



Town of Concord
Concord Finance Committee
AGENDA

July 18, 2024, at 6:30 PM

Town House, 22 Monument Sq., 2nd 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/83282807595?pwd=HCsvzgQ1w0RjUN7vSd5LnVjEoaYEbT.1>

Meeting ID: 832 8280 7595 Passcode: 182469 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.**

6:30 PM	1. Call to Order
6:30 PM	2. Public Comment 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.
6:45 PM	3. Debrief on 7/8 Joint Meeting with Select Board <ul style="list-style-type: none"> • Recreation Revolving Fund and Recreation Strategic Plan • Revenue Generation through Payment in Lieu of Taxes (PILOT's) • Town-owned property • Capital Budget Process
7:00 PM	4. Discuss Finance Committee's FY26 Budget Process <ul style="list-style-type: none"> • "Draft" informational request letters to Town, CPS, CCRSD and Minuteman Tech and deadline for requested response
7:30 PM	5 Review Finance Committee schedule <ul style="list-style-type: none"> • Upcoming meetings, milestones and final public hearing dates
7:40 PM	6. Liaison Reports
7:45 PM	7. Correspondence <ul style="list-style-type: none"> • Review and discussion as applicable
7:50 PM	8. Minutes <ul style="list-style-type: none"> • Approve the minutes of June 20, 2024 (as available)
7:55 PM	9. Recap of Action Items/ Adjournment

UPCOMING MEETINGS

Next Meeting: Thursday, August 22, 2024 @ 6:30 PM



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

1

Call to Order

Requested by: FC Chair

Action Sought: Open Meeting

Proposed Motion(s)

None anticipated.

Additional Information

Board Action

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



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

3

Debrief on 7/8/24 Joint Meeting w/Select Board

Requested by: FC Chair

Action Sought: discussion dependent

Proposed Motion(s)

None anticipated.

Additional Information

On July 8, 2024, the Select Board invited the Finance Committee to join them to discuss:

- Discuss Recreation Revolving Fund and Recreation Strategic Plan
- Discuss Revenue Generation through PILOT Payments
- Review of Town-owned Property
- Review Capital Process

Finance Committee Chair Eric Dahlberg has requested this agenda item for the Finance Committee to debrief about that meeting.

Board Action

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

Meeting Debrief: July 8th Joint Select Board / Finance Committee Meeting

Topic

Next Step(s)

Discuss Recreation Revolving Fund and Recreation Strategic Plan

Fund: Town Manager to work with Recreation Department staff on a plan.
Strategic Plan: Recreation Commission may seek CPC funding to inform future improvements to water access and field optimization.

Discuss Revenue Generation through PILOT Payments

CFO to lead workgroup on PILOT policy – with Mary Hartman and Lois Wasoff.

Review of Town-owned Property

Staff to update list presented at meeting – to revisit when updated version is ready.

Review Capital Process

Town and School leadership meeting to align on Tier 1 Capital. Anticipating an August joint meeting (SB, FinCom, Schools) to further discuss process.

Discussion?

Adopted 12/18/07

Amended 6/28/2011

The Town of Brookline Payment In Lieu of Tax (PILOT) Policy

Brookline is home to, and welcomes a diverse mix of property owners: residential, commercial, governmental and non-profit charitable and educational. The Town's vibrant and growing non-profit sector both contributes to and benefits from the Town's overall quality of life. The Town provides a variety of critical services to all segments of the community, whether they are residents, businesses or non-profit organizations. While these services provide benefits to all, funding for town departments and services relies heavily on property tax revenues. In order to maintain the high standard of municipal services that Brookline has historically provided, the Board of Selectmen believes that all property owners should contribute a fair share toward the cost.

Overview

“Increasing the overall fiscal capacity of cities and towns turns out to be central to the future prosperity of the Commonwealth... providing communities with the resources to deliver the services and amenities is critical to the state's future development and prosperity ... (and) equally important is making sure that local municipalities have the ability to provide the economic and social environment that is attractive....” Revenue Sharing and the Future of the Massachusetts Economy by the Northeastern University Center for Urban and Regional Policy (2006)

The Town of Brookline, through its various departments, provides a variety of services to its residential and commercial taxpayers and non-profit organizations located or conducting business within the Town. While municipal service requirements vary among these diverse groups, all benefit from the overall enhanced quality of life enjoyed by the community. However, the cost of municipal services is substantial, and the Commonwealth of Massachusetts has limited the sources of revenue available to municipalities. The property tax provides approximately 75% of municipal revenue used to support services. Revenue generated from property taxes is determined by law (Proposition 2 ½), mix of land uses, and geography.

The Town is approximately 6.8 square miles in size and is fully built out; therefore any development is based almost entirely on re-use. The current makeup of the Town based on land use is approximately 55% taxable land and 45% non-taxable. The largest share of the non-taxable land is owned by the Town and used for public buildings, streets/sidewalks, open space and other public uses. Other owners include the state and federal government, a foreign government (Japan), the MBTA, private educational and religious institutions, and charitable and benevolent organizations.

A taxable parcel that becomes tax-exempt does not reduce the Town's total tax levy. Instead, it shifts the tax burden to all remaining taxable parcels. It is a primary goal of the Town to preserve its taxable land, while at the same time continuing to support its rich cultural diversity. It is also a primary goal of the Town to have the cost burden of providing services borne by and shared among all residents, taxpayers, commercial entities and non-profit institutions, to the extent possible and reasonable.

The Commonwealth of Massachusetts and its political sub-divisions, including the Town of Brookline, have historically been recognized as leaders in the area of higher education, arts and culture, public health and religious freedom, and have encouraged non-profits to organize in the state to enrich the quality of life of its residents. The General Court of the Commonwealth created a series of property tax exemptions within the General Laws (M.G.L. Chapter 59 Section 5) as an incentive to support the often vital work of non-profit organizations.

The Town's location adjacent to Boston, and its easy access to mass transportation and major roadways, makes it attractive for non-profit institutions to locate in Brookline. This demand for land and buildings to operate non-profit organizations has absorbed taxable property in Brookline at an alarming rate. The Town is concerned that a continuing shift in tax burden to a diminishing tax base will have a negative impact on residents, local businesses and the overall Brookline community. In order to maintain a fair balance between the cost of town services and payment for those services, the Town has developed a policy to address the need for a payment-in-lieu-of-tax (PILOT) program for tax exempt properties.

Policy

Brookline recognizes that non-profit organizations contribute directly to the quality of life within the community and welcomes them to the town. In order to maintain the financial health of the community so as to continue to provide a range of quality services, the Town must preserve its existing tax base and expand that revenue source where reasonably possible. It is the Town policy to distribute the burden of cost in a fair method among all users of services: citizens, taxpayers and non-profit institutions.

