

Minutes of the CLRPC Meeting of March 30, 2018

Pursuant to a notice filed with the Town Clerk, the Comprehensive Long Range Plan Committee (CLRPC) met at 8:00 a.m. on March 30, 2018 in the first floor meeting room, 141 Keyes Road, Concord, MA.

Members Present:

Elise Woodward, Co-Chair	Wade Rubinstein
Gary Kleiman, Co-Chair	Nick Pappas
Tory Lambert	Judy Zaunbrecher
Peter Hunter	John Boynton (8:05 am)
Barbara Morse (8:05 am)	

Marcia Rasmussen, DPLM Director
Elizabeth Hughes, Town Planner

The meeting was called to order by Mr. Kleiman at 8:05 a.m., who stated that the meeting was being recorded. Mr. Kleiman introduced Kate Hanley, Concord's Sustainability Director.

Minutes from August 16, 2017 Subcommittee meeting

Ms. Zaunbrecher thought a statement on where the draft survey came from should be added and suggested "as developed by the Consultant for the Committee's consideration." Mr. Pappas moved to accept the minutes as amended. Ms. Zaunbrecher seconded with all voting in favor.

Note from August 29, 2017 Conference Call

Ms. Woodward moved to accept the notes as written. Mr. Pappas seconded with all voting in favor.

Minutes from February 23rd

Ms. Woodward and Mr. Lambert provided minor typo edits. Mr. Pappas moved to accept the minutes as amended. Mr. Hunter seconded with all voting in favor.

Correspondence

Ms. Woodward acknowledged correspondence from Lori Gill Pazaris regarding Article 23 and recommended changes to the Draft Plan.

Ms. Woodward noted correspondence from Fran Cummings from Carbon Free Concord who attended the Light Board meeting where the Light Board commented that they felt that the Draft Plan did not highlight well enough the accomplishments by the Light Board. Mr. Kleiman noted that the Planning Board provided a similar comment regarding the Plan not highlighting Town accomplishments.

Check in on Process and Schedule

Mr. Kleiman questioned the Committee how they wanted to go about collecting the public comment on the Draft Plan, noting that the consultant has been asked to create a new button on the web page specifically for comments on the Draft. He suggested that a summary of comments

should be created and included in the Plan as an appendix. The Committee discussed how to collect comments, analyze the comments and how the consultant can assist. The Committee agreed it would be good to collect comments by Plan Element and that adding a page/tab to the web site front and center to make it easy to comment was good, but that people would not be able to attach documents.

The Committee discussed whether people should be required to submit comments by section and ultimately agreed that people would not be required to comment by section, but would be asked if their comment was sparked by a particular section. The Committee agreed that there needed to be instructions on how to submit documents by email.

Rescheduled April 25th Public Hearing Preparation

Ms. Woodward noted she and Mr. Kleiman would be putting together a brief presentation that would have seed questions at the end that reflected some of the tensions identified by the Committee, which hopefully will spark public comment.

The Committee agreed that copies of the presentation would be available as a handout and that the public comment period would close April 27th.

Extra Meeting

The Committee agreed to meet May 18th and June 15th.

Sections 1, 2, 3 and Section 4 Goals Review and Discussion

Mr. Kleiman gave an overview of the process questions for discussions on public infrastructure and fiscal planning and the goals. The Committee discussed whether a new middle school should be a goal and determined that it was important that the topic of building a new middle school go through the lenses as it relates to evaluating the effectiveness of building, but that the Plan should not be taking a position.

The Committee discussed Question 1 and agreed to continue to include a statement regarding maintaining and improving existing facilities, but concurrently consideration for new facilities and that all of these should be evaluated through the lenses. The Committee agreed that maintain and improve existing facilities would be one goal and new facilities would be a separate goal.

Ms. Woodward suggested that each subsection of Section 4 there be a statement that precedes the goals and policies that reiterates the overarching goals. Mr. Kleiman pointed out that there will be action steps that are included in Section 5.

The Committee discussed Question 2 and making sustainability more specific in the Goals. The Committee agreed that resiliency needs to be incorporated better into the Plan. The Committee agreed to add sustainability accomplishments, to sharpen and strengthen sustainability and add a resiliency goal.

The Committee discussed Question 3, coordination between all of the social service groups.

The Committee agreed that the Plan should include monitoring, strengthen and anticipate the social service infrastructure to ensure that the needs of citizens are met. Mr. Rubinstein suggested an action step to have a needs analysis done for social services. The Committee agreed.

The Committee discussed Question 4 and agreed that the Plan needs to include the Town's need to have a plan for IT and infrastructure security. The Committee agreed to add an action item to do an assessment of the IT and infrastructure vulnerability. Ms. Zaunbrecher suggested Goal 6 could be a subset of Goal 1. The Committee agreed to include action items for threat assessment and recovery plan and development of comprehensive security.

Mr. Kleiman gave overview of what the Finance Committee Fiscal Sustainability subcommittee is doing regarding long-term fiscal planning and questioned whether the Plan needs include more specific goal regarding establishing a procedure regarding long-term fiscal planning that includes a long-term capital spending plan by department. Mr. Kleiman suggested a second goal to support the Finance Committee on establishing a "fiscal guardrail."

The Committee discussed the need to include in the Plan language that FinCom is developing in their guidelines, the fiscal tension if the Town and School budget continue, whether that growth is sustainable over the long term and whether Town services can be maintained. Mr. Kleiman suggested establishing a long-term fiscal planning process and that all new capital planning projects be evaluated through the lens that weighs all benefits across sectors. The Committee agreed.

Mr. Boynton asked whether the Committee needs to look into the viability of items in the Plan. Ms. Woodward recommended going to the Finance Committee meeting and/or FinCom's Fiscal Sustainability Subcommittee. The Committee agreed. Mr. Boynton pointed out the need to continue to improve the interaction between the Town and School financial planning so that it continues to work for the citizens of Concord.

Ms. Morse suggested that the Plan include a goal and action item focused on cost savings. The Committee agreed the Plan should include a goal to seek and evaluate cost savings and revenue generation and there would be action items to support this.

Mr. Boynton complimented the Co-Chairs on the work they have been doing.

Public Comment

Tom Tarpey, 59 Westvale Drive and Finance Committee member, commented on the concern of fiscal sustainability and need for it to be central for every committee in town. He commented on a goal in the 2005 Plan regarding continually improving Town services and a similar goal in the current draft Plan and how the FinCom has been discussing improvements that come without cost and ones that increase cost. Mr. Tarpey opined that it is impossible to continue to improve and maintain fiscal sustainability and suggested the current goal regarding maintain and improve be amended. Ms. Woodward suggested that it is impossible to maintain and improve without revenue growth. Mr. Tarpey agreed.

Mr. Tarpey provided the definition of fiscal sustainability that the FinCom's Fiscal Sustainability subcommittee has developed and stated some of the issues that the FinCom has been trying to address with the definition as it relates to economic diversity. The Committee recommended including something about the environment in their definition and suggested that FinCom's definition be aligned with the Plan definition regarding town character. Mr. Kleiman and Ms. Woodward will contact the FinCom about getting on an agenda to discuss the definition and goals.

Tanya Gailus, 62 Prescott Road suggested the resiliency goals be more specific regarding tree, forest and wildlife preservation as a benefit to everyone.

The meeting adjourned at 9:30 am.

List of documents presented which are on file in the Planning Division Office at 141 Keyes Road, Concord, MA:

- Issues Flagged for Community Input 3-9-18
- Section 4 – All Section Goals List 3-9-18

Respectfully submitted,

John Boynton, Clerk