



Town of Concord  
Concord Finance Committee

**AGENDA**

May 23, 2024, at 7:00 PM

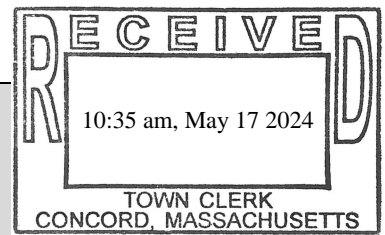
Town House, 22 Monument Sq., 2<sup>nd</sup> Fl. Select Board Conference Room

Notice of public meeting as required by M.G.L. Chpt.30A §18-28

**HYBRID IN-PERSON AND VIRTUAL MEETING VIA ZOOM**

Join the meeting: <https://us02web.zoom.us/j/86357832383?pwd=bnlacXdqbVovWDU0c1ZXai9qTXV2Zz09>

Meeting ID: 863 5783 2383 Passcode: 704291 Dial in Toll-Free: 833-548-0282



Please be advised that this open meeting is being broadcast live via Zoom and MMN and recorded for playback online, video-on-demand viewing at <https://concordma.gov/2409/Government>. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may be addressed. Items may be taken out of order and at times differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law. **Video or call will be muted upon joining meeting please use the "raise your hand" feature in the zoom meeting to ask to speak. ATTENDEES ARE REMINDED THAT BY ATTENDING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED AND REBROADCAST BY MMN.**

7:00 PM	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>Welcome and introduction of new members</li></ul>
7:05 PM	<b>2. Public Comment</b> <p>Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.</p>
7:20 PM	<b>3. 2024 Annual Town Meeting Debrief with Town Moderator Carmin Reiss</b>
7:35 PM	<b>4. Finance Committee Mission and Responsibilities</b>
7:45 PM	<b>5 Finance Committee Member Roles ad Responsibilities</b> <ul style="list-style-type: none"><li>As members</li><li>As officers</li><li>As liaisons (with discussion of liaison assignments)</li></ul>
8:00 PM	<b>6. Finance Committee FY25 Goals and Priorities</b> <ul style="list-style-type: none"><li>Discussion of key goals to accomplish, priorities to track, and big picture schedule</li></ul>
8:10 PM	<b>7. Correspondence</b> <ul style="list-style-type: none"><li>Review and discussion as applicable</li></ul>
8:15 PM	<b>8. Minutes</b> <ul style="list-style-type: none"><li>Approve the minutes of (as available):<ul style="list-style-type: none"><li>March 21, and 28, 2024</li><li>April 16, 25, 29, &amp; 30, 2024</li><li>May 1, 2024</li></ul></li></ul>
8:25 PM	<b>9. Recap of Action Items</b>
8:30 PM	<b>10. Anticipated Adjournment</b>

**UPCOMING MEETINGS**

**Next Meeting:** Thursday, June 20, 2024 @ 7:00 pm (Tentative)



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

**1**

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## Call to Order

Welcome and introduction of new members

**Requested by: FC Chair**

**Action Sought: Introductions**

### Proposed Motion(s)

None anticipated.

### Additional Information

Attached is a list of the 2024-2025 Finance Committee members and their roles. The Chair would like to welcome newly appointed members Pat Geyer, Paul Rodriguez and Sri Tupil.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## 1. Call to Order | Welcome and Introduction of New Members

Name	Role
Suresh Bhatia	
Peggy Briggs	
Kathy Cuocolo	
Eric Dahlberg	Chair
Jon Garofalo	
<b>Pat Geyer</b>	<b>New Member</b>
Greg Guarriello	
Don Kupka	Clerk
Lyndsey Lis	Guidelines Chair
Dee Ortner	
Karlen Reed	Vice Clerk
<b>Paul Rodriguez</b>	<b>New Member</b>
Quazi Sadruzzaman	Guidelines Vice Chair
<b>Sri Tupil</b>	<b>New Member</b>
Lois Wasoff	Vice Chair



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

**3**

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## **2024 Annual & Special Town Meeting**

Debrief with Town Moderator

**Requested by: FC Chair**

**Action Sought: discussion dependent**

### **Proposed Motion(s)**

None anticipated.

### **Additional Information**

The Finance Committee Chair Eric Dahlberg has requested this agenda item. Town Moderator Carmin Reiss will join the Finance Committee for a discussion about the 2024 Annual & Special Town Meeting.

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

**4**

## **Finance Committee Mission and Responsibilities**

Discuss Finance Committee Mission and Responsibilities

**Requested by: FC Chair**

**Action Sought: discussion dependent**

### **Proposed Motion(s)**

None anticipated.

### **Additional Information**

The Finance Committee Chair Eric Dahlberg has requested this agenda item. The Finance Committee is made up of 15 members who are appointed by the Town Moderator to serve for up to two 3-year terms. The Moderator also makes appointments during the year to fill any unexpired term in the event of a vacancy.

A copy of the Finance Committee Handbook, prepared by the MMA Association of Town Finance Committees (rev. 10/2021), can be found on the Finance Committee's page on the Town website by clicking [here](#), or by following the link:

<https://www.concordma.gov/3637/Finance-Committee-Handbook-2021>

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## 4. FinCom Mission and Responsibilities

### Mission Statement

The Finance Committee is the principal financial advisor to the Town Meeting. It is a deliberative rather than a decision-making body. Finance Committee responsibilities are set forth in state law (Massachusetts General Law Chapter 39, §16), a Town Bylaw (1921) and standing votes of the Town Meeting (1976 and 2011).

### Five Responsibilities

#### Guidelines

Establish a budget guideline prior to November 30 each year for the Town Manager and the School Committees

#### Warrant Articles

Conduct public hearings on finance-related warrant articles before Annual and Special Town Meetings

#### Annual Report

Publish annual report highlighting recommendations on all finance-related warrant articles under which appropriation or expenditure or disposition of any Town property may be made

#### 5-Year Projection

Publish 5-year projection detailing what the total tax burden is likely to be on the citizens of the Town

#### Reserve Fund

Manage Town's appropriated Reserve Fund, voting to disburse money from this fund, upon Town Manager request, when unforeseen or extraordinary events occur

# TOWN OF CONCORD MASSACHUSETTS

## FINANCE COMMITTEE BYLAW

### Section 1.

At the annual Town Meeting to be held in the year 1922 and before the final adjournment thereof, there shall be appointed by the Moderator a Finance committee consisting of fifteen members. Five members of such committee shall be appointed to serve for a term of three years; and five members shall be appointed to serve for a term of two years; and five members shall be appointed to serve for a term of one year. At each annual Town Meeting after the annual meeting of the year 1922, the Moderator shall appoint five members of such committee to serve for a period of three years. Except in case of death, resignation or removal from office, each member of the committee shall hold office until the final adjournment of the annual Town Meeting of the year in which his term of office expires. Said committee shall at all times consist of fifteen members, and vacancies occurring therein, otherwise than by expiration of the term of office, shall be filled by the Town Moderator. No member of such committee shall be an officer of the Town or a member of any board of the Town.

### Section 2.

The Finance Committee shall meet and organize as soon as practicable each year after the final adjournment of the annual Town Meeting and at such organization meeting shall elect a chairman and a clerk.

### Section 3.

When the warrant for a Town Meeting contains any article or articles under which an appropriation or expenditure of money or the disposition of any property of the Town may be made, the Finance Committee shall consider such article or articles after giving one or more public hearings thereon and shall report in print its recommendations to such Town Meeting. The recommendations of the Finance Committee concerning any articles in the warrant for an annual Town Meeting shall be printed and distributed to the voters of the Town not less than seven days before such meeting. The Finance Committee may consider and report upon any other article in any warrant issued for a Town Meeting whenever in the opinion of a majority of the committee such consideration and report seem advisable for the best interests of the Town. The Finance Committee may carry on its inquiries and investigations through such sub-committees as it may create and the committee shall determine the method by which such sub-committee shall be selected.

Article 8, Town Meeting, March 1921  
MGL, Ch. 39, §16  
Administrative Code, 5/11/1970  
Charter, §2C

## FINANCE COMMITTEE

Membership and officers

The Finance Committee shall have fifteen members appointed by the Moderator. Terms of appointment shall be for three years, with five terms expiring each year at the close of the Annual Town Meeting. Vacancies occurring otherwise than by expiration of term shall be filled by majority vote of the remaining members of the Committee. No member shall be an officer of the Town or a member of any other board of the Town.

Members of the Committee shall elect a chairman, <sup>AND A CLERK, AND MAY ELECT</sup> vice-chairman, secretary, <sup>and</sup> treasurer, and ~~clerk from among their own number.~~

Powers and duties

The Finance Committee shall have the following powers, duties, and responsibilities:

A. General

- (1) Consider any or all municipal questions for the purpose of making reports or recommendations to the Town, including special studies of town services, programs, and facilities.
- (2) Approve or disapprove transfers of money from the Reserve Fund.
- (3) Make recommendations to the Town regarding the transfer of any amount of public money previously appropriated to any other use authorized by law.

(4) Give approval or disapproval to the Selectmen for the exemption of certain purchases or contracts from the competitive bidding requirements of ~~Articles~~ the town in appropriate emergency circumstances.

(5) Cooperate with the Selectmen to authorize the incurring of liability in excess of sums previously authorized for snow and ice removal, for expenditure during the interim period from January 1st to the time of making the next annual appropriations.

(6) Cooperate with other interested agencies and officers of the Town in preparing and periodically updating and extending a comprehensive development plan for the town, particularly in regard to the capital outlay and taxation aspects of such a plan.

(7) Represent the Town as a member of the Association of Town Finance Committees, and serve as the Town's liaison with other governmental units and private bodies in matters relating to the responsibilities *of the Committees.*

B. Town budget and finances

(1) Receive from the Selectmen the budgets of the various Town departments, boards, and committees as submitted to the Selectmen by the Town Manager and by the Concord Public School Committee; analyze the budgets and all recommendations thereon of ~~by~~ the Selectmen, <sup>and</sup> the Town Manager and confer with the Town Manager and the heads of the respective departments, boards, and committees as necessary; and submit the budgets with its recommendations to the Town ~~Meeting~~ as part of its annual report to the Town Meeting.

