

**TOWN OF CONCORD PERSONNEL BOARD  
AGENDA**

**Wednesday, May 14, 2025  
5:30 p.m.  
55 Church Street & Zoom Video Conference  
Join Zoom Meeting**

<https://us02web.zoom.us/j/84410203083?pwd=cp4ltTJ1Qa0rkJpooQlyasbD2of8ol.1>

Meeting ID: 844 1020 3083

Passcode: 949934

- 1. Call to Order**
- 2. Approval of Minutes**
  - December 10, 2024
  - March 12, 2025
  - April 16, 2025
- 3. Assistant Human Resources Director Report**
- 4. Employee Goal Tracker Presentation with Amalia McCaffrey (CIO)**
- 5. Tracking Employee Satisfaction Discussion**
- 6. Discussion of Employee Handbook Progress**
- 7. Adjournment**

**Meeting materials will be available at: [www.concordma.gov/PersonnelBoard](http://www.concordma.gov/PersonnelBoard)**

- Minutes of December 10, 2024
- Minutes of March 12, 2025
- Minutes of April 16, 2025

## Town of Concord Personnel Board

Meeting Minutes

March 12, 2025

55 Church Street/Zoom

<https://us02web.zoom.us/j/85679948542?pwd=6QlawArEITVIGvCHNCeqZrNMliBqng.1>

Meeting ID 856 7994 8542

Passcode: 653606

Present or participated remotely: Bill Mrachek, Kate Ryan, Josh Fay, Jessica Porter, Erin McMorrow (Assistant HR Director), Kimberly Crum (via Zoom), Mark Howell (via Zoom), Justine St. John, Public Works Analyst

### 1. Call to Order

- 5:29 pm Mr. Mrachek called the meeting to order; Mr. Mrachek will be the Clerk; Mr. Mrachek, Ms. Ryan, and Mr. Fay confirmed as a quorum

### 2. Approval of Minutes

- No minutes were presented for approval

### 3. Assistant Town Manager Interim HR Director Report (Ms. Porter)

- New monthly “flyer” shown announcing new hires to all Concord employees
- Shana Connerney will be leaving the HR Concord organization to join the Concord Retirement Board office

### 4. Classification Actions

- Human Resources Generalist—new position focusing on assisting the services organizations
  - This is a new position (evaluated as a Grade 6) but one using an existing “FTE” which was originally in the COA department
  - Suggestion made to delete references to “manages” and to replace with words such as “facilitates”, “supports”, etc.
  - Mr. Fay moved and Ms. Ryan, seconded, to approve this new position; motion approved
- Review of updated job descriptions (no vote required)
  - Human Resources Generalist
  - Network Engineer

### 5. Discussion and vote of amendments to PPP 27 “Prevention and Elimination of Sexual Harassment” with a new title “Harassment/Sexual Harassment Policy”

- After discussion, Mr. Fay moved (Ms. Ryan seconded); and PB approved the draft policy with the following edits:

- Language regarding the steps for an investigation
- Delete the title “Town Grievance Officer” and replace with the names of the Concord employees mentioned in the policy
- Remove the reference that union employees must first notify their union reps before notifying the Town’s designated representatives
- Add note that an investigation may be conducted by a “designee” other than the individuals mentioned

**6. Review and discussion of Personnel Board presentation to the Select Board on 2/24/25 including feedback/comments on the Personnel Board charge**

- Mr. Mrachek reviewed the material that he used at the 2/24/25 SB meeting highlighting those individuals who have contributed to moving forward with a new personnel board charge
- Mr. Howell shared the next step regarding the status of finalizing the Personnel Board charge with the SB so that the PB could approve a final draft at an upcoming meeting

**7. Upcoming presentation at the Select Board meeting of 3/17/25 regarding the status of the Personnel Study Task Force’s (PSTF) recommendations made to the SB on 9/26/22**

- Ms. Porter will review the accomplishments achieved from 9/26/22 to the present-- at this point 23 of 24 recommendations made by the PSTF have been achieved

