

**TOWN OF CONCORD
SELECT BOARD
AGENDA
AUGUST 17, 2020
9:00PM
VIDEO CONFERENCE CALL**

Join Zoom Meeting

<https://us02web.zoom.us/j/82573512116?pwd=aVVtMkZVjRSRUpmazhHeUVLd1V6dz09>

Meeting ID: 825 7351 2116

Passcode: 090751

One tap mobile

+16465588656,,82573512116# US (New York)

Dial by your location

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 825 7351 2116

Find your local number: <https://us02web.zoom.us/j/82573512116>

1.	Call to Order
2.	Consent Agenda <ul style="list-style-type: none">• Gift Acceptance<ul style="list-style-type: none">- Concord Free Public Library \$500.00 Library Gift Account- Milltarry Market LLC \$22,392.00 Keyes Road Street Lights- The Boston Foundation \$2,500.00 Nanae Gift Account
3.	Positions on Warrant Articles 10, 11, 16, 23
4.	Approval of the FY21 1/12 th Budget for September 2020
5.	Election Worker Appointments
6.	Public Comments
7.	Adjourn

Town of Concord
Finance Department
Memorandum

TO: Stephen Crane, Town Manager

FROM: Kerry A. Lafleur, Chief Financial Officer

SUBJ: Concord Market Special Permit, Condition #36
Keys Rd Street Lights

DATE: August 10, 2020

Please place on the Select Board's agenda acceptance of the following funds, which will be used for the purchase of decorative street lights to be installed by the Town along Keyes Road.

Miltarry Market LLC
175 Sudbury Rd
Concord, MA 01742

\$22,392.00

Accepted: _____
Clerk

Date: _____

Town of Concord
Finance Department
Memorandum

TO: Stephen Crane, Town Manager

FROM: Kerry A. Lafleur, Chief Financial Officer

SUBJ: Grant to Town Library Gift Account

DATE: August 10, 2020

Please place on the Select Board's agenda acceptance of the following gift to the Library Gift Account to be used to fund craft kits and other children's services programming.

Concord Free Public Library
129 Main Street
Concord, MA 01742
C/O Sherry F. Litwack

\$500.00

Accepted: _____
Clerk

Date: _____

Town of Concord
Finance Department
Memorandum

TO: Stephen Crane, Town Manager
FROM: Kerry A. Lafleur, Chief Financial Officer
SUBJ: Nanae Sister City Gift Account
DATE: August 11, 2020

Please place on the Select Board's agenda, acceptance of the following gift to the Boston Foundation - Nanae Gift Account.

The Boston Foundation
75 Arlington Street
Boston, MA 02116

\$2,500.00

023-122-123-808-4850-0

Accepted: _____
Clerk

Date: _____

August 17 2020
Select Board
Positions on Warrant Articles

Article #	Article Name	Affirmation Action	No Action	Statement For TM	Select Board Member
10	Town Budget				
11	Capital Improvement & Debt Plan				
16	Approval of Tax Increment Financing Agreement				
23	Beede Swim & Fitness Center Enterprise Fund Expenditures				

**Select Board
Positions on ATM Warrant Articles**

Article #	Article Name	Affirmative Action	No Action	Statement For TM	Select Board Member
1.	Choose Town Officers	X			
2.	Hear Reports	X			
3.	Meeting Procedure	X			
4.	Ratify Personnel Board Classification Actions	X			
5.	Classification & Compensation Plan for Regular-Status Positions	X			
7.	Accepting Provisions of Section 103(J) of M.G.L. Chapter 32, as Amended by Section 19 of Chapter 188, so as to Increase the Cola Base	X			
8.	Use of Free Cash	X			
10.	Town Budget				
11.	Capital Improvement & Debt Plan				
12.	Authorize Expenditure of Revolving Funds Under M.G.L. c.44, §53E ½	X			
13.	General Bylaw Amendment -- Vote to Adopt Municipal Affordable Housing Trust ByLaws	X			
14.	Appropriate Funds for Affordable Housing Development	X			
15.	Authorize Special Legislation – Senior Means-Tested Property Tax Exemption	X			
16.	Approval of Tax Increment Financing Agreement				
17.	Light Plant Expenditures & Payment in Lieu of Taxes	X			
18.	Solid Waste Disposal Fund Expenditures	X			
19.	Sewer System Expenditures	X			
20.	Sewer Improvement Fund Expenditures	X			
21.	Water System Expenditures	X			
22.	Authorize Expenditure from PEG Access & Cable-Related Fund	X			

