

GENERAL GOVERNMENT

TOWN CLERK

Kaari Mai Tari

Vital Statistics

Births Registered in Concord (89 to Concord residents)	1,299
Deaths Registered in Concord (154 Concord residents)	310
Marriages Registered in Concord (14 Concord residents)	45

Staff

Town Clerk's Office staff, consisting of Assistant Town Clerk Patricia Clifford and Senior Department Clerk Arlene Fitzpatrick with database assistance from Joanna DaSilva allows us to more efficiently manage office operations and produce statistics. Special thanks to Ruth Lauer who was able to assist the office with census, elections and research projects throughout the year. Information about the elections and town meeting functions of the Town Clerk are reported elsewhere in this Town Report, under the Board of Registrars.

Vitals

The presence of Emerson Hospital in the community results in a high number of birth recordings in Concord. The number of births, deaths and marriages remained fairly constant compared to past years as illustrated in the table below. In addition, the staff processed 65 Affidavits & Corrections of Vital Records, and issued 266 burial permits. Our online offering for the purchasing of birth, death and marriage certificates continues to be very popular with customers, with 50% of our transactions being requested and completed online. This online offering allows us to provide expedited service for vital records (at an additional charge) and reduces the number of walk-in customers, allowing us to better manage the Division's workload.

Recorded Vital Statistics for Concord 2008-2018 (Numbers include babies born to Concord parents at other Massachusetts hospitals) (# of Concord residents is in parenthesis)

Year	Births	Deaths	Marriages
2018	1,299 (89)	310 (154)	45 (14)
2017	1,301 (109)	351 (172)	62 (29)
2016	1,329 (113)	347 (164)	70 (30)
2015	1,215 (104)	356 (163)	83 (40)
2014	1,229 (100)	349 (160)	77 (32)
2013	1,194 (126)	397 (174)	81 (35)
2012	1,175 (103)	371 (169)	67 (32)
2011	1,213 (98)	360 (156)	80 (33)
2010	1,191 (107)	386 (159)	84 (32)
2009	1,204 (126)	375 (139)	76 (25)
2008	1,200 (102)	402 (149)	58 (22)

Licenses

We had another good year for dog licenses, with 1,933 licenses issued during the year. Staff participated in the Rabies Vaccination Clinic sponsored by the Board of Health in March.

Town Meeting

The Town Clerk and staff attended and recorded the proceedings of the Annual Town Meeting and one Special Town Meeting during the year. For all Town Meeting events, we offered a daily update of the previous evening's session on the Town's web site, which proved very popular with residents. Town Meeting minutes are included elsewhere in this Report.

Recordings

The Department issued 96 Business Certificates, recorded 83 Historic Districts Commission decisions, and 46 Zoning Board of Appeals decisions during the year.

Public Records Law Changes

Public Records Law changes went into effect on January 1, 2017. Serving as one of the Town's Records

Access Officers, the Town Clerk registered or coordinated the town's response for 76 requests for access to public records. This does not include public records requests that Town Departments respond to individually. Public records access guidelines are available on the Town's website and are posted in the Town House.

Records Management

Finance Department staff participated in records management activities to prepare for shredding and assess storage needs for longer retention and permanent records.

A microfilm scanner was purchased to improve access and availability of town records on 210 rolls of microfilm housed in the Town House to staff and the public.

Three reels of film showing Concord parades from 1928, 1935 and 1950 were converted to digital format for easier viewing and preservation purposes.

Miscellaneous

During the year, the staff swore in new committee and board appointees and posted 905 public meetings and agendas. The Town's website is the official posting location for meeting and agenda postings. Agendas are also posted on the main bulletin board in the lobby of the Town House. The Office provided information to staff, boards and committees, and citizens on the issues of the Open Meeting, Public Records, Conflict of Interest, and Campaign & Political Finance Laws, and maintained records of completion of the mandatory state ethics training by committee and board members.

Department staff prepared and recorded 42 new cemetery deeds and continued to maintain the cemetery deed, burial permit, and lot records. 18 raffle permits were issued to community non-profit organizations. The Town Clerk's Office offers Notary Public services for customers with proper identification. A nominal fee is charged, and appointments are recommended for complex documents. In addition, several staff members have been appointed by the Governor's Office to serve as "Commissioners to Qualify," which authorizes us to administer the Oath of Office to individuals appointed as a Notary Public or Justice of the Peace in Massachusetts. We continued to receive and process

routine genealogical requests, referring the more complex ones to the Municipal Archivist. During 2018, the Town Clerk's Office accepted and recorded fees totaling \$110,795.

BOARD OF REGISTRARS

E. Joanne Mente, Chair (D)
Wendy Ann McNally (R)
Helen N.H. Brady (R)
Kaari Mai Tari (U), Town Clerk

The four-member Board of Registrars consists of not more than two members from each of the major political parties; three members appointed by the Select Board, plus the Town Clerk. By virtue of the position, the Town Clerk is a participating and voting member of the Board of Registrars. Wendy McNally, the newest member of the board was appointed by the Select Board to serve a three year term.