M.G.L. Chapter 59 section 5 enables the granting of tax exempt status to certain non-profit organizations. Once an organization is granted an exemption, the Town can not legally require that organization to pay a property tax or bind that organization to give up the rights to these legal exemptions. Therefore:

1. The Town will seek voluntary PILOT Agreements with all tax exempt institutions within the community that own real property, or that rent real property from the Town (pursuant to MGL Chapter 59 section 5, sub-section 2B);
2. These PILOT Agreements should be based upon fair market value and tax levy. PILOT Agreements should be established on the basis that the non-profit organization's payment amount is equal to the percentage of tax levy that supports the critical services of the Town's Police, Fire and Public Works operations. The Town has determined that this share is equal to at least 25% of the full levy;

3. In the event that a non-profit organization enters into a voluntary PILOT agreement, the Town may offer to phase in the impact over a period of time. The Town expects to negotiate PILOT agreements, whereby once the payment target is reached, the payment will annually increase by an escalation factor generally equal to the average historic growth in annual tax levy;
4. For smaller, community-based non-profit organizations with controlling interests in properties assessed at less than \$ 5 million in FY 2007 dollars, consideration for community service may be granted as part of an approach to establish the basis for a PILOT Agreement. This value ceiling would be inflated by 2.5% per year in subsequent years. The Town may base such a PILOT Agreement on less than 25% of the full levy.
5. A PILOT Agreement will remain in force for the entire tenure of its contractual term as long as the use and value established in the PILOT Agreement have not changed. All property under a PILOT Agreement must still meet all the requirements for eligibility for exempt status.
6. A PILOT Agreement does not replace the requirement that each organization seeking property tax exemption must file a "Return of Property Held for Charitable Purposes" form (State Tax Form #3ABC) with the Board of Assessors on or before March first of each year;

Guidelines for PILOT Agreements

- Recognizing the financial limitations of non-profit organizations, the Town expects to initiate PILOT discussions with non-profit organizations when they are in the process of acquiring property or considering an expansion of existing real estate holdings or planning of new construction on existing property. This approach has the pragmatic advantage of allowing exempt institutions to include the cost of any PILOT Agreement in the financial planning of the new or expanded facility. Further, the Town may waive this approach in the event that a non-profit organization suffers an extraordinary or catastrophic loss, resulting in a financial hardship.
- In the event that a non-profit organization acquires property and plans new construction or substantial reconstruction, the eligibility for tax exemption cannot be determined until the construction is completed and eligible exempt use is determined. The exemption would then be applied to the next fiscal year.
- In the case of a significant physical change in the property resulting in a change in the property's fair market value that occurs after a PILOT Agreement has been established, the Town will adjust the PILOT Agreement to include a phased in change of the payment on the addition, per the agreement or per an agreed upon schedule.
- In the event that there is a change in the use of property under a PILOT Agreement, the Town may review the eligibility of the exemption, and the terms and conditions of the PILOT Agreement and propose such changes as may be needed to reflect the change in the value of the property.
- In the event that the non-profit gives up ownership of the parcel, the parcel will revert back to a taxable status. In the event that a non-profit organization purchases a parcel from a non-profit organization that has agreed to a PILOT Agreement, the parcel will revert back to a taxable status, pending submission of the state tax form (#3ABC), a determination by the Board of Assessors of its tax exemption eligibility, and the completion of a PILOT Agreement with the new owner. In this instance, the Town may elect to seek a voluntary PILOT agreement with the new non-profit acquirer of property.

Category

Concord Properties

Address

PROPERTIES IN TRANSITION

Peabody Middle School
Historic House
Friends of Performing Arts in Concord

1231 Old Marlboro Road
249 Harrington Ave
51 Walden Street

ACTIVE TOWN OFFICE FACILITIES

Police/Fire
Fire Station (West Concord)
Town Office
Harvey Wheeler
CPW Office
CPW Garage
CPW Highway Department
CPW Water & Sewer Garage
Planning and Land Management
Municipal Light Plant
Information Center
Office Building
Office Building
Office Building
Main Library (Books and Personal Property)
Fowler Branch Library
Concord Swim and Fitness Facility

219 Walden
1201 Main Street
22 Monument Sq
1276 Main Street
133 Keyes Road
133 Keyes Road
133 Keyes Road
135 Keyes Road
141 Keyes Road
1175 Elm
58 Main Street
37 Knox Trail Road
55 Church Street
24 Court Lane
129 Main Street
1322 Main Street
498 Walden Street

Category

Concord Properties

Address

AGRICULTURE

Farmhouse Marshall (2 structures)
Farm Stand Marshall
Farm House - McGrath
Red Barn McGrath
Farm Stand and Green House - McGrath
Greenhouses
White Barn - McGrath

169 Harrington Avenue
169 Harrington Avenue
449 Barretts Mill Road
52A Barretts Mill Road
449 Barretts Mill Road
169 Harrington Avenue
449 Barretts Mill Road

RESTROOM FACILITIES

White Pond Beach Area Bathroom Facilities
Gerow Park Restroom
Restroom Facility CCRSD

Plainfield Road
369 Commonwealth Avenue
500 Walden Street

SUB STATIONS

Sub Station 479
Sub Station /Outdoor Switchgear
Sub Station 223
Forest Ridge Light Sub Station

Williams Road
Williams Road West
Main Street
Forest Ridge Road

Category

Concord Properties

Address

PUMP STATIONS

Lowell Road Sewer Pump Station
Nagog Water Pump Station
Park Lane Pump Station
Pilgrim Road Pump Station
Walden Street Pump Station
Main/Assabet Pump Station
Gifford Lane Pump Station
Cousins Park Pump Station
Old Bedford Road Pump Station

157 Keyes Road
300 Great Road
Park Lane
Pilgrim Road
Laurel Street
1149 Main Street
Gifford Lane
Cousins Park
419 Old Bedford Road

WELLS

Deaconess Well
Jenny Dugan Well
Second Division Well
White Pond Well
Hugh Cargill Well
Robinson Well

363 Old Road to Nine Acre
Corner
977 Old Marlboro Road
27A Border Road
205 Hemlock Street
416 Walden Street
645 Sudbury Road

WASTE WATER TREATMENT AND CELL TOWERS

Nagog Ozone/Hazelnut Water Treatment Plant
Waste Water Treatment Plant incl. Cell Tower
Radio Transmitter Site
Cell Tower

13 Hazelnut Drive
Bedford Street
Anurnsnac Hill
40Y Annurnsnac Hill Road

Category

Concord Properties

Address

RESERVOIRS

Water Tower - Reservoir w/Dome
Pine Hill Reservoir

Anurnnac Hill Road
Walden Street

STORAGE

Hunt Gym outdoor pool and shed
CPW Storage Area
Police Department Storage
Gun House
Cemetery Bldg (shed)
Chlorine Bldg
Salt Shed
LandfillStorage Bldg/Attendants' Structure
Storage Shed
HVAC Equipment
Knoll Storage Building
Planning and Land Management Shed
Fire Department Trailer
Planning and Land Management Storage Shed
Storage Sheds
Field House

90 Stow Street
133 Keyes Road
203 Walden Road
150 Cambridge Turnpike
Bedford Street
Bedford Street
Keyes Road
755 Walden Street
Bedford Street and the Knoll
30 Monument Square
34A Bedford Street
141 Keyes Road
209 Walden Street
141 Keyes Road
98 Stow Street
Lawsbrook Road

Category

Concord Properties

Address

SCHOOL BUS FACILITY

School Bus Facility Including Fueling System

214Y Main Street

SCHOOL PROPERTY

Ripley School and Addition
Sanborn Middle School
Alcott School
Thoreau School
Willard School

120 Meriam Road
835 Old Marlboro Road
93 Laurel Street
29 Prairie Street
185 Powder Mill Road



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

4

Discuss Finance Committee's FY26 Budget Process

“Draft” informational request letters to Town, CPS, CCRSD & Minuteman Tech

Requested by: FC Chair

Action Sought: discussion dependent

Proposed Motion(s)

None anticipated.

