

**TOWN OF CONCORD
SELECT BOARD
AGENDA**

July 15, 2019 – 6:45 p.m. – Select Board Room – Town House

1.	Call to Order
2.	Executive Session to consider the purpose and value of real property, Parcel # 2455-3-1, 24 Westgate Park, because discussing in Open Session would be detrimental to the Town's negotiating position
3.	7 p.m. – Reconvene in Open Session
4.	Consent Agenda: <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes – 5/23, 6/3 • Resolution – FUTURE Act - "An Act for Utility Transition to Using Renewable Energy" H.2849 / S.1940 • One Day Special Licenses <ul style="list-style-type: none"> · Concord Museum 8/7 6pm-8pm 53 Cambridge Turnpike Wines Only · Luke Hill Media Inc. 9/30 12pm-9pm 246 ORNAC All Alcohol
5.	Town Manager's Report
6.	Chair's Remarks
7.	7:05 p.m. Public Hearing: Change of Manager associated with existing Section 12 Restaurant All Alcohol License – 99 Restaurants Inc., 13 Commonwealth Avenue
8.	7:10 p.m. Continued Public Hearing: Alteration of Licensed Premises associated with existing Section 15 Retail Package Store Wine & Malt License, to remove entire second floor area (4,542 sq. ft.) and portion of first floor (980 sq. ft.) from existing licensed premises – Concord Market, 77 Lowell Road
9.	Consider gift of land to the NRC associated with the Black Birch 2 development
10.	Approval of FY19 Year End Transfers – Kerry Lafleur, Finance Director
11.	Review calendar for 2020 Annual Town Meeting (<i>Town Meeting is scheduled for April 27-30, 2020</i>)
12.	Update on Long Range Plan initiatives
13.	Review & Approve Capital Planning Team charge
14.	Review Economic Vitality Committee draft charge
15.	Consider letter of support for H.663 An Act allowing 17 year-olds to vote in town elections & town meetings
16.	Consider response to Hanscom AFB Scoping letter for Off Base Office Space Leasing
17.	Public Comments
18.	Committee Liaison Reports
19.	Miscellaneous/Correspondence
20.	Committee Nominations: Diana Clymer of 13 River Street and Robert Munro of 1400 Lowell Road to the Concord Center Cultural District Committee; Jon Harris, Budget & Purchasing Administrator, to the Concord Middle School Building Committee
21.	Committee Appointments: Susan Curtin of 169 Holden Wood Road, Krysten Morganti of 136 Baker Avenue, and Tara Edelman of 357 Nashawtuc Road to the Library Committee for terms to expire May 31, 2022; Lee Smith of 1836 Main Street and Keith Bergman of 56 White Avenue to the Affordable Housing Trust Study Committee for terms to expire May 31, 2021; Peter Ward of 29 Pilgrim Road and Diane Proctor of 57 Sudbury Road to the Community Preservation Committee for terms to expire May 31, 2023; Theo Kindermans of 252 Fairhaven Road to the Zoning Board of Appeals as full member for a term to expire May 31, 2022; Russell Hughes, Schools Facilities Director to the Middle School Building Committee for a term to expire upon completion of project
22.	Town Manager Appointment with Select Board Approval: Karen Young of 49 Crest Street to the Commission on Disability for a term to expire May 31, 2022
23.	Adjourn

PENDING

Monday	July 29	7 pm	Select Board Meeting	Town House
Monday	August 12	7 pm	Select Board Meeting <i>CANCELLED</i>	Town House
Monday	August 26	7 pm	Select Board Meeting	Town House
Monday	September 2	All Day	Labor Day	Town Offices Closed

Supporting materials for agenda items are available online at www.concordma.gov/sbmtgdocs. Materials are uploaded on the Friday before a Select Board meeting