Note: Detailed voter registration, election results, and town meeting minutes are reported elsewhere in this Report.

Voter Registration

The Town Clerk's Office continued to utilize the state's Voter Registration Information System for voter registration. This system connects Concord with Town Clerk's offices across the state to avoid duplication of voter registrations, and allows residents to register to vote or change their address or party affiliation at the Registry of Motor Vehicles. The system supports online voter registration and pre-registration of 16 and 17 year olds.

During the year when we encountered petition signers who were not registered voters in Concord (and therefore could not be certified as signers), we mailed voter registration information to them. We also mailed election information to residents who are eligible but have not yet registered to vote. The Activism Club and Concord Carlisle Regional High School held several voter registration sessions resulting in many new voters. Town Clerk's Office staff processed 1,192 voter registrations (this includes new voters as well as changes to existing registrations), ending the year with a total of 13,269 voters. In addition, 937 voters were deleted (moved, deceased,

or following four years of inactivity and notification of removal), 396 voters switched parties, and 417 were placed on Inactive Voter status due to either not returning a census form, or information that we received that they no longer live in Concord. Inactive voters who still reside in Concord will need to return the annual census form or complete an affirmation of continuous residence form at the polls and show ID in order to be able to participate in an election or at town meeting.

Census

The Annual Town Census is conducted exclusively by mail. Census forms were distributed to residents in late December. The 2018 population per the town census was 16,777. Note that the town census does not include the prison population, while the federal decennial census counts the prisoners (approximately 1,500 additional residents).

Town Caucus—January 29, 2018

The Town Caucus was attended by 58 voters. Candidates were nominated for the offices of Town Moderator, Select Board, School Committee and Housing Authority without contest for any seat. All participants in the Caucus and especially the candidates are to be commended for their commitment to public service and the election process in Concord. Caucus minutes are included elsewhere in this report.

Annual Town Election—March 27, 2018

There were no contested seats on the 2018 Annual Town Election ballot resulting in a low voter turnout. A total of 499 voters turned out to vote (3.79% of the total registered voters in Concord). Absentee ballots were distributed to 19 voters.

Annual Town Meeting—April 9, 10 and 11, and 12, 2018

The Annual Town Meeting featured 53 Warrant Articles (including seven submitted by petition) and was attended by 387 registered voters on the first session, 524 on the second session, 475 on the third session, and 405 on the fourth and final session. In total, 955 voters (7%) participated across the four sessions of Town Meeting.

Special Town Election – June 12, 2018

A Special Town Election was held on June 12th to

address the question of whether or not to adopt a bylaw prohibiting non-medical marijuana establishments. This bylaw passed at Town Meeting. Voter turnout was on the side of the prohibition with 67% voting in favor of the bylaw. In total, 1,791 of 13,207 eligible voters went to the polls to let their voices be heard. Of those, 112 cast absentee ballots.

State Primary – September 4, 2018

The State Primary saw a record turnout with 10 candidates vying for retiring Congresswoman Niki Tsongas' 3rd Congressional District seat on the Democratic Ballot. Almost 42% of eligible voters turned out to vote in one of three primaries. Of those, 571 voters cast absentee ballots.

State Primary Recount – September 15, 2018

The top two vote getters for the Congressional Seat were within less than .5% of each other, prompting a district-wide recount. Election Workers, volunteers and a contingent from the Town of Lexington assisted with the completion of the recount. Lori Trahan, the top vote-getter in the Primary remained the lead at the conclusion of the Recount and was declared the victor.

Special Town Meeting – October 1, 2018

A one-session Special Town Meeting was called relative to an eminent domain settlement of 214Y Main Street (W.R. Grace & Co. – Conn.). Additional warrant articles were added resulting in 12 articles for town meeting consideration. A total of 387 voters participated in the Special Town Meeting. Special Legislation was obtained to validate all Town Meeting postings because of a 24 hour delay in the posting of the Special Town Meeting Warrant.

State Election – November 6, 2018

The State Election was held on the First Tuesday in November, according to State Law. Early voting was conducted during the two weeks prior to the Election. Mark Giddings and Gerry Boyle directed activities in the voting area and assisted with transportation of voting material daily during that time period. Of the 10,191 or 75% of eligible voters who participated in the State Election, 3,158 or 31% of them voted early. Special thanks to retired Town Clerk Anita Tekle and many members of the League of Women Voters for their assistance with processing early voted ballots at the Central Tabulation Facility on November 6, 2018.

Elections are complicated events that require many hands to ensure a smooth run. For that the Town Clerk is grateful to Tim Jones and Bob Fleming for ensuring a smooth flow at all the precincts through meticulous setup, the many Election Workers who come to trainings and sit for long hours to serve the voters of Concord, and the men and women of the Police Department who guarantee the security of the ballots and protect the safety of voters and the public each and every day.

