

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JUNE 28, 2021
5:00 PM**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both via Zoom and in person at 141 Keyes Road on June 28, 2021 at 5:00pm.

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

Call to Order

Ms. Ackerman reported that this was the first Select Board meeting in person since March 9, 2020. The meeting is also being broadcast live via Zoom and Minuteman Media Network.

Consent Agenda

- Town Accountant Warrants: June 24, 2021; June 24, 2021 Sales Tax AP

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

Town Manager's Report

Mr. Crane reported that there was a fiber break beginning on Friday, June 25th at about 3:00pm that impacted a small number of customers, causing a cascading effect that resulted in persistent outages. Greg Marcinek, Director of Telecommunications with CMLP, reported that DHCP servers have been active and they believe that the outages should no longer be occurring. If residents are still experiencing outages, they should call 978-318-3199. Mr. Marcinek expressed regret and apology over the communications coming from the Town to its customers regarding the outage. Mr. Marcinek reported that they are still analyzing everything that happened leading up to the outage in order to understand exactly what happened, and will be returning to the Select Board with a report at their next meeting on July 12.

As of last week, the Town is registered with the Commonwealth to receive funding from the American Rescue Plan Act of 2021 (ARPA), and will be receiving 50% of the amount allotted once the Department of Revenue begins the distribution process. At this time, Town departments are reviewing needs and will be preparing information to review with the Select Board sometime in July. The Town has been allocated \$5,654,619. Mr. Crane reported that the Town is looking at priorities from the department level in order to begin preparing proposals for the use of funds. Mr. Crane noted economic vitality, infrastructure, and broadband as potential focuses for the use of funds.

The Planning Board and MAPC held the Thoreau Business District public forum on June 22nd. MAPC presented potential changes to the district and there were breakout sessions for

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participants in order to obtain feedback, identify issues, and share initial thoughts. MAPC will continue incorporating feedback and prepare a final report for the Planning Board in the coming months.

CPW will begin the Monument Street culvert repair work on June 28. This work will continue through the end of August.

Tourism Director Beth Williams provided a report from the Visitor Center in May 2019 (pre-pandemic) compared to May 2021.

May 2019: 1256 visitors; \$948 in revenue

May 2021: 1052 visitors, \$4,056 in revenue

Mr. Crane noted the Town is working on a request to create an Economic Vitality Division within the Department of Planning and Land Management.

Chair's Remarks

Ms. Ackerman noted changes to the FY22 committee liaison list. The final list is available on the [Town website](#).

Ms. Ackerman notified the board that they will be holding a goals setting session on July 19th. Ms. Ackerman requested that the board review the FY21 Select Board goals and prepare draft goals for FY22.

FY21 Revolving Fund Budget Adjustment

Regional Housing Services Office Director Elizabeth Rust has asked that the Town consider a budget adjustment for the Regional Housing Services Revolving Fund for FY21. The FY21 Budget for this revolving fund was approved under Article 12 of the 2020 Annual Town Meeting in the amount of \$275,000. Ms. Rust is requesting an FY21 Budget adjustment of \$56,000, for a total FY21 Budget of \$331,000, to account for the increase in contracted services, which is fully offset by fees collected for those services. The Select Board and Finance Committee have the authority to approve budget adjustments. The Finance Committee approved this request on June 24th.

Mr. Johnson proposed that the Town bring permanent budget increases to Town Meeting since this ask appears to be becoming a routine. Ms. Rust responded that the Town's Chief Financial Officer Kerry Lafleur would prefer to stick to what the most realistic budget would be, and then make any potential adjustments as needed later in the fiscal year.

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Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve an FY21 Budget adjustment of \$56,000 for the Regional Housing Services Revolving Fund, for a total FY21 Budget of \$331,000, to account for the increase in contracted services, which is fully offset by fees collected for those services.

Discuss and Adopt Capital Planning Task Force Recommendations

The Capital Planning Task Force recently completed their work of outlining a capital planning process for Concord to follow, and has prepared the following recommendations for the Select Board to consider moving forward:

- A. A long-term capital planning process for very large projects be adopted by the Select Board and School Committee incorporating the following elements:
- A long-term capital plan that is updated on an annual basis and includes School and Town projects
 - Project evaluation criteria
 - A specific process to create and update the long-term capital plan
 - A specific timetable for presentation of the long-term capital plan in public forums to encourage input from citizens.
- B. A “very large project” (referred to as a Tier III project) be defined as any project exceeding a cost of \$5 million or a project that has two or more phases totaling \$5 million or more (2020 dollars).
- C. Recommendations from this report be formally integrated into current town and school policies and practices for capital planning to create a 10-year Capital Plan and debt capacity analysis, for use by the Finance Committee for preparation of 5-year tax projections.
- D. A debt template be designed to summarize and present future Tier III “very large projects” to analyze impact on taxpayers, potential sequencing of projects, and for updating annually.
- E. Annually, make available for citizen input the integrated Town and School Tier III project list showing, priorities, climate criteria evaluation, project timing, and debt sequencing.

