

**TOWN OF CONCORD
SELECT BOARD
AGENDA
SEPTEMBER 8, 2020
4:00PM
VIDEO CONFERENCE CALL**

Join Zoom Meeting

<https://us02web.zoom.us/j/83585552387?pwd=NjRBTWduMVc4Unk5UW5mTVVmUmtLQT09>

Meeting ID: 835 8555 2387

Passcode: 937758

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Meeting ID: 835 8555 2387

Find your local number: <https://us02web.zoom.us/j/83585552387>

1.	Call to Order
2.	Consent Agenda <ul style="list-style-type: none">- Town Accountant Warrants- Minutes to approve: August 17, August 18, August 20, August 24- Proclamation for Michael E. Lawson
3.	Town Manager's Update
4.	Chair's Remarks
5.	Committee Liaison Assignments
6.	Article 11 Capital Debt Plan Amendment
7.	Brief Presentation of Concord's Sustainability Guide for Historic and Older Homes by Abigail Ahern
8.	Committee Nominations: Laura Klein of 15 Rollingwood Lane to the Library Committee to serve the remainder of a term set to expire on April 30, 2021. Kathleen Reidy of 125 Paul Revere Road to the Library Committee for a term to expire on April 30, 2023.
9.	Committee Reappointments: Jim Smith of 14 Edmonds Road to the Zoning Board of Appeals for a term beginning on October 1, 2020 to expire on April 30, 2023
10.	Committee Liaison Reports
11.	Miscellaneous Correspondence
12.	Recognition for Mike Lawson
13.	Public Comments
14.	Adjourn

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

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on August 17, 2020 at 10:42pm, immediately following the Select Board and Finance Committee public hearing.

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

Call to Order

Select Board Chair Michael Lawson called the meeting to order at 10:42pm.

Consent Agenda

- Gift Acceptance
- 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

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

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Article #	Article Name	Affirmation Action	Not in Favor	Statement For TM	Select Board Member
10	Town Budget	X			
11	Capital Improvement & Debt Plan	X			
16	Approval of Tax Increment Financing Agreement	X			3-2
23	Beede Swim & Fitness Center Enterprise Fund Expenditures	X			

Positions on Warrant Articles 10, 11, 16, 23

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Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: affirmative action on Article 10, Town Budget.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: affirmative action on Article 11, Capital Improvement & Debt Plan.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Nay

Upon a motion duly made and seconded, it was
VOTED: affirmative action on Article 16, Approval of Tax Increment Financing Agreement, with a vote of 3 in favor, 2 opposed.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Nay
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Nay

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: affirmative action on Article 23, Beede Swim & Fitness Center Enterprise Fund Expenditures.

Roll call vote

Mike Lawson: Aye

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Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Approval of the FY21 1/12th Budget for September 2020

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Fiscal Year 2021 1/12th Budget for September as provided by the Town Manager and Chief Financial Officer

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Election Worker Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the list of election worker appointments provided in the August 17, 2020 Select Board packet.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye

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Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Meeting Materials: <https://concordma.gov/DocumentCenter/View/25737/August-17-SB-Packet>

**TOWN OF CONCORD
SELECT BOARD
MINUTES
AUGUST 18, 2020
9:00PM
VIDEO CONFERENCE CALL**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on August 18, 2020 at 9:42pm, immediately following the Finance Committee public hearing.

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

Call to Order

Positions on Warrant Articles 25, 26, 27, 30

Article #	Article Name	Affirmation Action	Not in Favor	Statement For TM	Select Board Member
25	Concord Public Schools Budget	X			
26	Concord Public Schools Capital Projects	X			
27	Concord-Carlisle Regional High School Budget	X			
30	By Petition: Healthy School Buses for Students	X			

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 25: Concord Public Schools Budget in the amount \$40,777,193.00.

Roll call vote

Mike Lawson: Aye
 Terri Ackerman: Aye
 Jane Hotchkiss: Aye
 Linda Escobedo: Aye
 Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

**TOWN OF CONCORD
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VOTED: affirmative action on Article 26: Concord Public Schools Capital Projects in the amount of \$830,000.00.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 27: Concord-Carlisle Regional High School Budget in the amount of \$35,144,038.00, with Concord's assessment with debt \$23,747,968.00.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 30: By Petition: Healthy School Buses for Students in the amount of \$200,000.00

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Public Comments

There were no public comments.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn

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Roll call vote

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Linda Escobedo: Aye

Susan Bates: Aye

**TOWN OF CONCORD
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MINUTES
AUGUST 20, 2020
9:00AM
VIDEO CONFERENCE CALL**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on August 20, 2020 at 9:00am.