Nomination Papers/Initiative Petitions

During the year the Clerk's Office staff accepted and certified 5,206 signatures as follows: 4,995 for state ballot questions (initiative petitions) and candidates; 211 for

Annual Town Meeting petition articles. Voters are reminded to sign petitions legibly, with a name and address consistent with voter registration.

Special Acts of Legislature

2018 marked the passage of legislation to amend the Town's Charter with gender-neutral language. The legislation was proposed as a result of an affirmative vote under Article 7 on the 2015 Annual Town Meeting Warrant. Later in 2018, a delay in posting the Special Town Meeting Warrant resulted in a second Act of Legislature on behalf of the Town. That is printed following the Special Town Meeting minutes elsewhere in this report.

**Town of Concord
Annual Town Election - MARCH 27, 2018
Official Results All Ballots Counted**

PRECINCTS	1	2	3	4	5	TOTAL
VOTERS PARTICIPATING	103	148	120	91	37	499
REGISTERED VOTERS	2,545	3,127	2,741	2,884	1,881	13,178
% of Registered Voters Participating	4.05%	4.73%	4.38%	3.16%	1.97%	3.79%
MODERATOR for 1 Year -- Vote for Not More Than One						
Blanks	6	7	6	5	3	27
Carmin C. Reiss	97	141	113	85	34	470
Write-Ins	0	0	1	1	0	0
TOTALS	103	148	120	91	37	499
BOARD OF SELECTMEN FOR 3 Yrs -- Vote for Not More Than TWO						
Blanks	40	40	35	27	10	151
Jane C. HOTCHKISS	83	128	101	83	32	427
Linda L. ESCOBEDO	83	128	103	72	32	418
Write-Ins	0	0	1	0	0	0
TOTALS	206	296	240	182	74	996
SCHOOL COMMITTEE for 3 Year -- Vote for Not more Than TWO						
Blanks	26	34	27	22	5	114
Heather Ann BOUT	86	118	100	75	34	413
Courtland L. BOOTH	94	144	110	85	34	467
Write-Ins	0	0	3	0	1	4
TOTAL	206	296	240	182	74	998
CONCORD HOUSING AUTH for 5 Yrs -- Vote for Not more Than One						
Blanks	10	14	8	9	5	46
Todd L. BENJAMIN	93	134	109	82	32	450
Write-Ins	0	0	3	0	0	3
TOTALS	103	148	120	91	37	499

TOWN OF CONCORD							
SPECIAL TOWN ELECTION--JUNE 12, 2018							
OFFICIAL TALLY							
PRECINCTS							
	1	2	3	4	5	TOTAL	% Margin
REGISTERED VOTERS	2,532	3,156	2,745	2,898	1,876	13,207	
TOTAL VOTES CAST	345	389	402	468	187	1,791	
% of Registered Voters	13.63%	12.33%	14.64%	16.15%	9.97%	13.56%	
QUESTION 1 -- Marijuana Bylaw to Prohibit Non-medical Establishments							
BLANKS	0	0	1	0	0	1	
YES	230	236	292	303	134	1,195	67%
NO	115	153	109	165	53	595	33%
TOTALS	345	389	402	468	187	1,791	

QUESTION 1

SHALL THIS TOWN ADOPT THE FOLLOWING BYLAW?

SUMMARY

A majority of voters in Concord voted in favor of Question 4 on the 2016 state election ballot, entitled “Legalization, Regulation, and Taxation of Marijuana.” Subsequently, the state enacted General Law Chapter 94G, section 3. Under that statute, towns where a majority of ballots were cast in favor of Question 4 must submit any bylaw limiting the type or number of marijuana establishments, or prohibiting such establishments altogether, to voters for approval. On April 11, Concord Town Meeting proposed the bylaw below and voted to submit it for approval to voters pursuant to Chapter 94G.

A “yes” vote on this question would prohibit any marijuana establishment, as defined in chapter 94G, section 1 of the General Laws, from operating in Concord. The prohibition would apply to marijuana establishments including, without limitation, marijuana cultivators, independent testing laboratories, marijuana product manufacturers, and marijuana retailers. The prohibition would not apply to Registered Marijuana Dispensaries that dispense medical marijuana. If this ballot question is approved, the Cannabis Control Commission — a statewide commission created by the Legislature to promulgate regulations and to review license applications for marijuana establishments — would deny licenses to applicants who propose to operate a marijuana establishment in Concord. A “no” vote disapproves the bylaw, meaning the prohibitions described below would not take effect in Concord.

MARIJUANA ESTABLISHMENTS BYLAW

The operation within the Town of Concord of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined in Section 4.3.9 of the Zoning Bylaw.

