TOWN OF CONCORD
SELECT BOARD
AGENDA
October 13, 2020
4:00PM
VIDEO CONFERENCE CALL

Join Zoom Meeting
https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CczdQM0EvWVVFZz09
Meeting ID: 840 9239 5810
Passcode: 865209
One tap mobile
+16465588656,,84092395810# US (New York)
Dial by your location
877 853 5257 US Toll-free
888 475 4499 US Toll-free
Meeting ID: 840 9239 5810
Find your local number: https://us02web.zoom.us/u/kcwFtQro3l

1.	Call to Order
2.	Consent Agenda - Town Accountant Warrants (September 28) - One Day Liquor License: Saltbox Farm, 40 Westford Road, October 24 at 5:30pm-10:00pm, Wines & Malt Beverages Only - Minutes to approve: August 17, 2020 Joint Select Board & Finance Committee Public Hearing, August 31, 2020; September 8, 2020 - Proclamation to declare October as Community Chest Month
3.	Town Manager's Report
4.	Chair's Remarks
5.	Joint Meeting with Concord Housing Authority Board to fill current CHA Board Vacancy
6.	Sudbury Road and Garfield Road Pedestrian Safety – Police Chief Joseph O'Connor and Town Engineer Steve Dookran
7.	Discussion of Veterans' Day Proposal - Public Ceremonies and Celebrations Committee
8.	FY21 Select Board Goals – Continued Discussion
9.	Election Worker Appointments
10.	Committee Nominations
11.	Committee Appointments: Jennifer Ubaldino of 38 Crabtree Road to the Trustees of Town Donations for a term to expire April 30, 2023. Connell A Benn of 747 Old Marlborough Road to fill the Republican seat on the Board of Registrars for a term to expire April 30, 2023. Liza Bemis of 5 Grant Street to the Agriculture Committee for a term to expire April 30, 2023.
12.	Committee Reappointments: Elise Woodward of 379 Garfield Road, Terri Ackerman of 89 Heaths Bridge Road, Stephen Crane, Town Manager, Kerry Lafleur, Chief Financial Officer, Jared Stanton, School Director of Finance & Operations, Cynthia Rainey, School Committee, Parshar Patel of 379 Sudbury Road, Laurie Hunter, School Superintendent, and Hugh Lauer of 100 Keyes Road to the Capital Planning Task Force for terms to expire June 30, 2021.
13.	Committee Liaison Reports
14.	Miscellaneous Correspondence

TOWN OF CONCORD
SELECT BOARD
AGENDA
October 13, 2020
4:00PM
VIDEO CONFERENCE CALL

15.	Public Comments
16.	Adjourn

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: $75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid $_____

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Megan Hawkes

COMPANY or organization: Saltbox Catering

ADDRESS: 84 Commonwealth Avenue

TELEPHONE: 978.610.6020

DATE(S) APPLIED FOR: Saturday, October 24, 2020

EVENT: micro wedding

HOURS OF OPERATION: 5:30pm - 10pm

PREMISES TO BE LICENSED: Saltbox Farm

ADDRESS OF PREMISE LICENSED: 40 Westford Road

License is for the Sale of:
- All Alcoholic Beverages ☐
- Wines & Malt Beverages Only ☑
- Wines Only ☐
- Malt Beverages Only ☐

The Licensed Activity or Enterprise is:
- For Profit ☑
- Non-Profit ☐

Are the bartenders TIPS or equivalently trained? Yes ☑ No ☐

Will there be people in attendance that are under the age of 21? Yes ☐ No ☑

Is this the first one day special license secured by this organization? Yes ☐ No ☑

If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance? Yes ☐ No ☑

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Megan Hawkes **Date:** 9/11/20

TOWN OF CONCORD
Board of Selectmen

One Day Special Licenses

Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	Megan Hawkes
Location of Event:	Saltbox Farm
Date of Event:	Sat. Oct. 24. 2020

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant:	Megan Hawkes

TOWN OF CONCORD
Board of Selectmen

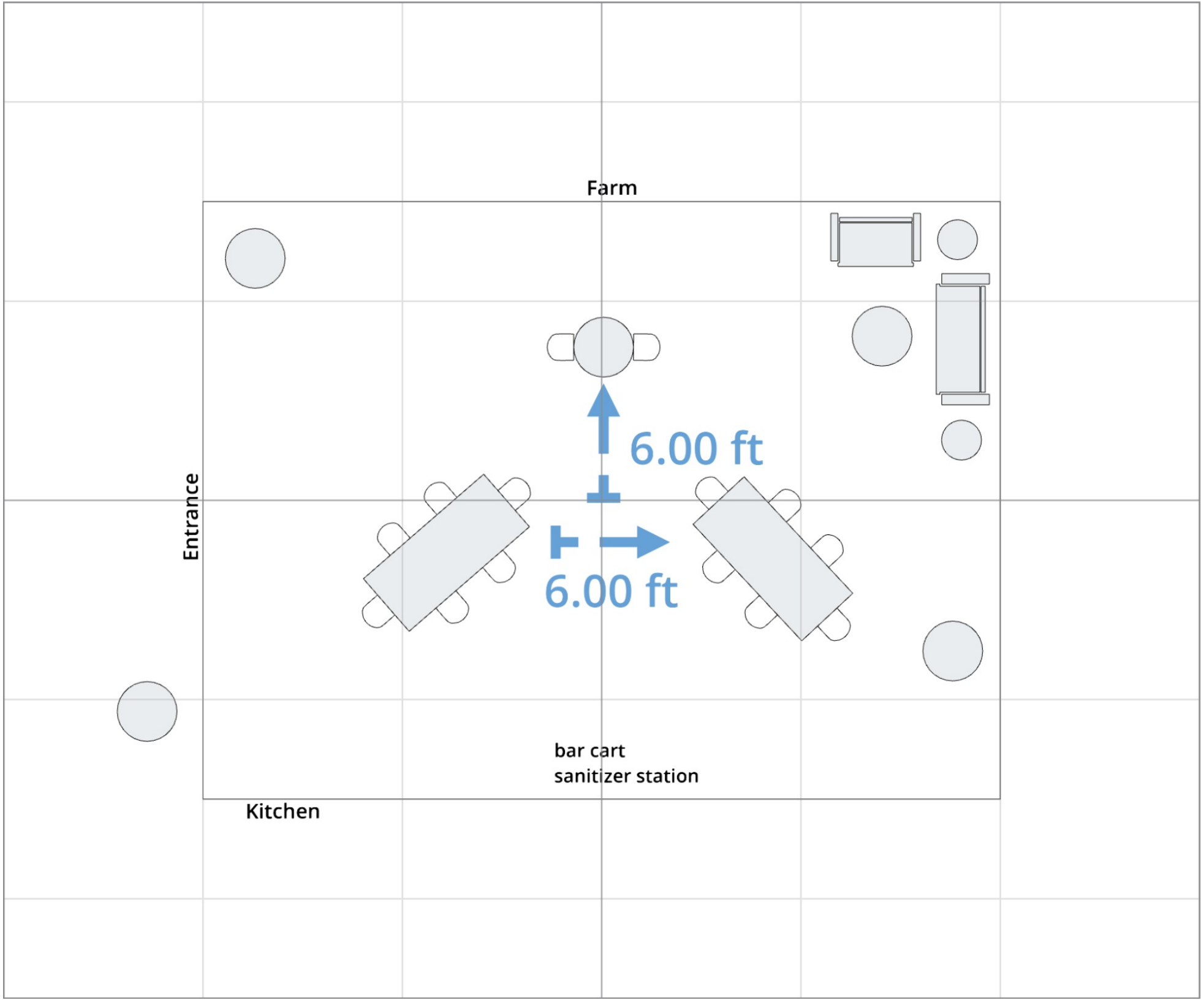
One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	Megan Hawkes
Location of Event:	Saltbox Farm
Date of Event:	Sat. Oct. 24. 2020

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.