(2) Receive the proposed budget of the Concord-Carlisle Regional School Committee; analyze the budget ~~and all recommendations of the Selectmen~~ and conduct a public hearing thereon; and submit the finalized budget with its recommendations to the Town as part of its annual report to the Town Meeting.

(3) Consider all articles of the Town Meeting Warrant under which an appropriation or expenditure of money or a disposition of any Town property may be made, conduct public hearings thereon, and report and distribute its recommendations to the voters of the Town as part of its annual report, at least seven (7) days before the Annual Town Meeting.

(4) Consider and report on any other article of the Town Meeting Warrant whenever in the opinion of a majority of the Committee such consideration and report seem advisable for the best interests of the Town.

(5) Prepare and include as additional parts of its annual ~~budget~~ report to the Town Meeting the following items:

a. A schedule of charges to the Town for State and County services and controls;

b. A schedule of estimated Town receipts for the ensuing year, prepared after consultation with the Selectmen, the Town Manager, and the Town Accountant, ~~and including when possible the allocation to the Town from the Local Aid Fund;~~

c. The estimated total to be raised by taxation;

- d. The assessed valuation and the estimated tax rate for the ensuing year, prepared after consultation with the Town Manager and the Board of Assessors;
- e. A table of Town debt;
- f. A table of tax rate ~~x~~ comparisons;
- g. A table of transfers from the Reserve Fund;
- h. A report on the status of the <sup>Surplus Account</sup> ~~Excess and Deficiency~~ Account;
- i. A narrative report on items of special importance to the voters of the Town.

Approved:  
Board of Selectmen  
May 11, 1970.

References for Finance Committee code

Membership and officers

1. Article 8, secs. 1 and 2, Town Meeting Mar. 7, 1921 - found in Concord Town Charter and Bylaws, pp. 32-33.

Note: Article 8 provides only for election of a chairman and clerk for the Committee; the offices of vice-chairman and treasurer were added later, apparently without any specific statutory or bylaw authority.

Powers and duties

A. General

1. MGLA c. 39, sec. 16.
2. MGLA c. 40, sec. 6.
3. Acts 1951, c. 798, sec. 6.
4. Articles 21 and 22, Town Meeting Mar. 7 and 14, 1960 - found in Concord Town Charter and Bylaws, p. 29.
5. Acts 1948, c. 5, amending MGLA c. 44, sec. 13.

Note: this function will probably lose significance as soon as the new July to June fiscal year is in effect for the towns, as enacted in this session of the Mass. General Court.

B. Town budget and finances

1. Finance Committee Outline 1959, p.3; MGLA c. 41, sec. 60.
2. Finance Committee Outline, pp. 3 and 4.
3. Article 8, sec. 3, Town Meeting Mar. 7, 1921 - found in Concord Town Charter and Bylaws, p. 33.
4. *ibid.*
5. Finance Committee Outline, p. 5.

Note: MGLA c. 41, secs. 59-61 give to the Town Accountant the duties listed under ~~B 5~~ B 5(b) and (e). I have found no explanation as to why the Finance Committee is now performing them.

RECEIVED

JUN 9 - 1959

June 8, 1959

To: Town Manager  
From: The Concord Finance Committee  
Subject: Organization, Functions, Duties and Responsibilities of the Finance Committee

Following is the information requested by your memorandum of May 20, 1959:

I. Legal Existence and Status

General Laws, Chapter 39, Section 16 provides as follows:

"Every Town, whose valuation for the purpose of apportioning the state tax exceeds one million dollars shall, and any other Town may, by by-law, provide for the election or the appointment and duties of Appropriation, Advisory or Finance Committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the Town; and such by-laws may provide that Committees so appointed or elected may continue in office for terms not exceeding three years from the date of appointment or election.

In every Town having a Committee appointed under authority of this section, such Committee, or the Selectmen if authorized by a by-law of the Town, and, in any town not having such a committee, the Selectmen, shall submit a budget at the Annual Town Meeting."

II. Statutory Powers

1. Exclusive control as to transfers from the Reserve Fund, as provided for in Chapter 40, Section 6 reading as follows:

"To provide for extraordinary or unforeseen expenditures, a Town may at an Annual Town Meeting appropriate a sum not exceeding five percent of the tax levy of the preceding year, to be known as the Reserve Fund. No direct drafts against this fund shall be made but transfers from the fund may from time to time be voted by the Finance or Appropriation Committee of the Town, in Towns having such a Committee, and in other Towns by the Selectmen; and the Town Accountant in Towns having such an official, and in other Towns the Auditor or Board of Auditors, shall make such transfers accordingly."

2. Concurrently with the Selectmen, pursuant to the provisions of the Acts of 1948, Chapter 5, amending Chapter 44, Section 13, to authorize the incurring of liability for snow and ice removal during the interim period from January 1st to the time of making the next annual appropriations in excess of the sum otherwise authorized.
3. Under the provisions of Chapter 798, Section 6 of the Acts of 1951 (commonly referred to as the Home Rule Act) whereby the Town (voters) by majority vote may transfer any amount previously appropriated to any other use authorized by law, provided the Finance Committee shall so recommend.

Organization Under Town By-Law (Article 8, Town Meeting, March 7, 1921)

1. At each Annual Town Meeting the Moderator shall appoint five members to serve for a term of one year.
2. Except in case of death, resignation or removal from office, each member of the Committee shall hold office until the final adjournment of the Annual Town Meeting of the year in which his term of office expires.
3. The Committee shall at all times consist of fifteen members, and vacancies occurring therein, otherwise than by the expiration of the term of office, shall be filled by the majority vote of the remaining members of the Committee.
4. No member of the Committee shall be an officer of the Town or a member of any Board of the Town.
5. The Committee shall meet and organize as soon as practicable each year after the final adjournment of the Annual Town Meeting and at such organization meeting shall elect a chairman and a clerk. (The present organization of the Committee consists of a chairman, vice-chairman, secretary and treasurer).
6. The Committee may carry on its inquiries and investigations through such sub-committees as it may create and the Committee shall determine the method by which such sub-committees shall be selected. (At the present time we are organized into five sub-committees, each with its chairman, which are appointed by the Chairman of the Committee).

IV Town By-Law Regarding the Purchase of Equipment, Supplies or Materials (Article 30, Town Meeting, March 2, 1953)

1. Except where recommendations therefor shall have been given in writing by the Finance Committee, no contract for the purchase of equipment, supplies or materials, the actual cost or estimated cost of which amounts to \$1,000.00 or more, except in cases of special emergency involving the health or safety of the people or their property, shall be awarded unless proposals for the same have been invited by advertisement in at least one newspaper published in the Town, or, if there is no such newspaper, in a newspaper published in the County, such publication to be at least one week before the time specified for the opening of said proposals. Such advertisement shall state the time and place for opening the proposals in answer to said advertisement and shall reserve to the Town the right to reject any or all such proposals. All such proposals shall be opened in public.

V Membership in Association of Town Finance Committees

1. The Committee is a member of the Association of Town Finance Committees for which its annual dues are \$25.00. Two meetings of the Association are held each year, usually in January or February and the Fall. Various information pertaining to municipal finances is distributed by the Association to the member Committees, including Bulletin E which is the "bible" of the Finance Committee.

Functions, Duties and Procedures of the Committee

1. The Committee is an advisory and not an administrative body, which situation is not altered because of its three statutory powers and any other powers granted by Town By-Laws.

The Committee is responsible for the preparation of the recommended budget for the

Annual Meeting (Schedules A, B and C). The following procedure was agreed upon two years ago and is still in effect as respects all Town Departments, Boards and Committees except the local School Committee and the Regional District School Committee:

- a. Prior to December 1 of every year each Town Department, Board or Committee will submit its requested budget for the ensuing year to the Town Manager.
  - b. The Town Manager will submit these various budget requests, together with his recommendations, to the Selectmen by December 1 of each year. He will confer with the Departments, Boards and Committees before then, but the Finance Committee will not.
  - c. The Selectmen will submit this budget to the Finance Committee on December 20 in the same form in which they received it from the Town Manager and they will append to it any changes or suggestions which they wish to make.
  - d. After December 20 the Finance Committee will analyze the budget and confer with heads of Departments, Boards and Committees. The Finance Committee or any Sub-Committee should notify the Town Manager whenever it plans to confer with any Town Department, Board or Committee that comes under his jurisdiction.
  - e. The Finance Committee will make its recommendations which will be the figures printed in Schedule A.
  - f. On any item where the Selectmen or the Town Manager present a different figure from that of the Finance Committee, the Selectmen or Town Manager will have to pass that item as it is read and defend their proposal before the Town Meeting.
3. The procedure as outlined in paragraph 2 is basically applicable to the local School Department budget although it should be borne in mind that the local School Committee has broad powers over its own budget and that it, rather than the Selectmen or Town Manager, would have to pass and defend any proposal on which the Finance Committee presented a different figure from that of the local School Committee.
4. The Concord-Carlisle Regional High School District is governed by Sections 14 to 16 I inclusive of Chapter 71 of the General Laws and the "Agreement" between the Towns of Concord and Carlisle. Under Section 16 of Chapter 71 a Regional School District is a body politic and corporate with all the powers and duties conferred by law upon School Committees. Section V of the "Agreement" covers the budget procedure of the Regional District School Committee. Paragraph (B) of Section V requires that on or before November 1 the Committee shall annually prepare a tentative maintenance and operating budget for the ensuing calendar year. Copies of such tentative budget shall be mailed to the Chairman of the Finance or Advisory Committee of each member town. Paragraph (C) of Section V requires the Regional District School Committee to adopt on or before December 1 in each year an annual maintenance and operating budget for the ensuing calendar year. The amounts apportioned for each member Town shall, prior to December 31 of each year preceding the calendar year to which said budget relates, be certified by the District Treasurer to the Treasurers of the member Towns, and each Town shall be liable for and shall appropriate the amounts so certified to it. You will note that nothing is said in the "Agreement" as to what happens between November 1, when the tentative budget is submitted to the respective Finance Committees, and December 1, when the Regional District School Committee adopts the final maintenance and operating budget. Therefore, on September 16, 1957 a memorandum was written to the Regional District School Committee by the School Sub-Committee of the Finance Committee outlining a suggested procedure to cover this period. We expect to review this subject again this year with the Regional District School