City of Cambridge

O-3
IN CITY COUNCIL
May 20, 2019

COUNCILLOR ZONDERVAN
VICE MAYOR DEVEREUX
MAYOR MCGOVERN
COUNCILLOR KELLEY

- WHEREAS: Recent events have demonstrated the safety and health risks inherent in aging fracked gas infrastructure; and
- WHEREAS: Gas leaks deprive tree roots of oxygen and can kill shade trees, which are irreplaceable protectors against extreme heat and flooding projected in the city's [Climate Change Vulnerability Assessment](#); and
- WHEREAS: 95% of natural gas is methane, which is a greenhouse gas that causes 84 times more climate change (heating) than carbon dioxide over a 20-year period; and
- WHEREAS: Gas leaks in the state have not been significantly reduced since passage of [Ch. 149, Acts of 2014, An Act Relative To Natural Gas Leaks](#), and ratepayers still pay for the lost gas; and
- WHEREAS: [House H.2849 / Senate S.1940](#): “An Act for Utility Transition to Using Renewable Energy (FUTURE)” will incentivize transitioning our utilities away from using explosive fossil fuel as an energy source towards renewable thermal energy sources including solar and geothermal; and
- WHEREAS: The FUTURE bill will empower municipalities to have a stronger, safer, more transparent working relationship with public utilities by improving coordination for gas leak repair, mandating that utilities notify the local fire chief and police department within an hour of finding a dangerous leak, requiring that utilities share maps, costs, and plans with the public, and requiring that gas utilities be audited annually for safety, performance, and leak reports; and
- WHEREAS: The FUTURE bill will allow individuals and municipalities to claim property damage from gas leaks, including trees, and also mandates that gas leaks within a certain distance of a tree, building, or school be fixed within 6 months; and
- WHEREAS: The FUTURE Act's promotion of renewable thermal energy is aligned with the City's Net Zero Action Plan goals as well as its' goal of achieving 100% renewable energy by 2035; now therefore be it
- RESOLVED: That the City Council go on record in strong support of the FUTURE Act (H.2849/S.1940) and urge the legislature to pass the bill this session; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward suitably engrossed copies of this resolution to members of Cambridge's Legislative Delegation, as well as House Speaker Robert DeLeo, Senate President Karen Spilka, and Governor Charlie Baker on behalf of the entire City Council.

In City Council May 20, 2019.

Adopted by the affirmative vote of nine members.

Attest:- Donna P. Lopez, City Clerk

A true copy;

ATTEST:-

A handwritten signature in cursive script that reads "Donna P. Lopez".

Donna P. Lopez, City Clerk

ACT FOR UTILITY TRANSITION TO USING RENEWABLE ENERGY (FUTURE)
H.2849/S.1940

Road Map to the FUTURE Act for Empowering Municipalities

The FUTURE Act focuses on the problems with the distribution of natural gas in the Commonwealth. It addresses the crumbling infrastructure and immediate safety concerns in the wake of the September 2018 disaster in the Merrimack Valley. At the same time, it creates a path to the future by permitting gas companies to distribute renewable thermal energy to heat and cool our homes and provide hot water. Together, these measures will reduce greenhouse gas emissions and our Commonwealth's dependence on fossil fuels as well as allow us to achieve our goal of a safer, healthier, livable climate for all.

The FUTURE Act includes:

- Stronger oversight of gas companies by the Department of Public Utilities (DPU) to expedite fixing gas leaks;
- Clear rules to strengthen gas safety standards for workers and the public;
- Increased coordination and transparency among the DPU, gas companies, and municipalities in the repair and replacement of leak-prone pipes;
- Funding, financial incentives, and renewable energy credits to encourage gas companies to distribute thermal renewable energy instead of gas, avoiding future stranded assets;
- Flexibility for municipalities to choose alternatives, such as district energy;
- Requiring the DPU to accommodate the mandates of the Global Warming Solutions Act;
- Requiring the DPU to consider equitable access to energy efficiency and renewable energy as well as the public's health and safety in its decisions as it regulates gas and electric utilities; and
- Establishing a Governor's Commission to make legislative and policy recommendations to ensure a safe, just, and expeditious transition to renewable energy by the year 2050.

Provisions in the FUTURE Act for Empowering Municipalities

A vast network of gas pipes runs under the streets and neighborhoods of cities and towns throughout the Commonwealth – consisting 21,663 miles of gas mains and 1,336,690 service lines to ratepayers, as reported by gas companies in 2017. With some 17,000 leaks, these pipes are leaking methane, polluting the air, killing street trees, endangering our neighborhoods, and costing us money – as ratepayers pay for the leaked gas. To repair or replace these pipes, gas companies have to dig up those streets, disrupting traffic, inconveniencing residents, and costing municipalities for road repair and lost street trees.

The FUTURE Act improves coordination between the gas companies and the municipalities and gives more authority and flexibility to municipalities in their choice of energy sources. It also gives municipalities an effective voice in DPU proceedings and permits them to pursue remedies with the DPU instead of the courts for damages incurred during gas company roadwork.

The FUTURE Act requires:

- Street repair requirements. When opening up a street to repair or replace gas infrastructure, gas companies required to: (1) survey the project area for the presence of leaks, (2) set a leak repair and replacement schedule, and (3) provide the municipality with the location, history, and grade of the leak, as well as the age, pressure, size and material of the pipe and the schedule for the replacement of any leak-prone infrastructure.
- Reports to municipalities. Gas companies required to provide the municipality when the work is completed with a report from a certified gas inspector: (1) that the new infrastructure is free from defects, (2) that the shutoff valves and gate boxes are accessible and working, and (3) that the work was completed according to state and federal regulations.
- Plans to municipalities. DPU required to send infrastructure plans submitted by a gas company to each municipality affected by the plans.
- Municipal aggregation. DPU required to issue regulations authorizing expansion of municipal aggregation for district energy where it will reduce greenhouse gases and consumer cost.