**Select Board
Positions on ATM Warrant Articles**

23.	Beede Swim & Fitness Center Enterprise Fund Expenditures	X			
24.	Minuteman Regional Technical High School District Budget	X			
25.	Concord Public Schools Budget				
26.	Concord Public Schools Capital Projects				
27.	Concord-Carlisle Regional High School Budget				
29.	Middle School Stabilization Fund	X			
30.	By Petition: Healthy School Buses for Students				
32.	Zoning ByLaw Amendment – Additional Dwelling Unit				
33.	Zoning Bylaw Amendment – Two- Family Dwelling Unit				
34.	Zoning Bylaw Amendment – Planned Residential Development & Table I Principal Use Regulations				
35.	Zoning Bylaw Amendment – Hammerhead Lot	X			
36.	Zoning Bylaw Amendment – Relief from Parking Requirements	X			
37.	Zoning Map Amendment - Thoreau Depot Business & Residence C Zoning District				
38.	Zoning Bylaw Amendment – Fairs, Bazaars, Antique Shows, Suppers and Dances	X			
39.	Zoning Bylaw Amendment – Prohibited Uses	X			
41.	By Petition: On-Site Community Notice of PRD Application				
42.	By Petition: Amend Sign ByLaw to allow On-Site Posting of Notice of PRD Application				
43.	By Petition: One-Year Moratorium on Zoning ByLaw Section 10 PRDs				
44.	Community Preservation Committee Appropriation Recommendations	X			
45.	By Petition: Electronic Recording of Select Board Executive Sessions		X		
46.	By Petition: Public Posting of Open		X		

**Select Board
Positions on ATM Warrant Articles**

	Meeting Law Complaints				
47.	By Petition: Investigation and Amendment to the Town Counsel ByLaw		X		
48.	By Petition: Historic Districts ByLaw Nominating Organizations				
50.	Authorize Special Legislation - Additional Liquor Licenses	X			
51.	Unpaid Bills				

Articles where no motion is expected or a motion to postpone

6.	Personnel ByLaw Amendment
9.	FY20 Budget Adjustment
28.	Concord-Carlisle Regional High School Capital Projects
31.	By Petition: Municipal Fleet Electrification Report
40.	General Bylaw Amendment – Fossil Fuel Infrastructure
49.	Neonicotinoids Prohibition on Town Agricultural Land
52.	Debt Rescission

Town of Concord
Finance Department
Memorandum

TO: Stephen J. Crane Town Manager

FROM: Kerry A. Lafleur, Finance Director *KAL*

SUBJ: FY21 1/12th Budget

DATE: June 2, 2020; updated 08.10.2020

As you are aware, under Chapter 53, Section 5 of the Acts of 2020, municipalities were granted the authority to expend funds past June 30, 2020 to continue certain operations absent an approved FY21 budget. This type of spending is referred to as "deficit spending" because there is no legal appropriation (Town Meeting vote) to use as an offset.

In order to avail ourselves of this authority, the Town must develop a Monthly Expenditure Plan to be approved by the Select Board and then submitted to the Director of Accounts at the Division of Local Services (DLS) for final approval. This submittal must be in the approved format (released on June 1, 2020) and sent through Gateway, the DLS online portal. The submittal must be accompanied by the Town Clerk's certificate of vote stating the submitted plan was approved by the Select Board, including notation of the date and time of the meeting and the results of the vote.

