

SELECT BOARD
MINUTES
AUGUST 26, 2019

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on August 26, 2019 at 6PM.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, and Susan Bates. Also present was Stephen Crane, Town Manager.

CALL TO ORDER

Mr. Lawson called the meeting to order and asked for a motion to enter Executive Session for purposes of discussing ongoing litigation. Mr. Lawson declared that discussing strategy with respect to collective bargaining or litigation in an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.

Upon a motion duly made and seconded it was

VOTED: to open Executive Session for purposes of discussing litigation and to reconvene in Open Session at 7PM. The Executive Session is to protect strategy discussions on the stated matter.

Terri Ackerman Aye
Susan Bates Aye
Linda Escobedo Aye
Michael Lawson Aye

CALL TO ORDER

The meeting was Called to Order at 7PM by Chair Michael Lawson who announced it was being broadcast and recorded.

CONSENT AGENDA

Town Accountant Warrants
Minutes to approve: July 29, 2019
One Day Special Licenses

Gaining Ground, Inc.	9/15	3pm-5pm	341 Virginia Rd	All Alcoholic Beverages
Belmont Hill School	9/23	6pm-8pm	246 ORNAC	Wine & Malt
Concord-Carlisle Youth Hockey	9/28	5:30pm-11pm	246 ORNAC	All Alcoholic Beverages

SWEARING-IN OF NEW TOWN MANAGER, STEPHEN CRANE

Town Clerk Kaari Mai Tari was present to administer the Oath of Office to Stephen Crane:

Do you solemnly affirm that you will faithfully and impartially discharge and perform all the duties incumbent on you as Town Manager of the Town of Concord according to the best of your abilities and understanding, agreeable to the rules and regulations of the Constitution, the laws of the Commonwealth, and the Bylaws of the Town of Concord, keeping uppermost in your mind what is best for the Town of Concord?

Mr. Crane affirmed that he would do so.

TOWN MANAGER'S REPORT

Call to Order

Swearing In
TM

TM Rpt

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1. Mr. Crane thanked those present for the welcome and for his colleagues for attending the ceremony. He noted that he has been on the job for 11 days and he is meeting great people in the community and on the job.
2. Concord is in the running to receive a clean vehicle grant that would enable the Town to retrofit 7 CPW F250 pickup trucks. This is an exciting sustainability opportunity. The grant assumes a 20% local share of the costs.
3. Concord Middle School Building Committee has unanimously recommended Hill International to the Town Manager as Owner Project Manager for the Middle School Feasibility project. Mr. Crane anticipates that he will have completed negotiating the terms and conditions of a contract with Hill International by the end of the week.
4. CPW Engineering Division will undertake a study of cut-through traffic as part of which they will participate in an all-day session in various neighborhoods on September 5 to determine the nature and extent of congestion-caused traffic.
5. Road work on Cambridge Turnpike is ongoing. Commercial and cultural establishments on the street have remained open, although sometimes it has been difficult to access them. Hopefully the community will continue to frequent them. By mid-to-late October the binder course will be applied.
6. The week of September 23 is Climate Preparedness Week. Residents and visitors should check the Town website for more information.
7. The Town Manager commended Police and Concord Public Works employees for their able handling of the water main break on Thursday, August 22. A 16" main installed in 1909 failed and created an enormous flow of water at the Prison Rotary, affecting residents and commuters. All was repaired by late Friday.

CHAIR'S REMARKS

Local merchants staged a very successful Street Fair and Sale on August 10.

Mr. Lawson welcomed Mr. Crane and thanked Deputy Town Manager Kate Hodges for her services as Interim Town Manager since Chris Whelan retired.