Powered by Social Tables

Saltbox Tent for Nancy and Nate Wedding - October 24, 2020, 4:00 PM

INDOOR AND OUTDOOR EVENTS

MA COVID-19 Checklist

Municipalities that qualify as "Lower Risk communities" as provided in COVID-19 Order No. 51 are advanced to Step 2 of Phase 3. All other municipalities remain in Step 1 of Phase 3 until public health data meets the "Lower Risk metric" as defined in COVID-19 Order No. 51.

These sector specific COVID-19 workplace safety are issued to establish minimum standards for any indoor or outdoor event (such as a wedding, party, etc.), that is not specifically addressed by other sector-specific COVID-19 safety standards.

No activity at any indoor or outdoor event shall occur without meeting these COVID-19 workplace safety standards. These standards apply to all events not exempt by executive order until rescinded or amended by the State. Where other sector-specific standards are applicable to part or all of the enterprise's activities, an enterprise must follow those sector-specific standards. Indoor and outdoor events covered by these standards include but are not limited to events held at:

- Indoor and outdoor event spaces
- Ballrooms
- Private clubs and party rooms
- Public places, like parks
- Private residences

An event that is held for the primary purpose of watching a performance must follow the Theaters and Performance Venues guidance.

Large capacity event venues and activities organized to draw together large crowds must continue to remain closed until Phase IV. This includes venues used for group or spectator sports, entertainment, business, and cultural events including:

- Stadiums, arenas, and ballparks
- Dance floors
- Exhibition and convention halls
- Street festivals and parades and agricultural festivals
- Road races and other large, outdoor organized amateur or professional group athletic events

SOCIAL DISTANCING & CAPACITY LIMITS

Ensure > 6ft between individuals

- [x] Require face coverings for all workers and attendees, except where an individual is unable to wear a face covering due to a medical condition or disability
- [ ] Each host of an indoor event must limit the number of attendees at all times to:
  - No more than 25 persons
- [x] Each host of an outdoor event at a private residence (such as a backyard) must limit the number of attendees at all times to:
  - No more than 50 persons
- [ ] For outdoor events held at an event venue (e.g., hotels, private clubs, and space available for lease) or in a public setting (e.g., public parks), the permitted capacity depends on whether the community is a Lower Risk Community or not:
- [ ] For communities in Phase 3 Step 1, each host of an outdoor event at an event venue or public setting must limit the number of attendees at all times to:
  - No more than 50 persons
- [ ] In Lower Risk communities in Phase 3 Step 2, each host of an outdoor event at an event venue or public setting must limit the number of attendees at all times to:
  - No more than 100 persons
- [x] Occupancy counts in all cases must include all attendees, but may exclude event staff, or other workers
- [x] In addition to the capacity restrictions specified above, all participants in indoor and outdoor gatherings, including gatherings at private residences, must maintain at least 6 feet of physical distance from every other participant in the gathering except where participants are members of the same household.
- [ ] Restaurants hosting events must adhere to the capacity limits specified in these standards.
- [x] Ensure separation of 6 feet or more between individuals where possible
  - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing
  - Physical partitions must separate workstations that cannot be separated by 6 feet or more (partitions must extend to at least 6 feet in height)
  - For customer facing enterprises, install visual social distancing markers to encourage customers to remain 6 feet apart (e.g., lines to make payments, lines to use the restroom) and physical barriers for checkout stations where possible
  - Mark rooms and hallways to indicate 6 feet separation
- [x] Stagger lunch and break times for workers, regulate the maximum number of people in one place, and ensure at least 6 feet of physical distancing
- [ ] Valet parking operations should be avoided unless necessary due to physical or geographic constraints or in order to accommodate individual guests with disabling conditions
  - Valets must be provided with hand sanitizer and should se sanitizer before and after parking vehicles

Additional details on Sector-Specific Protocols can be found at https://www.mass.gov/info-details/reopening-massachusetts

INDOOR AND OUTDOOR EVENTS

MA COVID-19 Checklist

HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☑ Ensure access to handwashing facilities on site for both event attendees and workers, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☑ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☑ Post visible signage throughout the site to remind workers and event attendees of hygiene and safety protocols
- ☑ Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers and attendees
- ☑ Provide regular sanitation of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

STAFFING & OPERATIONS

Include safety procedures in the operations

- ☑ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
  - Social distancing, hand-washing, proper use of face coverings
  - Self-screening at home, including temperature and symptom checks
  - Importance of not coming to work if ill
  - When to seek medical attention if symptoms become severe
  - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- ☑ Adjust workplace hours and shifts (working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion
- ☑ Event venue operators are urged to inform clients of the Commonwealth's current out-of-state travel order and to encourage them to inform any out-of-state guests of the order. Event venue operators are encouraged to post information on their websites about requirements for out-of-state travelers
- ☑ Workers must stay home if feeling ill
- ☐ Encourage workers and attendees who test positive for COVID-19 to disclose to the workplace employer or event organizer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of any positive case at the workplace, the employer must immediately notify the local Board of Health (LBOH) in the city or town where the workplace is located. Event organizers and venue operators must assist the LBOH with contact tracing efforts, including advising likely contacts to isolate and self-quarantine. Testing of other workers and attendees may be recommended consistent with guidance and / or at the request of the LBOH
- ☑ Post notice to workers and attendees of important health information and relevant safety measures as outlined in the Commonwealth's Mandatory Safety Standards for Workplace
- ☑ Maintain a log of workers and attendees to support contact tracing (name, date, time, contact information) if needed
- ☑ Whether seated or standing, attendees should not gather in groups of more than 6 people
- ☑ Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the Reopening Plan website, applicable to the amenity or service. Examples include:
  - Food services: Must follow the latest restaurant guidance, provided however that staffed buffets and passed food service is permitted. Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed
  - Bars: Must remain closed until Phase 4, provided however that drink service may be provided by servers and alcoholic beverages do not have to be accompanied by food orders
  - Musical and other performances: Must follow the latest theater and performance venue guidance, including distance between performers and between performers and attendees. Any performers arriving from other states must follow the Commonwealth's current out-of-state travel order. Performances at indoor venues in step 1 communities may not include singing or the playing of wind or brass instruments. Performances at indoor venues in step 2 communities may not include singing, but may include the playing of wind or brass instruments in accordance with the performance venue guidance
  - Dance floors: Must remain closed until Phase 4
- ☑ Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control to stay home or re-assign duties to reduce contact with other workers and attendees
- ☑ Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☑ Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing

Additional details on Sector-Specific Protocols can be found at https://www.mass.gov/info-details/reopening-massachusetts

INDOOR AND OUTDOOR EVENTS

MA COVID-19 Checklist

CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- [x] Conduct frequent cleaning and disinfection of site (at least daily, and more frequently if feasible)
- [x] Keep cleaning logs that include date, time, and scope of cleaning
- [x] Conduct frequent disinfecting of high traffic areas and high-touch surfaces (e.g., doorknobs, rolling carts, bathrooms)
- [x] In the event of a positive case, shut down the site for a deep cleaning and disinfecting of the workplace in accordance with CDC guidance
- [x] Open windows and doors to increase airflow where possible

TOWN OF CONCORD
JOINT SELECT BOARD AND FINANCE COMMITTEE MEETING SUPPLEMENTAL PUBLIC HEARING MINUTES
AUGUST 17, 2020 7:00PM
VIDEO CONFERENCE CALL

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board and Finance Committee convened in a meeting via video conference call on August 17, 2020 at 7:00pm.

Present from the Select Board were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Jane Hotchkiss, and Susan Bates.

Present from the Finance Committee were Dean Banfield, Chair; Mary Hartman, Vice Chair; Christine Reynold, Clerk; Greg Guarriello, John Hickling, Richard Jamison, Karle Packard, Parashar Patel, Peter Fischelis, Wade Rubinstein, Phillip Swain, Brian Taylor, and Andrea Zall.

Also present were Stephen Crane, Town Manager; Town Moderator, Carmin Reiss; Finance Director, Kerry Lafleur; and Deputy Town Manager, Kate Hodges.

1. Call to Order

Select Board Chair Michael Lawson called the meeting to order at 7:00pm.

2. Public Hearing: Warrant Article 10, 11, 16, 23

Upon a motion duly made and seconded, the Select Board UNANIMOUSLY:

VOTED: to open the public hearing.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

Upon a motion duly made and seconded, the Finance Committee UNANIMOUSLY:

VOTED: to open the public hearing.

Roll call vote
Mr. Banfield: Aye
Ms. Ortner: Aye

Mr. Tarpey: Aye
Mr. Taylor: Aye
Ms. Reynolds: Aye
Ms. Hartman: Aye
Mr. Hickling: Aye
Mr. Patel: Aye
Mr. Jameson: Aye
Ms. Zall: Aye
Mr. Rubenstein: Aye

Article 10: Town Budget

ARTICLE 10. That the Town raise and appropriate the sum of $44,122,095, transfer $145,587 from the Parking Meter Fund, transfer $184,565 from the Cemetery Fund, transfer $262,165 from the Sewer Fund, transfer $728,557 from the Water Fund, transfer $584,136 from the Light Fund, transfer $148,560 from the Solid Waste Fund, transfer $38,613 from the Telecom Fund, transfer $170,880 from the Emergency Services Stabilization Fund, transfer $3,500 from Transportation Network Fees, transfer $1,802 from PEG Access Fund and transfer a total of $555,020 from accounts requiring no further appropriation, for a total appropriation under Article 10 of $47,660,480, as printed in the handout, as Fiscal 2021 Proposal, Items 1 – 16, for the necessary and expedient purposes of the Town for the Fiscal Year ending June 30, 2021, and that the same be expended only for such purposes under the direction of the Town Manager; and further, that the Town Manager is authorized to turn in or sell at public auction surplus equipment, the amount allowed or received therefore to be applied against the purchase of new equipment; and that the Town appropriate and transfer the sum of $1,000 from the Dog Inoculation Fees Reserve Account for the cost of the Board of Health's Rabies Clinic; and further that the Town appropriate $126,334.42 from the Title 5 Septic Loan Betterment Reserve Account to meet the loan payments to the Massachusetts Clean Water Trust due and payable during FY2021.

Town Manager Stephen Crane and Finance Director Kerry Lafleur presented Article 10.

Budget Highlights

- The original budget was a 2.5% increase in the general fund
- Revised budget is a 2.35% reduction compared to FY20, reflecting COVID-19 related revenue reductions
    - Mr. Crane explained that the adjustments made will maintain services and operational needs

- Increased legal services budget
- Four new positions (Dispatcher, Land Manager, and two new custodians)
    - Reductions in salary reserve and eliminate funding to certain vacant positions
- Salary grid adjustments reduced from $500,000 increase in original budget to $250,000 in revised budget
- Capital Outlay and Debt authorized in one warrant article, and reduced by $705,340
- Over $350,000 in total attrition savings
- $2,819,885 in proposed transfers and credits – to adjust for reduction in revenue
- Total original FY21 Budget went from $117,551,365 to $115,770,429 ($1,753,008 decrease, 1.54% change)
- Allocation of each tax dollar in the FY21 Budget
    - $0.24 Town Government
    - $0.35 Public Schools
    - $0.18 CCRSD
    - $0.06 Group Insurance
    - $0.01 OPED
    - $.04 Retirement
    - $.1 Debt
    - $.03 All Other

General Government

- Consolidation of building expenses in the Facilities Division resulting in approximately $10,000 in savings
- Approximately an additional $94,000 for Legal Services
- Approximately $12,000 additional for Economic Vitality Coordinator
- Approximately $12,000 additional for a new part time position added to the Visitor Center
- Approximately $26,000 additional for a Land Manager to be added to the Department of Planning and Land Management to oversee conservation land
    - Potential reduction in spending on inspections and enforcement with this role

Public Safety

- Approximately $44,000 for Fire Department command structure change
- Approximately $40,000 for a second Dispatcher for the overnight shift
- Approximate reduction of $124,000 in support from Emergency Services Stabilization
- Attrition savings of approximately $277,000.

TOWN OF CONCORD
JOINT SELECT BOARD AND FINANCE COMMITTEE MEETING SUPPLEMENTAL PUBLIC HEARING MINUTES
AUGUST 17, 2020 7:00PM
VIDEO CONFERENCE CALL

Public Works

- Approximately $20,000 for replacement of fuel depot
- Decrease of approximately $12,000 in cost of street lighting due to efficient fixtures

Human Services

- Approximately $32,000 in attrition savings at the Library
- Approximate $25,000 market adjustment in social services

QUESTIONS

Phill Swain, Finance Committee, asked if the $94,000 increase in Legal Services would be enough. Town Manager Stephen Crane responded that it would be enough.

Mary Hartman, Finance Committee, asked if the new Custodian positions were permanent. Town Manager Stephen Crane answered that they were permanent, as the Town is looking to consolidate the Facilities Division to save money.