**8. Discussion of Employee Handbook progress and timeline**

- Ms. Crum highlighted the matrix that was prepared for reviewing PPPs, and APPs
- Ms. Crum commented on the Employee Handbook work plan including timelines and deliverables
- Discussion followed regarding Ms. Ryan’s questions as to how this handbook would relate and be communicated to union employees as well as nonunion employees
- Legal will need at least three weeks to review and return with comments to the Town
- Ms. Crum indicated that there is a separate town resource designated for keeping track of APPs and PPPS

**9. Discussion of non-union merit pay calculation for FY2026**

- Ms. Porter stated that the merit pay will be calculated on the current FY salaries

**10. Rescheduling April 2025 meeting**

- Next meeting set for April 16

**11. Adjournment**

- Voted to adjourn at 6:42

Respectfully submitted,

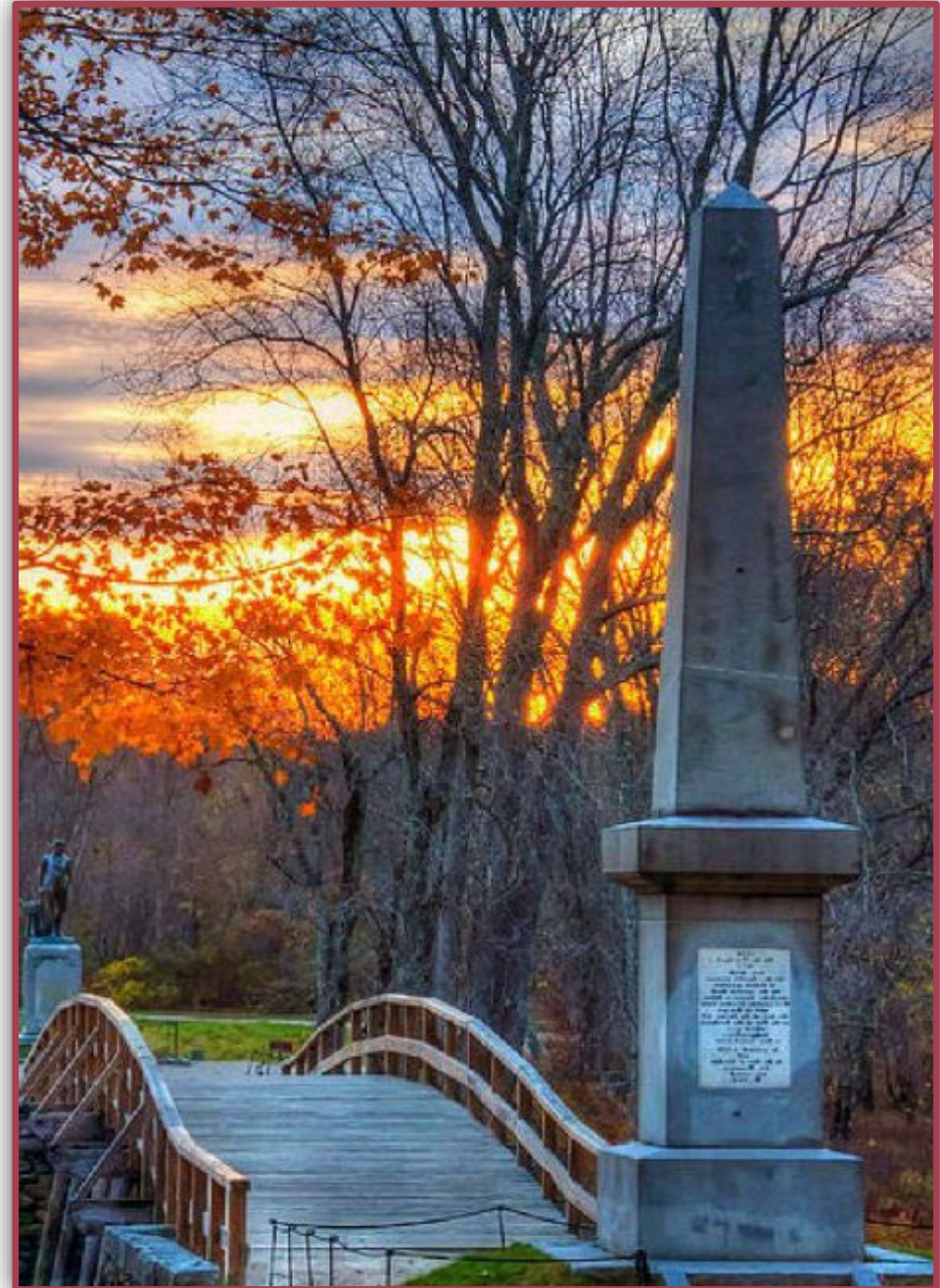
William J. Mrachek

**Town of Concord**  
**Regular Status Hires and Terminations**  
YTD 2025 (April 30, 2025)

Department	4-30-2025 Headcount		YTD 2025 Hires		YTD 2025 Terminations			
	RFT	RPT	RFT	RPT	RFT		RPT	
					Resignations	Retirements	Resignations	Retirements
Finance	18	1	4		2			
Fire	50		2			1		
Human Resources	4		2		1			
Human Services	27	3	9	1	4	1		
Information Technology	9	1	2		1			
Library	21	5	4		4		2	
Light Plant	39		5		7	1		
Planning & Land Management	21	1	8		4		1	
Police	40		9		7	3		
Public Works	64		19		12	2		
Town Manager's Office	10		2					
