



**Town of Concord**  
Finance Committee  
22 Monument Square  
Concord, Massachusetts 01742-0535

**Concord Finance Committee Agenda**

**February 23, 2023 at 7:00PM**

**Hybrid Meeting:**  
**Select Board Room, 2<sup>nd</sup> Floor, 22 Monument Square, and**  
**via Zoom:**

<https://us02web.zoom.us/j/86424001665?pwd=bVh4bnNYQ3I3a01XMW1YaEhBbFFSUT09>

Meeting ID: 864 2400 1665

Passcode: 935910

1. Call to Order
2. Discuss Finance Committee Report to Annual Town Meeting (Lois)
  - a. Process
  - b. Member Responsibilities
3. Review Public Hearing Schedule (Peggy)
4. Overview of Annual Town Meeting Warrant
5. Review 5-year tax bill projections (Bob)
6. Discuss CPS FY24 Budget
7. Approve Meeting Minutes as may be available (Lois)
8. Public Comment
9. Adjournment

**Reminders:**

- **Next Meetings:**  
**February 27 (Monday)** – Select Board Public Hearing #1  
**March 1 (Wednesday)** – Public Hearing #2: Town & CPC  
**March 7 (Tuesday)** – Public Hearing #3: Planning Board  
**March 9 (Thursday)** – Public Hearing #4: Schools  
**March 15 (Wednesday)** – Public Hearing #5: Enterprise Funds
- ***When Finance Committee members anticipate being absent from a meeting, it would be appreciated if they would notify Chair Peggy Briggs by email at [peg.briggs@gmail.com](mailto:peg.briggs@gmail.com)***

Supporting materials for agenda items are available online at [www.concordma.gov/fcmtgdocs](http://www.concordma.gov/fcmtgdocs). Materials are generally uploaded on the Tuesday prior to the Regular Meeting. If any member has materials they would like to present for discussion, please inform the chair in advance of the meeting.

Annual Town Meeting Articles	Sponsor	Public Hearing	
1. Choose Town Officers	Select Board	N/A	
2. Hear Reports	Select Board	N/A	
3. Meeting Procedure	Finance Committee	FinCom	3/1
4. Ratify Personnel Board Classification Actions	Personnel Board	Select Board	2/27
5. New Classification & Compensation Plan for Regular Status Positions	Personnel Board	Select Board	2/27
6. Amended Classification & Compensation Plan for Regular Status Positions	Personnel Board	Select Board	2/27
7. Use of Free Cash	Finance Committee	FinCom	3/1
8. FY23 Budget Line Item Adjustments	Finance Director	FinCom	3/1
9. FY24 Town Budget	Town Manager	FinCom	3/1
10. Citizen Petition: DEI Director	Tanya B. Gailus	Select Board	2/27
11. Capital Improvement and Debt Plan	Town Manager	FinCom	3/1
12. OPEB Trust Fund Appropriation	Finance Director	FinCom	3/1
13. OPEB Trust Fund Expense	Finance Director	FinCom	3/1
14. Appropriation of Opioid Settlement Funds Received from the State Settlement Fund	Finance Director	FinCom	3/1
15. Minuteman Regional Technical High School District Budget	Minuteman Reg'l School Committee	FinCom	3/9
16. Concord-Carlisle Regional High School Budget	CCRHS School Committee	FinCom	3/9
17. Concord Public Schools Budget	CPS School Committee	FinCom	3/9
18. Concord Public Schools Capital Projects	CPS School Committee	FinCom	3/9
19. Concord Public Schools Capital Projects - Fields & Landscaping	CPS School Committee	FinCom	3/9
20. Appropriation to Middle School Stabilization Fund	Finance Committee	FinCom	3/9
21. Light Plan Solar Expansion – Middle School	Town Manager or Light Board	FinCom	3/15
22. Citizen Petition: Municipal In-Town Solar Generation Task Force	Dean Banfield	Select Board	2/27
23. Adopt Specialized Stretch Energy Code	Climate Action Advisory Board	Select Board	2/27
24. Light Plant Expenditures & Payment in Lieu of Taxes	Town Manager	FinCom	3/1
25. Appropriation for 250th Anniversary Celebration	Select Board	FinCom	3/1
26. Community Preservation Committee Appropriation Recommendations	Community Preservation Committee	FinCom	3/1
27. Community Preservation Act – Rescind and Reappropriate Funds	Community Preservation Committee	FinCom	3/1
28. Community Preservation Committee Appropriation Recommendations - Concord Municipal Affordable Housing Trust	Community Preservation Committee	FinCom	3/1
29. Transfer of Housing Funds	Select Board	FinCom	3/1
30. 162 Plainfield Road Easement	Town Manager	Select Board	2/27
31. Beede Swim & Fitness Center Enterprise Fund Expenditures	Town Manager	FinCom	3/15
32. Demolition Review General Bylaw	Historical Commission	Select Board	2/27
33. Zoning Bylaw Amendment – Restaurant/Prohibited Uses/Parking	Planning Board	Planning Board	3/7
34. Zoning Bylaw Amendment – Mobile Food Establishment	Planning Board	Planning Board	3/7
35. Zoning Bylaw Amendment – Combined Business/Residence	Planning Board	Planning Board	3/7
36. Citizen Petition: Update Concord Noise Bylaw	Sven Weber	Select Board	2/27
37. Citizen Petition: Prohibition of Gas-Powered Leaf Blowers	Sven Weber	Select Board	2/27
38. Solid Waste Disposal Fund Expenditures	Town Manager	FinCom	3/15
39. Sewer System Expenditures	Town Manager	FinCom	3/15
40. Sewer Improvement Fund Expenditures	Town Manager	FinCom	3/15
41. Water System Expenditures	Town Manager	FinCom	3/15
42. Authorize Expenditure from PEG Access & Cable Related Fund	Town Manager	FinCom	3/15
43. Annual Appropriation of Parking Meter Receipts	Town Manager	FinCom	3/1
44. Authorize Expenditure of Revolving Funds Under MGL c44 s 53E 1/2	Town Manager	FinCom	3/1
45. Unpaid Bills	Finance Director	FinCom	3/1
46. Debt Rescission	Finance Director	FinCom	3/1