Committee, but at the present time following is the procedure that we operated under during the past two years:

- (a) The School Sub-Committees of the Concord and Carlisle Finance Committees shall meet with the Regional District School Committee prior to October 15 to discuss the budget before it is in its final proposed form.
  - (b) The budget shall be in the same form, utilizing the same categories, as that used in recent years by the Concord School Committee.
  - (c) The proposed budget shall be presented to the Selectmen and Finance Committees of the respective Towns on November 1.
  - (d) The Finance Committees shall hold a Public Hearing on the proposed budget prior to November 15.
  - (e) The Finance Committees shall make a published recommendation prior to December 1. This may or may not be in the form of a local newspaper release.
  - (f) The Concord Finance Committee proposes to make its recommendations and comments regarding the Regional High School's final budget in the Annual Report of the Finance Committee.
  - (g) Copies of the Regional High School Committee's requests to the Selectmen for capital expenses shall be forwarded to the respective Town Finance Committees.
5. When the Warrant for a Town Meeting contains any article or articles under which an appropriation or expenditure of money or the disposition of any property of the Town may be made, the Committee shall consider such article or articles after giving one or more public hearings thereon and shall report in print its recommendations to such Town Meeting. (Town By-Law)
6. The recommendations of the Committee concerning any articles in the Warrant for an Annual Town Meeting shall be printed and distributed to the Voters of the Town not less than seven days before such meeting. (Town By-Law) (Items 5 and 6 might be construed to mean that it is not necessary to distribute our recommendations to the voters at least seven days before a Special Town Meeting, but that we could distribute our recommendations at the Special Meeting).
7. The Committee may consider and report upon any other article in any Warrant issued for a Town Meeting whenever in the opinion of a majority of the Committee such consideration and report seem advisable for the best interests of the Town. (Town By-Law) (It has been and still is the practice of the Committee to recommend only on articles involving an appropriation or expenditure of money or the disposition of Town property).
8. Long Range Planning
- (a) While generally speaking long range planning is apart from consideration and advice as to the annual budget, it, nevertheless, concerns that to a degree, for while the cost of the current service program may be within the pocketbook, the trends or tendencies of increasing the same may be such that the burden in later years will prove too great. This danger should be analyzed and reported. To a greater degree, however, long range planning concerns necessary future capital outlays, inevitable as the community grows.

Laying out a year-by-year program for that is essential in order that such capital expenditures may not be made in a haphazard, ill-advised manner, by whim and caprice, without consideration of other capital items bound to come.

- (b) Some towns have established a special permanent committee for the sole purpose of studying into and annually reporting as to capital expenditures over a period of time.
- (c) Since Concord does not have such a special committee, the Finance Committee has undertaken this work in the past two years. We intend to continue on this project and bring our figures up to date in line with present requirements and developments. We have just completed negotiations with the Planning Board whereby two of its members have been appointed to work with our Long Range Planning Sub-Committee on this very important phase of our work.

## II Annual Report of the Finance Committee to the Town

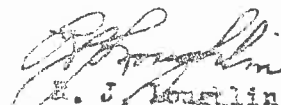
1. The Annual Report is the method by which the Committee makes its recommendations to the Town.
2. It is also our practice to insert in this Report the Articles of the Town Warrant and following each to give our recommendation where required or deemed advisable.
3. Schedule A in the Report is the maintenance and operating budget of the Town as recommended to the Voters by the Finance Committee. It is a segregated budget set up by function and the main items are salary, expense and equipment.
4. Schedule B consists of charges to the Town for State and County services and controls and is added to Schedule A to determine the total liability of the Town for a given year.
5. Schedule C is the estimated receipts for the ensuing year. These estimates are made after discussions with the Selectmen, Town Manager and Town Accountant. In this connection we should point out that you cannot use estimated receipts for the ensuing year that are greater than the actual receipts of the current year. In the event we receive the "Cherry Sheet" in time from the Massachusetts Department of Corporations and Taxation we use the estimates in this sheet for the items that apply to Schedules B and C. Schedule C subtracted from the total of Schedules A and B gives us the estimated total to be raised by taxation. The assessed valuation for the ensuing year is then estimated and agreed upon by the Finance Committee, Town Manager and Board of Assessors. The Finance Committee can then estimate the tax rate for the ensuing year by dividing the estimated amount to be raised by taxation by the estimated assessment per one thousand dollars. It should be borne in mind that this is an estimated tax rate and that the Assessors are charged by law with the setting of the final tax rate.
6. The following tables are included in our Report:
  - a. Table of Town Debt
  - b. Assessed Valuation at end of Year
  - c. Status of Excess and Deficiency Account
  - d. Transfers from Reserve Fund
  - e. Table of Tax Rate Comparisons
7. The Committee then makes a narrative report on items which it considers of paramount importance to the Veterans of the Town.

.II Summary of Functions, Duties and Responsibilities

1. Advisory, not an administrative body.
2. Exclusive control as to transfers from the Reserve Fund.
3. Concurrently with the Selectmen, to authorize incurring of liability for snow and ice removal during the interim period from January 1st to the time of making the next annual appropriations in excess of the sum otherwise authorized.
4. Recommendation of Finance Committee required for transfer of any amount previously appropriated to any other use authorized by law.
5. Recommendation of Committee required on all Warrant articles calling for an appropriation or expenditure of money or the disposition of any Town property.
6. A Public Hearing must be held before making recommendations.
7. The recommendations on articles in the Warrant for an Annual Town Meeting shall be printed and distributed to the Voters of the Town not less than seven days before such meeting.
8. May recommend upon any other Warrant articles if deemed in the best interests of the Town.
9. Carries on its inquiries and investigations of the budget and Warrant articles through sub-committees.
10. May authorize in writing the purchase of equipment, supplies or materials costing \$1,000 or more without the necessity of putting out on bid.
11. Preparation of the recommended budget for the Annual Meeting (Schedules A, B and C).
12. Estimate of the tax rate.
13. Long range planning
14. Annual Report to the Town.

I apologize for the length of this document, but I have written it not only to comply with your request of May 20, 1959, but also in order to consolidate in one place various material pertaining to the operation of the Finance Committee for the benefit of present and future members of the Committee. With this material as a starting point a member can then refine and increase his knowledge by studying such reference material as Bulletin E, the Town By-Laws, Town Reports and applicable General Laws.

The summary of our functions, duties and responsibilities (Section VIII of this report) should give you the necessary information. It is our opinion that we do not overlap or duplicate the activities of any other Town Board, Committee or Department.

  
E. J. Douglas  
Chairman

**THE COMMONWEALTH OF MASSACHUSETTS  
WARRANT FOR THE ANNUAL TOWN MEETING 2021**

Middlesex, ss.

To any of the Constables of the Town of Concord, in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Concord, qualified to vote at Town Meeting for the transaction of Town affairs, to meet at the Doug White Memorial Field at Concord-Carlisle Regional High School at 500 Walden Street, in said town, on Sunday, the thirteenth day of June, 2021, at 1:00 o'clock in the afternoon, by posting a printed copy of this Warrant by you attested, at the Town House. Further a copy thereof shall be posted on the Town's website and mailed to every household at least seven days before the Town Meeting, then and there to act upon the following Articles:

**CHOOSE TOWN OFFICERS**

**ARTICLE 1.** To choose all necessary Town Officers and Committees.

**HEAR REPORTS**

**ARTICLE 2.** To hear and act upon the reports of Town Officers and Committees.

**MEETING PROCEDURE**

**ARTICLE 3.** To determine whether the Town will adopt a rule of the meeting governing requirements on Motions and amendments to Motions made at this meeting under Articles concerned with expenditures, in order to assure compliance with the requirements of Mass. Gen. Laws c. 59, § 21C (generally referred to as "Proposition 2½"), or take any other action relative thereto.

*The motion to be made by the Finance Committee will specify that every motion to appropriate funds will be required to identify the source of funding. Town Meeting has adopted this meeting procedure for a number of years.*



**FINANCE COMMITTEE GUIDELINES PUBLICATION**

**ARTICLE 4.** To determine whether the Town will vote to replace the policy established under Article 4 of the 1976 Annual Town Meeting relative to establishing and publishing budget guidelines as follows (*changes are shown in strikeout and bold italics for emphasis only*):

The Finance Committee shall annually establish a ~~guideline~~ **budget guidelines** for budget increases to be considered in **the next** fiscal year ~~for the planning by the Board of Selectmen~~ **Select Board**, the Concord Public School Committee and the Concord-Carlisle Regional School Committee and will publish said guidelines **on the Town website no later than five (5) weeks before the scheduled close of the warrant** in the local press prior to November 30 of the previous fiscal year.

*Town Meeting voted in 1976 to adopt a policy establishing budget guidelines. It is recommended that this policy be updated to reflect the following changes: (i) connect the publication date of the guideline to the closure of the warrant instead of a fixed date on the calendar, especially given recent experience with shifting Town Meeting dates, (ii) change guideline to guidelines since, in practice, separate guidelines are given to each entity based on their budget drivers, (iii) post the guidelines on the town website instead of the local paper to reflect how residents get their information, and (iv) change "Selectman" to "Select Board" to reflect the current name of the Town's board.*

### **RATIFY PERSONNEL BOARD CLASSIFICATION ACTIONS**

**ARTICLE 5.** To determine whether the Town will vote to ratify the Personnel Board's actions to amend the Classification and Compensation Plan as follows, or take any other action relative thereto:

1. Move the title "Public Information & Communications Manager" from Grade MP-2 to Grade MP-4 effective December 1, 2020.
2. Add the title "Library Innovation & Communication Specialist" to Grade MP-1 effective December 1, 2020.
3. Add the title "Land Manager" to Grade MP-2 effective December 8, 2020.
4. Make all other changes to the Classification and Compensation Plan voted by the Personnel Board between March 26, 2021 and June 13, 2021.

