

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 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 5:30pm.

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

Select Board Chair Terri Ackerman called the meeting to order at 5:30pm.

Executive Session, to return to open session, to discuss strategy with respect to ongoing litigation regarding Symes Development & Permitting LLC v. Town of Concord et al., as an open meeting may have a detrimental effect on the litigating position of the Town as declared by the Chair.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to enter Executive Session, to return to open session, to discuss strategy with respect to ongoing litigation regarding Symes Development & Permitting LLC v. Town of Concord et al., as an open meeting may have a detrimental effect on the litigating position of the Town as declared by the Chair.

Roll call vote

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

The Board returned to open session at 6:45pm.

Consent Agenda

- Town Accountant Warrants: July 1, 2021 CPS Expense Warrant; July 8, 2021 AP Warrants
- Minutes to approve: June 1, 2021 Executive Session (not to be released); June 13, 2021 June 21, 2021

The Select Board split the consent agenda into two parts, as Mr. Dane was not on the Select Board for the June 1, 2021 and June 13, 2021 meetings and therefore could not vote on the minutes. Mr. Dane will be voting present on the two sets of minutes.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Town Accountant Warrants of July 1, 2021 CPS Expense

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 PM**

Warrant, July 8, 2021 AP Warrants, and the minutes of June 21, 2021.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the minutes of June 1, 2021 Executive Session (not to be released),
and June 13, 2021.

Mr. Dane voted present.

Town Manager's Report

Town Manager Stephen Crane is away on vacation. Chief Financial Officer Kerry Lafleur was in attendance as the Acting Town Manager.

Ms. Bates asked if Ms. Lafleur could provide an update on the broadband outage. Ms. Ackerman noted that an update was given on July 7 at the Light Board meeting, and that representatives of CMLP would be providing a report to the Select Board on the July 26 meeting.

Ms. Ackerman commended Town departments for moving to online permitting. Additionally, Ms. Ackerman thanked the Fire Department for their rapid and thorough response to the fire at the Thoreau School.

Chair's Remarks

Ms. Ackerman acknowledged the passing of former Select Board member John Marabello on July 1, 2021. Mr. Marabello was born and raised in Concord, served two terms on the Select Board, worked as a special police officer and grand marshal. The funeral services are on July 14 at 10:30am at Holy Family Parish.

Some citizens recently have had challenges accessing board and committee Zoom meetings by clicking on hyperlinks on the agenda. The reason for this is that the Town's antiviral software has been screening these links for further authentication by users. The Town's IT Department is working to fix this. In the meantime, residents are encouraged to join meetings by entering the meeting ID and passcode listed on the agenda as opposed to simply clicking the hyperlink.

The Select Board has finalized their [committee liaison list](#) for FY22.

On July 19, the Select Board will hold a focused meeting solely dedicated to goal setting for FY22.

The Town has hired a DEI consultant. The Select Board will be receiving an initial report of the consultant's work in the coming weeks.

Discussion of 2022 Annual Town Meeting Date

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 PM**

The Select Board, in conjunction with Town staff, are responsible for setting the date for town meeting. The Chief Financial Officer, Town Clerk, Town Moderator, School Superintendent, and Administrative Manager have recommended that the 2022 Annual Town Meeting be held indoors on either May 1 or May 8. Select Board members noted that May 8 is Mother's Day. Therefore, the board settled on May 1, 2022 as the date of the 2022 Annual Town Meeting. The Select Board will review and vote on a calendar prepared by the Town Moderator and Town Manager's Office reflecting all of the keys dates and action items meeting up to May 1 at an upcoming meeting.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to set the date of the 2022 Annual Town Meeting to May 1, 2022 at 1:00pm.

Discuss Autumn Calendar for SB meetings

Ms. Ackerman proposed a [meeting schedule](#) for the remainder of the calendar year. The Select Board discussed potential alternatives to meeting dates, but ultimately did not amend the calendar as proposed below. Ms. Ackerman noted that it is subject to change.