The FUTURE Act permits:

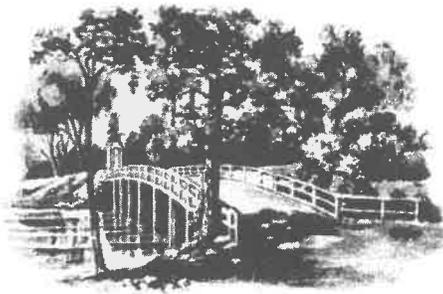
- Participation in DPU hearings. Municipalities permitted to participate fully in DPU adjudicatory proceedings related to its service territory, as may a member of the legislature whose district is in that service area or 10 or more ratepayers from that service area.
- Claims for property damage. Municipalities permitted to submit to the DPU a claim for property damage, including trees killed by gas leaks or by gas pipe repair or replacement, as verified by a certified arborist.
- Claims for breach of franchise. Municipalities permitted to file a complaint with the DPU against an electric or gas company for breach of franchise or of DPU regulations, with DPU required to hold a public hearing and to publish its opinion.

The FUTURE Act authorizes:

- Local energy services. Municipalities, state agencies, or gas or electric ratepayers authorized to procure local or district energy services and to establish an energy microgrid, using a public right of way for energy generation or resiliency.
- Utility franchises. Municipalities, every 10 years, authorized to condition the establishment or renewal of an exclusive gas or electric franchise upon compliance with the municipality's regulations, including the underground placement of distribution lines and facilities.
- Fees for utility franchise. Municipalities authorized to include in the franchise agreement a requirement for the electric or gas company to pay fees to raise revenue or to defray any increase in municipal costs resulting from the company's operations, as well as a requirement to provide the municipality with information about the gas or electric infrastructure and operations. Fees may be based upon gross operating revenues or upon gross earnings revenues and may not be recovered in a proceeding under section 94 of chapter 164. (Such franchise agreements are common in Colorado, Minnesota, Washington, Florida, and elsewhere, giving municipalities the ability to negotiate better terms on rates, renewable energy, and other issues.)

Weekly One Day License Log – July 15, 2019

Applicant Name & License Number	Phone Number	Date	Location	Type of Alcohol	Event Details
19-122 Concord Museum	978 369-9763 x 211	8/7	53 Cambridge Turnpike	Wine Only	Event Coordinator: Genevieve Burgett Bartenders: Julie Trainor Under 21: No First License in Concord: No
19-123 Luke Hill Media Inc.	978 505-4478	9/30	246 ORNAC	All Alcohol	Event Coordinator: Scott Staniar Bartenders: Sara Killelea, Kali Aquaro, Allison Reusch, Taryn O'Neill Under 21: No First License in Concord: Yes

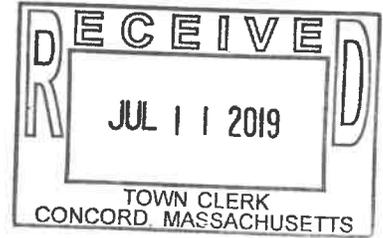


OLD NORTH BRIDGE

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE – P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

TELEPHONE (978) 318-3001
FAX (978) 318-3002



TOWN OF CONCORD SELECT BOARD NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held at the Town House, 22 Monument Square, Concord, MA in the Select Board Meeting Room on July 15, 2019 at 7:05 PM upon the application from 99 Restaurants of Boston, LLC d/b/a 99 Restaurant & Pub, located at 13 Commonwealth Avenue, for Change of Manager associated with existing Section 12 Restaurant All Alcohol License.

By order of the Select Board

Linda Escobedo, Clerk



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: **RETA**

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: **\$200.00**

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Transfer of License |
| <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Transfer of Stock |
| <input type="checkbox"/> Change of License Type | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Wine & Malt to All Alcohol |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> More than (3) \$15 | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> 6-Day to 7-Day License |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> New License | <input type="checkbox"/> Seasonal to Annual | |
| <input type="checkbox"/> Other <input type="text"/> | | | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
 P. O. BOX 3396
 BOSTON, MA 02241-3396**

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: 914ec5a5-4e03-4a57-9076-9d3fa3ba961f

Item	Applicant License or Registration Number	Amount
FILING FEES-RETAIL	00002-RS-0244	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 6/5/2019 10:05:14 AM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of
 License Number or Business Name:
 00002-RS-0244

Fee Type:
 FILING FEES-RETAIL

Billing Information

First Name:
 Licensing Dept.