Additional Information

Included in the Finance Committee's packet are letters sent on August 1, 2023, to the Town Manager, Concord Public School Committee Chair, Concord-Carlisle Regional School Committee Chair and the Superintendent of the Minuteman Regional Vocation Technical High School. These letters will be the basis for their discussion in preparing letters to be sent out regarding the Annual Budget Data Request in preparation of developing the FY26 Guidelines.

Board Action

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



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

To: Kerry Lafleur, Town Manager
 Alexa Anderson, Chair, Concord School Committee
 Tracey Marano, Chair, Concord-Carlisle Regional School District Committee

From: Lois Wasoff, Chair, Guidelines Subcommittee, Concord Finance Committee

Cc: Henry Dane, Chair, Concord Select Board
 Dr. Laurie Hunter, Superintendent, Concord Public Schools
 Steve Daly, Concord Interim Finance Director
 Robert Conry, Assistant Superintendent of Finance & Operations, Concord Public Schools

Date: August 1, 2023

Re: Annual Budget Data Request – FY 2025 Guidelines

To help prepare us for the FY 2025 budget cycle, we would appreciate your perspectives on:

- the top 3-5 strategic issues, challenges, and/or opportunities facing the Town, Concord Public Schools (CPS), and the Concord-Carlisle Regional School District (CCRS);
- your plan for addressing those topics in FY 2025, FY 2026, and later years;
- ARPA historical and projected spending; and
- the financial impact, if any, to Concord;

In addition to your perspectives on the top 3-5 strategic topics, please share your five-year projections of spending under current service levels as detailed in the “Expenditure Growth Model”. To the extent that you anticipate future spending needs to address the strategic topics, please include those as separate line items if they are incremental to current service levels.

The Finance Committee will formally approve the metrics to be used in connection with FY2025 budget at its August meeting. The final metrics will be forwarded to you upon approval. The Committee expects to use metrics like those used in developing the 2024 Guidelines, when the Committee used two measures based on projections from the Congressional Budget Office (CBO). The first is a measure of ‘level service’ growth; the second is anticipated real personal income growth. Last year’s CBO projections were as follows:

	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
“Level” services rate:	3.71%	3.32%	3.12%	3.01%	2.97%
Real Personal Income:	2.54%	2.22%	2.16%	2.09%	2.07%

We invite you to present your perspectives on these topics at our meetings on September 21, 2023 and October 26, 2023.

As an appendix to the presentation made at the September 21 meeting, please provide information (to the extent not included in the discussion of strategic topics) about the following areas:

Town

- 1) FY24 & FY25 Budget Update: Please identify major variations ($\pm 10\%$) in actual spend versus planned as well as the status of Free Cash.
- 2) Spending levels: Please highlight any programs and services for which you are planning to change service levels in the next five years.
- 3) Capital Program: Please provide information on your 5-year Tier II capital plan and highlight any items that might require excluded debt.
- 4) OPEB: Please provide the funding status of the pension liability
- 5) Land Acquisition: Please provide information on the status of reserves accumulating for the acquisition, development, and/or maintenance of land.
- 6) Additional Information: Please provide other information that you believe may be helpful to the deliberation of this year's guideline recommendation.

CPS and CCRSD

- 1) FY24 & FY 25 Budget Update: Please identify major variations ($\pm 10\%$) in actual spend versus planned, as well as the status of carry forward fund balances (e.g., E&D, Circuit breaker, Revolving accounts, etc.)
- 2) Spending levels: Please highlight any programs and services for which you are planning to change service levels in the next five years.
- 3) Capital Program: Please provide information on your 5-year Tier II capital plan and highlight any items that might require excluded debt.
- 4) Enrollment Impacts: Please provide information on the impact of enrollment changes over the next five years and the impact on spending.
- 5) Education Reform and Mandates: Please provide information on anticipated reforms or mandates and their impact on spending.
- 6) OPEB for CCRSD: Please provide the funding status of the pension liability.
- 7) Additional Information: Please provide other information that you believe may be helpful to the deliberation of this year's guideline recommendation.

We would appreciate receiving a response electronically, preferably one week before the meetings to allow time to review the materials.

Thank you in advance for your assistance. We look forward to the upcoming conversations and please let us know if you have questions.



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

To: Kevin Mahoney, Acting Superintendent Minuteman Regional Vocation Technical High School

From: Lois Wasoff, Chair, Guidelines Subcommittee, Concord Finance Committee

Cc: Jeffrey Stulin, Chair, Minuteman District School Committee
Steven Ledoux, Concord Member, Minuteman District School Committee

Date: August 1, 2023

Re: Annual Budget Data Request – FY25 Guidelines

To help prepare us for the FY 2025 budget cycle, we would appreciate your perspectives on:

- Concord's total assessments for the next five years; Concord's projected cost per Minuteman student; plans to increase OPEB funding; changes in regional district membership; and any other top strategic issues, challenges, and/or opportunities for Minuteman;
- how you are addressing those topics and/or planning to do so in FY 2024, FY 2025 and later years; and
- the financial impact, if any, to Concord.

We invite you to present your perspectives on the above at our October 26, 2023 meeting.

Finally, as an appendix to the presentation in December, please provide information, to the extent not included in the discussion of strategic topics, in the following areas:

- 1) FY23 & FY24 Budget Update: Please identify major variations ($\pm 10\%$) in actual spend versus planned.
- 2) Spending Levels: Please highlight any programs and services for which you are planning to change service levels in the next five years.
- 3) Capital Program: Please provide information on your capital plan and highlight any items that might require excluded debt.
- 4) Enrollment Impacts: Please provide information on the impact of enrollment changes over the next five years and the impact on spending.
- 5) Education Reform and Mandates: Please provide information on anticipated reforms or mandates and their impact on spending.
- 6) OPEB: Please provide the funding status of the pension liability.
- 7) Additional Information: Please let us know anything else which you think would help the Guidelines Subcommittee as we deliberate this year's guideline.

We would appreciate receiving a response electronically, preferably one week before the meetings to allow time to review the materials.

Thank you in advance for your assistance. We look forward to the upcoming conversations and please let us know if you have questions.



