

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference on June 7, 2021 at 4:00pm.

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

**Call to Order**

**Roll call**

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

**Consent Agenda**

- Minutes to approve: May 3, 2021
- One Day Special Liquor License
  - Verrill Farm 11 Wheeler Road 6/18/21 6:00pm-9:00pm Wines & Malt Beverages Only
  - Voyager Publishing 53 Cambridge Turnpike 6/15/21 5:00pm-7:00pm Wines & Malt Beverages Only
- Proclamation for Jane Hotchkiss
- Rescind Concord's Declaration of Emergency effective June 15, 2021
- Gift Acceptance: Rotary Club of Concord gift totaling \$8,786.22 in partnership with the Concord Garden Club for the following work on the Veterans' Memorial Site
  - Water Fountain \$3,529.06
  - Landscaping \$5,127.00
  - New Service Flags \$130.16

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

**Roll call vote**

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

**Town Manager's Report**

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

The Town staff that have been part of the emergency operations center (EOC) throughout the pandemic recently had the last EOC meeting. The temporary vaccine clinic at CCHS will be discontinued and the process of removing it will begin at the conclusion of the school year. The work of the EOC was a critical part of the Town's pandemic response and provided valuable information sharing and coordination across multiple departments including the Schools. The decision to end the EOC was made, in part, because of the report of no new positive COVID-19 cases since May 13.

The Legislature has been debating options for continuing the changes made to the Open Meeting Law (OML) that have enabled the use of virtual platforms like Zoom to conduct board and committee business. If or when there is action by the Legislature to extend the OML provisions, board and committee chairs will receive a notice from the Town for distribution to their members.

The Town Manager included slides regarding the reopening of Town offices to the public that depict each of the departments' tentative schedules. It is important to note that while some departments are ready to open for in person service, the Town House is still being renovated and some of the departments (i.e. Town Manager's Office and Finance) are still in temporary offices that may not be accessible and, therefore, will remain closed to the public.

The Concord Police Department achieved a certification from the Massachusetts Police Accreditation Commission. Mr. Crane noted that the letter states that, "Achieving state certification demonstrates your Department's commitment to delivering an exemplary level of police service for your community."

The Bike to School program of Concord was recently awarded the 2021 Massachusetts Safe Routes to School Award for Community Collaboration Winner.

Completion and testing of the relocated seasonal ozone equipment at Nagog was completed during the first week of June, with a tank and liquid oxygen (LOX) delivered to the ozone facility site in mid-May.

StreetScan has been given a contract to perform an automated roadway condition survey and evaluation of the road network this spring/summer.. The assessment of the roads will help Engineering staff plan for future roadway programs and incorporate additional pavement treatments with a focus on preventative maintenance.

Despite being closed to in person business for months, the Building Department has issued 408 building permits compared to 263 building permits for the same time period in 2020 and 325 building permits for the same time period in 2019. This is a 55% increase in building permits issued in 2020 and a 25% increase in building permits issued for 2019.

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

**Chair's Remarks**

Ms. Escobedo commented that the Middle School Building Committee will be holding a virtual forum this evening on June 7 at 7:00pm in order to discuss the status of the project as the feasibility stage of the project has come to a close.

Superintendent Dr. Laurie Hunter wrote a letter to the Select Board thanking the board for their support during the COVID-19 Pandemic. Ms. Escobedo stated that the board and the town are indebted to her and the entire School Department as they coped with the many challenges thrown their way and were able to complete a school year successfully despite these challenges.

**Public Hearing: Grant of Location Petition by Comcast of Massachusetts to install new coaxial cable along and across 1150 Main Street and Baker Avenue**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to open the public hearing.

**Roll call vote**

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

Steven Dookran of the Concord Engineering Department and Gregory Franks of Comcast were in attendance to comment on this item. A new coaxial cable is proposed to be overlashed to the existing areal strand Coaxial Cable from existing Pole #92 to existing Pole #109 on Main Street. Concord Public Works (CPW) Engineering Division has reviewed the petition and recommends approval with [a set of conditions](#). The Select Board did not express objection to the project.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to close the public hearing.

**Roll call vote**

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

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to approve the Grant of Location Petition by Comcast of Massachusetts to install new coaxial cable along and across 1150 Main Street and Baker Avenue.

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

**Roll call vote**

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

**Capital Planning Task Force Final Report and Recommendations**

Elise Woodward, Chair of the Capital Planning Task Force, attended to present the final report. Ms. Escobedo introduced the presentation, stating that the Select Board finalized the charge for this committee in September 2019 in hopes that more integrated fiscal policy on capital projects between the Schools and the Town Departments could be realized. Residents can view the full presentation in the [meeting materials](#).