Dean Banfield, Finance Committee, asked if the Town is going to keep custodial contract services when the COVID-related demand falls off. Mr. Crane responded that existing contracts that the Town had been paying for before COVID would not be removed preemptively, and that two new custodians are being hired as part of the Town's restructured Facilities Division.

Dee Ortner, Finance Committee, asked what the source was for the $36,000 in fees that will pay for the Land Manager. Finance Director Kerry Lafleur responded that the source of the fees is the Tree Preservation Bylaw, which is recurrent.

Linda Escobedo, Select Board, stated that the CARES Act provided reimbursement for expenses that weren't previously budgeted from March 2020 to December 2020, and asked how this fact intersects with expenses that have been built into the revised FY21 budget that were not budgeted before March. Mr. Crane responded that the ongoing costs of Town employees such as custodians would not be submitted for CARES funding, but items such as overtime and technology resources required to work from home would be a possibility for CARES funding.

Article 11: Capital Improvement & Debt Plan

Article 11. Ms. Hodges moves that the Town vote to raise and appropriate the sum of $1,081,855, to re-appropriate the sum of $150,000 representing unexpended bond

proceeds and premium originally borrowed to fund public safety equipment authorized under Article 24 of the 2016 Annual Town Meeting to fund a portion of the costs of the Fire Department Ambulance #2 Replacement (2011) project, and to authorize the Town Treasurer with the approval of the Select Board to borrow by the issuance of bonds or notes under the provisions of Massachusetts General Laws c.44 S.7 or S.8, or any other enabling authority, the sum of $2,675,000 for a total appropriation of $3,906,855 to fund the FY21 Capital Improvement Plan, said funds to be expended under the direction of the Town Manager, and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c.44 S.20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Deputy Town Manager Kate Hodges presented Article 11. Ms. Hodges stated that many projects did not change since the February 24 public hearing.

- Original request of $1,787,195 changed to $1,081,855 in Capital Outlay
- Municipal buildings budget FY21 changes: 4.350 million to 2.825 million
- Emerson playground project funding remains at approximately $200,000
- The Rideout Field restroom project will be delayed by a year
- The Warner Pond dredging project will remain in this year's budget for $500,000The total cost of the project is $2,000,000. $1,500,000 will be requested in FY22.
- The $600,00 improvement for physical accessibility and storm water management at White Pond will remain in the budget
- The 2012 fire truck refurbishment costing $250,000 will be pushed to FY22
- New ambulance for @75,000.
- 2020-2021 Roads Program will do 107 miles of upkeep in the following neighborhoods
    - Prescott Road
    - Minot Road and culvert
    - Peter Spring Road
    - Hubbard Street
    - Butternut Circle

QUESTIONS

John Hickling, Finance Committee, asked if the old ambulance has value. Ms. Hodges responded that when it is retired, it is used as a backup ambulance, and then eventually it is used for training or is scrapped

Dee Ortner, Finance Committee, asked how does your Town's plan addresses issues at White Pond, Ms. Hodges responded that there is 58-foot drop from the parking lot to the beach, and runoff from the road and fertilizer from crop fields are coming down and creating a funnel through the driveway. The Town's storm water improvements would create a path with a retaining wall, storm water control, and native plantings. The Town is also looking to develop additional catch basins on the beach side that would send water through a filtration tank and be connected to the storm water system.

Diane Proctor, 57 Sudbury Road, asked if there is an existing plan for the Emerson lot, and how will residents know what the cost and impact will be. Ms. Hodges responded that when Emerson was renovating, they worked on expanding the lot in order to increase the number of spaces. The Emerson Umbrella architect worked with Town engineers to come up with an idea to elongate the buffer in the parking lot. The project has been put on hold for now.

Article 16: Approval of Tax Increment Financing Agreement

Article 16. Mr. Lawson moves that the Town take affirmative action on Article 16 as printed in the Warrant.

Mike Lawson presented the article. If Town Meeting votes in the affirmative, it would approve a revised TIF agreement between the Town and Junction Village, and allow the Select Board to executive the TIF.

The project

- Consists of 83 units of affordable assisted living for very low, low, and moderate-low income households
    - Property given to CHDC by the state in 2013 with the restriction that it would be for affordable housing and open space
        - 8 acres – 4 for housing, and 4 for open space
- Previous Town meeting actions relating to this project
    - 2017 Town Meeting: a CPC appropriation for 350k for project was approved
    - CPC appropriations approved at 2018 Town Meeting for 350k, and in 2019 for 300k
    - 2017 appropriated $1,000,000 in free cash for this project
    - in 2011, 2012, and 2013 Town approved 200k for pre-development, 78k remains
- Grantham applied to state and received tax credits in amount of 7.5 million, 6.9 million in available funds

- Grantham received $3,325,000 in soft debt from DHCD

TIF

- Application to state as part of EDIP program as a local incentive application
  - if granted, SB can create an economic opportunity area at proposed site
  - creates 30 full time jobs
  - TIF allows Town to reduce property valuation of a project for up to 20 years so taxes assessed on property would be reduced
- Revised TIF
  - Developed for a 15 year period
  - Property valuation is $13,982,443
- Important points
  - Amount the project will pay in taxes if the TIF is approved is exact amount that was proposed in developer's budget when Town allocated funds to support the project
  - Tax credit investor will not purchase credits if the project is not financially feasible
  - Since the project is restricted to affordable housing, the revenues will be fixed. Since the revenues are limited by regulations, they cannot invest in the affordable housing project without documented assurances of long-term financial feasibility
  - Town is not forgoing revenue by granting TIF. If there is no project, the Town will lose 83 units of affordable assisted living and 65k in annual tax revenue, 10k in ground lease

QUESTIONS

Jerry Evans of 1844 Main Street stated that the completion of this project is a long-time coming, and recommends that the Town vote affirmative action on Article 16.

Walter Ohanian, Managing Director for Grantham Group, stated that the reason for the TIF is that revenues for the project are restricted, and investment is required to move ahead. He stated assisted living employees take care of most vulnerable, and the project will bring affordable housing downtown.
A nearly two hour (1:48) discussion ensued.

Terri Ackerman, Select Board, asked if Grantham could move forward without the TIF. Walter Ohanian responded they could not. Ms. Ackerman asked why did they sign a MOA in 2017 saying they wouldn't seek additional financial support from the Town? Mr. Ohanian responded that Junction Village Study Committee recommended they apply for the TIF.

TOWN OF CONCORD
JOINT SELECT BOARD AND FINANCE COMMITTEE MEETING SUPPLEMENTAL PUBLIC HEARING MINUTES
AUGUST 17, 2020 7:00PM
VIDEO CONFERENCE CALL

Mary Hartman, Finance Committee, asked if they have flexibility regarding the management or development fee. Mr. Ohanian responded that they do not.

Ms. Hartman stated that the 2017 MOA could be interpreted either way, but asked if Grantham would come back to the Town for financial assistance in any form. Mr. Ohanian responded that they would not.

