

**Town of Concord  
Select Board  
January 25, 2021  
Minutes**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on January 25, 2021 at 4:00pm.

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

**Call to Order**

**Roll call vote**

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

**Consent Agenda**

- Town Accountant Warrants – January 21, 2021

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

**Roll call vote**

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

**Town Manager's Report**

Mr. Crane reported that the first responder's vaccination clinic was held from January 14-16. The clinic was conducted in partnership with Carlisle, Lincoln, Bedford, Maynard, and Sudbury, and resulted in 420 individuals being vaccinated, including Police, Fire, EMS, school nurses, Council on Aging Directors, social workers, and outreach staff from each of the six communities.

The Public Works Commission reviewed a request from 13B Commonwealth Avenue LLC for the allowance of over 2,600 gallons per day of wastewater capacity required for this mixed use development. 13B Commonwealth Avenue LLC has completed the conceptual review of a proposed building for 13B Commonwealth Ave. with the Planning Board and WCAC, as well as with the newly formed West Concord Cultural District Committee. As a result of those reviews there was a consensus to change the use of the proposed commercial building to be mixed use business/residential use. The PWC approved this request.

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In 1964, the Town voted to accept the provisions of Mass General Laws Ch. 40, §6C that authorized the Town at its own expense to remove snow and ice from private ways open to public use. The Select Board endorsed a policy of plowing private ways open to the public, according to standards set by the Public Works Commission. Winter maintenance crews have identified that several of these private roads have suffered deterioration from lack of repairs making them extremely difficult and sometimes unsafe to plow. Public Works will be notifying the owners of those roads that repairs will need to be made to allow for continued snow plowing services. The PWC acknowledged the need to do this and expressed their interest in providing abutters with reasonable time to make such repairs.

The Natural Resources Commission required that MassDOT install and monitor a fifth wildlife culvert under Route 2. The recently completed fifth and final year report on the tunnel use confirms safe passage by several wildlife species including beaver, mink, otter, woodchuck, deer, fisher, skunk, coyote, and red and grey fox. Bobcats continue to be observed using the tunnel, with increasing frequency.

The latest draft report from the NMI-Starmet Reuse Planning Committee is now available on the committee web page for public review and comment (<https://concordma.gov/2446/NMI-Starmet-Re-use-Planning-Committee>). The next committee meeting will be Friday, February 5, 2021 at 8:00 a.m. via Zoom.

The Police Department has replaced a patrol vehicle with a new Ford hybrid Police Interceptor Utility. Of the 8 marked patrol vehicles 5 are now hybrid.

At its January 21 meeting, the Finance Committee adopted guidelines for the FY22 budget:

	FY21 Budget	FY22 Tentative Guideline		FY22 Guideline
		FY22 Guideline Increment	% change	
Town Government	\$28,031,664	\$508,151	1.81%	\$28,539,815
CPS (K - 8)	\$40,777,193	\$739,172	1.81%	\$41,516,365
CCRSO Op Assessment	\$20,436,322	\$796,476	3.90%	\$21,232,798
	\$89,245,179	\$2,043,799	2.29%	\$91,288,978

**Chair's Remarks**

Ms. Escobedo stated that the Town Manager's one-year evaluation has been given to him, and it will be posted on the [Select Board's website](#).

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**Concord Housing Authority LLC PILOT Agreement**

Concord Housing Authority (CHA) Director Marianne Nelson stated that CHA is looking to convert 18 housing units administered by the federal Department of Housing and Urban Development (HUD) to Project Based Section 8 units owned by CHA. If the Select Board approves this request, the units will still be subsidized by HUD through vouchers rather than through capital funding to CHA. Ms. Nelson explained that HUD gave housing authorities with less than 50 units the opportunity to convert the units, and HUD cannot keep pace with the capital improvements needed to maintain these units. Ms. Nelson noted that because the market rate rentals are so high in Concord, CHA will get more funding from HUD per unit if they become project based.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** that the Select Board sign the PILOT Agreement for 18 affordable units in Concord.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**Protection of Affordability Status for CHA Reposition Properties**

Regional Housing Services Office Director Liz Rust stated that the project agreement between HUD and the CHA for this transaction will take the form of a 20-year Housing Assistance Payment contract (HAP), which operates similar to a Project-Based Section 8 contract. The HAP Contract confirms the terms of affordability related to income eligibility, tenant selection, and rent determination.

Ms. Rust raised the question of whether or not Concord should include an additional affordable housing restriction to preserve the affordability of these units if the HAP Contract is not renewed by the federal government in the following 20 years. Ms. Rust acknowledged that this is not the current situation, but it would legally maintain the affordability of these units regardless of HUD's actions in the future.