2018 State Election Results

Senator in Congress (Vote for One)	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6
Blanks	34	31	30	36	27	158
Elizabeth A. Warren	1,412	1,809	1,573	1,619	1,014	7,427
Geoff Diehl	456	497	504	500	346	2,303
Shiva Ayyadurai	58	79	37	85	40	299
Write Ins	0	2	0	1	1	4
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Governor & Lt. Governor (Vote for One)	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6
Blanks	39	44	53	62	30	228
Baker & Polito	1,184	1,410	1,325	1,355	919	6,193
Gonzalez & Palfrey	737	959	765	820	477	3,758
Write Ins	0	5	1	4	2	12
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Attorney General (Vote for One)	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6
Blanks	38	27	29	56	20	170
Maura Healey	1,550	1,967	1,702	1,791	1,115	8,125
James R. McMahon, III	371	422	413	394	291	1,891
Write Ins	1	2	0	0	2	5
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Secretary of State (Vote for One)	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6
Blanks	53	47	50	69	34	253
William Francis Galvin	1,492	1,869	1,641	1,699	1,065	7,766
Anthony M. Amore	347	398	369	378	287	1,779
Juan G. Sanchez, Jr.	68	102	84	94	42	390
Write Ins	0	2	0	1	0	3
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Treasurer (Vote for One)	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6
Blanks	77	74	82	112	58	403
Deborah B. Goldberg	1,434	1,817	1,569	1,633	1,038	7,491
Keiko M. Orrall	396	445	440	418	300	1,999
Jamie M. Guerin	53	81	53	78	31	296
Write Ins	0	1	0	0	1	2
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Auditor (Vote for One)	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6
Blanks	70	83	84	86	51	374
Suzanne M. Bump	1,204	1,562	1,304	1,337	871	6,278
Helen Brady	578	601	617	664	453	2,913
Daniel Fishman	54	107	86	90	37	374
Edward J. Stamas	54	62	53	63	16	248

(cont)	(P1 cont)	(P2 cont)	(P3 cont)	(P4 cont)	(P5 cont)	(P6 cont)
Write Ins	0	3	0	1	0	4
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Representative in Congress
(Vote for One)

Blanks	47	38	37	45	26	193
Rick Green	387	431	413	430	306	1,967
Lori Loureiro Trahan	1,447	1,841	1,624	1,694	1,047	7,653
Michael P. Mullen	78	108	70	71	49	376
Write Ins	1	0	0	1	0	2
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Councillor (Vote for One)

Blanks	455	537	519	522	323	2,356
Marilyn M. Petitto Devaney	1,502	1,859	1,617	1,707	1,094	7,779
Write Ins	3	22	8	12	11	56
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Senator in General Court
(Vote for One)

Blanks	391	470	450	446	278	2,035
Michael J. Barrett	1,567	1,928	1,685	1,786	1,143	8,109
Write Ins	2	20	9	9	7	47
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Representative in General
Court (Vote for One)

Blanks	303	308	337	309	209	1,466
Tami L. Gouveia	1,521	1,905	1,651	1,751	1,127	7,955
Daniel L. Factor	133	190	150	175	87	735
Write Ins	3	15	6	6	5	35
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

District Attorney (Vote for
One)

Blanks	413	461	474	465	300	2,113
Marian T. Ryan	1,543	1,931	1,661	1,763	1,117	8,015
Write Ins	4	26	9	13	11	63
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Clerk of Courts (Vote for
One)

Blanks	422	502	503	471	309	2,207
Michael A. Sullivan	1,536	1,898	1,634	1,763	1,113	7,944
Write Ins	2	18	7	7	6	40
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Register of Deeds (Vote for
One)

(cont)	(P1 cont)	(P2 cont)	(P3 cont)	(P4 cont)	(P5 cont)	(P6 cont)
Blanks	438	515	520	500	323	2,296
Maria C. Curtatone	1,520	1,883	1,618	1,733	1,099	7,853
Write Ins	2	20	6	8	6	42
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

QUESTION 1: Limit Number of
Patients Assigned to each Registered
Nurse

Blanks	63	66	70	60	31	290
Yes	391	603	449	468	288	2,199
No	1,506	1,749	1,625	1,713	1,109	7,702
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

QUESTION 2: Citizens Commis-
sion to study influence of money in
elections

Blanks	50	70	57	52	36	265
Yes	1,565	1,916	1,680	1,802	1,118	8,081
No	345	432	407	387	274	1,845
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

QUESTION 3: Keep gender identity
provision in public accommodation
law

Blanks	47	56	51	40	26	220
Yes	1,600	1,928	1,717	1,835	1,157	8,237
No	313	434	376	366	245	1,734
TOTALS	1,960	2,418	2,144	2,241	1,428	10,191

Total Registered Voters	2,590	3,282	2,824	2,994	1,891	13,581
Precinct Totals	1,960	2,418	2,144	2,241	1,428	10,191
Total Voter Turnout	75.68%	73.67%	75.92%	74.85%	75.52%	75.04%

