

**Town of Concord
Select Board
Minutes
June 21, 2021**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference on June 21, 2021 at 5:00pm.

Present were Linda Escobedo, Chair; Susan Bates, Clerk; Henry Dane, 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

Mr. Dane: Present

Mr. Johnson: Not Present (joined the meeting at 5:02pm)

Welcome new Select Board member Henry Dane

Ms. Escobedo introduced newly elected Select Board member Henry Dane. Mr. Dane thanked members of the board for welcoming him and providing him with information to help smooth his transition on to the board.

Elect New Select Board Officers

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to nominate Terri Ackerman as Chair of the Select Board

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to nominate Matt Johnson as Clerk of the Select Board.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

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Consent Agenda

- Town Accountant Warrants: June 10, 2021

Mr. Dane noted that a payment of funds to his law firm is on the Town Accountant Warrants regarding a sale of a unit in the Emerson Annex building. Therefore, Mr. Dane will be recusing himself from this vote.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the Town Accountant Warrants: June 10, 2021

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Johnson: Aye
Mr. Dane: Present

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: Minutes dated: May 10, 2021; May 17, 2021; May 24, 2021. Gift Acceptance: Friends of Sleepy Hollow gift through donation by Mary McGuire Tyler and Family of \$10,000.00 to the Cemetery Trees Account for the replacement and replanting of trees and/or bushes near the intersection of Ripley and Bartlett Avenues in Sleepy Hollow Cemetery.

Roll call vote

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

Town Manager's Report

Mr. Crane congratulated Mr. Dane on joining the board, and Mr. Johnson and Ms. Ackerman for their new roles and Clerk and Chair respectively.

Mr. Crane shared the [statement](#) he drafted regarding the establishment of Juneteenth as a federal holiday. He also discussed legislation extending certain provisions from the pandemic emergency orders, including the extension of outdoor dining and the Open Meeting Law (OML) modifications that allow for virtual meetings.

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Turning to recent developments around town, he highlighted the library reopening on May 19, the reactivation of public water fountains, the hiring of full-time rangers for the town's open spaces, and new regulations to protect conservation areas around White Pond, where beach access and swimming remains closed due to an algae bloom. He also reported on the Economic Vitality Committee's outreach efforts to support recovery and growth, as well as MCI Concord's preparations to re-initiate their daily work release program that supports CPW with seasonal Town maintenance needs.

Chair's Remarks

There were no chairs remarks.

Discuss Upcoming Meetings: In-Person, Virtual, Hybrid

The Select Board and Town Manager discussed the best approach for the Select Board's meetings moving forward. Until at least April 2022, boards and committees can meet fully in person, fully virtual over Zoom, or in a hybrid model where some members are at home and some are on Zoom.

The Select Board's usual meeting space will not be available until late July or early August due to the Town House renovation. Members generally agreed that they would prefer to meet in person at 141 Keyes Road in a hybrid approach where members were in person and the public could participate either in person or on Zoom.

Public Hearing: Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing for the Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

National Grid is requesting the Town's consent to access the mains as described above in the public way. The Town is contractually obligated with the Complete Streets program to complete

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the Hubbard Street reconstruction project by September 30, 2022, so National Grid is coinciding their work schedule with the Town's road repair schedule. Mary Mulrone of National Grid and Justin Richardson of Concord Public Works attended to answer questions from the board. The board did not have any objections to the project.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing for the Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street subject to the conditions in the Concord Public Works report dated May 27, 2021.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Public Hearing: Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3" PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing for the Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3" PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

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Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Comcast is requesting permission to install coaxial cable to be owned and used by the petitioner as described above. Comcast of Massachusetts Government Affairs Director Greg Franks did not attend. Justin Richardson attended on behalf of Concord Public Works. The board did not have any objections to the project. Mr. Richardson reported that this is a routine operation and recommended approval with the conditions as listed by Concord Public Works in the meeting materials.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing for the Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3” PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St.

Roll call vote

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

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3” PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St. subject to the conditions in the Concord Public Works report dated June 1, 2021.

Roll call vote

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

Debrief from Town Meeting

Town Moderator Carmin Reiss was in attendance to debrief from the 2021 Town Meeting held on Sunday, June 13. Ms. Ackerman commended Ms. Reiss for her efforts to organize and execute this meeting.

Ms. Reiss explained that the meeting was able to be completed in about two and a half hours in

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one afternoon. There were a total of 43 articles, and 412 voters present.

Voters were invited to participate in a survey regarding the Town Meeting. Residents can [view the results](#) on the Town website. Some key takeaways from the survey included:

- 147 of the 412 voters participated in the survey
- A preference for a one day Town Meeting
- A general consensus for continued robust use of the consent calendar, but a mix on what exactly to use the consent agenda for.
- A preference for a one minute time limit for comments
- A preference for an indoor Town Meeting with the threat of COVID greatly diminished
- A particularly strong endorsement of continuing to include the meeting materials in a single booklet (94% of survey respondents want to continue this)

The Select Board also discussed the follow up actions that need to be taken following the results of Town Meeting. The Select Board's follow up items include:

- Write a committee charge and appoint a citizen committee for Article 41
- Write a committee charge and appoint a citizen committee for Article 7
- Home Rule Petition for Article 19
- Set dates for the 2022 Annual Town Meeting and establish a FY22 calendar

Confirm Summer Meeting Schedule

The Select Board discussed their draft summer meeting schedule. The Select Board is proposing to meet the following dates beyond June 21 through the end of August:

- June 21 Regular Session
- June 28 Regular Session
- July 12 Regular Session
- July 19 Focused Topic Meeting
- July 26 Regular Session
- August 9 Regular Session
- August 16 Focused Topic Meeting
- August 23 Regular Session

The Select Board agreed that this would be their tentative schedule for the summer subject to changes as needed.