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

5

Review Finance Committee Schedule

Discuss upcoming meetings, milestones and final public hearing dates

Requested by: FC Chair

Action Sought: discussion dependent

Proposed Motion(s)

None anticipated.

Additional Information

The Finance Committee will review their FY25 Schedule and Milestones. Priorities for July include:

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

They will also discuss the three Town Meeting public hearings tentatively scheduled for April 10, April 15, and May 1, 2025

Board Action

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

FY25 Schedule and Milestones | DRAFT Version 6 (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 FY25 guidelines process and preview FY26

Meeting date(s):
Thu 6/20

Jul 2024

Priorities:

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

Meeting date(s):
Mon 7/8 (w/ SB)
Thu 7/18

Aug 2024

Priorities:

- Review FY26 guideline inputs/metrics

Meeting date(s):
Thu 8/22

Sep 2024

Priorities:

- Approve FY26 guideline inputs/metrics
- Finalize and send FY26 request letters (request responses in early Nov)

Meeting date(s):
Thu 9/26

Oct 2024

Priorities:

- Check in on guidelines process
- Review estimated FY26 revenue
- Review five-year revenue and cost projections
- Kick-off planning for annual report

Meeting date(s):
Thu 10/24

Nov 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**

Meeting date(s):
Thu 11/7
Thu 11/21

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

FY25 Schedule and Milestones | DRAFT Version 6 (2 of 2)

Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
<p>Priorities:</p> <ul style="list-style-type: none"> Review long-term capital plan (public forum 12/5) Review revised five-year revenue and cost projections Review tax impact of final FY26 guidelines Approve final FY26 guidelines 	<p>Priorities:</p> <ul style="list-style-type: none"> Review revised Town, CPS, CCRSD FY26 budgets [FYI: Deadline for issuing guidelines: 1/15] 	<p>Priorities:</p> <ul style="list-style-type: none"> Review FinCom-relevant warrant articles (warrant closes 2/19) Draft annual report 	<p>Priorities:</p> <ul style="list-style-type: none"> Continue drafting annual report Prepare for public hearings 	<p>Priorities:</p> <ul style="list-style-type: none"> Hold public hearings: <ul style="list-style-type: none"> Hearing 1 of 3 (4/10): Town, CPS, CCRSD Hearing 2 of 3 (4/15): MM, CPC Vote on FinCom-relevant warrant articles Continue drafting annual report 	<p>Priorities:</p> <ul style="list-style-type: none"> Hold public hearings: <ul style="list-style-type: none"> Hearing 3 of 3 (5/1): Enterprise Funds Vote on FinCom-relevant warrant articles Finalize and mail annual report (deadline 5/14) Final preparations for ATM 	<p>Priorities:</p> <ul style="list-style-type: none"> Participate in ATM
<p>Meeting date(s): Thu 12/5 Thu 12/19</p>	<p>Meeting date(s): Thu 1/9</p>	<p>Meeting date(s): Thu 2/27</p>	<p>Meeting date(s): Thu 3/20</p>	<p>Meeting date(s): Thu 4/10 (PH1) Tue 4/15 (PH2) Thu 4/25</p>	<p>Meeting date(s): Thu 5/1 (PH3) Thu 5/8 Thu 5/22</p>	<p>Meeting date(s): Mon 6/2 (ATM begins)</p>

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



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

6

Liaison Updates

Finance Committee liaisons to provide updates

Requested by: FC Chair

Action Sought: to provide update

Proposed Motion(s)

None anticipated.

Additional Information

Liaisons will provide a verbal update, if any, for their assigned committees. The Chair, at his discretion, will make any liaison changes as he deems necessary or at the request of liaison.

Board Action

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



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

7

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 June 20th, the Finance Committee Chair shared three emails with the rest of the Finance Committee recapping action items from their June 20th meeting, and the Chairs' Breakfast Meeting on June 26, 2024, Finance Committee meeting and another including updated liaison assignments. Another email was sent by the chair on July 7th updating the them with the agenda items that were discussed at their joint meeting with the Select Board on July 8th.

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](#); [Lois Wasoff](#); [Lyndsey Lis](#); [Peggy Briggs](#); [O. Sadruzzaman](#); [sri tupili](#); [Paul Rodriguez](#); [Pat Geyer](#); [Karlen Reed](#)
Cc: [Anthony Ansaldi](#); [Elizabeth Rourke](#); [Mary Hartman](#)
Subject: Re: 6/20 FinCom meeting: Our action items and other updates
Date: Wednesday, June 26, 2024 8:11:06 PM
Attachments: [FinCom Schedule - Revised 2024-06-26.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Hi everyone:

Here are a few follow-ups from our 6/20 meeting:

1. Attached is a revised draft FinCom schedule - taking into consideration the input we've received from the School Committee, the staff, and the Select Board (through the draft schedule they discussed at their 6/17 meeting). We'll discuss further with the Select Board at our July 8th meeting. I expect it to continue to evolve as we fine-tune dates.
2. Below is info from the Concord250 committee in response to Don's 6/20 question about the deployment of mobile cell service equipment.

In a separate email I'll share a recap of this morning's Chair's breakfast.

Thank you,
Eric

From Concord250 Public Safety point person Fred Ryan via Concord250 co-chair Gary Clayton 6/23:

The Communications Workgroup is busy at work developing an ICS 205 Communications compliant communications plan. An element of that plan will be to deploy a Cellular on Wheels (COW) unit(s) to enable cellular/wifi connectivity for all public safety personnel and their support partners. We will get to define our support partners and that will certainly include the 250 Executive Committee, key subcommittee members and relevant non-public safety town staff.

The COW's units are a function of the federal [FirstNet](#) program and as I understand it they will come to the town at no additional costs. There are also smaller "tabletop" repeaters that can be strategically deployed. As with all other needed resources, many will have already been deployed to the Boston Marathon and we may be pulling from other states in the N.E. region. Note, Middlesex County Sheriff Peter Koutoujian happens to sit on the federal FirstNet Board and he has already reached out to me to ensure that our needs are met. He has offered to intervene on our behalf if we encounter any challenges.

To my knowledge, the Communications Workgroup has not discussed what, if any, cellular resources will be deployed to better enable the general public. That could be an expensive task. I have communicated the concerns of the Concord250 Public Safety subcommittee to the town manager and others and we

have asked that the town expedite more permanent solutions asap.

I will continue to keep you informed as the Communications plan matures.

On Fri, Jun 21, 2024 at 1:13 PM Eric Dahlberg <ericdahlberg@gmail.com> wrote:

Hi everyone:

Thank you for a productive meeting last night. Below is a quick recap of our action items, followed by a few updates. Please direct any follow-ups or questions only to me to avoid any issues related to Open Meeting Law restrictions on deliberating via email.

