

**TOWN OF CONCORD
SELECT BOARD
MINUTES
June 29, 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 June 22, 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; Kate Hodges, Deputy Town Manager; Carmin Reiss, Town Moderator; and Kerry Lafleur, Finance Director.

Call to Order

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

Consent Agenda

- Approval of Town Accountant Warrants

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

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Town Manager Update

Town Manager Stephen Crane reported White Pond is open, as are the Town's summer programs.

There are now mandatory water restrictions in place from the Public Works Commission. Residents are allowed to water one day a week, and are instructing it be done on the same day as their trash collection.

Mr. Crane reports the Library's curbside pickup is going well, and in two weeks almost 2,000 items have been checked out.

The Town submitted a grant application for \$250,000 to the state's Shared Spaces program. The goal of this grant is to encourage opportunities for outdoor dining and the arts.

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DPLM is working with a consultant to evaluate business improvement districts in Town. The goal is to create formalized districts that work together to improve the vitality of the area through collaboration and special events.

Mr. Crane reported that building permit applications are up from where they were at this time last year.

Chairs Remarks

Mr. Lawson reported that the Select Board will hold an executive session on July 1st at 4:00pm to discuss the ongoing Estabrook Road litigation.

The Town and Library Corporation are finalizing their agreement, and it will be reviewed at the July 13 Select Board meeting.

The Finance Committee and Select Board will be reviewing the articles set to be moved at the Town Meeting in September, and will make recommendations to the Moderator for what should be placed on the consent agenda, and what should be moved.

Public Hearing: Grant of Location Application by Comcast for the Underground Installation of Coaxial Cable at 52 Main Street.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing on the grant of location application by Comcast for the Underground Installation of Coaxial Cable at 52 Main Street.

Roll call vote

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Linda Escobedo: Aye

Susan Bates: Aye

The representative from Comcast did not attend.

Assistant Town Engineer Justin Richardson reported that Public Works is in support of the project.

There were no public comments.

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Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing on the grant of location application by Comcast for the Underground Installation of Coaxial Cable at 52 Main Street.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Grant of Location application by Comcast for the Underground Installation of Coaxial Cable at 52 Main Street, with conditions as detailed in the memo from Town Engineer Steve Dookran, dated June 16th, 2020.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Changes to the Gerow Project and Scope

Deputy Town Manager Kate Hodges attended to provide an update on the status of the Gerow project. Ms. Hodges explained that the most recent changes are a reversion back to the original plans for the project about a year and a half prior. The goal of these changes was to make the more efficient use of public funds in light of the financial strain caused by the COVID-19 Pandemic, while still providing the core features of the project. The project has had a notice of intent with the Natural Resources Commission, and has had a thorough internal staff review process that included the Director of Public Health. Ms. Hodges provided a memo regarding the project updates, which can be found in the [meeting materials](#).

RHSO FY20 Budget Adjustment

Finance Director Kerry Lafleur attended on behalf of the Regional Housing Services Office in order to request an adjustment in the FY20 budget appropriation. Under Article 8 of the 2019 Annual Town Meeting, an amount of \$265,000 was budgeted for the RHSO. Under Massachusetts General Law Chapter 4 Section 53 E, at any point in the fiscal year a revolving

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fund budget can be adjusted with the approval of the Finance Committee and the Select Board. RHSO is asking for an additional \$20,000 for this fiscal year. The reason for this is the RHSO has contracted additional services for the member communities, and there have been an addition of communities requesting services from the RHSO. All of the fees that support their budget have been collected, so there is no additional increase to the Town of Concord. The Finance Committee took up this item on Thursday, July 25th and approved this item.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the RHSO FY20 Budget adjustment as presented.

Roll call vote

- Mike Lawson: Aye
- Terri Ackerman: Aye
- Jane Hotchkiss: Aye
- Linda Escobedo: Aye
- Susan Bates: Aye

FY20 Year End Transfer

Finance Director Kerry Lafleur attended to explain that the request was seeking line item transfers, which the Select Board has the authority to approve between May 1st and July 15th. Ms. Lafleur provided a memo detailing the transfer request as follows:

The following list of transfers was prepared based upon estimates of bills not yet received and/ or those in process, which include:

Chapter 44, Section 33B Transfers Needed to Close FY20				
number	to/ from	line item	line description	amount
1	to	2	Legal Services	\$ 291,000
2	to	3	Elections & Registrars	\$ 22,000
3	to	4	Town Meeting & Reports	\$ 20,000
				\$ 333,000
4	from	26	Library	\$ 333,000

The deficit in legal services has been widely discussed at several meeting. The anticipated deficits in Elections and Town Meeting is a result of assumed additional expenses related to Covid-19, some or all of which may be reimbursed through the CARES Act. The sum total of the anticipated deficits is \$333,000.

As a result of the Covid-19 pandemic, several of our departments have been operating at reduced levels resulting in budgetary savings. As such, we are able to cover these line item deficits within our existing FY20 appropriation. Specifically, I seek a transfer from Line Item 26, Library, in the amount of \$333,000 to cover these deficits.

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Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve an FY20 year end transfer of \$333,000 Library Account for \$291,000 to the Legal Services Account, \$22,000 to the Elections & Registrars Account, and \$20,000 to the Town Meeting & Reports Account.

Roll call vote

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Linda Escobedo: Aye

Susan Bates: Aye

Review Economic Vitality Committee Recommendations

Review of Town Meeting Select Board Articles

Accommodations for Citizen Articles not Moved at the Postponed Annual Town Meeting

Review of AG's decision regarding an OML Complaint File by Rob Nislik

Committee Nominations: Beth Kelly of 39 White Avenue to the White Pond Advisory Committee for a term to expire April 30, 2023. Jennifer McGonigle of 31 Highland Street to the Economic Vitality Committee for a term to expire April 30, 2023. Nancy Stone of 70 Beharrell Street to the Bruce Freeman Rail Trail Advisory Committee for a term to begin on the first day of the month following the 2020 Annual Town Meeting, to expire on April 30, 2023.

Committee Liaison Reports

Miscellaneous Correspondence

Public Comments

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Adjourn

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

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Minuteman Media Network: <https://www.youtube.com/watch?v=dqrlpiVSX58>

Meeting Documents: <https://concordma.gov/DocumentCenter/View/25112/June-29-SB-Packet>