
Write-Ins	0	2	0	4	0	6
TOTALS	94	133	78	108	62	475

TOWN MEETING VOTER PARTICIPATION 1997-2017

YEAR	# Nights	Highest One Night Attendance	Total Attendance all nights	Total Individual Voters%	Registered Voters in Attendance
1997 ATM	4	933	2,060	1,120	11.5%
1997 STM (Oct)	2	1,242	1,541	1,265	13.0%
1998 ATM	4	355	1,391	628	6.2%
1999 ATM	4	960	2,375	1,299	11.6%
2000 ATM	4	925	2,613	1,290	11.0%
2000 STM (May)	1	923	923	923	7.9%
2001 STM (Jan)	1	448	448	448	3.9%
2001 ATM	5	1,277	3,416	1,727	15.0%
2002 ATM	4	930	2,321	1,215	10.5%
2003 ATM	6	912	3,109	1,368	12.2%
2003 STM (Aug)	1	883	883	883	7.9%
2004 STM (Mar)	1	405	405	405	3.5%
2004 ATM	4	1,330	3,524	1,977	17.2%
2005 ATM	3	816	1,616	1,032	9.0%
2006 ATM	5	888	2,537	1,297	11.0%
2007 ATM	3	1,390	2,402	1,568	13.6%
2007 STM (Apr)	1	565	565	565	4.9%
2007 STM (June)	1	1,819	1,819	1,819	15.8%
2007 STM (Nov)	1	1,283	1,283	1,283	11%
2008 ATM	3	816	1,509	925	7.7%
2009 ATM	3	539	1,382	802	6.7%
2010 ATM	4	528	1,926	946	7.9%
2011 ATM	3	843	1,904	1,147	9.5%
2011 STM (Apr)	1	514	514	514	4.3%
2011 STM (Nov)	1	1,664	1,664	1,664	13.6%
2012 ATM	4	831	2,311	1,183	9.7%
2012 STM (Apr)	1	651	651	651	5.4%
2013 ATM	3	1,352	2,878	1,795	14.2%
2013 STM (Dec)	1	1,043	1,043	1,043	8.2%
2014 ATM	3	684	1,589	894	7.0%
2014 STM (May)	1	684	684	684	5.4%
2015 ATM	4	840	2,001	1,171	9.4%
2015 STM (Apr)	1	842	842	842	6.7%
2016 STM (Feb)	1	168	168	168	1.5%
2016 ATM	3	416	1,093	595	4.9%
2016 STM (Dec)	1	220	220	220	1.6%
2017 ATM	4	921	1,959	1,110	8.4%

ATM = Annual Town Meeting; STM = Special Town Meeting

TOWN OF CONCORD VOTER REGISTRATION HISTORY -- 1960 TO 2018 (as of January 1)

YEAR	Democrats	%	Republicans	%	Unenrolled/Independents	%	Other	%	Total
2018	4,567	35.04%	1,537	11.79%	6,853	52.58%	77	0.59%	13,034
2017	4,586	34.90%	1,623	12.35%	6,858	52.19%	74	0.56%	13,141
2016	4,359	34.49%	1,672	13.23%	6,518	51.58%	88	0.70%	12,637
2015	4,331	34.42%	1,693	13.46%	6,506	51.71%	51	0.41%	12,581
2010	4,311	35.64%	1,774	14.66%	5,970	49.35%	42	0.35%	12,097
2005	3,988	34.47%	2,067	17.87%	5,425	46.89%	90	0.78%	11,570
2000	3,393	29.65%	2,110	18.44%	5,907	51.62%	34	0.30%	11,444
1995	3,268	31.61%	2,088	20.20%	4,975	48.12%	7	0.07%	10,338
1990	3,320	32.74%	2,335	23.03%	4,486	44.24%	0	0.00%	10,141
1985	3,446	32.67%	2,478	23.49%	4,624	43.84%	0	0.00%	10,548
1980	3,088	32.62%	2,393	25.28%	3,986	42.10%	0	0.00%	9,467
1975	2,863	31.58%	2,576	28.41%	3,628	40.01%	0	0.00%	9,067
1970	1,941	26.94%	2,724	37.81%	2,540	35.25%	0	0.00%	7,205
1965	1,391	20.01%	2,825	40.65%	2,734	41.85%	0	0.00%	6,950
1960	805	12.32%	2,574	39.40%	3,154	48.28%	0	0.00%	6,533

