

Committees and Boards to turn over non-current permanent records to the Records & Archives Committee, for cataloguing and transfer to the Town Archives.

TOWN COUNSEL

William L. Lahey
Anderson & Kreiger, LLP

What follows is a description of the lawsuits by or against the Town filed or pending during 2010 handled by Town Counsel.

Scarano v. Town of Concord, et al.

Complaint against the Town and individual police officers in U.S. District Court alleging misconduct. Counsel appointed by the Town's insurance company is handling the defense, who reports that the Federal District Court dismissed all the claims against the Town during 2009 and that the plaintiff has appealed.

Fitch v. Board of Appeals

Appeal by abutter from grant of special permit for additional dwelling unit. Judgment entered in favor of board. Appeal pending.

Lawrence v. Planning Board

Appeal from approval of private way under subdivision control. Summary judgment denied plaintiff. Trial pending.

Concord Wold LLC v. Planning Board

Appeal from denial of subdivision. Voluntarily withdrawn by plaintiff.

D&D Enterprises, Inc. v. Town of Concord

Claim against Town by general contractor for the Warners Pond dam rehabilitation. Settlement agreement reached. Dismissal pending.

Marabello v. Natural Resources Commission, et al.

Challenge to wetlands enforcement order. Injunctive relief denied. Settlement reached to secure compliance. Dismissal pending.

Payne, et al. v. Board of Assessors of Concord

Appeal from action on abatement application. Discovery and hearing pending.

PERSONNEL BOARD

Judy Walpole, Chair
Judy Terry
James Reynolds
Nancy Beeuwkes
Susan Bates

The five-member 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 200 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 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 pay ranges and rates that are above average, but not top, among comparable municipal employers in order to keep the Town competitive in attracting and retaining competent employees.

Fiscal Year 2011 Plan Structure Adjustments

Town Meeting approved a 2.0% across-the-board increase in all but one of the salary ranges for non-union regular positions, effective July 1, 2010 (FY2011); the Swim & Fitness range was not increased because it remained current for that industry.

Fiscal Year 2011 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.

HUMAN RESOURCES DEPARTMENT

Amy Foley, Human Resources Director
 Maria Casey, Assistant Human Resources Director
 Marie McCahon, Human Resources Assistant

The Human Resources Department continued to provide services to approximately 650 regular, limited, and temporary employees and over 325 retirees 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. The Human Resources Department advised the Personnel Board and Town Manager on related issues; advised department managers, supervisors, and employees on personnel matters; and assisted in labor negotiations and contract administration.

A primary activity for the Department was to assist the Town Manager in developing the Senior Management Team, which consisted of several members new to this role, into a leadership coalition that exemplifies Town-wide commitment to an integrated approach for operationalizing shared goals. The Human Resources Department made arrangements for senior managers to attend several workshops with a leadership consultant;

this led the team to restructure its approach to communicating and collaborating with each other and to implement other initiatives to carry this theme through all Town operations.

The Department processed 999 applications for employment, managed approximately 30 recruitments and new appointments, managed approximately 15 leaves of absence in accordance with the Family and Medical Leave Act and/or medical leave policies, provided information to all employees and retirees regarding health insurance options and processed 107 open enrollment plan changes, made arrangements for an employee appreciation picnic attended by 212 employees, managed 35 work-related injury cases, made provisions for harassment prevention training for 10 new employees, coordinated 47 random DOT required drug and alcohol tests, and provided guidance and administrative oversight for several performance improvement plans, disciplinary actions, and terminations.

Work force Analysis by Gender

Year	Male	Female
2010	62.1%	37.9%
2009	62.9%	37.1%
2008	63.6%	36.4%
2007	63.1%	36.9%
2006	63.1%	36.9%
2005	62.4%	37.6%
2004	61.8%	38.2%
2003	62.4%	37.6%
2002	62.9%	37.1%
2001	62.0%	38.0%

WORKFORCE ANALYSIS BY ETHNICITY

Data are from December 31 of each year and represent regular-status employees only.

Year	White		Black		Hispanic		Asian		Native American		Total
	#	%	#	%	#	%	#	%	#	%	
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
2007	242	96.8%	2	0.8%	0	0.0%	4	1.6%	2	0.8%	250
2006	236	96.7%	2	0.8%	0	0.0%	4	1.6%	2	0.8%	244
2005	232	95.9%	2	0.8%	1	0.4%	5	2.1%	2	0.8%	242
2004	231	95.9%	2	0.8%	1	0.4%	5	2.1%	2	0.8%	241
2003	228	95.4%	4	1.7%	1	0.4%	5	2.1%	1	0.4%	239
2002	228	96.2%	4	1.7%	1	0.4%	3	1.3%	1	0.4%	237
2001	229	96.6%	4	1.7%	1	0.4%	2	0.8%	1	0.4%	237