TOWN MEETING VOTER PARTICIPATION 1997-2018

YEAR	# Nights	Highest One Night Attendance	Total Attendance all nights	Total Individual Voters	Registered Voters in Attendance
1997 ATM	4	933	2,060	1,120	11.5%
1997 STM (Oct)	2	1,242	1,541	1,265	13.0%
1998 ATM	4	355	1,391	628	6.2%
1999 ATM	4	960	2,375	1,299	11.6%
2000 ATM	4	925	2,613	1,290	11.0%
2000 STM (May)	1	923	923	923	7.9%
2001 STM (Jan)	1	448	448	448	3.9%
2001 ATM	5	1,277	3,416	1,727	15.0%
2002 ATM	4	930	2,321	1,215	10.5%
2003 ATM	6	912	3,109	1,368	12.2%
2003 STM (Aug)	1	883	883	883	7.9%
2004 STM (Mar)	1	405	405	405	3.5%
2004 ATM	4	1,330	3,524	1,977	17.2%
2005 ATM	3	816	1,616	1,032	9.0%
2006 ATM	5	888	2,537	1,297	11.0%
2007 ATM	3	1,390	2,402	1,568	13.6%
2007 STM (Apr)	1	565	565	565	4.9%
2007 STM (June)	1	1,819	1,819	1,819	15.8%
2007 STM (Nov)	1	1,283	1,283	1,283	11%
2008 ATM	3	816	1,509	925	7.7%
2009 ATM	3	539	1,382	802	6.7%
2010 ATM	4	528	1,926	946	7.9%
2011 ATM	3	843	1,904	1,147	9.5%
2011 STM (Apr)	1	514	514	514	4.3%
2011 STM (Nov)	1	1,664	1,664	1,664	13.6%
2012 ATM	4	831	2,311	1,183	9.7%
2012 STM (Apr)	1	651	651	651	5.4%
2013 ATM	3	1,352	2,878	1,795	14.2%
2013 STM (Dec)	1	1,043	1,043	1,043	8.2%
2014 ATM	3	684	1,589	894	7.0%
2014 STM (May)	1	684	684	684	5.4%
2015 ATM	4	840	2,001	1,171	9.4%
2015 STM (Apr)	1	842	842	842	6.7%
2016 STM (Feb)	1	168	168	168	1.5%
2016 ATM	3	416	1,093	595	4.9%
2016 STM (Dec)	1	220	220	220	1.6%
2017 ATM	4	921	1,959	1,110	8.4%
2018 ATM	4	524	1,791	955	7.0%
2018 STM (Oct)	1	387	387	387	2.9%

ATM = Annual Town Meeting; STM = Special Town Meeting

TOWN OF CONCORD VOTER REGISTRATION HISTORY -- 1960 TO 2018 (as of January 1)

YEAR	Democrats	%	Republicans	%	Unenrolled/ Independents	%	Other	%	Total
2018	4,567	35.04%	1,537	11.79%	6,853	52.58%	77	0.59%	13,034
2017	4,586	34.90%	1,623	12.35%	6,858	52.19%	74	0.56%	13,141
2016	4,359	34.49%	1,672	13.23%	6,518	51.58%	88	0.70%	12,637
2015	4,331	34.42%	1,693	13.46%	6,506	51.71%	51	0.41%	12,581
2010	4,311	35.64%	1,774	14.66%	5,970	49.35%	42	0.35%	12,097
2005	3,988	34.47%	2,067	17.87%	5,425	46.89%	90	0.78%	11,570
2000	3,393	29.65%	2,110	18.44%	5,907	51.62%	34	0.30%	11,444
1995	3,268	31.61%	2,088	20.20%	4,975	48.12%	7	0.07%	10,338
1990	3,320	32.74%	2,335	23.03%	4,486	44.24%	0	0.00%	10,141
1985	3,446	32.67%	2,478	23.49%	4,624	43.84%	0	0.00%	10,548
1980	3,088	32.62%	2,393	25.28%	3,986	42.10%	0	0.00%	9,467
1975	2,863	31.58%	2,576	28.41%	3,628	40.01%	0	0.00%	9,067
1970	1,941	26.94%	2,724	37.81%	2,540	35.25%	0	0.00%	7,205
1965	1,391	20.01%	2,825	40.65%	2,734	41.85%	0	0.00%	6,950
1960	805	12.32%	2,574	39.40%	3,154	48.28%	0	0.00%	6,533

TOWN PROFILE

POPULATION

as of January 1, 2018 census

Adults (age 17 or over) 13,646

POPULATION BY AGE GROUP

Under 20 years 3,961

20-29 years 1,613

30-39 years 1,057

40-49 years 2,091

50-59 years 2,723

60-69 years 2,478

70 years and over 2,854

TOTAL 16,777

POLITICAL PARTY AFFILIATION

as of December 31, 2018

Recognized Parties in MA:

Democrat 4,726

Republican 1,447

Libertarian 40

Unenrolled 6,964

Political Designations:

United Independent 25

Other 20

TOTAL 13,222

PERSONNEL BOARD

Ellen Quackenbush, Chair
Nancy Crowley
Susan Bates
Claude Cicchetti

The Personnel Board has responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town and is supported by the staff of the Human Resources Department. The Town's Personnel Bylaw applies to approximately 180 regular-status employees and a few hundred temporary and limited-status employees. The Personnel Bylaw does not cover elected officers, employees with personal contracts, employees covered by collective bargaining agreements, and employees of the School Department.