In order to determine the best capital planning options, the Capital Planning Task Force did the following:

- Confirmed authority of Town Manager in Town Charter for capital planning
- Reviewed Best Practices from MMA and Other Towns
- Considered advantages and disadvantages of a Standing Capital Planning Committee vs. enhancing the existing process
- Collected Public Comment
- Considered the three options in the chart below

| Structure  | Considerations   |
|--|--|
| <ul style="list-style-type: none"> <li>• Status quo</li> <li>• Schools' and Town's large capital spending project</li> </ul>   | <ul style="list-style-type: none"> <li>• Schools' and town's Tier III concepts/potential projects "percolate" independently within each entity's administration and elected bodies</li> <li>• Multiple opportunities for public input, however difficult to know when to provide input for most residents because of lack of clear processes and timelines as potential projects are considered</li> <li>• No clear "milestones", factors, or processes determine when project planning starts</li> <li>• No clear plan or vision that unifies Tier III (or even Tier II) potential projects</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Enhance/modify current Town and Schools capital planning processes</li> </ul>   | <ul style="list-style-type: none"> <li>• Does not create additional layer to planning and approval</li> <li>• Leverages existing processes within Town departments, Schools</li> <li>• Can build in annual opportunity for public input of consolidated plan (if consolidated plan is recommended as an enhancement)</li> <li>• Can create clear processes, milestones for identifying potential Tier III projects, start of project planning and ongoing monitoring of Tier III projects</li> <li>• Can create unified Tier III plan (or even Tier III) for potential and approved Tier III projects</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Advisory standing committee</li> <li>• Membership mix of town, school officials, residents</li> <li>• Includes Finance Committee liaison</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitates sharing of needs/requests across all stakeholders (Town departments, Schools, etc.)</li> <li>• Additional opportunity for public input</li> <li>• "focal" point for long-term planning across all units of town, including identification of potential Tier III projects, start of planning and ongoing monitoring of Tier III project</li> <li>• Additional layer to planning and approval</li> <li>• No authority...makes recommendations to Town Manager and School Board</li> <li>• Could be duplicative of process/work already performed by schools and town</li> <li>• Depending on number of "citizen" volunteers, could be difficult to recruit volunteers</li> <li>• Will require substantial staff support from CFO and School Finance Director</li> </ul> |

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

Select Board members had questions about how specific capital projects in the short and long term would fit into the process outlined by the Task Force, but were generally supportive of the report and adopting the general structure for capital planning in Concord that was outlined.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to accept the Capital Planning Task Force Final Report and Recommendations with our gratitude.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**Monument Street Culvert Funding Update (Article 9 Review)**

Chief Financial Officer Kerry Lafleur reported that due to previously unanticipated expenditures, the Town is proposing amendment to Article 9 at Town Meeting for three matters. The proposed amendment is first a line item budget adjustment to transfer money for the repair of the Monument Street Culvert. The repair of the Monument Street Culvert is expected to cost approximately \$600,000 total. The second budget adjustment is the Sudbury Road crossing improvement to exceed the original budget by \$150,000 due to insufficient budgeting for the project. The third and final adjustment has to do with cardboard recycling, as during the pandemic residents ordered more items online, thus the cardboard disposal for the Town exceeded the budget. The total budget adjustment requested is \$1,075,000.

Ms. Lafleur explained that due to position vacancies and CARES Act funding, the Town believes there is enough money available to shift around to cover these expenses. The Town is seeking to have this approved at Town Meeting rather than using the year end transfer process. The largest source of this funding would come from public safety in the amount of \$546,000. \$225,000 would come from the reserve fund, and \$85,000 would come from the group insurance fund. If this amendment was voted in the affirmative at Town Meeting, there would be no impact on free cash.

**Inter-municipal Agreement for the Making the Connections Transportation Program with  
Sudbury**

Director of Planning and Land Management Marcia Rasmussen attended to explain that Concord

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

is part of an inter-municipal agreement with Sudbury on a Community Compact Grant intended to initiate a micro-transit program to better connect seniors, people with disabilities, financially vulnerable residents, and veterans to health services, community resources, and economic opportunities with on-demand transportation services. Ms. Rasmussen is proposing that the Select Board vote in the affirmative to execute the Inter-Municipal Agreement and participate in the “Making the Connections” initiative, which will provide baseline information on transit and transportation needs in the Concord community.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to execute the Inter-Municipal Agreement and participate in the “Making the Connections” initiative.

