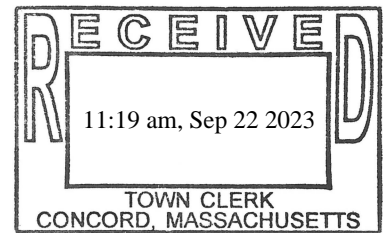


Town of Concord
Meeting of the Finance Committee
Minutes of Meeting – June 22, 2023
Hybrid Meeting



Members Present: Margaret Briggs, Parashar Patel, Dee Ortner, Christine Reynolds, Karlen Reed, Eric Dahlberg, Kathy Cuocolo, Jon Garofalo, Greg Guarriello, Don Kupka, Lyndsey Lis, Lois Wasoff (remote) and Quazi Sadruzzaman

Members Absent: Suresh Bhatia, Amrith Kumar

Others Attending: Gail Dowd (CFO/Finance Director), Carmin Reiss (Moderator), Mary Hartman (Select Board)

Call to Order: Mr. Patel called the meeting to order at 7:00pm and roll call was conducted noting a quorum was present.

Public Comment: None

Item 3. Annual Town Meeting debrief with the Moderator - (Carmin Reiss):

Ms. Reiss, Town Moderator, talked about the exit survey and its lack of a significant response. One suggestion made during the discussion of the town budget was to move it until after the school budgets were voted.

During Town Meeting the Finance Committee and the CPC Chairperson retired off-stage to sort out differences over a particular article. Subsequent to discussion the Finance Committee changed its recommendation on the line item in question. Ms. Reiss mentioned that several Town Meeting attendees noted that the Finance Committee had conversations in the hallway behind the gymnasium, which was not a very public place. In the future, the Finance Committee would use the cafeteria for discussion purposes.

Item 4. Update on Follow up Items: The updated list of liaisons to other Committees or Boards was distributed. The Finance Committee webpage has been updated, as has the information in the packet. Follow up to the *Concord Bridge* on Committee items will depend on the outreach work group comprised of Ms. Ortner, Ms. Wasoff, Mr. Patel, and Mr. Dahlberg. Mr. Patel will contact the moderator to talk about the hearing schedules.

Item 5. Update from Chair's Breakfast - (as applicable): A 40B application was received from a developer for the potential development of 200 apartments off Baker Ave Extension. Fifty units would be for affordable housing. With no age restrictions, the 1-, 2- and 3-bedroom apartments are expected to service some families. Impacts to schools and other services were mentioned. A waiver for sewer improvement fees would be requested. Additional funding requests for public works are anticipated over the next few years to offset reductions experienced during the past few years.

Item 6. Liaison Reports/Updates: Middle School Athletics met with the Middle School Building Committee regarding a CPC request for money for the athletic fields. The 250th Anniversary folks want to access CPC money. The Economic Vitality Committee is working on a couple initiatives: the impact of the sewer improvement fee on small businesses as well as assisting on creating bylaws for the food truck implementation.

Follow up with various housing groups to better understand their financial needs is anticipated. Board of Assessors approved overlay funds for the middle school building committee. Planning Board Chair, Linda Miller, offered to talk with all Committees about the MBTA Communities Act and its overlay project.

The CCHS access road paving project needs to find more money (~\$420,000) with bids coming in well above the 900,000 dollar allocation.

Recreation: Beede Center pool - refunds for spring programs; follow up testing on wells came back within the recommended indoor quality levels. Board of Health will be testing the dive and lap pools soon.

Item 7. Finance Committee Communication Task Force Committee update and discussion:

Ms. Ortnier presented on behalf of the Task Force Committee; the following topics were discussed:

Problem and Solution - Finance Committee needs to undertake a better job explaining what we do including the following: a revised approach to communicate our roles/responsibilities; provide timely information to all residents; and increase our level of engagement.

Proposed Multi-Step phased approach - to inform residents of Finance Committee's role and advisory responsibility, and Communicate - (September – October/November) how the guidelines process works, the timeline of the process as well as its implications to the budget and taxpayers.

Proposed Multi-Step Continuous Approach - Outreach to residents/groups/organizations to provide timely financial information, inform upcoming FinCom meetings and report relevant topics. Outreach methods may include use of the FinCom webpage, Town's email alerts, as well as articles in the Concord Bridge, Concord Journal, local clubs, and web-based groups.

Mr. Patel talked about the draft Communications Cadence. A graphic outline showed the concepts that Ms. Ortnier presented. Open discussion about the Outreach idea ensued.

Item 8. Capital Plan Primer & Town Process: Ms. Dowd provided a verbal overview of the Town's capital planning process with discussion on better ways to think about the capital process and tier one, two and three. Ms. Dowd clarified how budget allocations are made. Finance Committee would like to see some collaboration between the town and schools in terms of what the budget process looks like. Mr. Patel gave an overview on the Work Plan 2023/24.

Item 10. Updated Calendar: Mr. Patel circulated the updated calendar highlighting a joint meeting with the schools July 20th.

Item 11. Approve Meeting Minutes - (as may be available): Public Hearing March 15th, questions raised on votes, go to video on that section and correct. Article 17 unanimously passed. Finance Meeting April 30th motion to approve, second motion to approve. Task Force June meeting minutes said ended at 4:45 it was 3:45 approved minutes as amended.

Before the motion, two proposed additions were recommended: Include Select Board member Mary Hartman as being present, as she attended and spoke at the meeting. Also, Ms. Reed suggested that for all future minutes, a link to YouTube be included at the end of the minutes to enable a reader to watch the entire meeting.

A motion was made by Mr. Kumar and seconded by Ms. Reynolds to approve the minutes of the June 22, 2023 meeting as amended. A roll call vote resulted in unanimous approval.

Item 12. Public Comment: None

Item 13. Correspondence: One received late and will be included in the July 20th packet.

Item 14. Review Follow up Items: Chair discussed follow-up items.

YouTube: Ctrl+Click to follow link: [Concord Finance Committee June 22, 2023 - YouTube](#)

Mr. Patel announced meeting was adjourned at 9:32 pm.

Respectfully submitted,

Laurie Giovino, Office Administrator