Last Name:
 O'Charleys Inc

Address:
 3038 Sidco Drive

City:
 Nashville

State:
 TN

Zip Code:
 37204

Email Address:
 Licensing@abrholdings.com



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

AMENDEMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)	99 Restaurants of Boston, LLC		
ABCC License Number	024400002	City/Town of Licensee	West Concord

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:	James	Middle:	P	Last Name:	Poitras
Title:	Employee	Primary Phone:	978-369-0300		
Email:	30014@99restaurants.com				

3. BUSINESS CONTACT

Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:				
Primary Phone:		Fax Number:		
Alternative Phone:		Email:		

Business Address (Corporate Headquarters)

Street Number:		Street Name:		
City/Town:		State:		
Zip Code:		Country:		

Mailing Address

Check here if your Mailing Address is the same as your Business Address

Street Number:		Street Name:		
City/Town:		State:		
Zip Code:		Country:		

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment:

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? Yes No

Do you have direct, indirect, or financial interest in this license? Yes No

Have you ever been convicted of a state, federal, or military crime? Yes No
If yes, attach an affidavit that lists your convictions with an explanation for each

If yes, percentage of interest

Have you ever been Manager of Record of a license to sell alcoholic beverages? Yes No

If yes, please indicate type of Interest (check all that apply):

Officer Sole Proprietor
 Stockholder LLC Manager
 LLC Member Director
 Partner Landlord
 Contractual Revenue Sharing
 Management Agreement Other

If yes, please list the licenses for which you are the current or proposed manager:

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the past 10 years

Date(s)	Position	Employer	Address	Phone
11/30/2017	Asst Manager	99 restaurants	275 Summer St Fitchburg, MA	978-343-0099
8/1/2016	Asst Manager	99 Restaurants	Middlesex Turnpike Billerica MA	978-663-3999
8/1/2015	Asst Manager	99 restaurants	Boston Road Billerica MA	978-667-9789

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICANT'S STATEMENT

I, Charles Noyes the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

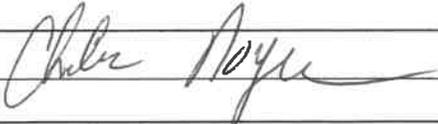
of 99 Restaurants of Boston, LLC, hereby submit this application for alcohol license
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:



Date:

5/29/2019

Title:

President

**99 RESTAURANTS OF BOSTON, LLC
PRESIDENT CERTIFICATION**

I, the undersigned, Charles Noyes, President for 99 Restaurants of Boston, LLC, (the "Company"), hereby certify and confirm the following in my capacity as a President of the Company:

- (i) The Company's Action Taken on Written Consent By the Sole Member (the "Resolution") was duly adopted in accordance with all of the operative documents of the Company, remains in full force and effect, and has not been amended, modified or supplemented;
- (ii) James Poitras, is the duly designated and appointed General Manager of the '99 Restaurants' located at 13 Commonwealth Avenue, West Concord, MA 01742. His designation and appointment were made consistent with the terms and conditions of such Resolution; and
- (iii) In his capacity as General Manager, James Poitras, has authority to sign any and all alcohol renewal documents, applications, permits and licenses as he should, in his judgment, deem fit and proper and in the best interest of the Company.

IN WITNESS WHEREOF, the undersigned has executed this President Certification for the purposes of evidencing its consent and certification to the foregoing.

By: _____

Name: Charles Noyes

Title: President

FORM 463 HOBBS & WARREN, INC.

The Commonwealth of Massachusetts

TOWN of HARVARD

JAN. 13, 1967

MARCH 21, 1983

DATE OF RECORD

This is to certify that the records in the office of the
Town Clerk show that JAMES PETER POITRAS
Child of DAVID C. POITRAS
TERESA M. CASTELLANO
was born on the 9th day of December, 1966
in CONCORD, MASS.

ATTEST: Cynthia Sweet
Town Clerk

MASSACHUSETTS

DRIVER'S
LICENSE



Bill & Nancy's secretary

ISS 01/05/2017
EXP 12/09/2021
CLASS D REST NONE
NUMBER S53260793
DOB 12/09/1966
END NONE

POITRAS
JAMES P
41 UNION STREET
APT 2L
LEOMINSTER, MA 01453-4163

James P. Poitras

SEX M HGT 5'-10"
DD 01/06/2017 Rev 02/22/2016 12/09/66



Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol Training will help you make the right choices with the right tools.

By completing the ServSafe Alcohol program, you have demonstrated a solid understanding of responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety. To learn more about our full suite of responsible alcohol service training products, please visit our site www.nra.org, call 800-541-9333, or visit us on Facebook. We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your customers, your business and your community safe.