**Roll call vote**

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

**Discussion of Article 7 and Citizen Amendment and any Select Board actions to be taken  
before ATM**

Ms. Escobedo introduced this discussion by stating that the Personnel Board did not vote to support Article 7, but has not taken a position on the citizen amendment to the article. The Personnel Board is seeking to convene in a meeting on Friday, June 11. The Moderator has ruled that the proposed amendment is in scope of the article.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to recommend affirmative action on Article 7 at the 2021 Annual Town Meeting.

**Roll call vote**

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

Ned Perry of 362 Bedford Street, the author of the citizen amendment, explained his belief that the best course of action is for an independent citizen study committee to be formed to review the Select Board’s charge to the Personnel Board, the Personnel Bylaw, and related documents in the coming months to determine the best course of action moving forward regarding the Town’s process for making personnel decisions. Mr. Perry stated that if the Board voted in favor of the amendment the citizen group would not move it at Town Meeting.

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

The Select Board debated whether they would support the spirit of the amendment by pledging to appoint a citizen committee in the spirit of the proposed amendment, or whether they would let Town Meeting decide.

Upon a motion duly made and seconded it was

**VOTED:** that the Select Board shall appoint and charge an independent citizen committee to study the Personnel Bylaw, the charge of the Personnel Board, and related documents and make recommendations for appropriate changes thereto.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Bates: Nay

Ms. Ackerman: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Nay

The chair declared that the motion passed on a vote of 3 to 2.

**FY22 Select Board Liaison Assignments**

The Select Board will revisit this item on June 21.

**Recognition for Jane Hotchkiss, Retiring Select Board Member**

The following proclamation was made on behalf of retiring Select Board member Jane Hotchkiss:

**PROCLAMATION IN HONOR OF JANE C. HOTCHKISS  
June 13, 2021**

**WHEREAS**, Jane C. Hotchkiss was elected by the citizens of Concord to the Select Board from 2015 – 2021, having previously served the town on the West Concord Advisory Committee and Sustainable Energy Committee; and,

**WHEREAS**, she served as Select Board Chair during the 2017-18 fiscal year meeting the challenges brought before the board with a commitment to transparency, outreach and engagement of citizens in town government; and,

**WHEREAS**, she has served the Town with distinction being a champion for clean energy advancement and environmental sustainability while looking for and being fearless about seeking results; and,

**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

**WHEREAS**, her deep understanding of energy policy and environmental impact advanced Concord’s goals and commitment to a greener future; and,

**WHEREAS**, she has worked with any number of town committees as Select Board liaison during her years of board service including the White Pond Advisory Committee, Clean Energy Advisory Committee, Natural Resources Commission, Long Range Planning Committee, Transportation Advisory Committee and many others, energetically challenging them with questions and directions to consider; and,

**WHEREAS**, it was not uncommon to spot her in town, helmet-clad, biking to and from a Select Board meeting whether in daylight or darkness, living her passion while demonstrating her sustainability principles; and,

**WHEREAS**, she has worked to safeguard the health of the public during the COVID-19 pandemic by supporting and clearly communicating social distancing policies for Concord’s schools, businesses and public events; and,

**WHEREAS**, she, along with her current serving female Select Board colleagues have been recognized as civic leaders in the 2021 Concord Museum exhibit “Every Path Laid Open: Women of Concord and a Quest for Equality”; and, **SO THEREFORE, LET IT BE**

**RESOLVED**, on behalf of the Town, that we wish to duly recognize Jane C. Hotchkiss, for her spirited leadership on the Select Board and gratefully thank her for so ably serving the Concord community with deep commitment and drive, while challenging us all to aim higher.

**Committee Nominations**

Jack Clymer of 13 River Street to the Tax Relief Committee for a term to expire on April 30, 2024.

**Town Manager Appointment with Select Board Approval**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to accept the appointment of Rebecca Lemaitre of 3 Abbott Lane to the Historical Commission as an Associate Member for a term to expire on April 30, 2022.

**Roll call vote**

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



**Town of Concord  
Select Board  
Minutes  
June 7, 2021**

Mr. Johnson: Aye

**Town Manager Appointment (no vote needed)**

Andrea Solomon of 75 Ash Street to the Public Works Commission for a term set to expire April 30, 2024.

**Committee Liaison Reports**

The Select Board did not discuss committee liaison reports at this meeting due to time constraints.

**Miscellaneous Correspondence**

Correspondence was included in the meeting materials.

**Public Comments**

There were no public comments.

**Adjourn**

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

**Roll call vote**

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**Meeting Materials:** <https://concordma.gov/DocumentCenter/View/29974/June-7-SB-Packet>

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