Phillip Swain, Finance Committee, stated that he was concerned about the level of transparency for the project. Mr. Swain asked if the Town ever agreed to a TIF in the past. Mr. Lawson stated that the Town has not done a TIF before.

Tom Tarpey, Finance Committee, stated that if this project doesn't go forward, something else will eventually.

Michael Cucchiara of Grantham Group stated that they went before the Finance Committee, were transparent, and these issues were discussed at length. Grantham was actively engaged with CHDC about what it would take to make the project work from the beginning.

Susan Bates, Select Board, asked how we know if anyone from Concord lives in these units in 15 years, meanwhile the Town will be picking up the cost and the public service expenses. Mr. Ohanian that there is an initial residency requirement for Concord, and he expects residents of Concord to live in the units in the long-term.

Jane Hotchkiss, Select Board, noted that it was a one-time only Concord residency requirement, and suggested that Grantham should encourage local hiring if possible.

Brian Taylor, Finance Committee, asked that given the way the markets are moving, are there investors lined up? Mr. Ohanian stated that they have people working with investors to have the Junction Village project included in their investment portfolio.

Terri Ackerman, Select Board, asked why the developer budgeted $75,000 for ground lease and property taxes in 2017 but only recently spoke to the Town Assessor about this estimate. She also asked if the developer would be coming back to the town to request additional funding. Mr. Ohanian responded that the developer would not request any additional financial aid from the Town.

Jerry Evans, 1844 Main Street reminded the attendees that back in 2011 when the project was begun, the abutters rejected proposals for family housing and other types of affordable housing. The current project was the only feasible option left.

Parashar Patel, Finance Committee asked how the 77% property tax relief was arrived at. Mr. Lawson responded that it was a mathematical calculation based on the $75,000 budgeted for ground lease and property taxes.

Stephan Bader, 7 River Street asked why the 20 year projected operating budget was not included in the pro forma on the Town website and noted that it would be important to see projected revenue and expense of the project. Mr. Lawson responded that if it was not there, it would be posted. Mr. Bader also remarked that the pro forma was dated February 2020 which was pre COVID 19. He asked if there were any changed to construction costs as a result of pandemic, and if so, would the developer be asking Town for additional financial assistance. Mr. Ohanian responded that no request will be made to the Town for additional funds.

Dorrie Kehoe, 51 MacArthur Road asked where the $40,000 property tax estimate came from. Mr. Ohanian responded that it was an average of what the Grantham Group paid in property taxes in their six other locations.

Karlen Reed of 83 Whits End stated she intends to offer amendment with a ten year term limit for the TIF instead of 15 due to the discontent described in this process. Ms. Reed also stated that in their Marlborough project, there are 40 FTEs included in the project, and wondered why the Concord project only has 30. Mr. Ohanian responded that they base their employees on the care required by residents.

Cynthia Wood, 362 Bedford Street, stated it sets a very bad precedent for the Town to get into offering tax assistance. Ms. Wood stated the Town should use affordable housing tax breaks and dollars for a more diverse population.

Lane Partridge, Town Assessor, stated that the TIF is the only legal method to give tax relief to the project.

Article 23: Beede Swim & Fitness Center Enterprise Fund Expenditures

Deputy Town Manager Kate Hodges and Recreation Director Ryan Kane presented Article 23.

Ms. Hodges reported that the Recreation Department has been hit the hardest by the COVID-19 Pandemic. Since March, Beede has been offering virtual classes, and trying to reimagine what operations will look like moving forward. Beede closed in mid-March, and furloughed 50 employees. As of August 12th, 302 households have continued their

TOWN OF CONCORD
JOINT SELECT BOARD AND FINANCE COMMITTEE MEETING SUPPLEMENTAL PUBLIC HEARING MINUTES
AUGUST 17, 2020 7:00PM
VIDEO CONFERENCE CALL

Beede membership out of the approximately 880 that held one previously to March. Ms. Hodges commended the leadership of the Recreation Director and Beede Center General Manager during these difficult times.

Beede Enterprise Fund Changes

- Were projecting a $22,177 net gain in FY21, expecting to suffer loss of $271,128
- 37.5% budget decrease of $882,148
- Expecting and hoping to be operating at 75% capacity for second half of the fiscal year
- Originally hoped to hire Management Director, someone with a specialty in marketing
    - Plan to hire this position in the second half of the year, but if things head in the wrong direction this role won't be filled at all
    - 27% decrease in expenditures – down by $362,727
    - Projecting a $753,343 loss, originally were projecting $26,927
    - Original fund balance projection was 2.8 million, now projected fund balance of approximately 2 million

QUESTIONS/COMMENTS

Mary Hartman, Finance Committee, asked if delaying the Marketing Manager would have the reverse impact, and stated that if the Town hired the right person, there could be a net gain in the fund.

Susan Bates, Select Board, thanked Ms. Hodges and the Recreation team for their work to withstand the Pandemic.

Terri Ackerman, Select Board, asked what the dollar amount is that residents are being asked to vote for at Town Meeting. Ms. Hodges responded $2.3 million, as the Beede Center needs to have the ability to spend more. They are trying to be cautiously optimistic, and hoping to be operating at close to 80% in the second half of the fiscal year.

Stephan Bader of 7 River Street thanked the Town and Recreation staff for their management during this time.

Town Manager Stephen Crane offered that the best way for residents to support Beede is to get a membership or sign up for a class.

Recreation Director Ryan Kane thanked the Finance Committee, and stated they are not going to spend down the reserve fund at their recommendation.

TOWN OF CONCORD
JOINT SELECT BOARD AND FINANCE COMMITTEE MEETING SUPPLEMENTAL PUBLIC HEARING
MINUTES
AUGUST 17, 2020 7:00PM
VIDEO CONFERENCE CALL

Upon a motion duly made and seconded, the Select Board UNANIMOUSLY:

VOTED: to adjourn.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

Upon a motion duly made and seconded, the Finance Committee UNANIMOUSLY:

VOTED: to adjourn.

Roll call vote
Mr. Banfield: Aye
Ms. Ortner: Aye
Mr. Tarpey: Aye
Mr. Taylor: Aye
Ms. Reynolds: Aye
Ms. Hartman: Aye
Mr. Hickling: Aye
Mr. Patel: Aye
Mr. Jameson: Aye
Ms. Zall: Aye
Mr. Rubenstein: Aye

Minuteman Media Network: https://www.youtube.com/watch?v=xUBS_OmDV2w

Meeting Materials: https://concordma.gov/2537/2020-Public-Hearings-by-Date

TOWN OF CONCORD
SELECT BOARD
MINUTES
AUGUST 31, 2020
4:00PM
VIDEO CONFERENCE CALL

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on August 31, 2020 at 4:00pm.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present were Stephen Crane, Town Manager; Kerry Lafleur, Finance Director; and Deputy Town Manager, Kate Hodges.

Call to Order

Select Board Chair Michael Lawson called the meeting to order at 4:00pm.

Town Manager's Update

The deadline for submitting ZBA appeals was September 1st, and is now extended to Friday, September 4th.