<b>Grand Totals</b>	<b>303</b>	<b>11</b>	<b>66</b>	<b>1</b>	<b>42</b>	<b>8</b>	<b>3</b>	

# TOWN OF CONCORD

EMPLOYEE GOAL TRACKER PROJECT  
PERSONNEL BOARD MEETING  
MAY 18, 2025



# PROJECT CONSIDERATIONS



- Create a tracker for Directors/Managers to capture goal progress throughout the evaluation period
- Allow employee goal tracking to be consistent across Departments
- Utilize a tool that is within our technology ecosystem – MS Lists
- Capture like data so that it can be pulled into a reporting tool – MS Power-Bi
- Make the process repeatable and sustainable



# TRACKER TOOL

## Employee: Julie Manoogian (6)

Employee  
 Julie Manoogian

Specific Actions  
[Redacted]

Completion Date  
6/5/2025

% Complete  
25%

Goal Type  
Consistent

Goal ID  
Manoogian2025-1

Notes  
-

Employee  
 Julie Manoogian

Specific Actions  
[Redacted]

Completion Date  
4/24/2025

% Complete  
50%

Goal Type  
Consistent

Goal ID  
Manoogian2025-2

Notes  
-

Employee  
 Julie Manoogian

Specific Actions  
[Redacted]


Completion Date  
5/30/2025

% Complete  
0%

Goal Type  
Consistent

Goal ID  
Manoogian2025-3

Notes  
-

Employee  
 Julie Manoogian

Specific Actions  
[Redacted]


Completion Date  
4/30/2025

% Complete  
0%

Goal Type  
Stretch

Goal ID  
Manoogian2025-4

Notes  
-

Employee  
 Julie Manoogian

Specific Actions  
[Redacted]


Completion Date  
6/30/2025

% Complete  
75%

Goal Type  
Stretch

Goal ID  
Manoogian2025-5

Notes  
-

Employee  
 Julie Manoogian

Specific Actions  
[Redacted]