WIRELESS FACILITY UPDATE—Kate Hodges, Deputy Town Manager

Wireless Facility
Update

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Ms. Hodges stated that the Town has made presentations to the Select Board six times in the past 18 months regarding wireless facilities to provide downtown connectivity. This time, proposals were received from Verizon Wireless for a monopole at the Police/Fire Station on Walden St.; from tower developers US Wireless Incorporated and Wireless Edge LLC for co-locator poles at the Police Station and at Keyes Rd. An earlier proposal from Verizon Wireless for siting at the CPW and DPLM campus was determined after study to be problematic for current operations at the site as well as HDC impact and was dropped. In this iteration at the Police /Fire station, the proposal was for a monopole in the rear of the building, close to the wetlands, and close to the Fire Department side; equipment would be ground-mounted and placed in a 20' x 20' shed, near the Fire Department parking area and close to the storage shed. This bid was rejected due to the loss of parking and the anticipated disruption to operations.

Both tower companies proposed two locations – at the Police Station and at the Keyes Rd site. Both would entail large co-locator poles capable of hosting 4-5 carriers with a large footprint and increased disruption to ongoing operations. Therefore, the facilities team is inclined to deny the proposals of both companies.

The current situation is to consider three options: the cupola at the Emerson Umbrella for the Arts as a location for wireless facilities and would involve a single carrier within the cupola with an small exterior shed at the rear of the building to house the equipment; anywhere in Concord Center, including the Visitor Information Center; and the gas station at the Crosby Corner interchange, but company has no interest. Ms. Hodges reported that while Lowell Rd. does not meet the height requirement, the high school uplands do; however, that location cannot provide full coverage to the business district. While Ms. Hodges apologized for not being able to report better results, she indicated that the Town is left with three options: do nothing; move ahead with one of the proposals considered unsuitable and know that the impact on site is going to be great and likely costly; and revisit earlier, last resort, sites. Ms. Hodges stated that no one responding to the RFP proposed a Keyes Rd. option.

There was discussion regarding the CPW site. Earlier, Ms. Hodges stated, the providers went through a lengthy and costly process to investigate Keyes and this came to no successful conclusion. They indicated no confidence that trying again would reach any other outcome. However, in the last 8 months, a Verizon Wireless team met with the HDC and asked for a non-binding determination or understanding about continuing to proceed. Nothing has been forthcoming from the committee.

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Ms. Bates stated that she thought the HDC was more willing to consider the site after seeing the smokestack that was on the site when 141 Keyes was a powerplant. Mr. Crane stated that he has had some experience with this issue and offered to come up to speed with the team and provide his knowledge. Mr. Lawson expressed his appreciation to Mr. Crane for and to Ms. Hodges for carrying this issue for the past several months. In his opinion, the lack of coverage in the downtown is a safety issue that cannot be ignored.

7:05 PM PUBLIC HEARING: CHANGE OF MANAGER, ALTERNATE MANAGER, AND OFFICERS ASSOCIATED WITH SECTION 12 CLUB ALL ALCOHOL LICENSE -- Nashawtuc Country Club, 1861 Sudbury Rd.

Alcohol License

On a motion made and duly seconded, it was UNANIMOUSLY:

VOTED: to Open the Hearing

Robert Carpenter was present from Nashawtuc Country Club to seek approval for a change of directors, manager, and alternate manager. He stated that he is a golf pro by profession and has recently been promoted to the general manager of the Club. He is now responsible for all aspects of the organization. He has spent some time becoming knowledgeable about the components of his duties, including becoming TIPS certified. The application is complete. There were no comments or questions from the public or the Select Board.

On a motion made and duly seconded, it was:

VOTED to Close the Hearing.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application of Nashawtuc Country Club, Inc. located at 1861 Sudbury Rd. for a change of director, change of manager, and change of alternate manager for the Section 12 All Alcoholic Beverages License.

INTRODUCTION TO TOURISM AND VISITOR SERVICES MANAGER BETH WILLIAMS

Tourism and
Visitors

Ms. Hodges introduced Beth Williams who has recently joined the Town as Tourism and Visitors Services Manager. She began her service a week ago after an exhaustive search. Ms. Hodges stated that very soon after the Town took over the responsibility for the Visitors Center on Main St. the search was undertaken for someone who could provide the commitment and passion for visitor services as well as bridge the gap between the local businesses and economic vitality goals. Ms. Williams prior work was at the Peabody Essex Museum.

