

**TOWN OF CONCORD  
SELECT BOARD  
MINUTES  
MARCH 22, 2021**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference on March 22, 2021 at 4:00pm.

Present were Linda Escobedo, Chair; Terri Ackerman, Jane Hotchkiss, and Matthew Johnson. Also present was Stephen Crane, Town Manager. Select Board member Susan Bates was not present.

**Call to Order**

**Roll call vote**

Ms. Escobedo: Present  
Ms. Ackerman: Present  
Ms. Hotchkiss: Present  
Mr. Johnson: Present

**Consent Agenda**

- Town Accountant Warrants: March 18, 2021
- West Concord Junction Cultural District designation renewal with the Mass Cultural Council

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. Hotchkiss: Aye  
Mr. Johnson: Aye

**Town Manager's Report**

Mr. Crane reported that the Town has submitted a joint letter to the Massachusetts Department of Public Health requesting the siting of a regional vaccination clinic, along with the towns of Acton, Bedford, Carlisle, Concord, Lincoln, Maynard, Sudbury, Wayland, and Westford.

The Engineering Division is completing the design of improvements to Hubbard St from Walden St to Thoreau St that includes drainage, road reconstruction and Complete Streets Elements – sidewalks, curbing, crosswalks, wheel chair ramps and striping.

The Town has been working on a master plan and design for the Gerow Park Property for a number of years. Funding was received from CPC and the Debt Plan over the past several fiscal years. When scoping and estimating Phase I of the project, park-specific improvements were

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estimated at approximately \$1,400,000. The building construction and utility work was estimated at approximately \$500,000. This left a project budget estimation of about \$1.9 M. The post-bid numbers have the project coming under budget by nearly \$140,000.

**Chair's Remarks**

Ms. Escobedo commented that the Town Manager's Report reflects issues that Town staff work on that take place over a long stretch of time and are of high importance and concern to the community. Ms. Escobedo noted that there is a time and place for regional projects, such as the effort to establish a regional vaccination clinic, when it meets the interests of the community.

Ms. Escobedo reminded the community that the Annual Town Meeting Warrant closes on Friday, March 26.

**IT Security Update**

Mr. Crane introduced the discussion by pointing out that cyber security is a focal point of the proposed FY22 budget, and that the Town also has unfortunately had some issues in recent years regarding cyber security. Therefore, Chief Information Officer Jason Bulger was invited to the Select Board meeting to give an update to the community on what the Town is doing in this area. Mr. Bulger's full presentation is available in the [meeting materials](#).

Mr. Bulger reported that the Town has taken the following steps to improve cyber security:

- Adopted the NIST Cybersecurity Framework
- Created and revamped several security related policies and procedures
- Began adopting industry-standard encryption-at-rest on all systems
- Applied for and received Cybersecurity Awareness Training Grant

Furthermore, the Mr. Bulger reported that the Town currently maintains 8 servers for email and file services. The pandemic and recent issues with Exchange has highlighted the need for an improvement in this area. All services will be migrated to the cloud, which will result in the Town being able to have a better handle on the data that is coming in and going out.

**Application for HOME Funds – Commonwealth Ave (CHA)**

Liz Rust of the Regional Housing Services Office and Marianne Nelson of the Concord Housing Authority attended to explain that the CHA is requesting the Select Board vote to support the CHA's application for \$88,345 in additional HOME funds for the construction of an affordable rental house at 367 Commonwealth Avenue from the Consortium RFP. Concord is a member of the WestMetro HOME Consortium, and this project is an opportunity for the Town utilize the Concord HOME funds as well as the Consortium consolidated funds.

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Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to support the CHA's application for \$88,345 in additional HOME funds for the construction of an affordable rental house at 367 Commonwealth Avenue from the Consortium RFP.

**Roll call vote**

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

**Library Administrative Code Revision**

Revisions to the Library Administrative Code were recommended by the Library Committee for Select Board approval. These proposed revisions were included in the [meeting materials](#).

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to amend the Library Administrative Code according to the revisions in the meeting materials dated March 22, 2021.

**Roll call vote**

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

**Parking Enforcement Discussion**

The non-enforcement of parking meters is scheduled to expire on March 30, 2021, as previously set by the Select Board. Mr. Crane is requesting that the Select Board extend the non-enforcement of the meters through April 19, 2021, while giving him the authority to continue to maintain and implement the reserve takeout spaces for restaurants beyond this April 20 date.

Upon a motion duly made and seconded, it was

**VOTED:** to extend the non-enforcement of parking meters through April 19, 2021.

**Roll call vote**

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

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Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to grant the Town Manager the flexibility to develop and implement a temporary program for reserving restaurant takeout spaces beyond April 19, 2021 or until the COVID-19 Pandemic recedes.

**Roll call vote**

Ms. Escobedo: Aye

Ms. Ackerman: Nay

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**Committee Nominations**

Ed Feather of 392 Border Road to the West Concord Junction Cultural District Committee for a term to expire on April 30, 2024

**Committee Liaison Reports**

Mr. Johnson reported that the Community Preservation Committee approved their warrant article, and discussed conditions for the various awards they are offering. The Concord Housing Authority is interviewing final candidates for their Executive Director role. The Middle School Building Committee is working to determine the process for putting the project out to bid. There is also a question of whether or not any additional facilities will be included in the final bid.

Ms. Hotchkiss reported that the Board of Health discussed the letter to DPH requesting a regional vaccination clinic, and also noted that Concord has entered the “yellow” on the state’s COVID-19 risk designation. The Climate Action Advisory Board and Comprehensive Sustainable Energy Committee have been reviewing the presentation and plans for the proposed middle school building. There was also a discussion of the Biomass Resolution, a proposal to not purchase energy from biomass, at these two committees and at the Light Board. The Commission on Disability discussed the level of accessibility in the proposed middle school building.

Ms. Ackerman reported that the Light Board is bringing back their staff in four phases, with a goal to complete all four phases in June. The Light Board approved the Biomass Resolution, which will be before the Select Board at an upcoming meeting. Concord Public Works discussed their five year plan for roadway maintenance and repair. The compost site will be opening April 3. The Agriculture Committee’s Spring Forum is canceled, and they will instead be producing video content featuring farms in Concord.

Ms. Escobedo reported that the School Committee presented their proposed FY22 Budget. Included in this budget is a Director of Diversity, Equity, and Inclusion. The Concord Housing Development Corporation discussed their current projects, and there will be a joint meeting with

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all the housing groups in town during the first week of April.

**Miscellaneous Correspondence**

Correspondence for the meeting was included in the [meeting materials](#).

**Public Comments**

Mary Hartman of 16 Concord Greene and Chair of the Finance Committee noted that the Finance Committee will be having a discussion with the co-chairs of the Middle School Building Committee on Thursday, March 25.

**Adjourn**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to adjourn.

**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=6agaSPj4nVw>

**Meeting Materials:** <https://concordma.gov/DocumentCenter/View/28452/March-22-SB-Packet>