Thank you and have a great weekend,
Eric

6/20 FinCom Meeting: Action Items

#	Item	Owner(s)	Description and notes	Response requested by
1	Post next FinCom meeting (Mon 7/8 6 PM)	Anthony/Liz	Select Board has invited the FinCom to participate in a joint meeting on Mon 7/8 at 6 PM to discuss Recreation Strategic Plan, big picture schedule, and revenue generation.	Mon 6/24
2	Update FinCom schedule/milestones	Eric	Eric to update big picture schedule to incorporate input from Select Board, School Committee, and staff now that date for ATM 2025 is set (6/2/25). Eric to circulate new version ahead of 7/8 joint meeting with Select Board.	Tue 6/25
3	Review goals	FinCom members	Review the updated set of goals included in 6/20 meeting packet – let Eric know if you’re interested in serving as a sponsor for any of them (responsible for providing quarterly status reports).	Fri 6/28
4	Understand Concord250 plans for providing temporary/mobile cell	Eric	Don asked for an update on Concord250 planning on this. Eric to check as liaison and	ASAP

	service during April 2025 festivities		circle back.	
5	Understand timetable for setting guidelines	Eric	<p>Question was asked if there is a specific timing requirement for guidelines to be set. Eric to check and circle back.</p> <p>Update: A vote at 2021 Annual Town Meeting clarified the timetable: Final Guidelines are required to be issued no later than five weeks before the scheduled close of the Annual Town Meeting warrant. See text of Article 4 in 2021 warrant here.</p> <p>Note: Per draft schedule reviewed at 6/17 Select Board meeting: With ATM set for 6/2/25, warrant would close on 2/19/25, which means our final guideline must be issued by 1/15/25.</p>	N/A – closed

Other Updates

- Reminder that our next meetings will be:
 - Joint Select Board/Finance Committee meeting: Monday, July 8th, 6:00 PM
 - Regular Finance Committee meeting: Thursday, July 18th, 6:30 PM
- Suresh, as liaison to the Middle School Building Committee, asked that I share the update below as an FYI regarding signage for the new middle school.

----- Forwarded message -----

From: **Suresh Bhatia** <sbhatia@aconstructioninc.com>
 Date: Fri, Jun 21, 2024 at 6:02 AM
 Subject: FW: FYI Signage for New School
 To: Eric Dahlberg <ericdahlberg@gmail.com>

FYI.

Could you please forward it on receipt.

Onward,



Suresh Bhatia, P.E. LEED AP, MCPPO

President

Mobile: 978-505-5434

Fax: 978-759-0071

Email: sbhatia@aconstructioninc.com

441 Sudbury Road

Concord, MA. 01742



From: Laurie Hunter <lhunter@concordps.org>

Date: Friday, June 21, 2024 at 5:59 AM

To: Mark Howell <markhowell@concordma.gov>

Cc: "Parks, Ian" <ParksI@hill-liro.com>, "msbc@concordps.org" <msbc@concordps.org>, Matt Root <mroot@integratedecostrategy.com>, Steve Stasheski <sstasheski@gmail.com>, Gail Dowd <gdowd@concordma.gov>, Suresh Bhatia <sbhatia@aconstructioninc.com>, Bob Conry-org <rconry@concordps.org>, Eric Simms <esimms@concordma.gov>, Christine Reynolds <creyn7g@gmail.com>, Megan Zammuto <mzammuto@concordma.gov>, Andrew Herchek <aherchek@concordps.org>, Erin Higgins <ehiggins@concordps.org>, "Dawn Guarriello (d.guarriello@perkinseastman.com)" <d.guarriello@perkinseastman.com>, "Lorraine Finnegan (lfinnegan@smma.com)" <lfinnegan@smma.com>, "Soucy, Jennifer" <jsoucy@smma.com>, Pat Nelson <pcknelson@gmail.com>, "Martini, Peter" <MartiniP@hill-liro.com>, "Apteker, Hunter" <AptekerH@hill-liro.com>, "Teixeira, Jonathan" <TeixeiraJ@hill-liro.com>, "Miller, Vincent" <MillerV@liro.com>, Gary Smith <gsmith@concordma.gov>, Tracey Marano <tmarano@concordps.org>, Carrie Rankin <crankin@concordps.org>, Cynthia Rainey <crainey@concordps.org>

Subject: Re: FYI Signage for New School

Good Morning,

I will check in with SMMA and provide information to Mark and the chairs to avoid open meeting law issues.

Laurie

On Thu, Jun 20, 2024 at 9:44 AM Mark Howell <markhowell@concordma.gov> wrote:

Would it be possible to provide a bit more context for this such as:

Overall dimension of the sign

Placement on the site, where is it planned, how is it oriented

Is it double sided or single sided

Is there a color scheme associated with the text.

Thanks,

Mark

From: Laurie Hunter <lhunter@concordps.org>
Date: Thursday, June 20, 2024 at 8:52 AM
To: Parks, Ian <ParksI@hill-liro.com>
Cc: msbc@concordps.org <msbc@concordps.org>, Mark Howell <markhowell@concordma.gov>, Matt Root <mroot@integratedecostrategy.com>, Steve Stasheski <sstasheski@gmail.com>, Gail Dowd <gdowd@concordma.gov>, sbhatia@aconstructioninc.com <sbhatia@aconstructioninc.com>, Bob Conry-org <rconry@concordps.org>, Eric Simms <esimms@concordma.gov>, Christine Reynolds <creyn7g@gmail.com>, Megan Zammuto <mzammuto@concordma.gov>, Andrew Herchek <aherchek@concordps.org>, Erin Higgins <ehiggins@concordps.org>, Dawn Guarriello (d.guarriello@perkinseastman.com) <d.guarriello@perkinseastman.com>, Lorraine Finnegan (lfinnegan@smma.com) <lfinnegan@smma.com>, Soucy, Jennifer <jsoucy@smma.com>, Pat Nelson <pcknelson@gmail.com>, Martini, Peter <MartiniP@hill-liro.com>, Apteker, Hunter <AptekerH@hill-liro.com>, Teixeira, Jonathan <TeixeiraJ@hill-liro.com>, Miller, Vincent <MillerV@liro.com>, Gary Smith <gsmith@concordma.gov>, Tracey Marano <tmarano@concordps.org>, Carrie Rankin <crankin@concordps.org>, Cynthia Rainey <crainey@concordps.org>
Subject: FYI Signage for New School

Good Morning,

Based on the discussion at the CMSBC meeting this morning, I am following up on the request for the design of the signage on the road at the new school. The professional design team provided this for our approval to remain on schedule. They were able to quickly incorporate The Ellen Garrison Building at Concord Middle School as voted by the Concord School Committee.