Discuss Focused Meetings and Possible Topics

The Select Board reviewed the topic list below. Members noted that unforeseen circumstances could disrupt the exact scheduling of these items.

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Summer 2021

Goal Setting Session for SB FY 22 Goals
Town Manager Evaluation
Middle School: Brainstorm Funding, STM, Schematic Design

Autumn 2021

Diversity, equity and inclusion
Transportation

Early-Mid 2022

2229 Main Street (may also require Executive Session)
Session with an Executive Coach or Facilitator
Streamlining Committees/ Re-examine app 10 so a person can serve on 2 committees

Try to do at a Regular SB Meeting but may need Focused Meeting

Town Meeting Follow-up: Articles 7, 41 and Home Rule Petitions
Adopting and implementing the recommendations of the Capital Planning Task Force
250th celebration

Discuss FY22 Draft Committee Liaison Assignments

Ms. Ackerman drafted a FY22 committee liaison list for board members to review. The Select Board agreed to finalize this list.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the liaison assignments for FY22.

Roll call vote

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

Discuss FY21 Select Board Goals and Upcoming FY22 Goal Setting Session

The Select Board had an introductory discussion on reviewing their FY21 goals. The complete list of FY21 goals can be found in the [meeting materials](#). The Select Board discussed the following six categories:

Specific to Covid-19 Pandemic

- The Select Board agreed that the goals were met in this section.

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Effective Governance, Board Organization and Communication

- The Select Board made progress on many of the items in this category, but most were not completed. Some ongoing and recurring items will be continued in FY22 (e.g, wireless communications, PEG Access Advisory Board charter).
- Members noted that the board seated the Junction Village Open Space Task Force, but two seats on the Concord Municipal Affordable Housing Trust remain open.
- Zoom provided an opportunity for increased transparency and citizen participation.

Financial Stability

- The Moody's AAA Bond Rating was reaffirmed and the Town Budget was approved.

Balance, Equity and Diversity

- Members offered that the Town can work with a consultant to help make progress in this area, as well as engaging with the Senior Management Team on how to make progress on DEI goals.
- The Housing Production Plan was deferred to wait for the 2020 Census data.
- Police Department outfitted with body and dash cameras.

Maintaining Concord's Unique Character, Historic and Cultural Heritage, Agriculture and Natural Resources

- Critical approach for land use planning needed moving forward.
- White Pond and Gerow Park will meet conservation and recreation goal.
- Need to get focused on 250th anniversary.

Economic Vitality

- Thoreau Depot Business District planning occurring
- Received NMI-Starmet Report
- Businesses formed new partnerships
- Economic Vitality Committee actively met, and are working on understanding the barriers to businesses in Concord
- Outdoor dining expanded

Regional and State Interests

- The Town has open lines of communication and a good relationship with our legislators. The board would like to have an annual session where we invite our representatives to meetings.

Discuss Process for Town Manager Evaluation

Ms. Ackerman worked with Human Resources Director Amy Foley in order to develop a draft evaluation process. Ms. Ackerman proposed the following objectives for the Town Manager's evaluation:

- Fair, honest, objective process

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- Preserve anonymity of the evaluators
- Comply with OML
- Timely-Goal is to finish before Aug 1
- Useful—not just fluff, praise, criticism. Be specific
- Evaluate how well Manager did on last year’s goals (his and ours)
- Set new goals for next year

The Select Board, Senior Management Team, division managers, and Town Manager’s Office staff will be providing feedback. The Town Manager will complete a self-evaluation.

Ms. Ackerman presented several options for the evaluation that she discussed with Ms. Foley. The Town could hire a consulting group, use the survey tool Survey Monkey, or the results of the evaluation could be manually tabulated. The Select Board asked that Ms. Ackerman work with Ms. Foley to explore the option of using the consulting group she mentioned.

The Select Board will discuss the evaluation further at their June 28 meeting.

Committee Nominations

Deborah Adelman of 1 Abbot Lane to the Bruce Freeman Rail Trail Advisory Committee for a term to expire on April 30, 2024. Ann Sussman of 534 Old Marlborough Road to the West Concord Advisory Committee for a term to expire on April 30, 2024. Melinda Shumway of 365 Garfield Road to the Historic Districts Commission for a term to expire on January 1, 2026.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

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

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Committee Liaison Reports

The Select Board did not have complete liaison reports in the interest of time. Ms. Bates reported that the Planning Board is holding the Thoreau Depot Business District forum. Mr. Dane reported that the Library Committee is looking for members.

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Miscellaneous Correspondence

Correspondence was included in the [meeting materials](#).

Public Comments

Tanya Gailus of 62 Prescott Road offered that if the Select Board tries to follow specific meeting end times, they should allow for public comment at the end of each meeting. Ms. Gailus commented that the anonymity of members of the public who are evaluators for the Town Manager is protected, but Select Board evaluations are subject to the open meeting law. Ms. Gailus added that she felt that it was premature to mention the Reformatory Branch Trail as a current transportation issue, as it has not been taken up by the Select Board or Transportation Advisory Committee.

Pamela Dritt of 13 Concord Greene asked if in person meetings could still be recorded so residents can still view meetings without having to be physically present.

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

Mr. Dane: Aye

Mr. Johnson: Aye

Meeting Materials: <https://concordma.gov/DocumentCenter/View/30422/June-21-SB-Packet>

Minuteman Media Network Coverage: https://www.youtube.com/watch?v=EuMdVU_1tqM