**Table of Contents – FinCom Report for ATM 2023**

[NOTE: ALL SECTIONS TO BE REVIEWED FOR CONSISTENCY AND ACCURACY AND EDITED AS NEEDED BY LOIS WITH INPUT FROM PEGGY, PARASHAR, INDIVIDUAL MEMBERS AND TOWN]

**Introduction**

Chair’s Letter **PEGGY**  
Finance Committee Responsibilities **LOIS**  
Concord’s Fiscal Position **TOWN, PEGGY, LOIS**  
*Overview of Concord’s Current and Anticipated Debt [suggested new subheading]*  
*Capital Planning [suggested new separate heading]* **TOWN , PEGGY, PARASHAR**  
Finance Committee Guideline FY23 **PARASHAR**  
Budget Highlights **TOWN**  
Property Taxes **TOWN**  
Five-Year Projection of Real Estate Tax **TOWN (CHARTS) PARASHAR (NARRATIVE)**  
Conclusion **LOIS**

**Finance Committee Recommendations on Finance-Related Articles**

[summary in chart form of all FinCom recommendations] **LOIS – WITH SOME SECTIONS PROVIDED BY ASSIGNED FIN COM OBSERVERS**

**Proposed Budget Appropriation **TOWN****

**Detailed Review of Selected Warrant Articles**

Article 5 - 6: [Classification & Compensation Plans for Regular-Status Positions] **TOWN**  
Article 7: Use of Free Cash **TOWN**  
Article 9: FY23 Town Budget **TOWN**  
Article 11: Capital Improvement and Debt Plan **TOWN**  
Article 15: Minuteman Career and Technical High School **BRIAN**  
Article 16: Concord-Carlisle Regional School District (CCRS) Budget **KATHY & ERIC**  
Article 17: Concord Public Schools (CPS) Budget **KATHY & ERIC**  
Article 18: Concord Public Schools Capital Projects **KATHY & ERIC**  
Article 19: Concord Public Schools Capital Projects – Fields & Landscaping **KATHY & ERIC**  
Article 20: Appropriation to Middle School Stabilization Fund **CHRISTINE**  
Article 21: Light Plant Solar Expansion – Middle School **CHRISTINE**  
Article 25: Appropriation for 250<sup>th</sup> Anniversary Celebration **???**  
Article 26 – 28: [CPC] **DEE & RAY**  
[OTHERS??]