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

Call to Order

Positions on Warrant Articles 32, 34, 37, 41, 42

#	Article Name	Affirmation Action	Not in Favor	Statement For TM	Select Board Member
32.	Zoning ByLaw Amendment – Additional Dwelling Unit	X			
34.	Zoning Bylaw Amendment – Planned Residential Development & Table I Principal Use Regulations	X			
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	X			
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	X			
42.	By Petition: Amend Sign ByLaw to allow On-Site Posting of Notice of PRD Application	X			

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Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 32: Zoning Bylaw Amendment – Additional Dwelling Unit.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 34: Zoning Bylaw Amendment – Planned Residential Development & Table I Principal Use Regulations.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 35: Zoning Bylaw Amendment – Hammerhead Lot.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 36: Zoning Bylaw Amendment – Relief from Parking Requirements.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye

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Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 37: Zoning Map Amendment - Thoreau Depot Business & Residence C Zoning District.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 38: Zoning Bylaw Amendment – Fairs, Bazaars, Antique Shows, Suppers and Dances.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 39: Zoning Bylaw Amendment – Prohibited Uses.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 41: By Petition: On-Site Community Notice of PRD Application.

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Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: affirmative action on Article 42: By Petition: Amend Sign Bylaw to allow On-Site Posting of Notice of PRD Application.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

SB Written Positions on Warrant Articles

The Select Board members were each assigned a set of warrant articles to provide written positions on. These written positions will be reviewed at the Select Board's August 27th meeting.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

**Town of Concord
Select Board
August 24, 2020
4:00pm
Minutes**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on August 24, 2020 at 4:00pm.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present were Stephen Crane, Town Manager; Kaari Tari, Town Clerk; and Deputy Town Manager, Kate Hodges.

Call to Order

Select Board Chair Michael Lawson called the meeting to order at 4:00pm.

Consent Agenda

- Town Accountant Warrants
- Minutes to approve: July 27, 2020; August 3, 2020

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

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Town Manager's Update

Mr. Crane reported that the Town House renovation planning process has been lengthy in preparing the design and execution. Mr. Crane stated that he, the Deputy Town Manager, and Facilities Division has worked collaboratively with the departments on the first floor. There is a shared understanding that project is complicated. Mr. Crane reiterated that successfully executing the fall elections has been the top priority in the planning process. Mr. Crane reported that he appreciates the feedback from the public on this issue, and the renovation of the Town House will now take place after the November 2020 Presidential Election. Mr. Crane thanked the Town Clerk, Kaari Tari, and her department for their efforts during this time.

Town Clerk Kaari Tari commented that presidential elections are always complicated, and COVID has only complicated further the preparation for this election further. The legislation passed in July offered easier ways for voters to stay safe and vote, but caused additional work for the Town Clerk's Office. Ms. Tari commended her amazing team for their work during this time to ensure safe and secure voting. Ms. Tari reminded voters that in-person early voting for the September 1 State Primary wraps up Friday, August 28 at 12:00pm.

Chair's Remarks

**Town of Concord
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August 24, 2020
4:00pm
Minutes**

Mr. Lawson reported that after Town Meeting, he will be leaving the Select Board, and newly elected member Matt Johnson will be sworn in.

At the August 31 meeting, the Select Board will discuss committee liaison assignments for the next year, the policy regarding posting correspondence, and the Town Manager's one-year evaluation. Ms. Escobedo will lead the discussion on these three items.

Ms. Escobedo proposes that the Select Board use the same form for the Town Manager's one-year evaluation as they did for the six-month evaluation. The Select Board will ask the Town Manager to outline accomplishments and challenges, and in general, comment on his first year experience in his new role as Town Manager.

Parking Meter Enforcement Through the Remainder of the Year

The Select Board voted in the beginning of the Pandemic to discontinue parking meter enforcement until further notice. Mr. Crane has asked Police Chief Joseph O'Connor to prepare an analysis of the revenue lost during this process, and to determine whether or not continuing to not collect parking meter fees would be sustainable for the Town's budgetary needs. Mr. Crane commented that the revenue collected from the parking meters does pay for items such as pavement markings, and the contract with the company that maintains these meters will remain in force whether or not the meters are being used. The Select Board will come back to this discussion once Chief O'Connor's analysis is completed.

Mr. Lawson also wanted to discuss whether or not the Town would continue to excuse parking meter fees during the holiday season, as they have done in years past. The Select Board members agreed that since the Town has done this in the past, they should continue to provide this relief to the business community, especially during this time.

The Select Board will come back to this discussion at a future meeting.

Discuss and Vote on the Library Agreement

Mr. Lawson thanked Town Counsel for their review of the Library Agreement. Mr. Lawson noted a handful of grammatical changes from Select Board members to the draft agreement that were circulated in the packet. Ms. Escobedo asked about a conflict of interest concern raised from a Library Committee member at a previous meeting regarding whether or not the Library Director participating in fundraising or other third-party activities of the Library Corporation would be a conflict of interest. Mr. Lawson responded that as long as the Library Director was working on behalf of the Library, it would not be a conflict of interest.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the proposed changes to the Library Agreement as presented and collected at this meeting, and to authorize the Town Manager to Sign the Agreement on behalf of the Town.

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Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Election Officer Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint the election officers as listed in the memo dated August 23, 2020 from the Town Clerk Kaari Tari to the Select Board.

Roll call vote

Mike Lawson: Aye
Terri Ackerman: Aye
Jane Hotchkiss: Aye
Linda Escobedo: Aye
Susan Bates: Aye

Committee Nominations: Karle Packard of 86 Butternut Circle to the Capital Planning Task Force for a term to expire June 30, 2021.