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Ms. Williams expressed her thanks for the opportunity and stated that she was very grateful for the *Envision Concord* report that demonstrates the great potential of Concord. She stated that in the past week she has visited, walked, eaten, and toured throughout Town. Everyone is eager to work together, and the business community and cultural attractions have a wealth of opportunity. She is eager to take the process further. Mr. Lawson stated that it is a very important town goal to incorporate tourism and business sustainability.

TOWN/LIBRARY AGREEMENT

Mr. Lawson stated that the Town and the Concord Free Public Library Corporation have operated for many years under the terms of a cooperative agreement with which there have not been revisions or problems for many years. However, the Town Public Private Partnership Committee, now dissolved, recommended that the Town should make it a practice to review and refresh the terms of all such agreements. In this instance, the Trustees will meet with the Select Board Chair and the Town Manager to study the agreement and resolve whether changes need to be made.

Sherry Litwack was present with members of the Concord Free Public Library Trustees to indicate their willingness to undertake the project. She noted that the Town is responsible for the operating budget and the Corporation is responsible for capital aspects, building and grounds, and the Special Collections at the Library. Mr. Lawson stated that the Town and Corporation are together responsible for ensuring the treasure that is the Library. He noted that the review teams will report their work and recommendations to the board in draft form.

Dorrie Kehoe of MacArthur Rd and a former member of the Public Private Partnership Committee stated that one important recommendation of the committee was to ensure public involvement in such a review of agreements.

MUNICIPAL FACILITIES UPDATE – TBA Architects

Deputy Town Manager Kate Hodges, Sustainability Director Kate Handley, and Facilities Director Ryan Orr were present with TBA Architects, Inc., a Concord architectural firm, to update the Board on the current status of the Municipal Facilities Masterplan and Assessment. She stated that after an 18-month RFP process the facility team hired TBA Architects, Inc. TBA reviewed all elements, including interior design, mechanical and electrical systems, and roofs of 20 sites throughout Town. They met employees to learn how the various buildings are being used and whether there were any plans for different uses. Out of this work TBA developed a master plan that revealed the pitfalls and options before the Town. The overarching implication of their study is that every Town-owned building is in need of attention.

Town/ CFPL
agreement

Facilities update

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Russell Feldman, of TBA Architects Inc. introduced his colleagues Robert Jefferies, and Justin Humphreys and distributed hard copies of their presentation. He stated that the company found this an opportunity to gather information, assess what was learned, and offer their findings. He stated that the project involved 14 sites, 18 buildings, 245,000 square feet of space, and 35 departments with 260 employees. They made use of condition and life-cycle surveys, departmental organization and occupancy, interviews with department heads to learn about best practices as well as current challenges and created facility condition reports for every building that will remain as is or be expanded upon. Existing layout plans were developed and quantified against current space planning standards. Out of all this, the company worked with the Town facilities team to develop three tiers of response.

“A” would be to repair each building and maintain its current use. “B” would be an expansion of sites. “C” would entail a reconfiguration of all departments. Mr. Feldman stated that TBA’s work is intended to be a working tool able to respond to changing circumstances. This is possible since all the information gathered has been disaggregated to enable review of individual sites, individual buildings, and individual departments. Discussion included conditions, needs, and costs of sample buildings in each tier. To do nothing will have a cost. Costs were identified as what is needed for safety and to catch up on many years of deferred maintenance. In that regard, the information in the facilities report will be very helpful to assist in budget planning.

Ms. Hodges stated that Facility Management is a new role in the Town. Earlier building conditions were managed by the department heads. Mr. Orr has found repairs and maintenance to be underfunded and to require a triage approach. It has been determined that \$7.4M is required to be expended on Town-owned buildings over 5 years. Town Meeting has allocated \$900,000, only 10% of what is needed. Buildings kept in poor condition are more expensive to maintain without an infusion of funds for preventative maintenance.