Laurie



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Dr. Laurie Hunter

Superintendent of Schools

Concord Public Schools and Concord-Carlisle Regional School District

120 Meriam Road

Concord, MA 01742
978-318-1500

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Dr. Laurie Hunter

Superintendent of Schools

Concord Public Schools and Concord-Carlisle Regional School District

120 Meriam Road

Concord, MA 01742

978-318-1500

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Eric

Eric R. Dahlberg

cell: (617) 461-2737

email: EricRDahlberg@gmail.com

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Eric

Eric R. Dahlberg

cell: (617) 461-2737

email: EricRDahlberg@gmail.com

From: [Eric Dahlberg](#)
To: [Dee Ortner](#); [Don Kupka](#); [Greg Guarriello](#); [John Garofalo](#); [Kathy Cuocolo](#); [Suresh Bhatia](#); [Lois Wasoff](#); [Lyndsey Lis](#); [Peggy Briggs](#); [O. Sadruzzaman](#); [sri tupili](#); [Paul Rodriguez](#); [Pat Geyer](#); [Karlen Reed](#)
Cc: [Anthony Ansaldo](#); [Elizabeth Rourke](#); [Mary Hartman](#)
Subject: Meeting recap: 6/26 Chairs" breakfast
Date: Wednesday, June 26, 2024 8:14:37 PM

Hi again everyone:

Here is a recap of this morning's Chairs' breakfast. Lots of good updates across boards and committees. Thank you to Karlen for helping to compile these notes.

Eric

6/26/24 Chairs' Breakfast Recap

Board Contact	Updates
Select Board Mary Hartman	<ul style="list-style-type: none"> · The Select Board is focusing on aligning its goals with those of the other boards. · Two September public forums coming up – focused on residential tax exemption and MCI-Concord closure. · The draft environmental impact report for Hanscom forum created pushback against the expansion plans. · Two pieces of pending legislation: <ul style="list-style-type: none"> o MCI closure – moving forward as part of governor’s budget, which includes up to \$475K for Concord to assist with process o Local Transfer Fee – approved locally twice, is in jeopardy in the Legislature (more on this below from Keith Bergman) · SB working hard on MCI closure, working to establish trust with state Department of Capital Asset Management and Maintenance (DCAMM). · SB also looking for 2229 Main St task force report, due October 31.
Council on Aging Christina Kendrick	<ul style="list-style-type: none"> · New COA director Dan Petitt has been at it for about a month now.
PEG Access Advisory Committee Vince Carlson	<ul style="list-style-type: none"> · Committee on hiatus until September, but interim activities happening over the summer: <ul style="list-style-type: none"> o Contract negotiations with Comcast are still in process, probably to be signed by December. o Work continues on deploying automated minutes-taking – need to take into consideration forthcoming Open Meeting Law updates, which will likely bring

	<p>changes to the way our boards conduct business (i.e. – mandatory public input)</p> <ul style="list-style-type: none"> o Assisted listening equipment being deployed in meeting rooms o MMN will be implementing mobile apps to make viewing easier o New Zoom software available to assist meeting administrators o Comcast has come up with new low pricing options – mainly for seniors and small households
<p>Public Works Commission Sven Weber</p>	<ul style="list-style-type: none"> · Recently had public hearing on rates/structure of waste and recycling – new structure to be implemented 10/1. Lots of changes: <ul style="list-style-type: none"> o New bins for trash and recycling are coming. o At least one electric garbage truck (first town testing this) o Different fee structure – lots of communication leading up to it. o Will look at composting later in the year · Working to take Nagog Pond water treatment live soon. · Financing of the roads – moving to Tier III funding Article
<p>Personnel Board Bill Mrachek</p>	<ul style="list-style-type: none"> · Prepping for 7/1 salary increases for non-union employees
<p>Board of Health Dottie Bernard</p>	<ul style="list-style-type: none"> · Community Health Needs Assessment Survey – coming soon to all Concord residents – focused on mental health and health needs, including questions about access to health care, obstacles, etc. Will be available both electronically and via paper
<p>Hugh Cargill Trust Bob Abraham</p>	<ul style="list-style-type: none"> · Continuing to work to help residents with bills and taxes. Not age limited. Have roughly 60 residents receiving property tax relief.
<p>Climate Action Committee Brad Hubbard-Nelson</p>	<ul style="list-style-type: none"> · Nine members seated – waiting on additional new members. Working on priorities for the year. · Finished analysis of emissions from the town (for 2022) – will be publishing it in the next month
<p>Economic Vitality Mike Lawson</p>	<ul style="list-style-type: none"> · Meeting later today with Planning Board – discussing parking, zoning regulations. · Working on goals & zoning Warrant Article for Town

	Meeting.
Concord Municipal Light Plant Warren Leon	<ul style="list-style-type: none"> · Assisting town manager in selection of a new director · Currently short-staffed on linemen positions – need to be adequately staffed for reliability · Planning for deployment of the battery approved at town meeting · Big challenge for the light plant is pending closure of the prison – big user and payer. Need to ensure a smooth transition. · Continuing to roll out advanced meters across town; when done, CMLP will switch to a Time of Use rate structure.
Historic Districts Commission Dennis Fiori	<ul style="list-style-type: none"> · Expect committee to be filled/fully seated · Working with Historical Commission on townwide preservation plan · Seeing proposals from subcommittees of Concord250 – mural near visitors center and first look at 250th memorial
Municipal Affordable Housing Trust Keith Bergman	<ul style="list-style-type: none"> · State Senate will debate Affordable Homes Act tomorrow (last gasp for transfer fee). Sounds like majority supports but leadership opposes. · Ending FY with a balance of \$2M in trust fund and expecting an additional \$500K shortly · Housing Roundtable will be held in August to discuss housing goals. · (Later in meeting) Circling back on TM Study Committee after Carmin: it's a robust group looking at how to better engage voters in the process.
Planning Board Andrew Boardman	<ul style="list-style-type: none"> · Taking on parking in collaboration with Economic Vitality Committee and looking at town's industrial zoning districts · Have a full complement of members on the board this year · Finalized our goals for the year and are addressing new applications as they come in. · Looking at design guidelines related to review of MBTA Communities Act
Town Moderator Carmin Reiss	<ul style="list-style-type: none"> · Town Meeting Study Committee is fully staffed and has met several times already. Next meeting – Tue 7/2.

	Collecting info, data, and public comment
Concord Housing Authority Stephan Bader	<ul style="list-style-type: none"> · Will be submitting recommendation to name Assabet Bluffs Street in honor of Terry Rothermel. · State budget has \$1M line item to connect to sewer system for Bedford Road development · Meeting on 7/11 – public discussion on smart electric meters
Concord250 Gary Clayton	<ul style="list-style-type: none"> · Many volunteers working on public and family-oriented events – details forthcoming. · Executive Committee voted last week to ask SB to establish a Town gift account for donations · Looking ahead to middle of August: August 11 is 250 days away from April 19 · Providing regular updates to Select Board and FinCom – will continue to do so.
Concord Center Cultural District Task Force Tanya Barteyvan	<ul style="list-style-type: none"> · Recommended to Select Board that Concord Local Cultural Council take over district funds management. · Planning arts activities for the fall with public arts installation for Thoreau/Garrison
Zoning Board of Appeals (ZBA) Theo Kindermans	<ul style="list-style-type: none"> · Continuing monthly meetings – consider themselves a reactive board · 40B comprehensive permit for Forest Ridge project is on hold right now – applicant came up with different solution to entrance road, and Thoreau Club is filing a variance request for the project, as the new entrance goes over Thoreau Club property.
Finance Committee Eric Dahlberg	<ul style="list-style-type: none"> · FinCom is focusing on the budget guidelines, revising its meeting schedule, and meeting with the Select Board on July 8 to discuss the schedule, revenue generation opportunities, and the Recreation Strategic Plan.
Diversity, Equity and Inclusion Commission Joe Palumbo	<ul style="list-style-type: none"> · Two areas of focus this year: Elevating BIPOC community and elevating LGBTQ community. · Had successful Pride festivities last week – did experience some pushback but that's to be expected.
Concord Housing Development Corp Julie McClure	<ul style="list-style-type: none"> · Dedicated to preservation and creation of affordable housing · Two applications: Old Marlboro Road/Assabet Bluffs and Junction Village.