*The Town Manager has authority to create and modify positions throughout the fiscal year. Titles and salary ranges are determined using the Town's established classification system. Under the Personnel Bylaw, the Personnel Board is authorized to approve temporary changes in the Classification and Compensation Plans, pending ratification of such actions at the next Town Meeting. Actions already taken appear in the Warrant; if additional actions are taken by the Personnel Board after the close of the Warrant, notice will be filed with the Town Clerk and details will be presented at Town Meeting.*

### **CLASSIFICATION & COMPENSATION PLAN FOR REGULAR-STATUS POSITIONS**

**ARTICLE 6.** To determine whether the Town will vote to amend the Classification and Compensation Plan for regular-status Town positions by adopting the following schedules to become effective July 1, 2021, or take any other action relative thereto:



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

**5**

## **Finance Committee Member Roles & Responsibilities**

Discuss Member Roles & Responsibilities

**Requested by: FC Chair**

**Action Sought: discussion dependent**

### **Proposed Motion(s)**

None anticipated.

### **Additional Information**

The Finance Committee Chair Eric Dahlberg has requested this agenda item. The Finance Committee is made up of 15 members who are appointed by the Town Moderator to serve for up to two 3-year terms. The Moderator also makes appointments during the year to fill any unexpired term in the event of a vacancy.

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## 5. Finance Committee Member Roles and Responsibilities | As Members

### Members

The Finance Committee is made up of 15 members who are appointed by the Town Moderator to serve for up to two 3-year terms. The Moderator also makes appointments during the year to fill any unexpired term in the event of a vacancy.

### Expectations

#### Preparation

Review agenda and materials ahead of each meeting (including meeting minutes to be approved). Let Chair know in advance if you expect to be absent.

#### Participation

Attend and actively participate in Finance Committee meetings, including public hearings and Town Meeting.

#### Meeting Etiquette

Follow Roberts Rules for maintaining decorum, making motions, points of order, and avoiding interruptions

#### Trainings

Complete required trainings as required (Ethics/Conflict of Interest, Open Meeting Law, etc.).

#### Liaison Role

Stay engaged with the Board or Committee for which you are the assigned FinCom Liaison (see subsequent slide for details).

## 5. Finance Committee Member Roles and Responsibilities | As Officers

### Officers

We elected six Finance Committee officers for FY25 at our March 28<sup>th</sup> meeting.

### Roles

Officer	Responsibilities	For FY25
Chair	<ul style="list-style-type: none"> <li>Chair committee meetings.</li> <li>Prepare agenda and materials for each meeting.</li> <li>Make liaison assignments and other appointments as needed.</li> <li>Represent Finance Committee at Town Meeting and other meetings as needed.</li> </ul>	Eric Dahlberg
Vice Chair	<ul style="list-style-type: none"> <li>Fulfill Chair's responsibilities in Chair's absence and assist Chair as needed.</li> </ul>	Lois Wasoff
Clerk	<ul style="list-style-type: none"> <li>Record minutes of Finance Committee meetings and, once approved, submit for public record.</li> <li>Lead and record Committee roll call votes.</li> <li>Lead development of annual report.</li> </ul>	Don Kupka
Vice Clerk	<ul style="list-style-type: none"> <li>Fulfill Clerk's responsibilities in Clerk's absence and assist Clerk as needed.</li> </ul>	Karlen Reed
Guidelines Subcommittee Chair	<ul style="list-style-type: none"> <li>Lead development of guideline metrics, preliminary guideline, and final guideline.</li> <li>Chair meetings of the Guidelines Subcommittee.</li> </ul>	Lyndsey Lis
Guidelines Subcommittee Vice Chair	<ul style="list-style-type: none"> <li>Fulfill Guidelines Subcommittee Chair's responsibilities in Chair's absence and assist Chair as needed.</li> </ul>	Quazi Sadruzzaman

## 5. Finance Committee Member Roles and Responsibilities | As Liaisons

### Liaison Role

Finance Committee liaisons to other Town boards and committees engage with those bodies to assist the Committee's understanding of current and emerging financial matters before the Town and when appropriate, share the Committee's perspective on matters of interest to the Committee. If a liaison wishes to make remarks on those matters where the Finance Committee has not taken a formal position, liaisons must preface such remarks by clearly stating that they are not speaking for the Committee.

Board/Committee	FY25 Liaison
2229 Main Street Advisory Task Force	
Board of Assessors (New for FY25?)	
Community Preservation Committee	
Concord 250 <sup>th</sup> Committee (New for FY25?)	
Concord Municipal Affordable Housing Trust	
Economic Vitality Committee	
MCI Concord Advisory Board (New for FY25)	Don Kupka
Middle School Building Committee	
Minuteman Vocational Technical HS	
Planning Board	
Public Works Commission	
Recreation Commission	
Schools (CPS and CCRSD)	
Select Board	Eric Dahlberg
Warner's Pond Task Force (New for FY25?)	

### Expectations

Engage with your assigned Board/Committee by attending meetings when possible (and/or reviewing meeting recordings), opening/maintaining line of communication with Chair (or designee), and monitoring decisions.

Report back to the Finance Committee on key updates that may be of relevance/interest. We'll include a "Liaison Updates" item in most agendas.

Be mindful - in all communications with your assigned Board/Committee - that you may not be speaking for the Finance Committee.



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

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## **Finance Committee FY25 Goals and Priorities**

Discuss Finance Committee FY25 Goals and Priorities

**Requested by: FC Chair**

**Action Sought: discussion dependent**

### **Proposed Motion(s)**

None anticipated.

### **Additional Information**

The Finance Committee Chair Eric Dahlberg has requested this agenda item. The Finance Committee will be reviewing a tentative schedule for May 2024 through FY25 leading up to the 2025 Annual Town Meeting. There will also be a discussion about what the committee wants to focus on for goals, including: Operations, Capital Budget, Operating Budget, Financial Policies, Liaisons, Communicating with Taxpayers, and any other item(s).

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## 6. Finance Committee FY25 Goals and Priorities | Tentative Schedule (1 of 2)

**May 2024**

**Priorities:**

- Kick-off FY25
- ATM debrief
- Review mission, roles and responsibilities
- Make liaison assignment picks
- Start goals and key issues discussion

**Meeting date(s):**  
Thu 5/23

**Jun 2024**

**Priorities:**

- Finalize liaison assignments
- Finalize goals and key issues to monitor
- Recap FY24
- Guidelines process and preview FY25
- FY24 line item transfers (if applicable)

**Meeting date(s):**  
Thu 6/20

**Jul 2024**

**Priorities:**

- Draft FY26 informational request letters to Town, CPS, CCRSD, and Minuteman to be sent in August.
- Notify Town, CPS, CCRSD, and Minuteman that FY26 requests are coming.

**Meeting date(s):**  
Thu 7/18

**Aug 2024**

**Priorities:**

- Review FY26 guideline inputs/metrics
- Finalize and send FY26 informational request letters to Town, CPD, and CCRSD

**Meeting date(s):**  
Thu 8/22

**Sep 2024**

**Priorities:**

- Approve FY26 guideline inputs/metrics
- Review estimated FY26 revenue
- Review five-year revenue and cost projections

**Meeting date(s):**  
Thu 9/12  
Thu 9/26

**Oct 2024**

**Priorities:**

- Review preliminary Town, CPS, CCRSD (with Carlisle FinCom), and Minuteman FY26 budgets
- Review estimated tax impact of preliminary FY26 guidelines
- Approve FY26 preliminary guidelines
- Kick-off work on annual report

**Meeting date(s):**  
Thu 10/10  
Thu 10/24

**Note: For planning purposes only. All dates are tentative at this time.**

## 6. Finance Committee FY25 Goals and Priorities | Tentative Schedule (1 of 2)



**Note: For planning purposes only. All dates are tentative at this time.**

## 6. Finance Committee FY25 Goals and Priorities | What do we want to focus on in FY25?

For discussion: Several categories and initial thoughts on potential focus areas based on our FY24 wrap-up discussion...

### Operations

- Hit all target dates for key Finance Committee milestones detailed in big picture schedule (preliminary and final guidelines, 5-year tax projection, annual report, etc)?

### Capital

- Develop unified long-term capital plan (Town and Schools)?
- Treat capital similarly across budget units?

### Budget

- Move toward unified budget (Town and Schools)?

### Financial Policies

- Support staff initiative to update and document financial policies?

### Liaisons

- Prioritize areas we flagged for additional attention in FY25 (Minuteman Tech, 2229 Main Street, CPC, others)?

### Communications

- Continue to communicate directly and proactively with taxpayers?

### Others?

- Others?



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

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## Correspondence

Mail, letters, emails, presentation, etc.

**Requested by: Chief Financial Officer**

**Action Sought: to provide update**

### Proposed Motion(s)

None anticipated.

### Additional Information

Since the last Finance Committee meeting on March 28<sup>th</sup>, the Finance Committee Chair shared an email with the rest of the Finance Committee with an update from the May 15, 2024, Chairs Breakfast meeting, which is attached for your reference.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

**From:** [Eric Dahlberg](#)  
**To:** [Dee Ortner](#); [Don Kupka](#); [Greg Guarriello](#); [John Garofalo](#); [Kathy Cuocolo](#); [Suresh Bhatia](#); [Karlen Reed](#); [Lois Wasoff](#); [Lyndsey Lis](#); [Peggy Briggs](#); [Q. Sadruzzaman](#); [sri tupil](#); [Paul Rodriguez](#); [Pat Geyer](#)  
**Cc:** [Anthony Ansaldi](#); [Elizabeth Rourke](#)  
**Subject:** 5/15 Chairs" breakfast recap and items coming soon  
**Date:** Thursday, May 16, 2024 8:43:03 AM

---

Colleagues:

A few updates for you:

### **5/15 Chairs' breakfast recap**

Yesterday I attended the monthly Chairs' breakfast – a recurring meeting to bring chairs from our many town boards and committees together to share updates and collaborate. These are open to everyone and highly informative – please feel free to join future meetings (going forward there will be a Zoom option for participation). Karlen also attended this one – at the bottom of this email is a compilation of highlights relevant to FinCom that Karlen and I captured.

