

# SELECT BOARD

## General Business

The Select Board is the elected representative of Concord citizens. It is responsible for overseeing the development and implementation of Town policy for all town matters other than the management of the school for which the elected School Committee has the responsibility and those issues mandated by State laws for various Commissions. The Select Board working closely with the Town Manager sets annual goals and objectives. It implements the decision of Town Meeting and sponsors Town Meeting Warrant articles and makes recommendations on Town Meeting Warrants. The Select Board makes appointments to the Town boards, committees and task forces; acts as the authority for granting of numerous licenses, and oversees the development of the operating and capital budgets. It also represents the Town in a variety of roles with Federal, State, regional and other local government agencies, as well as being the official point of acknowledgment for the many gifts, grants, and recognitions Concord gratefully receives. The Town Manager reports to the Board.

## Select Board Agenda and Goals

It has been the practice of the Board to establish short and long-term goals and objectives to guide its deliberations and actions. These principles are:

- Governance:** Effective, Responsive, and Transparent with the goal of achieving citizen input at critical stages;
- Financial Stability:** Fiscal Responsibility and Financial Stability/Sustainability necessary to maintain its AAA bond rating;
- Infrastructure:** Sufficient, Well-maintained and Reliable Infrastructure;
- Natural Resources:** Protection and Enhancement of Natural Resources while allowing for maximum reasonable access;
- Sustainability:** Sustainable Management of Energy and Resources;
- Quality of Life:** Maintain and Expand a high level of Town service to its citizens;
- Historical and Cultural Heritage:** Preservation and Promotion of Historic and Cultural Heritage;
- Diversity:** Promote Economic and Social Diversity;
- Balance and Equality:** Balance and Equality among

divergent individual, neighborhood and Town-wide interests; and  
**Regional and State Interests:** Advancement of Concord's Interests in the Region and the Commonwealth.

The Board's goals and guiding principles help it maintain continuous and consistent progress while being mindful of the tax burden and expectations for Town services. Each member of the board takes this commitment to the Town to heart.

## Communications

The Board continued its practice of meeting every other week, generally at 7:00 p.m. on Monday evening, with additional meetings as required. The Board held public hearings to gather citizen input into parking issues, a joint meeting with the Finance Committee and the School Board and a presentation by the Board of Assessors regarding the allocation of the FY18 tax levy among the four classes of real property and of personal property. To allow greater time for consideration of more substantive matters, the Board employs a consent calendar for routine and non-controversial matters such as gift acceptances and special licenses. The Board strives for greater transparency on all matters of Town Policy. Notices of Board meetings are posted with agenda items listed. Meetings are open to all interested Concord citizens and time is allotted for public comments. Copies of supporting materials for meetings of the Board are posted on the Town website. CCTV records the Board meetings and broadcasts live on Concord's local access cable channel ([www.concordtv.org](http://www.concordtv.org)). The Concord Journal ([www.concord.wickedlocal.com](http://www.concord.wickedlocal.com)) and Concord Patch ([www.concord.patch.com](http://www.concord.patch.com)) both regularly report on the meetings of the Board. In addition, the Town Public Information Officer Erin Stevens oversees regular postings on social media and the Town's websites.

Members of the Board also meet with neighboring officials and the Town's representatives of the Massachusetts House of Representatives, Cory Atkins and State Senator Mike Barrett, as well as representatives of the MBTA as necessary.

When necessary, the Board meets in Executive Session for the purposes of discussing issues such as Litigation,

Land Acquisition, and Labor Negotiations.

## Boards and Committees

A hallmark of Concord since its founding has been citizen participation. The Town has three elected boards: the Select Board, the School Committee and the Housing Authority. Citizens also annually elect the Town Moderator. The Town's elected officials as well as citizen members of 65 other boards, committees, and commissions are all volunteers and demonstrate the extraordinary engagement town residents have with the democratic process of the Town. Volunteers are required to fill out a Green Card – (which can be done either in person at the Town House or on the Town's website at <http://concordma.gov/greencard>). Over 250 citizens serve and annually donate hundreds of hours of service.