Signature: _____
 Stephen J. Brown
 Executive Vice President, National Restaurant Association Education



ServSafe Alcohol® CERTIFICATE

ID # 11878000
 CARD # 12118587

JIM POITRAS

NAME _____
 1/12/2016

DATE OF EXAMINATION _____
Card expires three years from the date of examination. Local laws apply.

Stephen J. Brown

Executive Vice President, National Restaurant Association Education

This certificate confirms completion of the ServSafe Alcohol responsible alcohol service program.

©2017 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF. National Restaurant Association and the orange design are trademarks of the National Restaurant Association.

FOR MORE INFORMATION, VISIT www.servsafe.com or call 800-541-9333. If you have any questions regarding your certificate, please contact the National Restaurant Association at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703

PHOTO COURTESY OF THE NATIONAL RESTAURANT ASSOCIATION

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

JIM POITRAS

for successfully completing the standards set forth for the ServSafe Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

10833
EXAM ROOM NUMBER

7/17/2018

DATE OF EXPIRATION
local laws apply. Check

7/17/2023

DATE OF EXPIRATION
necessary for recertification requirements.



#0855

Sherman
Association Solutions



In accordance with...

The ServSafe logo are trademarks of the NRAEF, National Restaurant Association® and the arc design

Ninety Nine Policy

- ◆ Ninety Nine policies are in many cases stricter than state liquor laws and you must adhere to these policies at all times.
- ◆ There is no verbal LAST CALL given to all Guests. ½ hour prior to closing observe your station or bar. If a Guest has only a little left you may say, "We'll be closing shortly, would you like another drink?"
- ◆ We do not carry any 100 proof liquor.
- ◆ We do not mix any drinks containing more than 3 types of alcohol (with the exception of our Long Island Iced Tea which contains ½ oz. pour of 5 different alcohols, which is a total of 2.5 ounces of 80 proof alcohol. Team Members need to be aware of this when serving the Long Island Iced Tea).
- ◆ The maximum amount of alcohol served in any alcoholic beverage is 3 oz.
- ◆ Only Two Blockbuster beers may be served to any 1 Guest.
 - They may order a regular draft as a 3rd beverage; however, you must always monitor consumption.
- ◆ We do not serve minors non-alcoholic beers such as O'Doul's.
- ◆ Only One Drink may be served to any one Guest. Guests who are not visible to the Bartender/Server.
More than one drink may be purchased by the Guest only if the other Guests receiving the drinks are visible to the server and have proper identification.
- ◆ ID Anyone that appears under the age of 30.
 - The law requires everyone to have an ID on them when consuming alcohol.

- ◆ Servers & Bartenders may accept the following ID's without management approval as proof of legal drinking age.
 - ◆ Military ID's
 - ◆ Valid Driver's license from the state the restaurant is located.
 - ◆ Valid State Driver's license from surrounding states (States that boarder the state) where the restaurant is located. Example: MA restaurants may take. VT, RI, CT, and NY

In the state of Massachusetts a Massachusetts Identification Card it is acceptable without a backup ID however, a manager must review it before alcohol may be served to the Guest.

10. For all other forms of identification ask the Guest for a backup ID.
 - a. Servers will bring both to the MOD who will in turn check the ID for validity.
 - b. Bartenders may check the IDs themselves against the ID Guide behind the bar for reference.

To clarify if any questions:

Examples of IDs that need a 2nd form of ID and brought to a manager for approval to drink are:

- ◆ Duplicate License
- ◆ State Liquor Purchase Card
- ◆ State Issued ID Card (*Massachusetts's only MA. State ID card does not need 2nd ID, but a manager needs to look it over)
- ◆ Passport (does not need a 2nd ID, but a manager needs to look it over)
 - ◆ The second form of ID may be (anything with a picture OR a major credit card will do; compare signatures)

Managers will verify validity of ID for Server and inform server if approved.

Bartenders have authority to verify validity of their own bar Guests IDs only. They do this by checking the ID book kept behind the bar.

Shot Service:

We allow our Guests to request shots in our restaurants; it is important to understand that each shot constitutes one drink. This is VERY important when monitoring how much a Guest is **drinking** and the time the Guest is consuming alcoholic beverages.

*Connecticut Managers: please review CT State Law that refers to one drink at a time in front of a Guest.

Free Pouring:

Bartenders will be free pouring all non-recipe drinks. Example: Vodka & Tonic. It is important when free pouring that you are accurate and only free pour 1.5 oz. of alcohol.

If your restaurant serves beer or beer towers:

- ◆ A tower of beer is for two or more Guests only.
- ◆ Monitor how fast is each individual is drinking and how much. For example, two Guests may order but who is actually doing most of the consuming? Is one Guest drinking more than the other Guest?