### **Coming soon**

Expect several emails over the next few days:

- **Liaison assignment prep:** As you review the Chairs' breakfast recap notes below, I ask that you think about the boards and committees for which you may be interested in serving as FinCom liaison for the next year. In a separate email that will go out by end of day today, I'll distribute a list of the boards and committees for which we have traditionally designated liaisons (with a few additions). I'll ask you to send me your thoughts on other boards/committees to add to the list as well as your top three choices for your own liaison assignment this year.
- **Agenda** for our Thu 5/23 meeting will be distributed tomorrow, Fri 5/17.
- **Meeting packet** will be distributed by end of day on Mon 5/20.

Thank you,

Eric

### **Chairs' Breakfast Recap**

Wed 5/15 | 8:30 – 9:30 AM

Board/Committee	Chair (or designee in attendance)	Updates
Select Board	Mary Hartman	<ul style="list-style-type: none"> <li>• Select Board re-organized earlier this week – Mary Hartman elected to serve as chair.</li> <li>• MCI-Concord Task Force will be formally appointed in early June.</li> <li>• Select Board designated liaisons for other boards/committees. Note: Mary will be FinCom liaison.</li> <li>• Mary encouraged other boards/committees to set goals for the next year and to consult “Envision Concord” report for guidance.</li> </ul>
Moderator	Carmin Reiss	<ul style="list-style-type: none"> <li>• Town Meeting Study Committee, created at ATM, has already begun meeting.</li> </ul>
Community Preservation Committee	Burton Flint	<ul style="list-style-type: none"> <li>• CPC wants to work more closely with FinCom to provide line of sight into long-term projects and appropriations.</li> <li>• Note: Eric and Burton connected after the meeting – will make sure CPC and FinCom stay in touch throughout the year.</li> </ul>
Public Works Commission	Sven Weber	<ul style="list-style-type: none"> <li>• PWC approved new water rates at their first post-ATM meeting – rates will increase 12.5%, driven primarily by MCI-Concord closure.</li> <li>• Priorities for the year including developing budget/fees for new stormwater utility, reviewing water rates, and road repair backlog.</li> </ul>
Middle School Building Committee	Pat Nelson	<ul style="list-style-type: none"> <li>• Construction is on track and remains under budget.</li> </ul>
Finance Committee	Eric Dahlberg	<ul style="list-style-type: none"> <li>• Will meet on Thu 5/23 to review mission, roles and responsibilities and align on goals, priorities, big picture schedule, and liaison assignments for the next year.</li> <li>• We will “refresh” list of boards/committees for which we designate liaisons – invited group to reach out if they have items that may be of interest to FinCom and we’ll consider adding them to our liaison list.</li> </ul>
PEG Access	Vince Carlson	<ul style="list-style-type: none"> <li>• Considering Zoom’s AI transcription tool for taking meeting minutes – may offer best</li> </ul>

		practices for other boards/committees in town.
Zoning Board of Appeals	Theo Kindermans	<ul style="list-style-type: none"> <li>• ZBA has approved the NOVO 40B development, which will now proceed.</li> <li>• The other proposed 40B development, Thoreau (off Forest Ridge), will be continued for a month or two as the developer re-works plans drastically.</li> </ul>
Municipal Affordable Housing Trust	Keith Bergman	<ul style="list-style-type: none"> <li>• Trust is doing a legislative push for passing of the real estate transfer fee; hoping for action by July 1.</li> <li>• Trust has \$2.5M in its account as of July 1; much of it has already been committed [example: \$1.5M to support building three new affordable homes on Old Marlboro Road by the CHDC – see more on that in the CHDC update below].</li> </ul>
Concord Housing Development Corp	Dan Drazen	<ul style="list-style-type: none"> <li>• CHDC is focused on adding those three new affordable houses on Old Marlboro Road. Looking at the 2 responses to the CHDC’s RFP: <ul style="list-style-type: none"> <li>◦ Common Ground – needs \$2M Town support for 1900 – 2100 sq. ft. homes;</li> <li>◦ Habitat for Humanity needs \$1M Town support for 1200 – 1400 sq. ft. homes].</li> </ul> </li> <li>• Hope to select a winning proposal in summer, break ground by December.</li> </ul>
Board of Health	Randy Crane	<ul style="list-style-type: none"> <li>• New health inspector has been hired.</li> <li>• BoH passed new groundwater regulations, some of which may come before Town Meeting in 2025.</li> </ul>
Solar Implementation Task Force	Dean Banfield	<ul style="list-style-type: none"> <li>• Committee’s work has concluded – it will now disband.</li> <li>• Did not have enough time to get solar in place – but did help get the battery article passed at ATM</li> </ul>
Concord Housing Authority	Stephan Bader	<ul style="list-style-type: none"> <li>• CHA received a \$1.3M grant to buy and install heat pumps in Everett Gardens and Everett Extension – CHA properties.</li> <li>• CHA has lobbied for an increase in public housing. There are few CHA vacancies.</li> </ul>
Historical Commission	Nancy Nelson	<ul style="list-style-type: none"> <li>• Commission is working on updating their Historic Plan, using a Town Survey.</li> <li>• She noted the National Trust designation of Minute Man National Historical Park as an</li> </ul>

		<p>endangered site and its possible impact on the jet expansion at Hanscom Field.</p> <ul style="list-style-type: none"> <li>• They are working with the 250th committee on the permanent memorial site in Concord Center.</li> </ul>
Transportation Advisory Committee	Mark Gailus	<ul style="list-style-type: none"> <li>• Committee is working on a transportation plan with Public Works department help.</li> <li>• They are also creating a wish list for the MBTA, like accessible boarding platforms in West Concord.</li> </ul>
Hugh Cargill Trust	Bob Abrahms	<ul style="list-style-type: none"> <li>• They have created new guidelines for property tax relief applications for FY25.</li> </ul>



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**May 23, 2024**

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## Minutes

Approve minutes of March 21, & 28, April 16, 25, 29, & 30, and May 1, 2024

**Requested by: Dee Ortner, Clerk**

**Action Sought: Seek Approval**

### Proposed Motion(s)

None anticipated.

### Additional Information

Attached are the Finance Committee meeting minutes from March 21, & 28, April 16, 25, 29, & 30, and May 1, 2024

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

**Town of Concord**  
**Public Hearing #5**  
**Meeting of the Finance Committee**  
**Minutes of Meeting – March 21, 2024**  
**Hybrid Meeting**

**Members Present:** Suresh Bhatia (remote), Kathy Cuocolo (remote), Eric Dahlberg, Don Kupka, Lyndsey Lis, Dee Ortner, Parashar Patel, Karlen Reed, Christine Reynolds, and Lois Wasoff

**Members Absent:** Margaret Briggs, Jon Garofalo, Greg Guarriello, Amrith Kumar, Quazi Sadruzzaman.

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Kerry Lafleur (Town Manager), Elizabeth Rourke (Assistant CFO), Terri Ackerman (Select Board member), Mary Hartman (Select Board member), Carmen Reiss, Wendy Rovelli, Dean Banfield, Alan Cathcart, Gary Clayton, Fred Ryan, Nikki Andrade, Mr. Ledoux, Burton Flint

**1. Call to Order**

Mr. Patel called the meeting to order at 7:02pm with a brief presentation of the budget/guidelines process used by the Finance Committee. A road map of the budget process was followed by steps undertaken by the Finance Committee throughout the year. Tonight, the enterprise funds will be discussed including the operating and debt service costs.

**2. Finance Committee Annual Town Meeting Public Hearing**

A.

Article 16 – Create Stormwater Enterprise Fund: Both the operating budget and debt service were mentioned. The process for establishing the Stormwater Enterprise fund was described. Bylaw definitions, department responsibility, fees etc. were described. The ERU is a common unit to assess the fee. The fee will be based on the need for Stormwater Management (SWM), currently targeted at \$1.5-2 million based on a preliminary needs assessment. The outlook for the next five years indicates a potential increase due to additional needs. Currently, the department is taking funds out of other programs to meet near-term SWM needs. Having an enterprise fund would address equity for distributing costs between rate payers and commercial landowners. Cost will likely be incorporated in the water/sewer bill. The Town (8% of total impervious area) would bear its cost as a fee.

B. Article 43 – Amend departmental Revolving Funds Bylaw

Revolving funds must be established on an annual basis. A 6<sup>th</sup> fund for ambulance services is being requested to be established. The Town is currently taking in \$900K for ambulance fees and service provided through a consortium. Ms. Lafleur indicated that planned service expansion would entail a considerable increase in cost. By planning ahead during the upcoming fiscal year, the Town would be in a better position to manage the costs.

- C. Article 44 – Authorize expenditure of Revolving Funds under Mass. Gen. Laws 44 § 53 E ½

The purpose of this article is to appropriate the budgets associated with each fund.

- D. Article 45 – Light Plant Expenditures and Payment in Lieu of Taxes

There has been some fluctuation in electricity sales, which have dropped over the past two years. Transmission costs are expected to increase over the years. This year, Capital outlay requires anticipated borrowing of approximately \$10 million or more. Payment in lieu of taxes to the Town is \$464,500. Telecommunications was presented in terms of broadband service with a revenue of approximately \$385,000. Forecast plan includes new hires (unspecified number) as well as capital projects. With MCI closing, rates will be adjusted to cover lost revenue (\$870,000) resulting in a relatively small impact on ratepayers.