The Board hosts a monthly Chair Breakfast, which provides an overview of recent or planned activities from each of the Town boards, committees or commissions in an informal information-sharing format. To further engage the citizens and to help ensure transparency, boards, committees, and commissions hold public hearings and forums throughout the year on a variety of matters. In addition, the Town hosts a number of public events each year such as CSEC's planned Cooler Concord Fair, the annual Agricultural Day, and welcoming Concord's Japanese sister city Nanae's visiting



Left to right: Tom McKean, Mike Lawson, Jane Hotchkiss, Alice Kaufman, Steve Ng and Delia Kaye, NRC Director as they complete the Town of Concord's yearly perambulation.

delegation. This year, a number of town officials were hosted by Nanae.

## Significant Milestones

The members of the Select Board remained the same, with Mike Lawson being elected to serve a second three-year term. Jane Hotchkiss succeeded him as Chair and Tom McKean became Clerk. Past Chairs who are now serving their second three-year terms also include Alice Kaufman and Steven Ng. Carmin Reiss was reelected Town Moderator. Kerry Lafleur entered her first full year as Finance Director for the Town. Long time Town Clerk, Anita Tekle, retired and was replaced by Kaari Mai Tari. Executive Assistant to the Town Manager Laurel Landry, retired in August after over thirty years of service to the Town.

## Notable Issues

### Long Range Planning Committee

The Committee met regularly and solicited input from town boards, committees, and commissions as well as the citizenry at large and will be presenting its report in 2018.

### Affordable Housing

- a) Affordable Housing Funding Committee: Pursuant to the amended Article 49 at the 2017 Town of Concord Annual Meeting, the Select Board appointed a committee to study the affordable housing goals of the Town and recommend appropriate measures to fund those goals. The Town currently has a Housing Production Plan which is submitted to the Select Board for approval and certification every 5 years which sets goals and recommends initiatives on how to achieve them.
- b) The Concord Housing Development Corporation (CHDC) is a non-profit housing corporation established by special legislation in 2009 ("Act Establishing the Concord Housing Development Corporation") to be governed by a Board of Directors appointed by the Select Board. The Board discussed and amended the charge of the Corporation.

### Public-Private Partnership Committee

The Public Private Partnership Committee reported to the Select Board its recommendations how the Town should review both new and existing public private partnerships. The Select Board adopted the recommendation that a public meeting would be held for any new Public Private Partnership over \$150,000 to help ensure the public is aware of the proposed partnership and that on an annual basis the Town Manager would

review all existing partnerships at a public meeting.

#### *Public Access to Open Space*

Article 28 of the Annual Meeting was voluntarily withdrawn with the understanding that the general principles embodied in the Article would be addressed by the Board as a proposed Town Administrative Policy and included in the Concord Long Range Planning process.

*Senior Tax Exemption:* The General Court of the Commonwealth, Chapter 169 Acts of 2012 Chapter 10 of the Acts of 2016 passed Town Meeting and its implementation being developed by the Concord Board of Assessors.

*Estabrook Woods Access Study Committee:* After much review and citizen input, the Committee submitted its recommendations to the Select Board.

*Bruce Freeman Rail Trail:* The Bruce Freeman Rail Trail Committee continued to monitor the progress of the construction of the Trail and advise the public and receive input regarding the project. Members of the Committee served as liaison to the Trails Committee, West Concord Advisory Committee, White Pond Advisory Committee, Historical Commission, and the Concord Housing Development Corporation.

*Nagog Pond:* Although Concord began a permitting process for a new and required water treatment facility early in 2016 for Nagog Pond which the Town has owned since the late 1800's, the Town of Acton where the pond is located set unacceptable conditions on their permit. Efforts to negotiate removal of these conditions were unsuccessful and Concord has filed suit in Land Court.

The Affordable Housing Funding Committee, the Pollinator Health Advisory Committee and the Dog Park Feasibility Study Committee began holding their regular meetings by the conclusion of 2017.