Completion Date  
6/30/2025

% Complete  
100%

Goal Type  
Stretch

Goal ID  
Manoogian2025-6

Notes  
-

# TRACKER TOOL

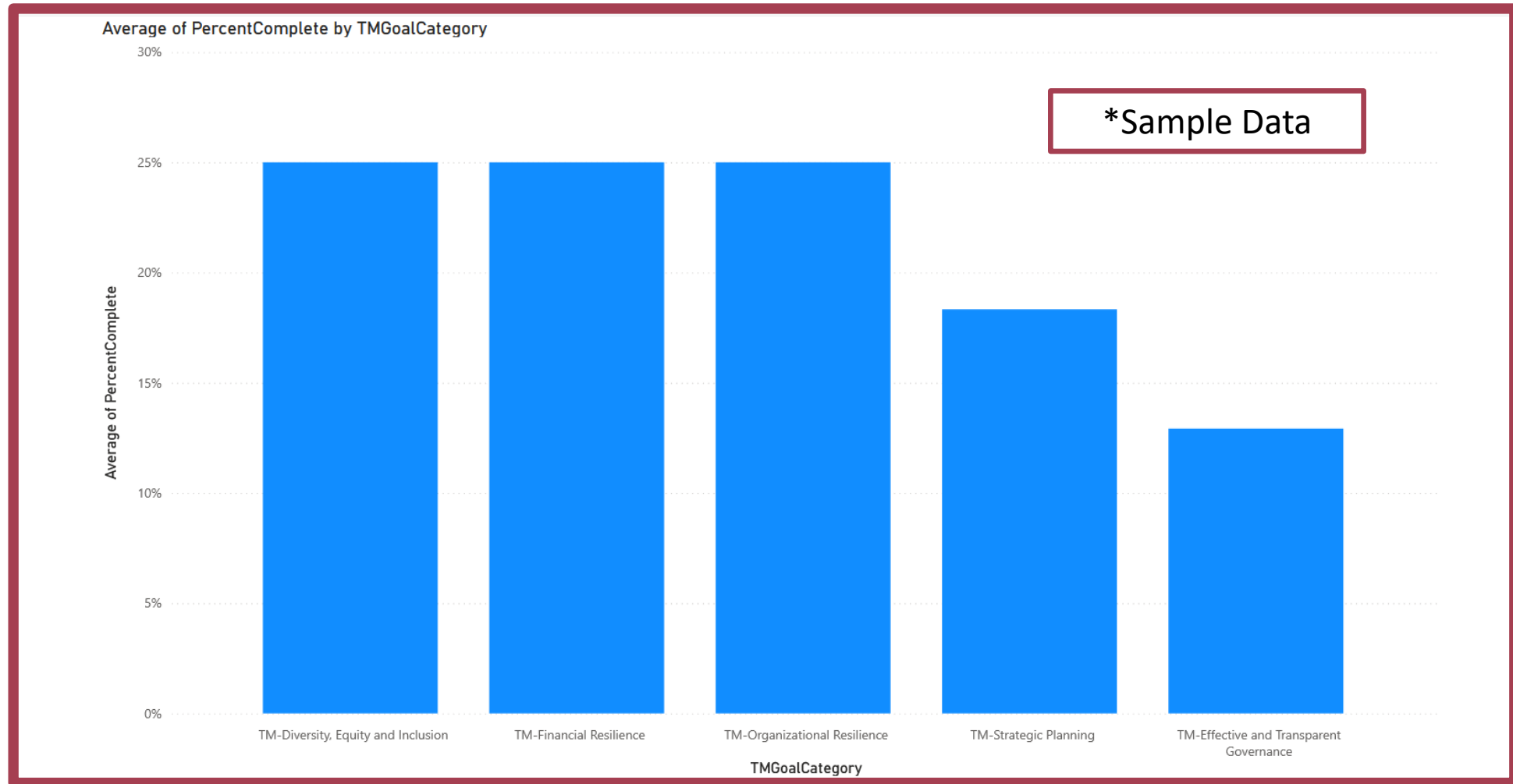
The screenshot shows a web-based form titled "Tracker Tool" with a light blue background. At the top, there are navigation buttons: "Save", "Cancel", "Copy link", and a close icon. The form contains the following fields:

- Title:** A text input field containing "Manoogian2025-1".
- Division:** A text input field containing "MMN".
- Specific Actions:** A large, empty text area for detailing actions.
- Completion Date:** A date picker field showing "6/5/2025".
- % Complete:** A dropdown menu currently set to "25%".
- Goal Type:** A dropdown menu currently set to "Consistent".
- Notes:** A text input field for additional information.

Manager can select 25/50/75/100%

Manager can document notes/follow-ups

# REPORTING TOOL\*





# PROJECT SCHEDULE

- ✓ Developed tracker and conducted testing utilizing the tool
- ✓ March 2025: Training Directors/Managers
- May 2025: Complete two periods (April & May) of evaluation and reporting with the tool
- June 2025: Feedback and updates to the tool from Departments
- July 2025: Initiate FY26 Goals Development



# QUESTIONS

Amalia McCaffrey, CIO  
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Nathanial Smith, Municipal Archivist/Records Manager  
[nsmith@concordma.gov](mailto:nsmith@concordma.gov)