

**TOWN OF CONCORD
SELECT BOARD
MINUTES
FEBRUARY 22, 2021**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on February 22, 2021 at 4:00pm.

Present were Linda Escobedo, Chair; Susan Bates, Clerk; Terri Ackerman, Jane Hotchkiss, and Matthew Johnson. Also present was Stephen Crane, Town Manager.

Call to Order

Roll call vote

Ms. Escobedo: Present
Ms. Ackerman: Present
Ms. Bates: Present
Ms. Hotchkiss: Present
Mr. Johnson: Present

Consent Agenda

- Town Accountant Warrants – February 18, 2021
- Minutes to approve: January 4, 2021; January 11, 2021
- Gift Acceptance: Concord-Carlisle Youth Baseball donation of backstop padding worth approximately \$2,500.00 for Rideout Field

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

Roll call vote

Ms. Escobedo: Aye
Ms. Ackerman: Aye
Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

Town Manager's Report

Mr. Crane reported that a successful mini-vaccine clinic was held on February 10 for seniors over 75 years of age at the Harvey Wheeler Community Center. The second dose for first responders from six communities was held Friday and Saturday, February 12 and 13 at the Concord-Carlisle Regional High School. Over 400 second doses were administered.

Within the past six months, Concord Water, working closely with the Town's Information Technology Department and a third party Supervisory Control and Data Acquisition (SCADA) system provider has completed a SCADA system upgrade. This project was planned and designed specifically to increase the reliability of what had become an antiquated system,

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incorporating necessary hardware, software, and operating protocols to protect it against cyber attacks such as one that occurred several weeks ago at a municipal water treatment plant in Florida.

The Public Works Commission unanimously voted to adjust the curbside subscription rate from \$282 to \$322 annually for solid waste and recycling subscribers, and from \$154 to \$162 annually for recycling-only subscribers effective April 1, 2021. The cost of weekly disposal tags will remain at \$1.80 each. The cost of six-month barrel stickers will remain at \$46.80. These increases reflect the cost escalation in solid waste hauling and disposal in recent years.

The Planning Board is reviewing a draft Zoning Bylaw Amendment to waive the parking requirement for seasonal outdoor seating. The Board had questions about the potential impact of this bylaw change and is seeking additional information from staff and from the business community in order to prepare for Town meeting.

Chair's Remarks

Ms. Escobedo reported that the Select Board is looking for a representative to the Hanscom Field Advisory Committee. Residents can volunteer for boards and committees on the [Town website](#).

Neo-Nazi signs were recently placed around Concord. Ms. Escobedo recognized the constitutional right of people to express themselves, but stated that there is no tolerance for hate speech and hateful gestures. The Select Board thanked the Police for taking these down and being vigilant to ensure safety for all in the community.

Update on 911 Regional Dispatch Center

Representatives from the Town of Concord and the Town of Acton, including the Town Manager, Fire Chief, Police Chief, and dispatcher's representative attended. The Town of Acton requested funding from the State 911 Department to conduct a Study of the Feasibility of establishing a Regional Emergency Communications Center (RECC) for the Towns of Acton and Concord. The State 911 Department authorized the Edward J. Collins Jr. Center for Public Management to conduct the Study as part of its inter-governmental services agreement (ISA) to aid the State 911 Department in its RECC Development efforts. The summary of this report can be found in the [meeting materials](#). Town Manager Stephen Crane reported on some of the findings of this study, and [the rationale](#) for switching over to a regional dispatch system.

Select Board members requested that in the coming months, there be more public outreach on this item moving forward, and were looking for greater feedback from the Concord dispatchers on how this change would impact their work. Mr. Crane noted that the dispatchers are a collective bargaining unit, and this change would likely impact their working conditions, and therefore this would require further meetings both public and in executive session until there is a decision on this issue. This matter will return to the Select Board in the coming months.

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FY20 Audit Review

Scott McIntire of Melanson attended to discuss the 2020 Town audit. The complete audit can be viewed on the [Town website](#). The auditor also provided [recommendations for the Town moving forward](#).