At the Special Town Meeting held on April 25, 2017, the Town voted (unanimously) under Article 3 to accept the provisions of Massachusetts General Laws Chapter 40, section 8J to create a Commission on Disability which replaces Concord's Committee on Disability.



*The Concord Select Board during a public hearing on parking at the Punkatasset Conservation area.*

The Select Board organized a Workshop of Effective Governance for Concord's Committee and Board Volunteers which was held on September 23, 2017. Session 1 involved a discussion of the Open Meeting Law and the Public Records Laws by Town Clerk Kaari Mai Tari and a discussion of Ethics and Conflict of Interest Law by Town Moderator, Carmin Reiss. Session 2 focused on Effective Meeting Management by Select Board member Steven Ng. Session 3 had Lynn Huggins present "What you should know to run an effective public hearing" and Mike Lawson "How to Deal with Difficult Issues".

#### *Gifts and acknowledgments*

Concord citizens, visitors, and organizations continued their history of remarkable generosity to the Town. Concord was very fortunately to receive numerous gifts and the Select Board formally acknowledged all gifts in excess of \$500.

- Alcott School Parent Teacher Group \$1,000 to the Recreation Summer Programs Scholarship Fund
- Concord Parents League \$1,000 to the Concord Recreation Summer Camp Scholarship Fund
- Picnic in the Park, Inc. \$1000 to the Emerson Field Landscaping Improvements Gift Account
- Rebecca Sheen \$1,000 to the Emerson Field Flagpole Gift Account
- Concord-Carlisle Community Chest \$10,000 for Crisis Intervention Training for Concord Police Officers
- Cecilia Lemos \$1,000 to the Carousel Preschool Gift Account
- Concord Free Public Library \$1,000 to the Concord Free Public Library Gift Account

- The Boston Foundation \$2,500 to the Thomas G. Curtin – Bobby Kargula Nanae Gift Account
- CIPS Parent Group \$99,500 to the Playground at Ripley Gift Account
- Friends of Concord Carlisle Fields \$50,000 to the Park and Tree Gift Account
- Picnic In The Park Inc. \$1,500 to the Recreation Gift Account
- Raymond C. Holland \$1,000 to the Beede Center Gift Account
- Concord Carlisle Youth Baseball Softball \$7,700 to the Concord Public Works Gift Account
- Alpine Property Management Corp. \$2,280 in the form of tree removal and pruning on Town land adjacent to Milldam Square Condominium.
- Jared Keyes \$500 to the Beede Center Donations Gift Account
- Michael R. Lanagan \$618 to the Concord Public Works Tree Gift Account
- Sudbury Valley Trustees \$541.75 to Concord Public Works for the cost of materials to install additional National Wild & Scenic River signs on the Assabet and Concord Rivers
- Middlesex School \$50,000 to the Police Communication Equipment Gift Account
- Belinda Smith \$500 to the Beede Center Donations Gift Account
- Frederick & Elizabeth Lovejoy \$500 to the Beede Center Donations Gift Account
- Charles & Gloria Clough \$500 to the Beede Center Donations Gift Account
- CIPS Parent Group \$2,800 to the Playground at Ripley Gift Account
- Bullock-Lawton, Inc. \$2,000 to the Council on Aging Gift Account
- Concord-Carlisle Community Chest \$11,123 to the Youth Coordinator Gift Account
- Concord-Carlisle Community Chest \$24,335.50 to the Community Services Coordinator Gift Account
- Concord-Carlisle Community Chest \$34,049 to the Council on Aging Gift Accounts

The Select Board wishes to thank Town Manager Chris Whelan, Assistant Town Manager Kate Hodges, Senior Administrative Assistant Andrew W. Mara, Finance Director Kerry Lafleur, and Administrative Manager Heather Brissette and all of the employees of the Town of Concord for their professionalism and dedication in serving the residents of Concord. We also wish to acknowledge and thank the hundreds of citizen volunteers willing to devote their time and skill to Town affairs and without whom the Town could not function.