Committee Liaison Reports

Ms. Bates attended the Economic Vitality Committee, where they discussed the sidewalk sale. Vendors in Concord Center and West Concord said they got good traffic, and people were social distancing appropriately. The "Summer Solstice Shop Concord" cards revealed shoppers went to 92 businesses in Concord. There is the potential for a third drive-in movie. CMLP has offered a 50% rebate, up to \$1000 for the purchase of electric outdoor heaters, which could help businesses extend their outdoor dining into the fall.

Ms. Hotchkiss attended the Ag Committee, where they are working on putting together Ag Week starting on the week of September 7th. The Board of Health discussed the septic project at 1440 Main Street, and a discussion on the current state of COVID-19 in Concord and in Massachusetts. We are now part of a state-funded 4-town tobacco control consortium (Wilmington, Lexington, Bedford, Concord) who hired the inspector to do tobacco compliance in all four towns.. The Historic Districts Commission met to review the warrant articles ahead of Town Meeting.

Ms. Ackerman attended the Board of Assessors, where they reported that property values remain strong, while inventories were low. The BOA reviewed and discussed changes to Article 15: Senior Means Property Tax Relief.

Mr. Lawson noted that the three pre-Town Meeting public hearings occurred in the last week. Mr.

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Lawson thanked the Finance Committee and Chris Carmody of the Town Manager's Office for the completion of the Finance Committee report.

Ms. Escobedo attended the Chair's Breakfast, where they thanked Mr. Lawson for his leadership and contributions to the Town over the years.

Public Comments

There were no public comments.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn

Roll call vote

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Linda Escobedo: Aye

Susan Bates: Aye

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

Meeting Materials: <https://concordma.gov/DocumentCenter/View/25875/August-24-SB-Packet>

Concord's Sustainability Guide for Historic and Older Homes – 2020 Report developed by summer intern, Abigail Ahern

This summer, the Town of Concord brought on a summer intern through the UNH Sustainability Institute Fellowship program. Abigail Ahern, recently completing a master's in architecture, worked with the Town to develop a guide for sustainability in historic and older homes. The goal of this project was to provide a resource for homeowners to make home improvements that reduce emissions while preserving historic character. The result is a professional guidebook for homeowners with step-by-step guidance for retrofitting for sustainability.

About the guidebook – The guide is available on the [Town website](#). Abigail worked closely with town staff including Kate Hanley (Sustainability), Marcia Rasmussen (DPLM), and Heather Gill (DPLM), and interviewed local homeowners, architects, staff, and other communities to gather best practices and case studies for the guide.

About the program – The UNH Sustainability Institute Fellowship pairs students from across the United States with municipal, educational, corporate, and non-profit partners in New England to work on transformative sustainability initiatives each summer. Sustainability Fellows undertake challenging projects that are designed to create an immediate impact, offer a quality learning experience, and foster meaningful collaboration. Fellows work with their mentors at partner organizations during the summer, supported by a network of Fellows, partners, alumni, and the UNH Team. This is the second summer that Concord has participated in the program.



CONCORD'S SUSTAINABILITY GUIDE FOR HISTORIC AND OLDER HOMES

Abigail Ahern



BLACK CHERRY

PRUNUS SEROTINA

Signage by The Friends of Sleepy Hollow Cemetery

SELECT BOARD
COMMITTEE LIAISON RESPONSIBILITIES 2019-2020

MICHAEL LAWSON, CHAIR

Hugh Cargill Trust Committee
Financial Audit Advisory Committee
Junction Village Open Space Task Force
Municipal Light Board
Pollinator Health Advisory Committee
Tax Fairness Committee
Concord Carlisle Regional School Committee
Concord Public School Committee
Finance Committee

LINDA ESCOBEDO, CLERK

2229 Main Street Advisory Committee
Community Preservation Committee
Concord Housing Authority
Concord Housing Development Corporation
NMI/Starmet Property Re-use Planning Committee
Public Ceremonies and Celebrations Committee
HATS
Recreation Commission
Zoning Board of Appeals
Affordable Housing Trust Study Committee

JANE HOTCHKISS

Historic Districts Commission
MAPC/MAGIC
Natural Resources Commission
PEG Access Advisory Committee
Tax Relief Committee
Youth Coordinator Advisory Board
Board of Health and Healthy Communities
White Pond Advisory Committee
Climate Action Advisory Board
Agriculture Committee
Transportation Advisory Committee

TERRI ACKERMAN

Bruce Freeman Rail Trail Advisory Committee
Concord Center Cultural District Committee
West Concord Junction Cultural District Committee
Concord Local Cultural Council
Board of Assessors
Commission on Disability
Library Committee
Public Works Commission
Comprehensive Sustainable Energy Committee
Council on Aging
MBTA Advisory Committee
Capital Planning Task Force

SUSAN BATES

Personnel Board
Middle School Building Committee
Planning Board
Historical Commission
Cemetery Committee
Board of Registrars
Conservation Restriction Stewardship
Trails Committee
HFAC
Trustees of Town Donations
Economic Vitality Committee