George Washington Dugan Plaque on Concord Civil War Monument

The Select Board received letters from students at the Willard School in Sydney Holloman-Pressley's class regarding the inclusion of George Washington Dugan, a black resident of Concord, on the Concord Civil War Monument. He was not included in the monument originally because his record of service was incomplete.. There are federal monument guidelines that prohibit the addition of his name to the plaque at this time.. Therefore, Ms. Holloman-Pressley, Town staff Tish Hopkins, and resident Matt Lucey are proposing that the Town add a plaque to honor George Washington Dugan.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to authorize the Town Manager to have a separate plaque honoring George Washington Dugan as proposed today to be manufactured and installed in front of the existing Civil War monument, and also encourage further study of George Washington Dugan's place on the original monument.

Roll call vote

Ms. Escobedo: Aye
Ms. Ackerman: Aye
Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

Review of Public-Private Partnership Agreements

Administrative Manager Chris Carmody prepared [a memo](#) to update the Select Board on the status of the Town's public-private partnerships. Mr. Carmody stated that there were 50 active public-private partnerships currently, and he would provide a subsequent memo and presentation detailing the scope of each partnership at a future Select Board meeting.

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Regional Housing Services Office Q2 Report

Elizabeth Rust, Director of Regional Housing Services Office (RHSO), presented the [quarterly status reports](#) which identify RHSO administrative activity, programs in progress, specific monitoring requirements, the HOME program activities, and any local support. Each report contains a recap of the allocation of hours by staff between each community. Concord makes up approximately 15% of the staff time of RHSO.

Select Board members questioned why the Town does not offer an emergency rental relief program. Ms. Rasmussen and Ms. Rust noted that there are several other human services programs in town that offer assistance, and when residents were surveyed in 2020, there was not a notable need for rental assistance.

Review Junction Village Christopher Heights Open Space Task Force Charge

Ms. Escobedo proposed making changes to the Junction Village Open Space Task Force charge, given that the initial charge was written several years prior and the conditions of the project have changed. The Select Board has only recently started appointing members to this committee. Ms. Rasmussen and Ms. Escobedo [proposed changes to the charge](#), including extending the committee membership beyond its initial planned expiration date of 2021.

Select Board members suggested that Ms. Escobedo incorporate the suggestions made at the meeting and prepare final revisions ahead of the March 1 Select Board meeting.

Discussion of Emerson Annex Unit #5

Elizabeth Rust, Director of Regional Housing Services Office, reported that there is a unit in the Emerson Annex building that is available and that the Town would need to act in order for the unit to remain affordable. The Town has the option to continue to preserve the affordability of this unit. The appraisal of the unit at market rate was \$600,000. The eligible purchaser price of the unit is \$249,200. In order to preserve the affordability of this unit, DHCD would need to contribute \$24,600, and the Town of Concord would need to contribute \$85,000.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to award \$100,000 from available affordable housing funds which would include the purchase price for this unit, Emerson Annex Unit #5, for \$85,000.00, and up to \$15,000.00 for renovations.

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

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Ms. Hotchkiss: Aye
Mr. Johnson: Aye

Town Manager Compensation Adjustment

The Select Board met in executive session on February 1 to review the compensation of the Town Manager. The Select Board and the Town Manager agreed on the adjustment to his compensation as specified in the motion.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve a FY21 salary compensation adjustment for Stephen Crane, Concord Town Manager, in the amount of a 1.25% increase to the base salary with the first addition of deferred compensation as defined in the contract executed June 3, 2019. Other adjustments remain as defined in the current contract. Further, consistent with the recently approved Covid-19 pandemic vacation buyback program for essential Town employees, Stephen will be eligible for this same benefit should he accrue more than 25 vacation days during the pandemic subject to the approval of the Select Board Chair.

Committee Nominations:

Carlene Hempel of 50 Highland Street to the Junction Village Christopher Heights Open Space Task Force for a term to expire June 30, 2021. Peter Fischelis of 35 Longfellow Road to the Middle School Building Committee for a term to expire at the completion of the project.

Committee Liaison Reports

There were no committee liaison reports.

Miscellaneous Correspondence

Correspondence was received concerning the Reformatory Brach Trail, 2229 Main Street and Estabrook Trail.

Public Comments

Diane Proctor of 57 Sudbury Road reported that the League of Women Voters is sponsoring a community forum on Saturday, February 27th featuring Pam Rockwell, who will speak as the Chair of 2229 Main Street Committee.

Tanya Gailus of 62 Prescott Road commented if Select Board members were charging Town staff to take specific actions in preparation for Town Meeting, it may still need to take form of a

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public body subcommittee.

Adjourn

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

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

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

Meeting Materials: <https://concordma.gov/DocumentCenter/View/28127/February-22-SB-Packet>