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6 scenarios were explored for option "C." The options are space and department driven and involve relocating and reorganizing departments. One such would gather all the administrative functions and police and fire in one facility. This could be a new site or a renovated, expanded site. Another would move CPW off the Keyes Rd. lot which is seen as the prime central location with high aesthetic and resource values. Should these options be developed, it is possible that revenue could be generated from surplus of a site. Site acquisition costs are not part of the report analysis. Mr. Feldman stated that the report does not come with recommendations. Rather, it better prepares the Town to understand its options and be prepared to respond target spending to needs and opportunities.

Mr. Feldman stated that the logical next step is for the Town to make an assessment of operational needs and to prioritize based on funding and other issues. Ms. Hodges stated that the Town needs to develop a funding strategy for immediate needs and it is unclear how long it will take to get a handle on those needs. When it comes time to prioritize, there will be a role for both staff as heaviest users and community as owners in reaching a decision. She recommended that a forum should be created to introduce the community to the ongoing issues of the workplace. Ms. Escobedo mentioned that there could be grant funding available for such an event due to the possibility of increasing our sustainability and resilience. Mr. Crane stated that he will take the leadership to learn more about the information in the report and engage with staff regarding their priorities before returning for further Board discussion.

COMMITTEE LIAISON REPORTS

Susan Bates stated that the Trustees of Town Donations and the Planning Board each need one more member, while West Concord Advisory Committee is down two. She noted that she participated with Mr. Lawson in a meeting with the Concord Business Partnership when the topic was the economic vitality goal. The Planning Board held a hearing at the Harvey Wheeler Community Center regarding the development proposal for 1440 Main St. The Historical Commission continues to study and evaluate a possible amendment to the Demolition Delay Bylaw. She participated in the Finance Subcommittee of the Middle School Building Committee.

Linda Escobedo reported that a joint Planning Board and Zoning Board of Appeals meeting to discuss ideas for Town Meeting was very productive.

Terri Ackerman stated that she had attended a Historic Districts Commission meeting at which the library expansion was the focus. A site visit was scheduled.

Liaison reports

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Michael Lawson stated that the affordable housing home rule petition approved at Town Meeting has moved on from the legislative counsel to the Senate.

COMMITTEE NOMINATIONS

Susan Bates nominated Cynthia Rainey of 80 Hunters Ridge Rd to the Capital Plan Task Force.

PUBLIC COMMENT

Brooks Read and Susannah Kaye of Estabrook Rd. complimented Deputy Town Manager Kate Hodges on the provision of sufficient notice regarding Executive Session during her tenure as Interim Town Manager. They stated that she provided incredible transparency that now seems to have disappeared. It is important for citizens and the requirements of Open Meeting Law to know the specific topic under discussion.

Margery Daggett of Deaconess Rd. commended the introduction of the Capital Planning Task Force. However, she stated that it should not be limited to 6 mos. duration; it should be a full committee with the typical three-year term in order to investigate, plan, and balance each project and how it affects not only the Town's bond rating but also the taxpayers.

Nick Pappas of Virginia Rd. stated that a single carrier monopole is insufficient to provide the expanded public safety that is being sought. It would not improve access for anyone using another carrier.

Stuart Weeks of Newbury Court stated that the Noble Peace Prize continues. Nominations are being accepted until the end of November with the award to an individual in each of three categories in January. The timing will contribute to the anniversary celebrations of the Town.

Lansing Olds of Lowell Rd. stated that the legal bills for the Estabrook Rd lawsuit have reached \$530,000. In his opinion this is destroying the lives of three generous families in Concord. He wondered how long the Town would persist.

ADJOURNMENT

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn Open Session and conclude business for the evening.

Respectfully Submitted,

Linda Escobedo, Clerk
Approved: 10/21

Nominations

Public Comment

Adjourn

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Meeting Documents

<https://concordma.gov/DocumentCenter/View/21177/August-26-2019-Select-Board-packet>

Minuteman Media Network Coverage:

<https://www.youtube.com/watch?v=kBwFkpgqHww&list=PL1TTzrWEKOOkHKXNLQprEz0f0ofHYKj8-&index=4&t=0s>