- E. Article 46 – Solid Waste Disposal Fund Expenditures

Details of the program were described together with Fund expenses. Funds will be used for pay-as-you-go service. The average user cost in FY25 is up to \$637 compared with last year's average of \$482. The cost of "recycling only" is \$325 up from \$178 last year. Costs are no longer funded by the fund balance.

- F. Article 47 – Sewer System Expenditures

The Sewer fund deals with general operations. Infrastructure is valued at \$18.8 million that supports 1/3 of the town's population. Total operational expenses are \$3.8M. Infiltration/Inflow (I/I) is an increasing annual need at \$248,000. The FY25 rate is anticipated to be 5% higher. Capacity has been reached in the sewer system, which is a big, future concern. The Town is looking for opportunities to increase capacity irrespective of cost.

- G. Article 48 – Sewer Improvement Fund Expenditures

These expenditures are used to improve system. Currently the wastewater treatment plant needs \$675,000.

- H. Article 49 – Water System Expenditures

The system valued at \$25.8 million supplies 95% of population. The town owns 134 miles of pipes and maintenance expenditures are targeted at compliance with the national Safe Drinking Water Act. Income from special services fees and other sources contribute towards system maintenance. Cost for system security is a growing concern. The FY25 Capital Improvement Plan includes Meter-reading as being critically important. FY25 rates are increasing \$86/year (about +2%). Rates are set in anticipation of debt.

- I. Article 50 - Authorize Expenditure from PEG Access & Cable Related Fund

Payments comes from both Carlisle and Comcast. The Town is renegotiating its contract with Comcast together with a fee paid by Carlisle. PEG Access is planning to support the 250 Celebration and is expanding equipment in Town House. In addition, more equipment and software as well as a van to broadcast outside of theater are planned. Harvey Wheeler improvements were mentioned, which are not a big capital

improvement. And, the Maker Space in Library is looking to increase equipment for borrowing.

- J. Article 51 – Beede Swim and Fitness Center Enterprise Fund Expenditures  
Net income is \$127,150. Budget goals include pool space, swim lessons, flex membership options, personal training, and annual events. Personnel costs are 41% of the budget with capital outlay being 18%. Membership has increased. Capital projects require roof replacement and building improvements. The pool facility needs new pump. Highlights of Beede Shutdown were described.
- K. Article 52 – Unpaid Bills  
Less than \$12K of unpaid bills are anticipated. FY24 funds will be used before Free Cash, which is neither planned nor expected to be used.
- L. Article 53 – Debt Recission  
Not being moved.

### **3. Close the Finance Committee Annual Public Hearing**

The Hearing was adjourned at 8:58pm.

### **4. Finance Committee Meeting**

Mr. Patel opened the meeting at 9:05pm.

- A. Discuss and Potentially Vote on the Following Articles:
  - Article 16 – Create Stormwater Enterprise Fund  
VOTE: Affirmative Action
  
  - Article 43 – Amend departmental Revolving Funds Bylaw  
VOTE: Affirmative Action
  
  - Article 44 – Authorize expenditure of Revolving Funds under Mass. Gen. Laws 44 § 53 E ½  
VOTE: Affirmative Action
  
  - 
  
  - Article 45 – Light Plant Expenditures and Payment in Lieu of Taxes  
VOTE: Affirmative action
  
  - 
  
  - Article 46 – Solid Waste Disposal Fund Expenditures  
VOTE: Affirmative action
  
  - 
  
  - Article 47 – Sewer System Expenditures  
VOTE: Affirmative action
  
  - 
  
  - Article 48 – Sewer Improvement Fund Expenditures  
VOTE: Affirmative action
  
  - 
  
  - Article 49 – Water System Expenditures  
VOTE: Affirmative action

- 
- Article 50 - Authorize Expenditure from PEG Access & Cable Related Fund
- VOTE: Affirmative action
- 
- Article 51 – Beede Swim and Fitness Center Enterprise Fund Expenditures
- VOTE: Affirmative action
- 
- Article 52 – Unpaid Bills
- VOTE: Affirmative action
- 
- Article 53 – Debt Recission
- VOTE: Not moved
- Any Article Presented on March 7, and/or March 19, 2024

**5. Correspondence – None**

**6. Minutes**

Minutes of the March 19, 2024 meeting were unanimously approved.

**7. Adjournment**

Mr. Patel adjourned the meeting at 9:41pm.

**YouTube: Ctrl+Click to follow link:** [Concord Finance Committee March 21, 2024 \(youtube.com\)](#)

Respectfully submitted,

Dee Ortner, Finance Committee Clerk

	Article 4
<p>M. Article 16 – Create Stormwater Enterprise Fund Both the operating and debt service were mentioned. The process for establishing the SW enterprise fund was described. Bylaw definitions, department responsibility, fees etc. were described. The ERU is a common unit to assess the fee. The fee will be based on the need for STM ocurrently targeted at \$1.5-2 Million, preliminary needs assessment for the year. (Outlook for next 5 years; probably will increase after that due to additional needs.) Currently taking funds out of other programs to meet near-term needs. Having an enterprise fund, would address equity for distributing costs between rate payers and commercial landowners. Oversight through the rate-payer and impervious cover (homeowner vs business). Cost will likely be incorporated in the water/sewer bill. Municipal (8% of total impervious area) would bare that cost as a fee.</p> <p>N. Article 43 – Amend departmental Revolving Funds Bylaw Revolving funds must be established on an annual basis. A 6<sup>th</sup> fund for ambulance services is being requested to being established. Currently taking in \$900K for ambulance fees. Current service is part of a consortium. Changing the structure of service would entail a considerable increase in cost. Trying to plan ahead.</p> <p>O. Article 44 – Authorize expenditure of Revolving Funds under Mass. Gen. Laws 44 § 53 E ½ The purpose of this article is to Appropriate the budgets associated with each fund.</p> <p>P. Article 45 – Light Plant Expenditures and Payment in Lieu of Taxes MWH Sales has seen some fluctuation; electricity sales have dropped over the past two years; transition costs are expected to increase over the years. Educate the public and garner the public’s interest in type of service. Capital outlay requires borrowing this year. (\$10+M) Payment in lieu of taxes is \$464, 500. Telecommunications was presented in terms of broadband service. Revenue ~ \$385K. Forecast plan: hiring, capital projects. With MCI closing, rates will be adjusted (\$870,000) and a relatively small impact.</p> <p>Q. Article 46 – Solid Waste Disposal Fund Expenditures Funds to be used for pay-as-you-go. Details of the program were described as well as Fund expenses. Average cost in FY25 = \$637 (from \$482). Recycling only = \$325 (from \$178) (No longer funded by the fund balance.)</p> <p>R. Article 47 – Sewer System Expenditures Sewer fund deals with general ops. Infrastructure valued at \$18.8 million that supports 1/3 of population. Total ops expenses = \$3.8M; I/I is increasing need (\$248,000); installing xxx ; FY25 rate is 5% higher. With impact of \$39. Capacity was reached in the</p>	Y.

sewer system – big, future concern. The Town is looking for opportunities to increase capacity – irrespective of cost!

- S. Article 48 – Sewer Improvement Fund Expenditures  
Expenditures used to improve system. Wastewater treatment plant needs \$675,000.
- T. Article 49 – Water System Expenditures  
Income from special services fees. System valued at \$25.8M. Supplies 95% of population. 134 miles of pipes. Expenditures are targeted at compliance of Safe Drinking Water Act. Cyber Security are \$5,8M security is a growing concern.  
FY25 – Capital Improvement Plan; Meter-reading is critically important. Rates in FY25 are increasing \$86/year; increase is +12%. Rates are set in anticipation of debt.
- U. Article 50 - Authorize Expenditure from PEG Access & Cable Related Fund  
Payments from Carlisle and Comcast. Renegotiating contract with Comcast; fee paid by Carlisle; Planning to support the 250 Celebration; expanding equipment in Town House; More items and software as well as a van to broadcast outside of theater. Harvey Wheeler improvements were mentioned, not a big capital improvement; Maker Space in Library is looking to increase equipment for borrowing.
- V. Article 51 – Beede Swim and Fitness Center Enterprise Fund Expenditures  
Net income = \$127,150; net income estimate = \$42,981. Budget goals pool space, swim lessons, flex membership options, personal training, annual events. Personnel is 41%, capital outlay = 18%. Membership has increased...; Capital projects = roof replacement, building improvements; pool facility = pumps...  
Highlights of Beede Shutdown were described.
- W. Article 52 – Unpaid Bills  
<\$12K of unpaid bills; FY24 funds used before Free Cash (which is not be planned to use)
- X. Article 53 – Debt Recission  
Not moved

- A. Article 13 – Funding Public Safety during the Concord 250 Celebrations in 2025  
Funding public safety during the 250 celebrations. The timelines extend implementation now and continue into 2026. Regional, state and national attention is anticipated. Responsibilities and obligations are ours! A total of \$700,000 funds is needed for public safety for which an additional \$350,000 is needed to bolster public safety. Assumptions regarding the number of spectators and venues that are hard to monitor or control warrant additional funding for security. All events have been submitted for federal review together with a detailed breakdown of the complexity of the planning process. Remaining funds (\$475,000) of the proposed \$1,175,000 budget goes to programs.
- B. Commemorating the Beginning of the American Revolution, April 19, 1775  
No additional information provided.
- C. Article 15 – Establish a Permanent Senior Means Tested Property Tax Exemption  
Approval of the Act establishes a permanent Senior Means Tested Property Tax Exemption for those who qualify. Last year, the impact on property tax was \$0.01 increase last year. The eligibility criteria (\$250,000) last year and \$275K this year showed 37 and 34 applications respectively. The focus on eligibility targets elders with limited means. Tax payers must reapply

and quality every year. Having boundary limits for eligibility guard against a throng of folks applying.