Classification and Compensation

The Town maintains a formal Classification and Compensation Plan that provides a uniform system for grouping regular non-union positions based on job requirements and establishes salary ranges based on market conditions. The Personnel Board is responsible for recommending Plan amendments to Town Meeting. Structural adjustments and salary increases are intended to uphold Concord's tradition of maintaining total compensation rates (i.e., pay plus benefits) that are above average, but not top, among comparable municipal employers in order to keep the Town competitive in attracting and retaining competent employees.

FY18 Plan Structure Adjustments

The 2017 Town Meeting approved the following changes effective July 1, 2017 (FY18) to pay ranges listed in the Classification and Compensation Plan:

- a 2.5% increase in the minimums and maximums of all AC, TCL, MP, EM and EL ranges;
- an increase in the minimum of the SF-1 and HS-A ranges to \$11.00 (consistent with the Massachusetts minimum wage); and
- increases in the HS-1 and HS-2 minimums and maximums to accommodate grant-funded positions and adjust for grade variations.

FY18 Salary Increase Policies

Funding for all salary increases is contained in the "Salary Reserve" line item of the Town Manager's annual budget. This line funds structural and

performance-based increases for non-union employees, and negotiated increases under collective bargaining contracts. Each fiscal year, the Town Manager and Personnel Board determine the actual salary increases to be received by non-union employees based upon the amount of money appropriated to the Salary Reserve.

Employees in the Trades-Crafts-Labor, Electrical Labor, Administrative-Clerical, and Swim & Fitness categories were eligible for two salary increases during the fiscal year. Each of these employees who achieved satisfactory performance received a 2.5% structural increase plus a 2.5% performance increase, up to the maximum of their assigned salary range. Employees in the Managerial-Professional and Electrical Management categories were eligible for one increase during the fiscal year. Each of these employees received a performance-based increase of 0% to 6.5%, up to the maximum of their assigned salary range. Wage increases for employees in the Human Services categories are influenced by limited external funding sources such as grant, gift, general and revolving funds and increases for managerial-professional Swim & Fitness employees are influenced by the financial status of the enterprise. Accordingly, separate systems for individually considering salary increases for these employees are maintained; where funds were available, these individuals were eligible to receive an increase of up to 5.0%.

Personnel Bylaw Amendment

The Personnel Board recommended, and the 2017 Town Meeting voted, to amend Section 15 of the Personnel Bylaw regarding personal leave. The approved amendment eliminated some language to provide the Town Manager and Personnel Board with increased flexibility related to setting policies for the accrual and use of personal leave, while maintaining the accrual limit to three days per fiscal year. The new language allows the Town to move toward an accrual system where employees earn leave throughout each year and, therefore, no deductions from final paychecks are needed in order to collect leave that a departing employee has used but not earned. This change is expected to make it easier to implement leave management software and provide for more efficient and effective administration of non-union personnel matters.

Acknowledgment of Town Employees

Concord is fortunate to have many employees who have worked for the Town for numerous years. Some employees work year-round, while others work on a sporadic, seasonal, or limited-hours basis. Regardless of their status, we benefit from the experience and dedication of long-term staff members. Accordingly, on behalf of all Concord citizens, the Personnel Board would like to express our sincere appreciation and gratitude to all such employees for their many contributions and efforts.

We would like to make special mention of the following employees, all of whom had served the Town for 20 or more years in a regular-status position as of December 2018:

HUMAN RESOURCES

Amy Foley, Human Resources Director

The Human Resources (HR) Department provided services to approximately 650 regular, limited, and temporary employees on issues relating to: administering the Personnel Bylaw, policies, and procedures; maintaining employee classification and compensation plans; monitoring personnel actions of all Town departments to ensure legal and policy compliance; managing employee recruitment and selection; coordinating orientation, training, and employee recognition activities; providing workers' compensation case management and administrative services; and designing and administering employee benefits programs. HR advised the Personnel Board and Town Manager on related issues; advised managers, supervisors, and employees on personnel matters; and assisted in labor negotiations and contract administration.

