



2013 CONCORD ANNUAL TOWN REPORT

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Susan Bates, Chair
 Nancy Beeuwkes
 Paul Kugler
 Claude Cicchetti
 Nancy Crowley

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 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.

New Classification Group

A new Human Services classification group with two salary grades and two classification titles was created effective January 1, 2013, when the hours and employment terms for existing positions increased on a regular basis and, therefore, placement on the Classification and Compensation Plan became necessary. A separate classification group was created because, unlike other classification groups, the labor market for these positions tends to fluctuate greatly based upon the availability of funding. Somewhat broad pay ranges are needed for Human Services positions because individual wage rates are often influenced by non-traditional funding sources such as grant, gift, general and revolving funds; the lower end of the pay scales will be utilized on occasions such as when sources are external and funding is limited.

Fiscal Year 2014 Plan Structure Adjustments

The 2013 Town Meeting approved a 1.5% across-the-board increase in salary ranges for all but two of the classification groups, effective July 1, 2013 (FY2014); the Swim & Fitness and Human Services ranges were not increased because they remained current for those employment markets.

Fiscal Year 2014 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 1.5% 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 6.0%, up to the maximum of their assigned salary range.

Acknowledgement 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 2013:

**Employees with 20 or more Years
of Service to the Town**
* = retired in 2013

Public Works	Fire
Paul Cote	John Bendel
Peter Flynn	Edward Conlin
Thomas Ford	Mark Coireau
Andrew Giles	David Curran
Peter Hardy	Peter Fulton
Stephen Harrington	John Gower
Richard Hathaway	Marcus Jackson
Michael Haynes	Thomas Judge
John Hesdorff	Francis Loynd, III
Adrian Hone	Eric Nelson
Patricia Hopkins	Owen Neville
Jeffrey Koranda	William Noke
Robert Landry	John Palma
Todd Manchuso	James Redmond
Robert Mee	Arthur St. John
Robert Trainor	Jonathan White
	Brian Whitney
Police	Light Plant
Robert Capone	Martin Boermeester
Scott Camilleri	Ann Breitenwischer
Barryn Carlton*	Philip Connell
Joseph Connell	Herbert Gent
Paul Flynn	Eldin Joslyn
James Forten	John McGarry
Brian Goldman	John Simeone
Richard Hodgson	Finance
John Kennedy	Linda Davis
Jeffrey Melisi*	Carolyn Dee
Joseph Morahan	Anthony Logalbo
Paul Morrison	Anita Tekle
Roy Mulcahy	Recreation
Barry Neal*	Danner DeStephano
Robert Shea	Pamela Higgins
John Skinner	Laura Lunig
Walter Waite	Dale Zippin
Kevin Walsh	
Library	Town Manager's Office
Karen Ahearn	Laurel Landry
Enid Boasberg*	Douglas Meagher
Fayth Chamberland	Christopher Whelan
Milda Contoyannis	Planning & Land Mgmt
Robin Demas	Karen Byrne
Cynthia DiRenzo	Tracy LaPierre
Sharon McCarrell*	John Minry
Jane Misslin	Marcia Rasmussen
Patricia Pluskal	Council on Aging
Valerie Gay Weiss	James Gentile
Leslie Wilson	Human Resources
	Amy Foley