D. Article 17 – Nagog Pond Improvements and PFAS Mitigation

Alan Cathcart, Director of Public Works, is proposing an appropriation of \$50M for design and infrastructure improvements for two facilities and several groundwater wells. Carbon, fluoride and other compounds have infiltrated the environment and go back to the 1930's/1940's. Now, PFAS has become an emergent contaminant. Nagog is the primary facility for mitigation (no detection in 2014); state regulators in 2020 and required a PFAS limit of 20 parts per trillion (PPT). In 2022, the Federal EPA announced an interim level of 4 PPT. Currently, the impact in Concord shows two groundwater sources out of compliance in addition to the Nagog facility's lack of compliance. The final Federal Standard is anticipated at 4PPT, but yet approved.

The present cash reserve is \$10M. The \$50M covers the 3 sources over next 3 years. Currently it is premature to determine a breakout of permitting and costs. At this time the estimates are \$35M for Nagog and \$5-\$10M for other sources. The application for borrowing from state is dependent on having TM approval, which is why the articles are on the agenda. The bottom line shows a doubling of rates in the next 10 years. There is a 12.5% increase on water rates this year.

Upon questioning, Mr. Cathcart indicated that he is still working with MWRA as a different option, yet the possibly of merging would be considered in 10-20 years. To date \$7-8 M has been spent on design, legal and other concerns regarding the Nagog facility.

Mark Howell asked about the phase of the overall process and wrap the story in that context of Nagog. \$7-8M spent on design/legal/etc. to date.

E. Article 19 – Minuteman Regional Technical High School District Budget

Ms. Andrade provided a status report on the budget and Concord's share for the regional technical high school. Concord's assessment is \$1,732,805. Ms. Andrade mentioned that all 12 applicants from Concord were accepted at Minuteman. She also mentioned that with a decreasing number of students from non-member schools, Concord's share of the budget would increase as there would be no offset. Concord's share of costs will increase. Currently Concord has 15 slots for students per year; current numbers show a total of 41 students from Concord currently enrolled in the four-year program.

F. Article 33 – In-Town Solar Expansion

Costs have dropped substantially and ground-mounted solar is a better value than rooftops due to installation costs. At this time only specific components of the system are being proposed. These include a Control system (approximately \$100,000) and Battery storage facility (\$2+M).

Questions regarding maintenance, degradation of battery performance and longevity indicates a life-span of 20 years. Ongoing maintenance would be performed by the Light Plant or an outsourced service. The source of power to fuel the battery is at night by fossil fuel. Comments and questions from audience included the quickly changing improvements of this technology and marginal return on investment at this time.

G. Article 40 – Community Preservation Appropriation Recommendations

A total of \$1,878,320 is proposed for 17 projects. Chairperson Burton Flint briefly described each of the projects. Questions focused around higher dollar amount projects such as the amount of \$500,00 for the Concord Municipal Affordable Housing Trust, final design request of

\$200,000 for the Assabet River Bridge, CPS athletic fields (\$250,000), and historic preservation at 51 Waldon Inc. (\$195,000).

- 8. Close of the Finance Committee Annual Public Hearing** – Mr. Patel motioned to close the meeting, Mr. Kupka second @ 9:33pm

The Meeting adjourned at 9:33pm

**YouTube: Ctrl+Click to follow link:**

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk

**Town of Concord**  
**Meeting of the Finance Committee**  
**Minutes of Meeting – March 28, 2024**  
**Hybrid Meeting**

**Members Present:** Suresh Bhatia (7:02), Margaret Briggs, Kathy Cuocolo, Eric Dahlberg, Greg Guarriello (Remote, 7:08), Don Kupka, Lyndsey Lis, Dee Ortner, Parashar Patel, Christine Reynolds, and Lois Wasoff (Remote)

**Members Absent:** Jon Garofalo, Amrith Kumar, Karlen Reed, Quazi Sadruzzaman

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Kerry Lafleur (Town Manager), Elizabeth Rourke (Assistant CFO), Terri Ackerman (Select Board member), Mary Hartman (Select Board member), Carmin Reiss, Wendy Rovelli, Dean Banfield, Alan Cathcart, Gary Clayton, Fred Ryan, Nikki Andrade, Mr. Ledoux, Burton Flint, Paul Macone, Sandy Smith

**1. Call to Order**

Mr. Patel called the meeting to order at 7:00pm.

**2. 2024 Annual Town Meeting**

A. Discussion and Potential Vote on the Following Articles

- Article 7 – FY24 Budget Line-Item Adjustments  
No discussion
  
- Article 14 – Use of Free Cash  
The Finance Committee sponsored warrant article recommends \$1 million in Free Cash to offset FY25 Property tax rate. The Town currently has \$8.5 million in Free Cash. With upcoming Warrant articles this number will drop to approximately \$7 million. The Tax for a median valued property would increase by 3.7 percent. Under discussion, members of the committee raised concerns about the impacts from upcoming new projects, potentially higher borrowing costs, and the bond rating. Suggestions included gradually eliminating the \$1 million tax relief versus completely eliminating it. Mr. Ansaldi encouraged better planning and examination of what we should have as a policy for creating a stabilization fund for future projects.  
Motion: Withdraw the article, which was approved.
  
- Article 20 – CCRSD Budget  
With an exchange of emails late this afternoon, the committee learned that the School Committee is not going to meet our guideline number. According to the Governor’s Budget the Regional High School will be getting \$89,000 less in State Aid than what was assumed in their budget. To make up the related revenue shortfall they anticipate reducing their operating expenses. Unfortunately, this does not mean a reduction to Concord’s assessment. Numerous questions arose regarding: the impact of reduced state aid; cost per student with reduced enrollment

of 100 students (+10%). The committee intends to ask for a written response from the school regarding the impacts of a 100+ student reduction.

Motion: Affirmative action at the Finance Committee's CCRSD budget guideline of \$23,029,906 w/o debt.

Vote: 10 yes; 1 - abstain

- Article 21 – Amenities Building at Concord-Carlisle High School  
Article withdrawn.
- Article 24 – Concord Public Schools Capital Project  
Discussion focused on renovations at the Thoreau School, a \$200,000 request within the FY25 Capital Projects plan. There is an additional \$200,000 in project funding from an individual donation.  
Motion: Affirmative Action
- Article 33 – In-Town Solar Expansion  
Special Town Meeting to be held on April 16<sup>th</sup>.  
Recommendation: to be determined at a future meeting.
- Article 40 – CPC Appropriation Recommendations  
Being asked about applicant requests spanning more than one year, Burton Flint, CPC Chair, indicated that currently three projects are known to have follow-up requests in future years in areas including housing, staff and tech support and from the Housing Trust. With respect to recurring Affordable Housing requests, it is expected the Municipal Affordable Housing Trust will return every year until state funding starts. Future requests include: Hillcrest steps (post design phase), Assabet bridge trail (\$850,000 for design study and construction of bridge with costs ranging between \$8-10 million).  
Motion: Affirmative action on Article 40, except for "F".
- Any and all Articles from the three Finance Committee Public Hearings – None

B. Review and discuss the FY25 Finance Committee Report

Document preparation is on schedule and will go to the printer on April 1. Ms. Wasoff commented that there should be a section dealing with the five-year tax projection. At a past Town Meeting, tax projections were voted to be required and included in this report. Ms. Ortner will discuss with the CFO and will include them. Ms. Wasoff expressed concerned that there is no longer a deep dive section on specific articles.

Mr. Patel reviewed his cover letter. Mr. Kupka questioned if we want to mention the off-budget increases to the Enterprise fund for storm water and the \$50 million for freshwater. Mr. Kupka will send a sentence or two.

### 3. Finance Committee Reorganization

Slate for FY25:

Eric Dahlberg – Chair

Lois Wasoff – Vice Chair

Don Kupka – Clerk

Karlen Reed – Vice Clerk

Lyndsey Lis – Chair, Guidelines Quazi Sadruzzaman – Vice Chair, Guidelines

The slate for next year is approved.

Christine Reynolds and Parashar Patel are off the Committee following Annual Town Meeting.

Amrith Kumar is declining to serve out his term.

**4. Correspondence**

Paul Macone speaking online indicated that not having a budget book available at this time is unfortunate. His remarks were not directed at specific individuals but more of a concern for having a record. In response, Mr. Patel suggested he share his questions, comments, and thoughts with the Town Manager.

Sandy Smith stated that the Finance Committee can always review decisions and votes on articles. Bylaws can be read and/or reviewed and can be reviewed by the Finance Committee annually noting that changes can occur every year.

**5. Minutes**

Minutes from the March 19, 2024, meeting are approved.

Minutes from the March 21, 2024, meeting are not reviewed.

The Meeting adjourned at 9:33pm

**YouTube: Ctrl+Click to follow link:** [Concord Finance Committee Meeting - March 28, 2024 \(youtube.com\)](#)

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk

**Town of Concord**  
**Hearing**  
**Meeting of the Finance Committee**  
**and Select Board**  
**Minutes of Meeting – April 16, 2024**  
**Hybrid Meeting**

**Members Present:** Suresh Bhatia, Margaret Briggs, Eric Dahlberg, Don Kupka (remote), Dee Ortner, Karlen Reed, Christine Reynolds, Lois Wasoff

**Members Absent:** Kathy Cuocolo, John Garofolo, Greg Guarriello, Amrith Kumar, Lyndsey Lis, Parashar Patel, Quazi Sadruzzaman

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Kerry Lafleur (Town Manager), Henry Dane (Select Board Chair), Terri Ackerman (Select Board member), Mary Hartman (Select Board member), Linda Escobedo (Select Board member), Mark Howell (Select Board member), Jason Bulger (Interim Director of CMLP), Brian Foulds (remote), Cameron McKennitt

**Item 1: Call to Order of the Finance Committee and Select Board Meeting at 7:02 pm by Eric Dahlberg, Vice Chair.** The eight Finance Committee members present constituted a quorum.