Employees with 20 or more Years of Service
Names noted with * are employees who retired in 2018

Finance	Human Services	Planning & Land Mgmt	Public Works
Linda Davis*	/Recreation	Karen Byrne	Alan Cathcart
Carolyn Dee	Anita Stevanazzi-Hill	Tracy LaPierre	Paul Cote*
Patricia Robertson*		Marcia Rasmussen	Thomas Ford
	Library	Stanley Sosnicki	Andrew Giles
Fire	Karen Ahearn		Peter Hardy
John Bendel,	Fayth Chamberland	Police	Stephen Harrington
David Curran	Robin Demas	Scott Camilleri	Richard Hathaway
Paul Domenichella	Cynthia DiRenzo	Robert Capone	Michael Haynes
Bradford Ferrie	Patricia Pluskal	Denise Caruso	John Hesdorff
John Gower	Valerie Gay Weiss	Joseph Connell	Adrian Hone
William Haugh	Leslie Wilson	Paul Flynn*	Patricia Hopkins
Marcus Jackson		James Forten*	Jeffrey Koranda
Thomas Judge	Light Plant	Brian Goldman	Todd Manchuso
Brian Lefebvre	Theodore Bartkus	Timothy Landers	Timothy Porter*
Eric Nelson	Martin Boermeester	Gerard Mearn	Paul Reinhardt
William Noke	Ann Breitenwischer	Joseph Morahan	Robert Trainor
James Redmond	Rhonda Buscemi	Paul Morrison*	
Arthur St. John	Philip Connell	Roy Mulcahy	Town Manager's Office
Brian Whitney	Beverly DuFresne	Jeffrey Shelley	Robert Landry
	Peter Hughes	Sylvia Toumayan	Jonathan Straggas
Human Resources	John McGarry	Christopher Troiano	Christopher Whelan
Amy Foley	John Simeone		
	David Wood		

In 2018, HR staff: processed 1,676 applications for employment; conducted 74 recruitments and new appointments; managed 63 leaves of absence in accordance with the Family and Medical Leave Act and/or medical leave policies; managed 57 work-related injury cases; responded to multiple unemployment claims; verified and processed more than 962 personnel action forms; prepared proposals and participated in union negotiations, mediations, and conferences related to 5 contracts; made arrangements for an employee appreciation picnic attended by 213 employees and for an ice cream truck visit enjoyed by approximately 325 employees; coordinated 50 random DOT-required drug and alcohol tests; and provided guidance and

administrative oversight for several performance improvement plans, disciplinary actions, and terminations.

The Town has experienced exciting changes to its organizational structure and growth in its workforce due to the development of PEG-Access, Telecommunications, Facilities, Recreational, Human Service and Visitor Service operations. Those initiatives, combined with a changing labor market, increased minimum wage, the Massachusetts Equal Pay Act taking effect on July 1, 2018, and other factors have required considerable attention to employee compensation. Accordingly, HR oversaw the restructuring and classification review of 15 positions

Workforce Analysis by Gender		
Year	Male	Female
2018	60.10%	39.90%
2017	61.30%	38.70%
2016	62.80%	37.20%
2015	64.60%	35.40%
2014	61.50%	38.50%
2013	62.40%	37.60%
2012	62.50%	37.50%
2011	62.30%	37.70%
2010	62.10%	37.90%
2009	62.90%	37.10%
2008	63.60%	36.40%

Workforce Analysis by Ethnicity											
Year	White		Black		Hispanic		Asian		Native American		Total
	#	%	#	%	#	%	#	%	#	%	
2018	259	93.8%	5	1.8%	3	1.1%	6	2.2%	3	1.1%	276
2017	259	94.5%	3	1.1%	3	1.1%	6	2.2%	3	1.1%	274
2016	263	94.9%	2	0.7%	4	1.4%	5	1.8%	3	1.1%	277
2015	258	95.2%	2	0.7%	3	1.1%	5	1.8%	3	1.1%	271
2014	263	95.6%	2	0.7%	3	1.2%	5	1.8%	2	0.7%	275
2013	247	95.7%	2	0.8%	3	1.2%	4	1.6%	2	0.8%	258
2012	250	95.8%	3	1.1%	2	0.8%	4	1.5%	2	0.8%	261
2011	244	94.9%	4	1.6%	2	0.8%	5	2.0%	2	0.8%	257
2010	247	96.5%	3	1.2%	0	0.0%	4	1.7%	2	0.8%	256
2009	251	96.9%	2	0.8%	0	0.0%	4	1.5%	2	0.8%	259
2008	255	96.6%	3	1.1%	0	0.0%	4	1.5%	2	0.8%	264

and recommended additional revisions to the Town's Classification & Compensation Plan for FY20. Further review of the Town's compensation policies is under way.

As part of its benefits administration activities, HR staff developed and distributed communications to employees throughout the year, including notices regarding Affordable Care Act provisions, HIPAA requirements, and annual enrollment opportunities for health plans, flexible spending accounts, and the pre-tax premium only plan. 48 coverage changes were processed during open enrollment and 193 individual long-term disability rate adjustments were determined and communicated to each subscriber. 21 GEM (Go the Extra Mile) Certificates and 12 gift-certificate awards were processed in recognition of employee actions that were noted and appreciated by others.