TOWN PROFILE

POPULATION

as of January 1, 2017 census

Adults (age 17 or over) 13,004

POPULATION BY AGE GROUP

Under 20 years	4,272
20-29 years	1,441
30-39 years	1,121
40-49 years	2,161
50-59 years	2,831
60-69 years	2,310
70 years and over	2,345

TOTAL 16,481

POLITICAL PARTY AFFILIATION

as of December 31, 2017

Recognized Parties in MA:

Democrat	4,566
Republican	1,536
Libertarian	26
Unenrolled	6,850

Political Designations:

United Independent	28
Other	23

TOTAL 13,029

PERSONNEL BOARD

Ellen Quackenbush, Chair
Nancy Crowley
Susan Bates
Claude Cicchetti

The Personnel Board has responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town and is supported by the staff of the Human Resources Department. The Town's Personnel Bylaw applies to approximately 180 regular-status employees and a few hundred temporary and limited-status employees. The Personnel Bylaw does not cover elected officers, employees with personal contracts, employees covered by collective bargaining agreements, and employees of the School Department.

Classification and Compensation

The Town maintains a formal Classification and Compensation Plan that provides a uniform system for grouping regular non-union positions based on job requirements and establishes salary ranges based on market conditions. The Personnel Board is responsible for recommending Plan amendments to Town Meeting. Structural adjustments and salary increases are intended to uphold Concord's tradition of maintaining total compensation rates (i.e., pay plus benefits) that are above average, but not top, among comparable municipal employers in order to keep the Town competitive in attracting and retaining competent employees.

FY18 Plan Structure Adjustments

The 2017 Town Meeting approved the following changes effective July 1, 2017 (FY18) to pay ranges listed in the Classification and Compensation Plan:

- a 2.5% increase in the minimums and maximums of all AC, TCL, MP, EM and EL ranges;
- an increase in the minimum of the SF-1 and HS-A ranges to \$11.00 (consistent with the Massachusetts minimum wage); and
- increases in the HS-1 and HS-2 minimums and maximums to accommodate grant-funded positions and adjust for grade variations.

FY18 Salary Increase Policies

Funding for all salary increases is contained in the "Salary Reserve" line item of the Town Manager's annual budget. This line funds structural and performance-based increases for non-union employees,

and negotiated increases under collective bargaining contracts. Each fiscal year, the Town Manager and Personnel Board determine the actual salary increases to be received by non-union employees based upon the amount of money appropriated to the Salary Reserve.

Employees in the Trades-Crafts-Labor, Electrical Labor, Administrative-Clerical, and Swim & Fitness categories were eligible for two salary increases during the fiscal year. Each of these employees who achieved satisfactory performance received a 2.5% structural increase plus a 2.5% performance increase, up to the maximum of their assigned salary range. Employees in the Managerial-Professional and Electrical Management categories were eligible for one increase during the fiscal year. Each of these employees received a performance-based increase of 0% to 6.5%, up to the maximum of their assigned salary range. Wage increases for employees in the Human Services categories are influenced by limited external funding sources such as grant, gift, general and revolving funds and increases for managerial-professional Swim & Fitness employees are influenced by the financial status of the enterprise. Accordingly, separate systems for individually considering salary increases for these employees are maintained; where funds were available, these individuals were eligible to receive an increase of up to 5.0%.

Personnel Bylaw Amendment

The Personnel Board recommended, and the 2017 Town Meeting voted, to amend Section 15 of the Personnel Bylaw regarding personal leave. The approved amendment eliminated some language to provide the Town Manager and Personnel Board with increased flexibility related to setting policies for the accrual and use of personal leave, while maintaining the accrual limit to three days per fiscal year. The new language allows the Town to move toward an accrual system where employees earn leave throughout each year and, therefore, no deductions from final paychecks are needed in order to collect leave that a departing employee has used but not earned. This change is expected to make it easier to implement leave management software and provide for more efficient and effective administration of non-union personnel matters.