	<ul style="list-style-type: none"> · Junction Village is on hold pending resolution of issues with MCI Concord closure – may be able to relax the affordable housing deed restriction on the property.
Middle School Building Committee Pat Nelson	<ul style="list-style-type: none"> · Progress is underway · Budget is looking good – a lot of money went into contingency lines and has been a useful way to manage outfitting the school · Continues to hear discussion about naming of the school – clarified that the MSBC has no jurisdiction over this.
Pollinator Health Advisory Committee Mark Hanson	<ul style="list-style-type: none"> • Recently planted plants are thriving. Committee members report seeing rare native bees, which is good.
West Concord Junction Cultural District Sue Beck	<ul style="list-style-type: none"> · Successful Porchfest on June 8th. · Wrapping up project decorating three signal boxes in West Concord · Encouraged folks to stop by the new Poetry phone booth in Concord Park
Heywood Meadow Stewardship Peter Lee	<ul style="list-style-type: none"> · Collaborating with Transportation Advisory Committee on traffic due to the complex four-way stop and pedestrian challenges nearby
Transportation Advisory Committee Mark Gailus	<ul style="list-style-type: none"> · Committee and staff working on helping focus ongoing comprehensive transportation study plan on important leads and goals of the town · MassDOT has published results of Route 2 Corridor study.
Agricultural Committee Mimi Graney	<ul style="list-style-type: none"> · Working to identify and think about farms as businesses. Based on Ipswich study.
Disability Commission Mimi Graney	<ul style="list-style-type: none"> · Final training with advocates/ambassadors for helping local businesses become more “age friendly”

From: [Eric Dahlberg](#)
To: [Dee Ortner](#); [Don Kupka](#); [Greg Guarriello](#); [John Garofalo](#); [Kathy Cuocolo](#); [Suresh Bhatia](#); [Lois Wasoff](#); [Lyndsey Lis](#); [Peggy Briggs](#); [O. Sadruzzaman](#); [sri tupli](#); [Paul Rodriguez](#); [Pat Geyer](#); [Karlen Reed](#)
Cc: [Elizabeth Rourke](#); [Anthony Ansaldi](#); [Mary Hartman](#); [Andrea Fountain](#)
Subject: Re: Agenda and packet for July 8th FinCom meeting (joint meeting with Select Board)
Date: Sunday, July 7, 2024 1:04:59 PM

Hi folks:

I hope everyone had a nice July 4th and weekend.

Some members asked for additional information on the Recreation Strategic Plan in prep for tomorrow's meeting. Here is a link to the full strategic plan document: <http://concordrec.com/245/Recreation-Facilities-Strategic-Plan>. It includes a concise Executive Summary if you'd like a quick overview.

Thank you,
Eric

On Jul 3, 2024, at 6:48 PM, Eric Dahlberg <ericdahlberg@gmail.com> wrote:

Hi everyone:

The agenda for our July 8th joint meeting with the Select Board has been posted here: https://www.concordma.gov/AgendaCenter/ViewFile/Agenda/_07082024-11967

Two notes:

- This agenda indicates the joint meeting will begin at 7:00 PM, but the Select Board's agenda indicates it will begin at 7:35 PM. I ask that you arrive for a 7:00 PM start - it may be that we can kick off (and wrap up) early.
- We will be tabling the FY24 budget transfers item - there are no transfers to discuss.

Also - attached is the packet for the meeting. This is the Select Board's full meeting packet, so it includes a lot of material that is not relevant for us. The FinCom-relevant materials are on pages 41-52.

As always, if you have any questions, please direct them only to me to avoid any issues related to Open Meeting Law restrictions on deliberating via email.

Happy July 4th,
Eric

Eric R. Dahlberg
cell: (617) 461-2737

<Select Board Packet 7.8.24.pdf>

On Jul 1, 2024, at 8:28 PM, Eric Dahlberg
<ericrdahlberg@gmail.com> wrote:

Hi everyone:

Ahead of the July 4th holiday I wanted to provide details on our upcoming joint meeting with the Select Board, which is scheduled for Monday, July 8th at 7 PM. Note that the Select Board will meet ahead of our joint session at 6 PM - no need to get there for a 6 PM kick-off, though I do recommend arriving well before 7 PM so we can begin promptly.

The agenda will be posted tomorrow and will include the following items:

1. Discuss Recreation Revolving Fund and Recreation Strategic Plan
2. Discuss Revenue Generation through PILOT Payments
3. Inventory of Municipal Properties to Identify Potential Surplus
4. Discuss Definitions of Tier I, II & III Capital vis-à-vis the budget process
5. FY24 budget transfers

Meeting packets will be emailed to you by the end of day on Wednesday, July 3rd.

As always, if you have any questions, please direct them only to me to avoid any issues related to Open Meeting Law restrictions on deliberating via email.

Thank you,
Eric

Eric R. Dahlberg
cell: (617) 461-2737
email: EricRDahlberg@gmail.com



Concord Finance Committee
AGENDA ACTION REQUEST

July 18, 2024

8

Minutes

Approve the “draft” minutes of June 20, 2024

Requested by: Don Kupka, Clerk

Action Sought: Seek Approval

Proposed Motion(s)

None anticipated.

Additional Information

Attached are the Finance Committee meeting minutes from June 20, 2024.

Board Action

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

**Town of Concord
Minutes of the June 20, 2024
Finance Committee Meeting
Hybrid Meeting - Webinar**

Members Present: Suresh Bhatia, Peggy Briggs, Kathy Cuocolo, Eric Dahlberg, John Garofalo, Pat Geyer, Greg Guarriello, Don Kupka, Lyndsey Lis, Dee Ortner, Karlen Reed, Sri Tupil, Lois Wasoff.

Members Absent: Paul Rodriguez, Quazi Sadruzzaman.

Others Attending: Liz Rourke (Assistant CFO), Mary Hartman (Select Board Chair), Alexa Anderson (School Committee Member, CCRSD Vice Chair).

1: Call to Order of the Finance Committee Meeting at 6:31 p.m. by Chair Eric Dahlberg.

2: Public Comment: None.