The task force recommended that the capital planning process is embedded into the Town’s annual calendar. This would embed the following meetings into the Town calendar:

- September: joint meeting of the Select Board and School Committee to present the draft long-term capital plan and receive public feedback
- November: Town Manager and School Superintendent present the long-term capital plan to the Finance Committee

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- December: joint meeting of the Select Board and School Committee to discuss and approve the revised long-term capital plan and incorporate specific spending into the ATM Warrant process.

Ms. Ackerman reported that the Finance Committee was comfortable with these recommendations. The Select Board was generally supportive of the recommendations in discussion, while noting that follow up work was needed to embed the dates for these meetings into the Town calendar.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to accept the recommendations A through E as written in the packet this evening for the long term capital planning process.

Vote to Disband Capital Planning Task Force

The Capital Planning Task Force has completed their work and produced a final report. The Select Board has embedded capital planning functions into their annual calendar moving forward.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: that the work of the Capital Planning Task Force is complete and the committee is hereby disbanded.

Finalize Process and Forms for Town Manager Evaluation

The Select Board is beginning the process of the annual Town Manager evaluation. Ms. Ackerman has incorporated comments received from board members regarding the evaluation process. The Select Board will be utilizing the candidate profile to evaluate Mr. Crane, which was referenced during his hiring process.

Ms. Ackerman and Human Resources Director Amy Foley met with Concord Consulting (located in Alberta, Canada) seeking their assistance with the evaluation process. The cost for their services mushroomed from \$500.00 into \$8,000.00, and the service they offered did not match what we are looking for at this time. Instead, the Town will utilize Survey Monkey for employee evaluations. A paralegal at the labor counsel office will then compile all of those into one final staff report. Select Board members will drop their evaluations in a sealed envelope in a drop box, which Ms. Ackerman will then compile into a summary Select Board report. The Town Manager will write a self-evaluation as well.

Ms. Ackerman was seeking the consensus from the board on this process and then to let her and Ms. Foley finalize the details. The board was generally comfortable with the process and will aim

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to have all of the evaluations completed by July 9.

Initial discussion of 2025 Executive Committee

Mr. Dane prepared draft amendments to the Concord 2025 Executive Committee charge. Mr. Dane pointed out that the event was 4 years away and the committee is not up and running yet, but had a fully operational committee 8 years ahead of the 200th anniversary in 1975.

Other Select Board members pointed out that the charge was already approved in February 2021, and therefore the priority should be to get people appointed to the committee rather than to amend the charge at this time. Members generally agreed that they should get a committee appointed and then let the work of the committee dictate the needs for potential changes to the charge moving forward.

There were no motions made on this topic.

Appoint SB member to Concord 2025 Executive Committee

The Select Board is required to appoint a representative to the Concord 2025 Executive Committee. The Select Board determined Henry Dane would be the representative for this committee.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint Henry Dane to be the Select Board representative to the Concord 2025 Executive Committee.

Committee Nominations

There were no nominations.

Committee Appointments:

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint 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.

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Committee Liaison Reports

Ms. Bates attended the Conservation Restriction Stewardship Committee, where they discussed conservation properties that two members will be assigned to review and produce a report about potential misuses of the properties. The Planning Board held a Thoreau Business District information session, where participants broke into smaller discussion groups throughout the session. The Council on Aging discussed their need for new members, and reviewed their updated mask guidance. Residents are welcome to wear masks at the COA if they choose, but it is not mandatory for vaccinated individuals. The Natural Resources Commission approved the latest White Pond design plan.

Mr. Dane attended the Library Committee, where they reported that the book sale will be on September 11, and Sherry Litwack of the Library Corporation reported that the library renovations will be completed in 2022. National Grid's Multi-Town Gas Leak group reviewed a PowerPoint of upcoming scheduled gas line preventative maintenance in the region.

Mr. Johnson also attended the Planning Board's Thoreau Business District redevelopment forum, where they continued to collect feedback on the project. The Middle School Building Committee hosted the architect for the project, who presented on the selection of materials being used in the construction and the aesthetics.

Ms. Escobedo attended the Junction Village Open Space Task Force meeting, where they hosted an environmental architect to participate in a brainstorming session for potential uses of the site. The use of this site needs to connect to the needs of the residents at the forthcoming Christopher Heights assisted living development.

Ms. Ackerman attended the Finance Committee, where they reported one vacancy on the committee and reviewed the recommendations of the Capital Planning Task Force. The PEG Access Advisory Committee hosted a representative of the Department of Telecommunications as guest a speaker, and discussed their license renewal process. The PAAC is going to attend an upcoming Select Board meeting to discuss potentially revising their charge to decrease committee membership from 7 to 5 members, with only 3 citizens at large instead of 5.

Miscellaneous Correspondence

Miscellaneous correspondence was included in the meeting materials. The Select Board received correspondence from a variety of groups in support of the Town creating a DEI commission.

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Public Comments

There were no public comments.

Adjourn

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

Meeting Materials: <https://concordma.gov/2870/June-28-2021>

Minuteman Media Network Coverage: <https://www.youtube.com/watch?v=3X6pWExqM7g>