Identifications and Carding

- ◆ In all 50 states you must be 21 years old to purchase alcohol.
- ◆ If a Guest turns 21 today, what should their birthday say on their license? _____
- ◆ You have the legal right to refuse service if you suspect the Guest is underage.
- ◆ You can be held criminally liable for serving a minor
- ◆ The law requires everyone to have an ID on them when consuming alcohol.
 - ◆ We re-card people at the table, even if they have a drink from the bar already.
 - ◆ Always ask Guest to remove the identification from wallet.

For an ID to be legal it must be Valid. A valid ID must have:

1. Birth Date
2. Current not expired
3. Owners signature
4. No cracks tears, bubbles etc.
5. Photo of owner

Things to check on an ID:

- *Picture (Does it look like the person? Hair color, facial hair and weight can change so look closely at the area around eyes, forehead, and cheekbones).*
- Expiration Date (An expired license is never valid)
- Signature of the individual (Compare signature on a backup ID)
- State Seal and/or Hologram
- Signature of the Registrar

If you suspect the ID is a fake ID... questions you can ask:

- ◆ What is your address?
- ◆ How tall are you?
- ◆ What is your middle name?
- ◆ In what month were you born?
- ◆ What is your zodiac sign?

We do not confiscate any IDs from Guests if we believe they are false.

Clues/signs may a Guest show/exhibit when ordering that may tip you off that they are underage:

- Get upset when asked for an ID
 - Be in the restroom when the group orders for him/her
 - State he/she is a regular or friend of an employee
 - Seem nervous and move around awkwardly
 - Order an unusual drink such as a shot of rum
 - Say he/she left ID at home and insist he/she is of age
-
- ◆ Remember: Serving alcohol to a minor is against the law.

UNDERSTANDING ALCOHOL AND BEHAVIOR

Alcohol is a drug. As a sedative, alcohol alters a person's mood, perception, judgment and slows reactions. In moderate and large doses it slows down the body functions.

The effects of alcohol on behavior are directly related to the amount of alcohol a person consumes.

- The body can metabolize only one drink per hour.
- 1 drink is considered:
 - 12 oz. beer, 5 oz. of wine or 1.5 oz. of 80 proof liquor

In conjunction with the amount of alcohol a person has consumed other factors will come into play on how fast a person's behavior is affected. These are:

- ◆ Food eaten – Food slows down the absorption of alcohol – especially foods high in protein such as chicken wings, & steak).
- ◆ The type of drink – Beverages diluted with another liquid such as water, may help to slow down absorption, whereas those mixed with carbonated beverages can increase the rate of absorption.
 - ◆ Water = slows down absorption
 - ◆ Carbonation = speeds up absorption
- ◆ Body Fat - A person with a large percentage of body fat will have a higher BAC than a lean person.
- ◆ Gender – Women are typically affected quicker than males. (Women have a larger percent of body fat than men).
- ◆ Age – An elderly person will have a higher BAC and be effected by alcohol quicker than a younger person.
- ◆ Mood – depending on one's mood, the normal impact of alcohol may be exaggerated when one is overly stressed, depressed or excitable.
- ◆ Interaction of drugs – the combination of alcohol and other drugs produces intensified and often unpredictable effects.
- ◆ Experienced drinkers often develop a tolerance to alcohol, requiring increased amounts to achieve the desired effect – their bodies become accustomed to the alcohol and don't "feel" or look like it is impairing their behavior – but tolerance does not affect their Blood alcohol concentration.
- ◆ Tolerance does not affect their Blood Alcohol Content

Intoxication

- ◆ 1/8th of one percent alcohol content in your blood (a BAC of .08) you are presumed to be under the influence (this does not mean a person will appear intoxicated).
- ◆ As a person becomes intoxicated they will begin to lose control over:
 - Their inhibitions
 - Their judgment
 - Their reactions
 - Their coordination

Signs a Guest has lost their Inhibitions:

- Becoming overly friendly or talkative to quiet
- Become loud
- Detached and brooding
- Annoying other Guests or Team Members
- Making loud and inappropriate comments

Signs a Guest has lost their Judgment:

- Complaining about drink strength
- Drinking too fast
- Ordering doubles
- Becoming agitated or argumentative
- Becoming careless with money

Signs that a Guest has lost their Reactions:

- Letting a cigarette burn in an ashtray without smoking it
- Lighting a cigarette while one is still burning in an ashtray
- Inability to light smoking material
- Slurred speech, altered speech patterns
- Glassy eyes, lack of eye focus, loss of eye contact

Signs that a Guest has lost their Coordination:

- Inability to pick up change from table
- Spilling drink and the inability to put the glass to the mouth
- Inability to sit straight on chair or bar stool, swaying & dozing off while sitting
- Loss of muscle control; clumsiness
- Stumbling, bumping into a wall, falling down

Not everyone who has had too much to drink will exhibit these signs – so keep in mind HOW MUCH they are drinking and HOW FAST – refer back to chart and refer to tolerance doesn't change BAC.