July 12 Regular meeting

July 19 Focused meeting - Goal Setting session

July 26 Regular meeting

(Aug 2 no meeting)

Aug 9 Regular meeting

Aug 16 Focused meeting

July 23 Regular meeting

(Aug 30 no meeting)

Sep 7 TUES Regular meeting

(Sep 13 no meeting)

Sep 20 Focused meeting –Brainstorming: Alternative Revenue for Middle School

Sep 27 Regular meeting and Joint Mtg with School Comm. – Capital Planning

Oct 4 Regular meeting

(Oct 11 no meeting – Indigenous People's Day & Columbus Day)

Oct 18 Focused meeting

Oct 25 Regular meeting

Nov 1 Regular meeting

(Nov 8 no meeting)

Nov 15 Focused meeting

Nov 22 Regular meeting

(Nov 29 no meeting – Hanukkah)

Dec 6 Regular meeting and Joint Mtg with School Comm. – Capital Planning

Dec 13 Focused meeting (if needed)

Dec 20 Regular meeting

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 PM**

(Dec 27 no meeting)

Set Dates for Capital Planning Forums

Following the recommendations of the Capital Planning Task Force, the Select Board is embedding capital planning into the Town's annual calendar. The Select Board will hold joint capital planning forums with the School Committee on September 27th and December 6th.

Public Hearing: Application by Papa Razzi Trattoria of Concord located at 768 Elm Street for a new Alternate Manager of Record

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing for the application by Papa Razzi Trattoria of Concord located at 768 Elm Street for a new Alternate Manager of Record.

Papa Razzi is applying for Amanda Ramos to be their new Alternate Manager of Record. Ms. Ramos is currently employed by Papa Razzi as a bartender. Ms. Ramos and Julian Maria, Manager of Papa Razzi, were in attendance.

There were no objections among from the Select Board to the application. There were no public comments.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to grant the application by Papa Razzi Trattoria of Concord located at 768 Elm Street to assign Amanda Ramos as the new Alternate Manager of Record.

Review PEG Access Advisory Committee Charge

The PEG Access Advisory Committee has had difficulty in attaining a quorum of members for each of their meetings. In order to address this challenge, PAAC Chair Karlen Reed is proposing that the Select Board amend their charge so that the membership of the committee is reduced from 7 members to 5 members. Ms. Reed is also proposing that references to "Board of Selectmen" are changed to "Select Board" in order to reflect the updated terminology.

Ms. Escobedo noted that while she approves of the suggested reduction in membership in this specific instance, reducing the number of members on committees on a larger scale could lead to challenges in committees maintaining a diverse array of opinions.

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 PM**

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the amendments to the PEG Access Advisory Committee charge as described in the meeting materials dated July 12, 2021.

Discuss possible exemption of the 2025 Committee/Subcommittees from APP 10

The Select Board is considering exemptions to the Town's policy for board and committee appointments (APP #10) in order to accommodate the needs of the Concord 2025 Executive Committee, which the Select Board established in February 2021 to prepare for the 250th anniversary of the American Revolution.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to amend the charge of the Concord 2025 Executive Committee by adding the words "d, e, and g", and striking the word "transfers" from the last sentence of 'Other Considerations' so it reads "given the number of citizens that may be asked to participate in committee related activities for their particular interest, expertise, and community connection, APP #10 section 7c, d, e, and g will not apply to this committee or its subcommittees."

Discuss Size and Membership of the 2025 Executive Committee

At their June 28th meeting, the Select Board discussed potential revisions to the Concord 2025 Executive Committee charge as proposed by Mr. Dane. The Select Board determined that they should leave intact the previously proposed membership. In order to begin the work of the committee as quickly as possible, the initial committee will be comprised of 9 members appointed by the Select Board starting immediately through June 2022. Beginning in July 2022, the membership will be expanded to 12 members. Board members noted that this committee is highly likely to break out into subcommittees as they take on the interdisciplinary components of planning this celebration.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to amend the charge of the Concord 2025 Executive Committee by deleting and replacing the Membership clause with the following: "The Committee shall be a 9-member committee with appointments made by the Select Board for the period of July 2021-June 2022, expanding to 12 members in July 2022. The initial representatives will be 9 individuals selected from any of the following groups, with all identified groups to be represented in July 2022:

Select Board or appointee (1)

Town (1)

Concord Public Schools/Concord-Carlisle Regional High School/Minuteman Technical High School (1)

Business Community (1)

Public Ceremonies and Celebrations Committee (PCCC) or Reenactment Community (1)

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 PM**

Community members with a background in American history (1)
Event planning and/or logistics expertise (1)
Community leaders with fundraising experience (1)
Civic or Community groups (1)
Literature, Music, and the Arts Community (1)
Concord Museum (1)
Concord Library (1)”

Committee Nominations

There were no committee nominations.

Town Manager Appointments with Select Board Approval

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to accept the Town Manager appointment of Peter Nichol of 500 Walden Street and Ruthy Bennett of 114 Deer Grass Lane to the Climate Action Advisory Board for terms to expire on April 30, 2024.

Committee Liaison Reports

Ms. Bates attended the Economic Vitality Committee, where they discussed taking on outreach efforts including gathering survey data and conducting focus groups with local business. The goal is to understand the barriers to opening businesses in Concord. The West Concord Junction Cultural District Committee is looking for two new members, and is working on the renewal of the cultural district designation through the Mass Cultural Council. Concord Together is continuing the shopping passport program they launched last fall. Porch Fest will take place on September 25. The Disability Commission is looking to revise their charge, and is looking to work with the Planning Board to address the issue of housing accessibility.

Mr. Johnson attended the Concord Municipal Light Board, where they recapped the causes of the broadband outage that occurred in late June, as well as follow up actions to prevent a recurrence of an outage like this in the future. The Zoning Board of Appeals approved the first special permit for a two family under the new bylaw passed at 2021 Town Meeting. Concord Gas received a special permit for renovations. There was a discussion of Symes Development’s special permit application for earth removal, which was continued. The Concord Country Club was granted a special permit for the previous removal of earth without approval and the construction of an irrigation pond and pump house. Over 1,000 plantings will be made.

Mr. Dane attended the Agriculture Committee, where they discussed the challenges they are facing due to the high level of precipitation that has occurred in the region this summer. Ag Day will be held on Saturday, September 11. Mr. Dane added that he will be requesting the Select Board to appoint an ad hoc committee to study the inclusion of George Washington Dugan on

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JULY 12, 2021
5:30 PM**

the Civil War Memorial in Monument Square.

Ms. Escobedo attended the Historic Districts Commission, where they reviewed applications, and reported they had one vacancy. The Historical Commission had a discussion about renovations done to the shed at the Wheeler Harrington House by the current tenant without prior approval. They also reviewed the pavement improvements to Route 2A that are scheduled to occur before 2025. The HATS Committee discussed Hanscom's upcoming series of DEI activities, which will include using demographic data to inform decisions across their operations. Hanscom discussed new security improvements around the perimeter of their property, as well as activities planned for the 20th anniversary of 9/11.

Ms. Ackerman attended the School Committee, where they discussed the fire that occurred in the Thoreau School. The cause was an electric heater in the attic. 8 classrooms are currently unusable due to water damage. Dr. Hunter thanked Police and Fire for their response. Ms. Ackerman reported that she met with Personnel Board Chair Bill Mrachek, where they discussed opportunities for dialogue between the Select Board and Personnel Board.

Miscellaneous Correspondence

Miscellaneous correspondence was included in the meeting materials.

Public Comments

Pamela Dritt of 13 Concord Greene asked if it was possible for the ZBA to approve a special permit application if the application does not meet all of the application requirements. The Select Board responded that Ms. Dritt should direct this question to the ZBA.

Adjourn

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

Meeting Materials: <https://concordma.gov/DocumentCenter/View/30712/July-12-SB-Packet>

Minuteman Media Network Coverage: <https://www.youtube.com/watch?v=d7IIXAdn53k>