The White Pond Advisory Committee (WPAC) met and discussed overuse of the pond. The Town's primary short-term goals for the property are improving storm water management and ADA accessibility. Ms. Hodges added that in response to many concerns about overuse of Sachem's Cove a Recreation weekend supervisor has been assigned to oversee this area along with Estabrook Woods.

The micro-grants for small businesses are available and should be out this week.

The Town successfully completed early voting for the state election last Friday. Mr. Crane commended the hard work of the Town Clerk's Office.

Mr. Crane reported that the on-premise liquor licensees are deciding whether they want a credit for the 2021 license fee, or a rebate for the missed revenue during the months they were closed in 2020. The Town will be issuing the rebates in September.

Chair's Remarks

Mr. Lawson congratulated Superintendent Dr. Hunter and the schools for their reopening efforts.

The State Primary is on September 1.

TOWN OF CONCORD
SELECT BOARD
MINUTES
AUGUST 31, 2020
4:00PM
VIDEO CONFERENCE CALL

The Select Board will be meeting on Tuesday, September 8 at 4:00pm instead of Monday in order to accommodate the holiday.

Town Meeting will take place at 1:00pm on September 13th at Doug White Field. Mr. Lawson encouraged residents to review the Town Meeting materials online ahead of the meeting, as there will be no public presentations

Ag Day Update

Happy Goethert of the Ag Committee reported that 7 farms will participate in Ag Week instead of Ag Day starting on Tuesday, September 8th.

There will be an Instagram raffle contest where participants can post a selfie of themselves at Ag Week to receive a prize. Users should tag @farmsofconcord to be considered for the raffle.

Committee Liaison Assignments

Ms. Escobedo drafted the full roster of committees and asked Select Board members to send her their top four choices from the existing list. The Select Board will finalize FY21 committee liaison assignments at a future meeting.

Correspondence Policy

Select Board Elect Matthew Johnson drafted a policy detailing protocols for posting resident correspondence for the Select Board to consider. Mr. Johnson noted that he contacted MMA and the Attorney General's Division of Open Government and they noted that no other community they are aware of has a policy for posting correspondence.

Ms. Hotchkiss noted that the Select Board should also develop a response policy to maintain consistency if the board were to have a policy for posting correspondence.

Ms. Escobedo noted that this policy would just be for the Select Board and not other Town boards and committees. The board agreed that Mr. Johnson would incorporate the feedback discussed into the draft policy, and it would be revisited at a future meeting.

Parking Meter Enforcement Through the Remainder of the Year

Police Chief Joseph O'Connor is preparing an analysis on the revenue impact of not collecting parking meter fees. Chief O'Connor will send this to the Select Board and Town Manager for

their consideration once complete. Mr. Crane noted that due to the revenue losses caused by not collecting fees, the Town's Meter Officer position is vacant, and will not be filled at this time. Mr. Lawson asked if not collecting the meter fees could be sustained through the end of the year, which the Town Manager confirmed that it could be.

Upon a motion duly made and seconded, it was UNANIMOUSLY

> **VOTED:** to extend the non-enforcement of parking meters through the remainder of the calendar year.
>
> **Roll call vote**
> Mr. Lawson: Aye
> Ms. Ackerman: Aye
> Ms. Hotchkiss: Aye
> Ms. Escobedo: Aye
> Ms. Bates: Aye

Reconsideration of 2020 Annual Town Meeting Warrant Article 16: Approval of Tax Incentive Financing Agreement

Town Counsel will review the MOA agreement that was discussed at the public hearing on August 17th. Walter Ohanian of Grantham Group agreed to reduce the cap on the TIF from $2.65 million to $2 million. The consequence of this is that the amount paid in taxes to the Town would go up by $14,866 per year. This is a reduction in the TIF from 77% to 69.21%. The exact amount paid in the end will depend on the valuation of the project upon completion.

Ms. Ackerman thanked Mr. Ohanian for his willingness to reduce the cap, however she indicated that she would not vote to approve until after review by Town Counsel, and the insertion of language stipulating that Grantham Group would not seek any future financial assistance from the Town.

Upon a motion duly made and seconded, it was

> **VOTED:** to approve the amendments to the TIF that were included in the August 31, 2020 Select Board packet along with minor edits noted today.
>
> **Roll call vote**
> Mr. Lawson: Aye
> Ms. Ackerman: Nay
> Ms. Hotchkiss: Aye
> Ms. Escobedo: Aye
> Ms. Bates: Aye

TOWN OF CONCORD
SELECT BOARD
MINUTES
AUGUST 31, 2020
4:00PM
VIDEO CONFERENCE CALL

Discussion and Positions on Amendment to Article 16

Karlen Reed is withdrawing her amendment on Article 16, therefore no discussion or vote is required by the Select Board.

Election Officer Appointments

Upon a motion duly made and seconded, the Select Board UNANIMOUSLY:

VOTED: to appoint election officers as stated in the memo dated August 31, 2020 from the Town Clerk to the Select Board.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

Committee Nominations

There were no committee nominations.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint Karle Packard of 86 Butternut Circle to the Capital Planning Task Force for a term effective at the conclusion of the 2020 Annual Town Meeting, and to expire June 30, 2021.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

TOWN OF CONCORD
SELECT BOARD
MINUTES
AUGUST 31, 2020
4:00PM
VIDEO CONFERENCE CALL

Committee Reappointments:

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to reappoint David Karr of 82 Laws Brook Road and Bill Kemeza of 28 Davis Court to the Tax Fairness Committee for terms to expire April 30, 2023. Nancy Cronin of 216 Garfield Road, Walter Birge of 109 Stone Root Lane, Jonathan Keyes of 91 Liberty Street, and Reinier Beeuwkes of 1360 Monument Street to the Tax Fairness Committee for terms to expire April 30, 2021.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

Committee Liaison Reports

Ms. Escobedo attended the Affordable Housing Trust Study Committee, where they have been taking positions on warrant articles related to affordable housing.

Ms. Bates attended the Planning Board, where they reviewed MAPC's latest Thoreau Depot Zoning Plan. There will be upcoming public forums on this issue. The Planning Board voted to support affirmative action on Article 41 and Article 42 at Town Meeting. Ms. Bates also attended Trails Committee, where she noted there is a new trails guide book that will be coming out.

Ms. Hotchkiss attended the Climate Action Advisory Board, where they discussed warrant articles ahead of Town Meeting.

Ms. Ackerman attended the Sustainable Energy Committee, where they unanimously voted to support Article 30 Healthy Buses at Town Meeting. The Library Corporation is sponsoring two public meetings to discuss accessible parking at the library. The first meeting was already held, and the second meeting will take place on September 14 on Zoom.

Mr. Lawson attended the Tax Fairness Committee, where they are preparing a narrative description for Article 15 ahead of Town Meeting. Mr. Lawson also attended the School Committee, where they discussed the reopening plan for the schools.