3: Liaison Updates:

- MCI Concord Advisory Board: Mr. Kupka reported that the MCI Concord Advisory Board meets every two weeks and now awaits legislation that will officially close the prison and provide funding to Concord for site studies. DCAMM, which owns the prison, is conducting an environmental study of the site.
- Warner's Pond Task Force: Ms. Reed reported that the Warner's Pond Task Force is reviewing three options for the pond (dam removal, dredging, and no action/status quo), held site visits and public forums, and will give the Natural Resources Commission its recommendations by December 31, in time for the NRC to prepare a warrant article for Town Meeting if needed.
- Public Works Commission: Ms Reed noted that the Public Works Commission is developing a Tier III warrant article for roads for Town Meeting and approved a new Solid Waste Disposal program, which changes how subscribers will deal with their trash and recycle starting October 1 and will increase the Solid Waste Fund balance to \$210K.
- Municipal Light Board: Ms. Reed observed that the Municipal Light Board is searching for a new Light Plant Director and may delay installing solar panel at the new middle school due to concerns about construction costs.
- School Committee: Ms. Ortner and Ms. Geyer reported that the School Committee provided a year-end review of the school's achievements, and the elementary schools now have a relatively uniform curriculum. The School Committee is reviewing the new school building facilities study and its recommendations for building repairs to the Ripley building and the three elementary schools. Also, the School Committee recently approved three employment contracts.
- Recreation Commission: Ms. Briggs stated that the Recreation Commission will meet July 8 with the Select Board to discuss the new Recreation Strategic Plan.
- Planning Board: Mr. Tupil attended the June 18 Planning Board meeting and heard much discussion about ADUs (additional dwelling units) measurements.
- 2229 Main Street Advisory: Ms. Cuocolo attended a site walk with the 2229 Main Street Advisory Task Force and was impressed with the citizen credentials at the June 5 public forum. The task force has created three scenarios with cost estimates, but does not know

for certain how much it will cost to acquire the site. The task force is considering the risks and insurability of acquisition, and that the EPA will deliver the property cleaned to residential condition.

- Community Preservation Committee: Ms Cuocolo noted that the Community Preservation Committee reviewed its legal agreements with current grant recipients.
- Municipal Affordable Housing Trust: Ms. Wasoff attended the Municipal Affordable Housing Trust meeting and observed that the Trust is looking at legislative efforts to expand the Junction Village redevelopment effort near the MCI prison. The Trust will participate in a Housing Roundtable later this summer.
- Concord Middle School Building Committee: Mr. Bhatia reported that the Concord Middle School Building Committee approved several construction contingency and change orders and that the Light Plant will assume direct responsibility for setting the foundations for the solar canopies at the Middle School.
- Select Board: Chair Dahlberg noted that the Select Board scheduled a joint meeting with the FinCom for July 8 at 6:00 p.m. to discuss the Recreation Commission's strategic plan and fund, and to align the June 2 Town Meeting schedules. He invited School Committee chair Carrie Rankin to come to a FinCom meeting and discuss the school facilities plan.
- Concord250: Chair Dahlberg said the Concord250 group is finalizing their budget, and that he will attend the June 26 Chair's Breakfast.

4: Updated Finance Committee Goals and Milestones/Schedule: Chair Dahlberg began with a review of the draft FinCom schedule, noting that he will revise the schedule by our July 8 meeting to reflect the Select Board's updated Town Meeting Schedule and recommendations by the School Committee. Ms. Hartman suggested that the July 8 Select Board /FinCom meeting will include discussions on the Rec Strategic Plan and Rec Fund, capital plans and Town Meeting schedule, and revenue generating opportunities. Ms. Anderson asked that the FinCom reconsider the timing and depth of its data collection requests, and Ms. Wasoff noted that this information is important because it impacts the metrics and guidelines. A higher-level data request, followed by a later, more detailed data request, may be a useful format. Regarding the draft FinCom goals, Chair Dahlberg asked the FinCom to let him know which goals the members want to sponsor.

5: Guidelines Process: FY25 Debrief: Ms. Lis provided an overview of the FY25 budget guideline process. She noted that of the total combined budget for Town and Schools (\$138,857,375), 75% is subject to FinCom guidelines which are developed using metrics created with a top-down and bottom-up approach that includes community engagement. The overall goal of the guidelines is to balance Town and School growth with the taxpayers' ability to pay, all within the levy limit. Metrics were developed using data derived from the Congressional Budget Office that reflect real personal income growth, nominal personal income growth, and inflation relevant to Concord. The final guideline (3.66% increase overall, with 3.26% increases for Town, CPS, and CCRSD alike and an additional increase to cover the Town's Tier 1 capital) was informed by these three metrics. FinCom members asked questions about the success of the guidelines and whether the taxpayer's ability to pay was reflected in the metrics.

6: Guidelines Process: FY26 Kickoff: Ms. Lis opened the discussion on how to improve the guideline process for FY26. She observed that the FinCom did not have enough time to receive data to create a preliminary guideline in FY25, and the differences in treating Tier 1 capital caused difficulties in explaining the guidelines to observers. FinCom members suggested that the schools include a per student expense component in their reporting and that FinCom use a more

open process on how the guidelines are set. There was discussion about how FinCom reviews the guideline as we near Town Meeting. Ms. Hartman suggested that FinCom emphasize the need for a uniform treatment of Tier 1 capital by Town and Schools. Ms. Lis added that the guideline process this year would look into what is and what is not included in the guidelines in each of the budgets. A question arose regarding the deadline for submitting the final guideline now that the Town Meeting date has been extended to June 2. Chair Dahlberg said he would look into it.

7: Correspondence: None

8: Minutes: Ms. Briggs moved and Ms. Ortnier seconded to approve, as a group, the following minutes as submitted in the June 20 packet and as amended on the floor: March 7, March 21, March 28, April 25, April 30, May 1, and May 23, 2024 (Mr. Kupka and Ms. Wasoff had a few minor corrections for spelling and zeros to the March 7 and May 23 minutes). All minutes were approved, as amended, by roll call vote (11 Yea, 1 abstention, 0 Nay).

9: Recap of Action Items/Adjournment: Ms. Rourke/Mr. Ansaldi will post the July 8, 6:00 joint meeting agenda for FinCom. All FinCom members are to review the FinCom goals and let Chair Dahlberg know which goal(s) they want to sponsor. Chair Dahlberg will report back on the deadline for setting final guidelines. He will also revise the overall FinCom schedule and circulate it to the FinCom before our July 8 joint meeting. Chair Dahlberg will also update the FinCom on Concord250 plans for temporary cell service during the April 2025 festivities.

The next FinCom meetings are July 8 at 6:00 p.m. (joint meeting with Select Board), and July 18 and August 22, 2024, at 6:30 p.m. Chair Dahlberg adjourned the meeting at 7:55 p.m.

YouTube: Ctrl+Click to follow link: [Concord Finance Committee June 20 2024 meeting video.](#)

Meeting Documents Link to [June 20, 2024 FinCom packet](#)

Respectfully submitted, Don Kupka, Finance Committee Clerk, and Karlen Reed, Finance Committee Vice Clerk