The Monthly Expenditure Plan must include the following:

- An expenditure estimate for operations in the general fund and enterprise fund, and any other fund expenditure requiring specific Town Meeting appropriation, such as revolving funds authorized under MGL Ch. 44, Section 53E ½;
- Amounts sufficient to cover regional school district, pension or other similar assessments; and
- Debt service payments

Further, it should not include:

- Increases in salaries called for in collective bargaining agreements, or any other employment agreement (union or non-union) not yet fully ratified or otherwise approved;
- Capital expenditures, CPA project/ program expenditures or other items that require specific/ special appropriation;
- Any activities which you have reason to believe will not be supported by the relevant appropriation or spending for any new activities not previously supported by Town Meeting; and/ or

- Expenditures not requiring specific Town Meeting appropriation.

It is important to note the distinction made locally regarding what we commonly refer to as Enterprise Funds. As you know, the Town operates the following business-type activities:

- Beede Swim & Fitness
- Broadband
- CMLP Electric Light
- Minuteman Media Network/ PEG Access
- Recreation
- Sewer
- Solid Waste
- Water

However, only those business-type activities operating under the authority provided in MGL Ch. 44, Section 53F ½ or 53F ¾ require a specific Town Meeting appropriation on an annual basis. These include Beede and MMN. All others are presented to Town Meeting to provide visibility into the operation, but not to seek a specific appropriation.

Following the requirements set forth above, and under the assumption that Annual Town Meeting will not occur until September 13, 2020, we have prepared the following Monthly Expenditure Plan for the months of July, August and September 2020 (FY21). The basis for expenditure is 1/12th of the prior fiscal year with allowances for certain, required expenditures above this amount, such as debt service payments and prepayment of insurance premiums to obtain a discount. It is important to note, that once approved by the Director of Accounts, this level of expenditure may not be exceeded.

At this time, we seek approval from the Select Board for the 1/12th Budget for the month of September 2020 in the amount of \$11,749,425. Please be in touch with any questions.

Attachments:

- a- Detail, Monthly Expenditure Plan for July, August & September 2020

/KAL

Attachment A: Full Detail, Monthly Expenditure Plan for July, August September 2020

Town Government Operating Budget for July, August and September					
Item No.	Department	Fiscal 2020 Appropriation	Fiscal 2021 July	Fiscal 2021 August	Fiscal 2021 September
1	Town Appropriation	\$ 47,107,504	\$ 4,356,681	\$ 4,475,507	\$ 6,144,590
2	Concord Public Schools	39,390,163	3,282,514	3,282,514	3,282,514
3	Revolving Funds:				
	Regional Housing Services	265,000	22,083	47,083	22,083
	Road Repair	45,000	3,750	3,750	3,750
	Senior Services	50,000	4,167	4,167	4,167
	Tree Preservation	100,000	8,333	8,333	8,333
4	Enterprise Funds:				
	Beede *	2,802,477	221,089	221,089	221,089
5	Other Special Revenue:				
	PEG Access & Cable Related Fund **	312,461	28,037	28,037	28,037
6	Assessments:				
	Minuteman***	1,073,368	89,447	89,447	89,447
	Concord-Carlisle Regional School District	23,344,987	1,945,416	1,945,416	1,945,416
7	totals:	114,490,960	9,961,516	10,105,342	11,749,425

Notes for August request:

1. On 7/14/20 the Department of Revenue notified the Town that it will not approve a monthly budget request of less than \$9,919,468, which represents 1/12th of the amount to be raised on the FY20 Tax Recap.
2. DOR requires the Select Board to approve expenditure requests one month at a time.
3. Facilities request has been increased by \$70,000 for annual contracts
4. Board of Health request has been increased by \$22,000 for annual contracts
5. RHSO Revolving fund request has been increased by \$25,000 for annual contracts
6. Full OPEB contribution has been added to August to increase to overall monthly request to (at least) the minimum required by DOR.

		July	August	September
Municipal	Municipal	6,457,913	6,601,739	8,245,822
School	School	3,282,514	3,282,514	3,282,514
Enterprise	Enterprise	221,089	221,089	221,089
		<u>9,961,516</u>	<u>10,105,342</u>	<u>11,749,425</u>

minimum DOR will approve

9,919,468



*Town Clerk's Office
22 Monument Square
Concord, MA 01742*

Memo

To: Select Board
Cc: Stephen Crane, Town Manager
Kerry Lafleur, Finance Director
From: Kaari Mai Tari, Town Clerk
Date: August 13, 2020
Re: Election Officer Appointments

Pursuant to MGL Chapter 54: Section 12, I would like to request, on behalf of the Board of Registrars, appointment of the following **16** voters (list of appointees follows) as Election Officers for terms to expire July 31, 2021.