Acknowledgment of Town Employees

Concord is fortunate to have many employees who have worked for the Town for numerous years. Some

employees work year-round, while others work on a sporadic, seasonal, or limited-hours basis. Regardless of their status, we benefit from the experience and dedication of long-term staff members. Accordingly, on behalf of all Concord citizens, the Personnel Board would like to express our sincere appreciation and gratitude to all such employees for their many contributions and efforts.

We would like to make special mention of the following employees, all of whom had served the Town for 20 or more years in a regular-status position as of December 2017:

HUMAN RESOURCES DEPARTMENT

Amy Foley, Human Resources Director

The Human Resources (HR) Department provided services to approximately 650 regular, limited, and temporary employees on issues relating to: administering the Personnel Bylaw, policies, and procedures; maintaining employee classification and compensation plans; monitoring personnel actions of all Town departments to ensure legal and policy compliance; managing employee recruitment and selection; coordinating orientation, training, and employee recognition activities; providing workers' compensation case management and administrative services; and designing and administering employee benefits programs. HR advised the Personnel Board and Town Manager on related issues; advised managers, supervisors, and employees on personnel matters; and assisted in labor negotiations and contract administration.

Employees with 20 or more Years of Service Names noted with * are employees who retired in 2017

Finance

Linda Davis
Carolyn Dee
Patricia Robertson
Anita Tekle*

Fire

John Bendel,
Mark Cotreau*
David Curran
Paul Domenichella
Bradford Ferrie
Anthony Geanisis*
John Gower
Marcus Jackson
Thomas Judge
Brian Lefebvre
Eric Nelson
William Noke
James Redmond
Arthur St. John
Brian Whitney

Human Resources
Amy Foley

**Human Services
/Recreation**
Anita Stevanazzi-Hill
Jonathan Straggas

Library

Karen Ahearn
Fayth Chamberland
Robin Demas
Cynthia DiRenzo
Patricia Pluskal
Valerie Gay Weiss
Leslie Wilson

Light Plant

Martin Boermeester
Ann Breitenwischer
Philip Connell
Beverly DuFresne
Peter Hughes
John McGarry
David Ransom*
John Simeone
David Wood

Planning & Land Mgmt

Karen Byrne
Tracy LaPierre
Marcia Rasmussen
Stanley Sosnicki

Police

Robert Capone
Scott Camilleri
Joseph Connell
Paul Flynn
James Forten
Brian Goldman
Gerard Mearn
Joseph Morahan
Paul Morrison
Roy Mulcahy
Jeffrey Shelley
Sylvia Toumayan
Christopher Troiano

Public Works

Alan Cathcart
Paul Cote
Scott Cullinane
Peter Flynn*
Thomas Ford
Andrew Giles
Peter Hardy
Stephen Harrington
Richard Hathaway
Michael Haynes
John Hesdorff
Adrian Hone
Patricia Hopkins
Jeffrey Koranda
Todd Manchuso
Paul Reinhardt
Robert Trainor

Town Manager's Office

Laurel Landry*
Robert Landry
Christopher Whelan

In 2017, HR staff processed 1,830 applications for employment; managed 76 recruitments and new appointments; managed 57 leaves of absence in accordance with the Family and Medical Leave Act and/or medical leave policies; managed 45 work-related injury cases; responded to multiple unemployment claims; verified and processed more than 917 personnel action forms; prepared proposals and participated in union negotiations, mediations, and conferences related to 5 contracts; made arrangements for an ice cream truck visit enjoyed by approximately 350 employees; coordinated 53 random DOT required drug and alcohol tests; oversaw the restructuring and classification review of 19 positions; and provided guidance and administrative oversight for several performance improvement plans,

disciplinary actions, and terminations.

As part of its benefits administration activities, HR staff developed and distributed communications to employees throughout the year, including notices regarding Affordable Care Act provisions, HIPAA requirements, and annual enrollment opportunities for health plans, flexible spending accounts, and the pre-tax premium only plan. 8 coverage changes were processed during open enrollment and 197 individual long-term disability rate adjustments were determined and communicated to each subscriber. 29 GEM (Go the Extra Mile) Certificates and 9 gift-certificate awards were processed in recognition of employee

actions that were noted and appreciated by others. HR staff coordinated with the Finance Director to learn about and provide the Town's Insurance Advisory Committee with information regarding new, cost-saving plan design changes and high-deductible health plan options that will be offered in 2018. An employee benefits and wellness fair was coordinated and attended by approximately 150 employees in March. In addition to arranging representation from 12 benefit providers, HR staff engaged representatives of the Police, Fire, Health, and Recreation departments to provide attendees with personal wellness and safety information. Staff also supported the Minuteman Nashoba Health Group wellness coordinator's efforts in offering wellness programs for the Town's employees and their family members.