HR staff coordinated with the Finance Director to learn about and provide the Town's Insurance Advisory Committee with information regarding cost-saving health plan design changes, new high-deductible health plan/Health Savings Account options offered for the first time in 2018, and a new limited-purpose flexible spending account. As a result of these changes, HR staff spent a significant amount of time gathering information, planning educational sessions, developing materials, redesigning our website, and communicating with employees. Of the 48 insurance changes processed during open enrollment, 46 were enrollments in a high deductible health plan. The Town had the highest adoption rate of high deductible health plans in the Minuteman Nashoba Health Group.

An employee benefits and wellness fair was coordinated and attended by approximately 150 employees in March. In addition to arranging representation from 14 benefit providers, HR staff engaged representatives of the Police, Fire, Health, and Recreation departments to provide attendees with personal wellness and safety information. Staff also supported the Minuteman Nashoba Health Group wellness coordinator's efforts in offering wellness programs for the Town's employees and their family members.

HR staff coordinated several training initiatives in 2018. Policy orientations were conducted with 65 new employees to acquaint them with expectations of the

Town. Arrangements were made for a professional trainer/attorney to provide Town-wide training on harassment and workplace violence, and these seminars were attended by 348 employees.

Video-based training was provided for employees who could not attend in person. All of the Town's new supervisors were required to attend a full day training session in November, which included information on harassment and workplace violence prevention, as well as employment law and performance management. HR staff ensured that all new employees were advised of required Massachusetts conflict of interest law training. Furthermore, HR distributed the Town's harassment prevention policy and the Massachusetts conflict of interest law summary Town-wide, along with an advisory reminding employees of their obligation to remain aware of all Town policies.

In addition to continuing efforts to integrate HR and Finance software systems, HR staff continued to work on implementation of a web-based applicant tracking system, which will provide a more efficient method for posting jobs and processing employment applications. In addition to improving the selection and hiring experience for both hiring managers and candidates, this system will also reduce our carbon footprint by eliminating paper. System testing was completed and initial hiring manager training took place in December.

TOWN COUNSEL

Mina S. Makarious, Anderson & Kreiger LLP

The following is a description of the lawsuits by or against the Town filed or pending during 2018 that were handled by Town Counsel:

James Balfour, Marianne C. Balfour and Robert A. Schulman, Trustee of the Robert A. Schulman Trust of 2014 v. Planning Board of the Town of Concord and Keuka Road, LLC (Massachusetts Land Court)
Abutter appeal of Planning Board decision approving a four-lot residential definitive subdivision plan of land on Keuka Road. As of December 2018, discovery in the case is closed, and the developer's motion to require the abutters to post a bond is under advisement. The Court will set the final schedule for the case in 2019.

Fitch, et al. v. Zoning Board of Appeals of Town of Concord (Massachusetts Appeals Court)
Appeal from denial of zoning enforcement filed in 2016. Following trial, Land Court upheld the denial. Appeal is currently pending in the Massachusetts Appeals Court, with oral argument expected to be scheduled for January 2019.

Michele I. Mandrioli; Claudette Cavelier; Peter J. Mandrioli, Jr.; and Paul J. Mandrioli v. Whitney S. Hamnet, II; Fern Folz; Gregory and Sharlene Dorothy; David P. Smyth and Anne C. Piessens; Town of Concord; Heirs of Edward W. Sheehan and Kathryn A. Sheehan, et al. (Massachusetts Land Court)
Action to remove a cloud on the title of property. The Town has determined that it does not have an interest in the property, and is seeking dismissal from the case.

Town of Concord v. Hitchcock, Rachel, et al. (Massachusetts District Court)
Town seeking order to enforce order requiring homeowners to build fence to contain nuisance dog. Matter is ongoing.

Town of Concord v. Neil E. Rasmussen, Anna W. Rasmussen, Brooks S. Read, Susannah Kay, Russell Robb III, Leslee Robb, and Thomas Wray Falwell, Trustees of the Pippin Tree Land Trust, President and Fellows of Harvard College, John K. Baker, Trustee of the Nielsen Realty Trust, and Nina I.M. Nielsen, Trustee of the Baker Realty Trust. (Massachusetts Land Court)

The Town is seeking a declaration and judgment for the right of public access to Estabrook Road, as well as an injunction against the Defendants for interfering with the public's right to access the road. Discovery in the case is pending.

Michael Kane v. Chief Joseph O'Connor, Town of Concord Police Department (Massachusetts District Court)

Appeal to Concord District Court by firearms licensee following suspension of his license for making untruthful statements in his application. Following a hearing involving testimony and cross-examination of the licensee and a police detective, the parties agreed to a settlement.