The only thing that will sober someone up is time.

Responsible Serving Practices

Bartenders and Servers should make reasonable effort to:

- ◆ prevent intoxication of Guests
- ◆ prevent alcohol sales to minors

Examples of reasonable efforts

- ◆ Checking an ID
- ◆ Monitoring consumption
- ◆ Cutting off a Guest of alcohol if necessary
- ◆ Offering food
- ◆ Offer water
- ◆ Offer to call and pay for a cab
- ◆ Offer to call a friend or relative
- ◆ Call the police

The best way to observe your Guests and monitor their drinking is to engage in conversation with them.

Size up your Guest (small, medium or large) gives you an idea how much they can consume before becoming intoxicated.

Observe behavior & ask yourself...

- ◆ Have they been drinking prior to Ninety Nine?
- ◆ Guests' mood?
- ◆ Is the Guest taking any noticeable medication?

Talk to Guests frequently. Create a friendly rapport—constantly monitor how the alcohol is taking effect.

- ◆ Ask questions that require the Guest to respond during the entire meal. This helps you determine how the alcohol is taking effect by the Guest's speech.

Offer Food

- ◆ Eating food slows the absorption rate of alcohol. Offer food.

Monitor the type of drink your Guest consuming.

- ◆ A Blockbuster is almost 2 drinks instead of one. Some of our martinis with 3 ounces of alcohol are 2 drinks instead of one.

Monitor how fast the Guest is drinking.

- It takes approximately 1 hour for the liver to eliminate 1 drink. Slow absorption by offering nonalcoholic drinks or bringing water to the Guest.

Communicate with Team Members.

- Communicate with other Team Members regarding how much alcohol has been consumed by a Guest if they move to a different area of the restaurant and also between shift changes.

Suspending Alcohol Service

The best way to prevent a Guest from being intoxicated is to monitor the number of drinks served and the length of time to consume the drink. Offer food and non-alcoholic drinks before the Guest becomes intoxicated.

If a Guest is showing physical or behavior signs of intoxication, you must suspend alcohol service to the Guest.

When stopping service to a Guest:

1. Notify the MOD immediately and tell them why you are going to terminate service. Anytime we terminate service we will need to record it and Save the Guest check.
2. Never tell a Guest "This is your last drink". Wait and see if the Guest orders another one. The Guest may have decided on their own it was their last drink. This helps avoid unnecessary confrontation.
3. Your safety is very important. If you feel threatened, remove yourself *from the situation* immediately.
4. Communication is key, let bartender and teammates know as well.
5. Enlist the help of others.
6. Manager presence is a must in case additional support is needed.
7. Inform the Guest you are stopping service.
 - Be as non-confrontational and private as possible
 - Be courteous – the Guest who realizes you are helping rather than putting him/her down, will be more cooperative
 - Be tactful – never accuse a Guest of being drunk – simply explain you cannot server him/her any more alcohol.
 - Be confident – you are doing what is right, confidence conveys this to the Guest and Managers will always support you in your decision.
 - Be discreet – speak privately with the Guest, if possible – make every effort to avoid embarrassment in front of friends, family or associates.
 - Be firm – you have made a rational decision – do not allow a Guest, who has impaired judgment, to change your mind.

Handling Alcohol Related Situations:

Review the 4 Scenarios in the Team Member's journal.

- ◆ Examples of what to say when terminating alcohol service:

"John, I know you are an excellent customer. I see you in here all the time. However, I'm not comfortable serving you another beer today. How about I bring you a water?"

"I'm sorry; I need to bring you something else to drink besides an alcoholic beverage. Can I get you a water, coffee or something else?"

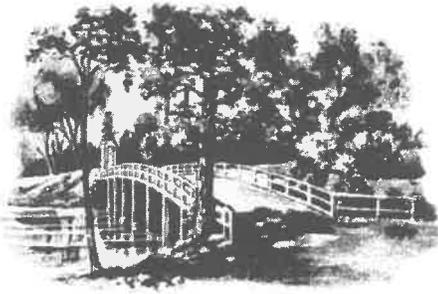
"I really want to make sure you can make it home safely so I'm not going to give you any more alcoholic beverages today. However, I can bring you something else."

Alternative transportation arrangements for an intoxicated Guest.

- Arrange a ride with a friend.
- Call a relative.
- Call a cab. The Ninety Nine will pay for the taxi.
- Call the police (last resort) for the safety of the Guest and other possible victims. At this point a manager should already be involved and if necessary the police will be contacted.

An alcohol Incident Report needs to be completed by the Manager and person involved in any alcohol-related situation with a Guest. No matter how minor you think the incident is.