As part of management's efforts to increase communications and provide employees with necessary training, the HR Director assisted the Town Manager and Senior Management Team in planning the sixth annual forum for employees that took place in March; these meetings provide an opportunity to share information regarding goals, initiatives and programs and to address employee questions. Policy orientations were provided to 29 new employees to acquaint them with expectations of the Town. All of the Town's supervisors were required to attend a full day training session in June and half day session in the Fall to provide them with important information regarding employment laws they are required to be familiar and comply with. Provisions were made for 17 new employees to attend harassment prevention training in December. HR staff also ensured that all employees were reminded of their biennial obligation to complete training on the Massachusetts conflict of interest law.

TOWN COUNSEL

William L. Lahey and Mina S. Makarios
Anderson & Kreiger LLP

The following is a description of the lawsuits by or against the Town filed or pending during 2017 handled by Town Counsel:

Fitch, et al. v. Zoning Board of Appeals of Town of Concord

Appeal from denial of zoning enforcement filed in 2016. No damages claims were brought against the Town. Trial was held in October 2017. Defendants' Consolidated Post Trial Brief and Additional Findings were filed on December 5, 2017, and closing arguments were held on December 18. The case is currently under advisement.

Michele I. Mandrioli; Claudette Cavelier; Peter J. Mandrioli, Jr.; and Paul J. Mandrioli v. Whitney S. Hamnet, II; Fern Folz; Gregory and Sharlene Dorothy; David P. Smyth and Anne C. Piessens; Town of Concord; Heirs of Edward W. Sheehan and Kathryn A. Sheehan, et al. Action to remove a cloud on the title of property. Plaintiff's Complaint was filed on December 7, 2017, and a Case Management Conference was held on January 10, 2018. The Town has determined that it does not have an interest in the property, and the Town's future involvement in this case will be minimal.

Town of Concord v. Neil E. Rasmussen, Anna W. Rasmussen, Brooks S. Read, Susannah Kay, Russell Robb III, Leslee Robb, and Thomas Wray Falwell, Trustees of the Pippin Tree Land Trust, President and Fellows of Harvard College, John K. Baker, Trustee of the Nielsen Realty Trust, and Nina I.M. Nielsen, Trustee of the Baker Realty Trust.

The Town is seeking a declaration and judgment for the right of public access to Estabrook Road, as well as an injunction against the Defendants for interfering with the public's right to access the road. Discovery in the case is pending.

Workforce Analysis by Gender		
Year	Male	Female
2017	61.30%	38.70%
2016	62.80%	37.20%
2015	64.60%	35.40%
2014	61.50%	38.50%
2013	62.40%	37.60%
2012	62.50%	37.50%
2011	62.30%	37.70%
2010	62.10%	37.90%
2009	62.90%	37.10%
2008	63.60%	36.40%

Workforce Analysis by Ethnicity											
	White		Black		Hispanic		Asian		Native American		
Year	#	%	#	%	#	%	#	%	#	%	Total
2017	259	94.5%	3	1.1%	3	1.1%	6	2.2%	3	1.1%	274
2016	263	94.9%	2	0.7%	4	1.4%	5	1.8%	3	1.1%	277
2015	258	95.2%	2	0.7%	3	1.1%	5	1.8%	3	1.1%	271
2014	263	95.6%	2	0.7%	3	1.2%	5	1.8%	2	0.7%	275
2013	247	95.7%	2	0.8%	3	1.2%	4	1.6%	2	0.8%	258
2012	250	95.8%	3	1.1%	2	0.8%	4	1.5%	2	0.8%	261
2011	244	94.9%	4	1.6%	2	0.8%	5	2.0%	2	0.8%	257
2010	247	96.5%	3	1.2%	0	0.0%	4	1.7%	2	0.8%	256
2009	251	96.9%	2	0.8%	0	0.0%	4	1.5%	2	0.8%	259
2008	255	96.6%	3	1.1%	0	0.0%	4	1.5%	2	0.8%	264