At this time, the Select Board members did not take a vote to require an additional local affordability restriction on these units, and agreed that the HAP Contract was sufficient to maintain the affordability of these units.

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**Select Board Submission for 2020 Annual Report**

Select Board members noted grammatical changes to their [draft entry for the 2020 annual report](#). Ms. Bates will incorporate these changes before sending to Town staff for their inclusion in the annual report.

**Select Board Town Staff Appointments:**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to appoint Town Accountant, Mary Barrett, for a term retroactively beginning June 1, 2020, and set to expire May 31, 2023.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**Select Board Confirmation of Town Manager Staff Appointments:**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to approve the Town Manager appointments of Town Clerk Kaari Tari, Chief Financial Officer Kerry Lafleur and Assistant Town Accountant Erin Mulcahy for terms retroactively beginning June 1, 2020 and set to expire May 31, 2021.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

The Select Board thanks the staff appointees for their service to the Town.

**Committee Nominations**

Joseph Rogers of 20 Tracy Street to the Agriculture Committee as an Associate Member for a term to expire April 30, 2022

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**Committee Reappointments:**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to appoint Kate Yoder of 79 Deer Grass Lane, and Margot Kimball of 21 Winthrop Street to the West Concord Cultural District Committee for terms to expire on April 30, 2023.

**Roll call vote**

Ms. Escobedo: Aye  
Ms. Ackerman: Aye  
Ms. Bates: Aye  
Ms. Hotchkiss: Aye  
Mr. Johnson: Abstain

**Committee Liaison Reports**

Mr. Johnson reported that the Community Preservation Committee voted on their funding recommendations. The CHDC's buy-down fund is 233,000.00.

Ms. Bates reported that the Economic Vitality Committee discussed a new CDBG micro-enterprise grant. There are new PPP funds that are available as well. The Town of Lexington and Minuteman National Historical Park announced that the Patriot's Day events will be held virtually. The Economic Vitality Committee also discussed the future of outdoor dining beyond the pandemic. The Personnel Board is studying the Personnel Bylaw structure, and whether or not to move forward with a warrant article this year.

Ms. Hotchkiss reported that the Comprehensive Sustainable Energy Committee hosted a presentation from the Concord Municipal Light Plant's heating coaches. Ms. Hotchkiss commended the steps that CMLP is taking to help the Town implement its climate action goals. The Board of Health is looking for skilled nurses to administer vaccines. The Agriculture Committee discussed the Spring Forum, which will take place at Walden Woods, and will display equipment used by local farms.

Ms. Ackerman attended the West Concord Junction District Committee, where they are applying to the Massachusetts Cultural Council to receive a \$7500 grant to create a map depicting the district that they hope will be widely displayed distributed in the area. The Finance Committee voted on the FY22 Budget Guideline, and heard a presentation from the Middle School Building Committee on the status of the project.

Ms. Escobedo attended the Concord Housing Development Corporation, where they discussed the Emerson Annex buy-down opportunity to keep this property affordable. They also discussed the future of the housing to be developed at 1440 Main Street. The committee suggested that the Town should be looking for funding to make these units affordable. The Tax Fairness Committee discussed their interim funding options since their home rule petition was not passed by the

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legislature for this past year. The Financial Audit Advisory Committee reviewed the 2020 Town Audit, which will be presented to the Select Board at a future meeting.

**Miscellaneous Correspondence**

The Select Board received correspondence regarding safety concerns for the multiple uses at Junction Park.

**Public Comments**

Diane Proctor of 57 Sudbury Road asked why the Town staff appointments earlier on the agenda were only valid through May 31, 2021. Mr. Crane explained that these appointments are governed by state statute to be one-year appointments, and it does not reflect a Town personnel decision.

**Adjourn to Executive Session with respect to collective bargaining for Concord Public Works Highway & Grounds, as an open meeting may have a detrimental effect on the bargaining position of the Town, and the chair so declares.**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to adjourn to Executive Session with respect to collective bargaining for Concord Public Works Highway & Grounds, as an open meeting may have a detrimental effect on the bargaining position of the Town, and the chair so declares.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**Minuteman Media Network Coverage:**

<https://www.youtube.com/watch?v=s87g9hoK0nA&list=PL1TTzrWEKOOkHKXNLQprEz0f0ofHYKj8->

**Meeting Documents:** <https://concordma.gov/DocumentCenter/View/27600/January-25-SB-Packet>