**Appendices **REVIEW ONE & TWO FOR ANY CHANGES; TOWN TO PROVIDE THREE - SIX****

Appendix One: Glossary of Terms Commonly Used in Municipal Finance  
Appendix Two: Proposition 2&1/2 - the Levy Limit Explained  
Appendix Three: Report on Reserve Fund Activity  
Appendix Four: 2023 Annual Town Meeting Warrant  
Appendix Five: 2023 Consent Calendar  
Appendix Six: Information on Town Meeting

## Finance Committee Members

as of 6/10/22

Andrews, Ray	2024	<a href="mailto:rayandrews@comcast.net">rayandrews@comcast.net</a>
Bhatia, Suresh	2025 Term 1	<a href="mailto:sbhatia@aconstructioninc.com">sbhatia@aconstructioninc.com</a>
Briggs, Margaret	2024 Term 1	Chair <a href="mailto:peg_briggs@gmail.com">peg_briggs@gmail.com</a>
Cuocolo, Kathy	2023 Term 1	<a href="mailto:kcc.fincom@gmail.com">kcc.fincom@gmail.com</a>
Dahlberg, Eric	2024 Term 1	<a href="mailto:ericdahlberg@gmail.com">ericdahlberg@gmail.com</a>
Garofalo, Jon	2025 Term 1	<a href="mailto:johnagarofalo@yahoo.com">johnagarofalo@yahoo.com</a>
Guarriello, Greg	2025 Term 2	<a href="mailto:gregguar@gmail.com">gregguar@gmail.com</a>
Kumar, Amrith	2023 Term 1	Guidelines Clerk <a href="mailto:concord.amrith@gmail.com">concord.amrith@gmail.com</a>
Kupka, Don	2023 filling 2yr	<a href="mailto:concordmarin@gmail.com">concordmarin@gmail.com</a>
Lis, Lyndsey	2025 Term 1	<a href="mailto:lyndseylis@gmail.com">lyndseylis@gmail.com</a>
Ortner, Dee	2025 Term 2	<a href="mailto:daortner@gmail.com">daortner@gmail.com</a>
Patel, Parashar	2024	Vice Chair & Guidelines Chair <a href="mailto:ponfincom@gmail.com">ponfincom@gmail.com</a>
Reynolds, Christine	2024 Term 2	<a href="mailto:FinComCR@gmail.com">FinComCR@gmail.com</a>
Taylor, Brian	2023 Term 2	<a href="mailto:btaylor@cambridgeassociates.com">btaylor@cambridgeassociates.com</a>
Wasoff, Lois	2023 Term 1	Clerk <a href="mailto:lwasoff.fincom@icloud.com">lwasoff.fincom@icloud.com</a>

Matt Johnson	Select Board Observer	<a href="mailto:klafleur@concordma.gov">klafleur@concordma.gov</a>
Cynthia Rainey	School Committee Observer	<a href="mailto:lhunter@concordps.org">lhunter@concordps.org</a>
Kerry Lafleur	Interim Town Manager	<a href="mailto:blelacheur@concordma.gov">blelacheur@concordma.gov</a>
Dr. Laurie Hunter	School Superintendent	<a href="mailto:gdown@concordma.gov">gdown@concordma.gov</a>
Bob LeLacheur	Interim Finance Director	<a href="mailto:bconry@concordps.org">bconry@concordps.org</a>
Gail Dowd	Interim Finance Director	
Bob Conry	Ass't Superintendent Finance & Operations	

## Committee Assignments July 2022

Position	Name
Select Board	Peggy Briggs
Schools	Kathy Cuocolo
Schools	Eric Dahlberg
Middle School Building Committee	Suresh Bhatia
Middle School Building Committee	Chris Reynolds (backup)
Minuteman Vocational Tech	Brian Taylor
Board of Assessors	Dee Ortner
Retirement Board	<b>Jon Garofalo</b>
Municipal Light Plant	Chris Reynolds
Library	Brian Taylor
Recreation Commission	Amrith Kumar
Senior Services/Council on Aging	<i>to be determined</i>
Affordable Housing Trust	Ray Andrews
Concord Housing Authority	Ray Andrews
Concord Housing Development Corporation	Ray Andrews
Board of Health	<i>to be determined</i>
Economic Vitality Committee	Don Kupka
Planning Board	Don Kupka
Community Preservation Committee	Dee Ortner
Public Works Commission	Eric Dahlberg
Regional Dispatch Center Committee	<b>Greg Guarriello</b>