Miscellaneous Correspondence

TOWN OF CONCORD
SELECT BOARD
MINUTES
AUGUST 31, 2020
4:00PM
VIDEO CONFERENCE CALL

There was no correspondence to report.

Public Comments

Tanya Gailus of 62 Prescott Road stated that she believes that the Junction Village project will stay in town whether or not Article 16 is voted in the affirmative at Town Meeting, which she hopes it will not be voted in the affirmative.

Mark Gailus of 62 Prescott Road commented that it is problematic to hear that Town Counsel has not been involved in the creation of the TIF proposal.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

Minuteman Media Network Coverage: https://www.youtube.com/watch?v=AQR-czTpzOU&t=1163s

Meeting Documents: https://concordma.gov/DocumentCenter/View/25945/August-31-SB-Packet

TOWN OF CONCORD
SELECT BOARD
MINUTES
SEPTEMBER 8, 2020
4:00PM
VIDEO CONFERENCE CALL

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on September 8, 2020 at 4:00pm.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present were Stephen Crane, Town Manager; and Carmin Reiss, Town Moderator. Ms. Bates joined the meeting at 4:10pm. Ms. Escobedo joined the meeting at 4:12pm.

Call to Order

Select Board Chair Michael Lawson called the meeting to order at 4:00pm.

Consent Agenda

- Town Accountant Warrants
- Minutes to approve: August 17, August 18, August 20, August 24
- Proclamation for Michael E. Lawson

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the consent agenda.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Not Present
Ms. Bates: Not Present

Town Manager's Update

The Town received a donation from Friends of Sleepy Hollow to put on 25 tree identifiers in the cemetery.

The Town had an intern from the University of New Hampshire put together a manual for making energy efficiency improvements in historic homes. This is on the Town website, and will be presented at today's Select Board meeting.

The Transportation Advisory Committee is having its first meeting on September 9th.

TOWN OF CONCORD
SELECT BOARD
MINUTES
SEPTEMBER 8, 2020
4:00PM
VIDEO CONFERENCE CALL

The Town has four collective bargaining agreements expiring on June 30th. Mr. Crane noted that negotiations begin the week of September 15th.

Town Meeting will take place at the Doug White Field on September 14th at 1:00pm.

Chair's Remarks

Mr. Lawson thanked the Town Moderator for all the work she has put in to allow Town Meeting to safely take place, and reminded residents to review the meeting materials ahead of the meeting.

Committee Liaison Assignments

Ms. Escobedo thanked everyone for their input on the liaison assignments for the next fiscal year. Ms. Escobedo noted that she tried to balance work schedules and member's desire to stay on certain committees in the latest draft. Ms. Escobedo will take all the Select Board members comments into consideration before finalizing a new draft for the next board meeting.

Article 11 Capital Debt Plan Amendment

Dean Banfield, 73 Walden Terrace, attended to explain that he prepared an amendment to Article 11 in order for the funding for the healthy buses initiative proposed by Brian Foulds to be divided between free cash and a debt levy in order to build long-term infrastructure to prepare up to 4 spaces for the electric buses at the bus depot. Mr. Banfield explained that his proposal would accommodate more electric buses the two that Article 30 proposes, and would have financial benefits to the Town in the long-term.

Article 11 currently proposes that the Town borrow $2.675 million. Mr. Banfield's amendment would adjust this number to $2.85 million. The total dollar amount of the article would be amended from $3,906,855 to $4,056,855, effectively adding $150,000 to the Town's levy limit debt. As a result, Article 30 would have to move to borrow an additional $50,000 to purchase the electric buses.

Mr. Banfield will attend the Finance Committee in order to ask them to increase the total debt authorization they have approved for Article 11, and if that is granted, Mr. Blanfield can subsequently develop a motion. Mr. Blanfield noted the Town could simply move $150,000 to the capital debt account and there would be no amendment required.

The Select Board members spoke in favor of Mr. Banfield's proposal, but there was no vote taken on this matter.

TOWN OF CONCORD
SELECT BOARD
MINUTES
SEPTEMBER 8, 2020
4:00PM
VIDEO CONFERENCE CALL

Brief Presentation of Concord's Sustainability Guide for Historic and Older Homes by Abigail Ahern

Abigail Ahern of the University of New Hampshire interned with the Sustainability Director this summer to create a guide for making energy efficiency improvements to historic homes. Ms. Ahern's full presentation and the complete manual is available on the Town website.

Committee Nominations

Laura Klein of 15 Rollingwood Lane to the Library Committee to serve the remainder of a term set to expire on April 30, 2021. Kathleen Reidy of 125 Paul Revere Road to the Library Committee for a term to expire on April 30, 2023.

Committee Reappointments:

Upon a motion duly made and seconded, it was UNANIMOUSLY

> **VOTED:** to appoint Jim Smith of 14 Edmonds Road to the Zoning Board of Appeals for a term beginning on October 1, 2020 to expire on April 30, 2023
>
> **Roll call vote**
> Mr. Lawson: Aye
> Ms. Ackerman: Aye
> Ms. Hotchkiss: Aye
> Ms. Escobedo: Aye
> Ms. Bates: Aye

Committee Liaison Reports

Mr. Lawson attended the Hugh Cargill Trust, where they provided a camperships update, worked on new job descriptions for members, and discussed their check processing process.

Ms. Bates attended the Board of Registrars, where they did a tally of the votes for the state primary. The Economic Vitality Committee met, where they discussed the grants for small businesses available through the Community Chest. The grants are for up to $2,500 each, and the application is available through the Community Chest website. The Cemetery Committee met, where they reported that they have completed all the headstone restorations they planned for.

TOWN OF CONCORD
SELECT BOARD
MINUTES
SEPTEMBER 8, 2020
4:00PM
VIDEO CONFERENCE CALL

Ms. Ackerman attended the Bruce Freeman Rail Trail, where they now have two co-chairs. Construction is proceeding on Phase 2B. Marcia Rasmussen is working with the Library Curator on an interpretive panel that will depict life in the 1930's for the 'White Ladies', the houses along Commonwealth Avenue. The committee is working with an architect on Phase 2C on how to replace the dead trees. Phase 2D will be going out to bid this fall. A Sudbury Select Board member attended and announced they are voting to acquire the right of way that would go across Route 20 to the Framingham line. The Library Committee announced they have a new chair, and the Library also is having meeting on Zoom on September 16 in order to get community input on accessible parking.

Ms. Hotchkiss attended the Natural Resources Commission, where it was reported there are Bald Eagles nesting at Fairhaven Bay. The MBTA attended to discuss right of way vegetation management and control in the 200-foot riverfront area of the Sudbury and Assabet Rivers. There was also a discussion of the lack of notice and insight given to the NRC of the MBTA's overall planning processes for Concord. The NRC continued to discuss the removal and replacement of the Citizen's Bank at the corner of Baker and Main. The Concord Country Club attended to discuss the replacement of existing irrigation pipes.