**Item 2: Finance Committee Special Town Meeting Public Hearing**

Mr. Bulger of the Concord Municipal Light Plant (CMLP) began his presentation by specifying that Article 1 of the Special Town Meeting is for the borrowing of \$10.4 million to be paid by ratepayers and not tax payers. His technical presentation included such topics as transformers and bus bars in the context of grid usage as well as the increase of solar growth within the Town. Mr. Bulger spoke of the following goals: 1) protect the grid, 2) allow expansion of the grid, 3) save emissions (reduce peak load) and 4) save ratepayers money. Mr. Bulger also stated that with the impending closure of the MCI facilities, the existing power load would decrease significantly and could work against the delivery of services to the ratepayers.

Various approaches for addressing the goals were mentioned. The CMLP investigation focused on battery storage as the optimal solution for expansion. The use and size of a \$10.4 million battery allows CMLP to expand at a faster rate, better manage solar saturation, provides economies of scale, and offers better cash flow. These are considered all positive benefits for ratepayers. Mr. Bulger stated that rates would be higher during the first year (deficit year). After the first year a positive cash flow would be realized. A 4% borrowing rate is anticipated. Stated differently, Mr. Bulger said that ratepayers would see an increase of \$1/year for the first year with savings in all future years.

Alternative technical aspects and general questions were explored and discussed. Several questions addressed the following topics: the load as it pertains to in-town companies; the notion of rushing the decision; location of the grid; capability to even the use of the battery between storage and use; and, timing of discharge (AM) and storage during the day/overnight. The degree of difficulty in managing the system was mentioned especially during a four-month period of the year when uncertainty in usage creates subsequent uncertainty in costs. For CMLP there are two main goals: #1 grid stabilization, and #2 return of savings to rate payers.

**Item 3: Close the Finance Committee Special Town Meeting Public Hearing**  
Mr. Dahlberg adjourned the public hearing at 8:25pm.

**YouTube: Ctrl+Click to follow link:**

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk

**Town of Concord**  
**Meeting of the Finance Committee**  
**Minutes of Meeting – April 25, 2024**  
**Hybrid Meeting**

**Members Present:** Margaret Briggs (remote), Kathy Cuocolo, Eric Dahlberg, Don Kupka (remote), Lyndsey Lis, Dee Ortner, Parashar Patel, Karlen Reed, Christine Reynolds, Quazi Sadruzzaman (7:06pm), and Lois Wasoff

**Members Absent:** Suresh Bhatia, Jon Garofalo, Greg Guarriello, Amrith Kumar,

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Kerry Lafleur (Town Manager), Terri Ackerman (Select Board member), Mary Hartman (Select Board member), Tracey Marano (Chair, School Committee), Jason Bulger (CMLP), Brian Foulds (Chair, Electrification Committee), Paul Boehm (Chair, 2229 Main Street Task Force)

**1. Call to Order**

Mr. Patel called the meeting to order at 7:00pm.

**2. Public Comment**

Ms. Marano, Chair of the CCRSD, requested that the Finance Committee reconsider its position regarding the budget.

Mr. Dinos Gonatas indicated that he favored action at this time regarding the purchase of batteries by CMLP.

**3. 2024 Special Town Meeting**

Topic: Discussion and potential vote on recommendation for Article 1 In-town Utility Scale Battery

Mr. Bulger reviewed the current plan and urgency of its approval, especially with the unanticipated closure of MCI. Options, including the possibility of a 3<sup>rd</sup> party agreement by one of two vendors will be examined. A plan will be in place by “this fall” with mitigations to account for the upcoming shoulder season. The timeframe for delivery of batteries will be known after vendor selection. Under discussion, Ms. Ortner voiced concern about authorizing the purchase of a \$10.4 million project with neither a plan nor a firm bidding process in place. Others offered support for this process.

*Motion: Purchase of a \$10.4 million battery made by Chris Reynolds, seconded by Karlen Reed*

*Affirmative action – 10 members, 1 abstention.*

**4. Article 7 of the 2024 Annual Town Meeting**

Discussion regarding the adjustments to the FY24 Town Budget line-item adjustments included a chart that showed the changes to the line-item adjustments which will cover the transfer costs of \$515,000. Adjustments could be made due to the 1.3% savings in the budget.

*Motion: To approve the transfer of funds*

*Affirmative action – unanimous*

**5. 2229 Main Street**

Mr. Boehm began with providing background information on the charge of the group, its organization, residual risks to any portion of the site, financial aspects of ownership, the

needs of the town, status of the cleanup, and the task force's report due date to the Town by October 31, 2024. Due to the financial and legal aspects associated with the acquisition of the site, the Task Force is awaiting support from the Select Board before planning commences. Reuse of the site is only one component of planning. The estimated cost of acquisition, costs of site preparation, costs to Town of ownership, and costs to the Town if not purchased were noted as major elements to be evaluated. The Finance Committee is primarily interested in knowing revenue opportunities, such as housing, recreation potential, and commercial interest. Currently, the Federal Government (EPA) would be the negotiator of the \$100 million lien on the parcel. The site will not be available for acquisition from EPA until 2028. The range of value or price to purchase is \$4-10 million.

## 6. Finance Committee Year End Review

Chair Patel began the discussion with a chart of topics and status of progress.

(Chart attached)



2024-04-24 Work  
Plan - final.pdf

Suggestion included:

- a. Reassess the roles and needs for Finance Committee liaisons as they pertain to Town and School needs (example, Economic Vitality)
- b. Treat Tier 1 capital similarly for Town and Schools
- c. Improve discussion on the capital planning process – i.e., collaboration
- d. Enhance communications between FC members and liaison roles
- e. Become more informed of the Town's strategic plan – understand priorities, integration of departments, and impending municipal land use plan
- f. Enhance communication with Minuteman – better understand financial needs and goals
- g. Knowledge of the numbers – two people need to examine the models when creating the guidelines

## 7. Correspondence

- a. This year's Finance Committee Report is shorter and easier to read.
- b. Meeting packets are well-organized.
- c. Need to develop an approach for collecting institutional knowledge and passing it along.

## 8. Minutes - Approve minutes of March 21, 2024 and April 16, 2024

Minutes were held awaiting comments from committee members by 04/29/24. Amended minutes will be included at the May 23<sup>rd</sup> meeting.

## 9. Anticipated Adjournment

Prior to adjournment, several members in the audience were asked to make comments and/or suggestions. Ms. Marano suggested the use of Google docs or other online repository to assist the FC in capturing institutional knowledge. Ms. Hartman suggested that the FC beef-up liaison responsibilities and to address and include upcoming expenses, such as MCI in the guidelines.

The Meeting adjourned at 8:47pm.

**YouTube: Ctrl+Click to follow link:** [Concord Finance Committee Meeting - April 25, 2024 \(youtube.com\)](#)

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk

**Town of Concord**  
**Meeting of the Finance Committee**  
**Minutes of Meeting – April 29, 2024**  
**Room 242, CCRSD**

**Members Present:** Margaret Briggs, Kathy Cuocolo, Eric Dahlberg, Greg Guarriello, Amrith Kumar, Don Kupka, Lyndsey Lis, Dee Ortner, Parashar Patel, Karlen Reed, Christine Reynolds, Quazi Sadruzzaman, and Lois Wasoff

**Members Absent:** Suresh Bhatia, Jon Garofalo

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Liz Rourke (Assistant CFO)

**Meeting summary:**

The meeting started at 6:20pm when a quorum arrived. Mr. Patel provided a brief introduction regarding the nature of the meeting that would focus on Article 14 – Use of Free Cash. Mr. Patel reminded the group that time was of the essence and that we could briefly discuss relevant information, such as level of reserve or potential future impact, and that no other business would be conducted at this meeting.

After discussion, ten (10) members decided to maintain the decision from a previous meeting to “Not Move” the article. Three (3) other members indicated that they may be open to change, should an amendment be offered for a lesser amount (i.e., an amount less than \$1 million).

The meeting ended at 6:55pm.

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk

**Town of Concord**  
**Meeting of the Finance Committee**  
**Minutes of Meeting – April 30, 2024**  
**Room 242, CCRSD**

**Members Present:** Margaret Briggs, Eric Dahlberg, Lyndsey Lis, Dee Ortner, Parashar Patel, Karlen Reed, Christine Reynolds, Lois Wasoff (At least one additional member arrived during the intense discussion.)

**Members Absent:** Uncertain due to schedules of individual members.

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Liz Rourke (Assistant CFO)

**Meeting summary:**

The meeting started at 6:30pm with a brief introduction by Mr. Patel regarding the nature of the business meeting that would focus on Article 40 – Community Preservation Appropriation Recommendations. Mr. Patel reminded the group that time was of the essence and that the item of interest would be Item F – 250 Trees for the 250<sup>th</sup> Memorial. Ms. Reed began the discussion with asking for an amendment to the Article that would remove Item F from the list. Ms. Reed then conveyed her reasons for wanting the Item to be removed. A robust discussion ensued with numerous questions, points of view, and additional suggestions.

After discussion, no conclusion was reached. The Article would not be considered at this evening's meeting.

The meeting ended at 6:55pm.

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk

**Town of Concord  
Meeting of the Finance Committee  
Minutes of Meeting – May 1, 2024  
Room 242, CCRSD**

**Members Present:** 12 members of the Finance Committee were present, arriving at various times.

**Members Absent:** 3 members absent.

**Others Attending:** Anthony M. Ansaldi, Jr. (CFO), Liz Rourke (Assistant CFO), Burtin Flint (Chair, CPC), Gary Clayton, Christa Collins (project staff member)

**Meeting summary:**

The meeting started at 6:30pm with a brief introduction by Mr. Dahlberg who introduced three guests to further discuss Article 40 – Item F. Fact finding and robust discussion about specific concerns regarding Item F ensued. After discussion, no conclusion was reached.

This meeting ended at 6:57pm.

**ADDENDUM:**

During the course of the Town Meeting, the Finance Committee reconvened on the floor to further discuss Article 40 – Item F. The Committee voted to support Article 40, Item F and asked Karlen Reed to speak about project concerns.

Respectfully submitted,  
Dee Ortner, Finance Committee Clerk