Reappointments: 8
New Appointments: 8

Party distribution among 59 Election Workers
Democrat: 29 (49%)
Republican: 4 (7%)
Unenrolled: 26 (44%)

Thank you for your consideration.

Kaari

Appointment List

Party	Name	Address	Precinct
U	Bobbie Arena	167 Fairhaven Rd	4
U	Beth Baryames	149 Central St	2
D	Kendra Carter	218 Elsinore St	1
U	Elizabeth Conway	69 Plainfield Rd	3
D	Renee Covalucci	858 Main Street	1
D	Holly B. Cratsley	10 Edmonds Rd	4
D	Kelly B. Crowley	25 Jennie Dugan Rd	3
U	Barbara Harrington	296 Old Bedford Rd	4
D	Susanne Jarnryd	61 Hubbard St	1
D	Steven Kirincich	76 Channing Rd	5
D	Heather Mardis	22 Monsen Rd	4
U	Kristin McCullar	584 Walden St	4
U	Joan Pulaski	672 Old Bedford Rd	4
D	Kathleen Reidy	125 Paul Revere Rd	1
D	Maureen Swanson	88 Wright Rd	2
U	Barbara Tarlow	63 Tanglewood Dr	4
R	Scott A Webster	314 Elm St	1

August 17th, 2021

Chairman, Concord Select Board
Chairman, Concord Finance Committee
Chairman, Concord School Committee
Concord Town Manager

As you are aware, the Concord Middle School Building Committee recommended to the Select Board in May 2020 that the activities of the Committee be suspended for a period of time in light of the implications of the COVID 19 pandemic. The Select Board approved that suggestion and we are currently in the midst of that pause. When we met with the Select Board, we committed to provide regular updates to the Board with regard to the status of the pause. This August 17th update is the first of such status reports.

The Co-Chairs of the CMSBC (Tim Hult and Dawn Guarriello) met this past week with the Superintendent of Schools, Laurie Hunter. It is currently our thinking that our best current projection is that we would restart the project sometime late in this calendar year with the intent of putting the full funding of the project before a Town Meeting and the Town Election in the Fall of 2021. We will continue to update this position.

While we have completed a substantial part of the feasibility phase of the project, there continue to be decisions to be made regarding the level of costs and the potential gymnasium and auditorium features of the building. When those decisions are made we would then directly move into the Schematic Design phase of the project with the intent to give us the required time to educate the town regarding the solution that is to be put forth. We will be working with our OPM and Design partners and the Town Manager regarding the potential schedule that would allow us to meet the Fall 2021 timeframe.

Having outlined that as our best projection at this point, we acknowledge that there obviously remains a great deal of uncertainty regarding the effects of the health emergency.

- While we are gaining information regularly, the full financial effect of the crisis to the Town of Concord and the Commonwealth remains in question. Hopefully, we will have a better projection as we move through the fall.
- With regards to communications, I think we would probably all agree that it will be some time before we have any large gatherings to disseminate and receive project feedback. As the opening of school proceeds, however, the School is rapidly gaining experience with regard to reviewing critical decisions with stakeholders in this environment. In any event our project team will need to be creative and persistent with efforts to involve the community in the Middle School project when it restarts.
- Right now the School Administration are working flat out (and doing a great job by the way) on all of the many difficult issues that are involved in the opening of school. At this time our school leaders would definitely not have had any time and attention for this project. In that sense it seems that the pause was definitely a good decision.

We will continue to provide regular updates to the Board. Please feel free to submit any questions that you would like us to address. If you would like us to meet with the Board regarding this update please let us know. We remain committed to designing and building an outstanding Middle School for the Town of Concord.

Respectfully submitted,

CMSBC Co-Chairpersons, Tim Hult and Dawn Guarriello
Concord Superintendent of Schools, Laurie Hunter