Ms. Escobedo attended the Affordable Housing Trust Study Committee and Concord Housing Development Corporation, where they are planning for housing articles related to Town Meeting. The NMI-Reuse Planning Committee met and heard from the Deven's Enterpise Commission, where they discussed the development occurring at Fort Devens. The NMI-Reuse Planining Committee is also preparing their report, which will come to the Select Board before December. The Select Board will be doing a site visit to the NMI-Reuse site.

Miscellaneous Correspondence

There was no correspondence reported.

Recognition for Mike Lawson

Ms. Escobedo read the proclamation for Select Board Chair Michael Lawson, which can be found in the meeting materials. Members of the public, Select Board members, and the Town Manager extended their appreciation for Mr. Lawson's service to the Town.

Public Comments

Diane Proctor of 57 Proctor Road asked if the Transportation Advisory Committee was a public meeting. Mr. Crane responded that the TAC is a Town Manager appointed committee is not

subject to the Open Meeting Law in a way that the Select Board appointed committee would be.

Tanya Gailus of 62 Prescott Road stated that the Town Manager can appoint a committee to advise him on an issue, but that she believes that any committee, no matter how they are appointed, is subject to the Open Meeting Law.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn.

Roll call vote
Mr. Lawson: Aye
Ms. Ackerman: Aye
Ms. Hotchkiss: Aye
Ms. Escobedo: Aye
Ms. Bates: Aye

Minuteman Media Network Coverage: https://www.youtube.com/watch?v=OAv9p2aMIJM

Meeting Documents: https://concordma.gov/DocumentCenter/View/26066/September-8-SB-Packet

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

CONCORD-CARLISLE COMMUNITY CHEST MONTH
OCTOBER 2020

WHEREAS The Concord-Carlisle Community Chest was founded in 1947 to provide support for community human service agencies; and

WHEREAS Agencies and programs funded by the Concord-Carlisle Community Chest serve the needs of our neighbors from our youngest to our oldest; and

WHEREAS The Concord-Carlisle Community Chest has participated in partnerships with the Town of Concord including Domestic Violence Services, Concord Recreation Scholarships, Communities for Restorative Justice, Council on Aging, the Community Services Coordinator and Youth Coordinator, Concord Public Schools, CCHS and Concord Cares; and

WHEREAS The Concord-Carlisle Community Chest, carefully evaluates each funding request to ensure that donations are spent efficiently and effectively; and

WHEREAS The Concord-Carlisle Community Chest assists member agencies and the Town at large respond to needs identified by human service professionals and concerned citizens; and

WHEREAS The Concord-Carlisle Community Chest and its member agencies depend upon the generous contributions by thousands of individuals and businesses; and

WHEREAS The Concord-Carlisle Community Chest's Annual Campaign begins October 1, 2020

NOW THEREFORE, We, the Select Board of the Town of Concord, Massachusetts, do hereby proclaim the month of October 2020 as ***CONCORD-CARLISLE COMMUNITY CHEST MONTH*** in the Town of Concord to recognize the vital role the Community Chest plays in the life of our town and to wish members of the Community Chest success in their Annual Campaign.

_____

_____

_____

_____

_____

CONCORD SELECT BOARD

TOWN OF CONCORD
PUBLIC CEREMONIES AND CELEBRATIONS COMMITTEE
PROPOSED VETERANS' DAY CEREMONY NOVEMBER 11, 2020

This version of the ceremony adapts the initial parts of the traditional event. In keeping with the request of the Select Board, we are limiting the activities at the event and limiting attendance. There will be no promotion of the event to limit casual attendance, and instead are asking the Minute Man Network to televise the proceedings. The only participants would be the Concord PD honor Guard, the Parade Marshal, and the four members of the Public Ceremonies Committee. If there is a flag retirement/burning component, then we would also come in contact with members of the Concord Fire Department and cemetery personnel.

Please note that the Concord Independent Battery will be stationed remotely throughout the ceremony rather than participating in the procession. Additionally, if flag retirement/burning is eliminated, that will mean no contact with members of the Fire Department and cemetery personnel (who may wish to burn some flags on their own regardless but will be distant from this ceremony).

The following usual participants are eliminated entirely in order to keep the event small in size:

Bagpiper

Veterans/ Military Representatives

Military Family Support Group

4-H Fife & Drum Corps

Clergy

Honored Citizen

Select Board/Government and Elected Officials

Concord Minutemen

Daughters of the American Revolution

Youth Groups

Concord Citizens and Guests

The following elements of the traditional ceremony are being eliminated this year to keep the ceremony small and brief:

National Anthem

Invocation

History of Veteran's Day

Reading of Poem, "It is the Soldier"

Presentations by Elected Officials

Song played by The Middlesex County 4-H Fife and Drum

"My Country Tis of Thee," played by the Middlesex County 4-H Fife and Drum

Taps and Echo

Benediction

Reception in Town House

What is undecided from here is whether to proceed to a flag retirement ceremony via burning with the assistance of the Concord Fire Department, in keeping with tradition of the ceremony. The Public Ceremonies Committee was split, with two of the four members wanting to include this in the ceremony and two feeling it is not appropriate to be handling multiple used flags in the current pandemic.

The Committee is checking to see if we can assemble the necessary volunteers to fold the collected used flags. If this is not possible, the question of inclusion become moot. We would like the Select Board's view on the ceremony on the whole, as well as on including the flag retirement/burning.

Event choreography: .

FORMATION BEGINS AT 7:45 A.M. AT PRICHARD GATE, ACROSS FROM PARTRIDGE LANE. STEP OFF AT 8:00 A.M.

THE ORDER OF MARCH AS LISTED IN THE PROGRAM:

Concord PD Color Guard

Parade Marshal (a member of the military)

Step-Off

Marshal: "Parade Attention",
(Wait for Color Guard to also go to Shoulder Arms / Carry Colors)

Marshal: "Forward March"

The Parade arrives at the Flagpole

MC:

Our tradition, in the United States, is that during the Pledge of Allegiance; the raising or lowering of the Flag; singing of the National Anthem; and playing "To the Colors", each of us should stand at attention facing the flag.

Persons in uniform face the flag and render the salute appropriate to their uniform. Persons not in uniform, stand at attention with the right hand over the heart. Men wearing headdress, should remove their cover with their right hand and hold it at the left shoulder, with the hand being over the heart.

This is a solemn, quiet service. Please make sure that all *cell phones are turned off or are on vibrate* during the ceremony, and kindly maintain silence throughout the ceremony.

The flag will be now raised by our Parade Marshal,____Robert Norton
while a student from CCHS,__plays To the Colors from a distance..

MC: Unit Commanders: Bring your Units to "Present Arms".

To the Colors/Raise Flag

Pledge of Allegiance

MC: Please join us in reciting the Pledge of Allegiance.

Following the pledge of allegiance, the Parade Marshall will lay a wreath beneath the Flag.

The Concord Independent Battery fires a salute.

Parade Marshall: Unit Commanders: Bring your Units to "Present Arms".

Recite Pledge

Parade Marshall: Unit Commanders: Bring your Units to "Order Arms".