- The Guest check must be with the report.
- The restaurant could be brought up on charges up to 3 years after there is an incident. We could be brought up on charges for something in relation to it. A report is key to helping in these situations.



OLD NORTH BRIDGE

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE – P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

TELEPHONE (978) 318-3001
FAX (978) 318-3002



TOWN OF CONCORD SELECT BOARD

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held at the Town House, 22 Monument Square, Concord, MA in the Select Board Meeting Room on May 20, 2019 at 7:15 p.m. upon the application from Concord Market, LLC, for the Alteration of Licensed Premises associated with Section 15 Retail Package Store Wine & Malt License, to remove entire second floor area (4,542 sq. ft.) and portion of first floor (980 sq. ft.) from the existing licensed premises, located at 77 Lowell Road.

By order of the
SELECT BOARD

Linda Escobedo, Clerk



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

AMENDMENT-Change or Alteration of Premises Information

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

89265-PK-0244

ENTITY/ LICENSEE NAME

Concord Market, LLC

ADDRESS

77 Lowell Road

CITY/TOWN

Concord

STATE

MA

ZIP CODE

01742

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
 239 CAUSEWAY STREET
 BOSTON, MA 02241-3396

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.



Transaction Processed Successfully.

INVOICE #: 5e872221-a6c4-429e-8cbc-5a6f60179879

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	89265-PK-0244	\$200.00
		\$200.00

Total Convenience Fee: \$0.35

Total Amount Paid: \$200.35

Date Paid: 4/25/2019 9:06:42 AM EDT

Payment On Behalf Of

License Number or Business Name:
89265-PK-0244

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Military Offices Registered LLP

Last Name:
Military Offices Registered LLP

Address:
175 Sudbury Road

City:
Concord

State:
MA

Zip Code:
01742

Email Address:
jimwhite@elawcorporation.com



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street Boston, MA 02114
www.mass.gov/abcc



AMENDMENT-Change or Alteration of Premises Information

Change of Location

- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification*
- Advertisement*
- Payment Receipt

Alteration of Premises

- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification*
- Advertisement*
- Payment Receipt

**If abutter notification and advertisement is required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Concord Market, LLC	Concord	89265-PK-0244

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Reduce size of licensed premises.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
James B. White	member	jamesbarwhite@gmail.com	978-371-3344

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

No physical change to licensed premises. Entire 2d floor area of 4,542sf and 980sf of the first floor area will be removed from the licensed premises.

2B. PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

see attached plan

Total Sq. Footage	8,148sf	Seating Capacity		Occupancy Number	
Number of Entrances	2	Number of Exits	2	Number of Floors	1

AMENDMENT-Change or Alteration of Premises Information

3. CHANGE OF LOCATION

3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

3B. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Lease

Landlord Name

Military Market, LLC

Landlord Phone

978-371-3344

Landlord Email

jamesbarrwhite@gmail.com

Landlord Address

175 Sudbury Road, Concord, MA 01742

Lease Beginning Date

September 1, 2018

Rent per Month

\$20,000

Lease Ending Date

tenancy-at-will

Rent per Year

\$240,000

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

4. FINANCIAL DISCLOSURE

Associated Cost(s): No funding required to accomplish proposed alteration of premises

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

APPLICANT'S STATEMENT

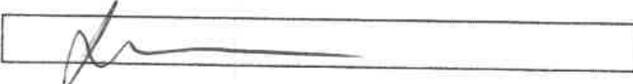
I, James B. White the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Concord Market, LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 

Date: April 22, 2019

Title: Member

CORPORATE VOTE

The Board of Directors or LLC Managers of Entity Name
duly voted to apply to the Licensing Authority of City/Town and the
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Date of Meeting

For the following transactions (Check all that apply):

- Alteration of Licensed Premises
- Change of Location
- Other

"VOTED: To authorize Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,



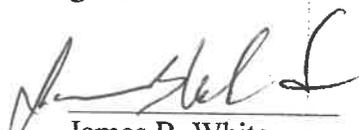
Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature

VOTE

The undersigned, being all the members of Concord Market, LLC, a Massachusetts Limited Liability Company (the "LLC") with its corporate offices at 175 Sudbury Road, Concord, MA 01742, do hereby VOTE:

1. That the LLC shall apply to the Licensing Authority of Concord, MA and the Commonwealth of Massachusetts Alcoholic Beverages Control Commission an Amendment to alter the premises subject to the LLC's license to sell wines and malt beverages at its premises at 77 Lowell Road, Concord, MA 01742.
2. To authorize James B. White to sign the application submitted and to execute on the LLC's behalf any necessary papers and do all things required to have the application granted.


James B. White


Elizabeth Akehurst-Moore


Carol K. White

DATED: April 15, 2019

Proposed

CONCORD MARKET

91 Lowell Rd.
Concord, MA

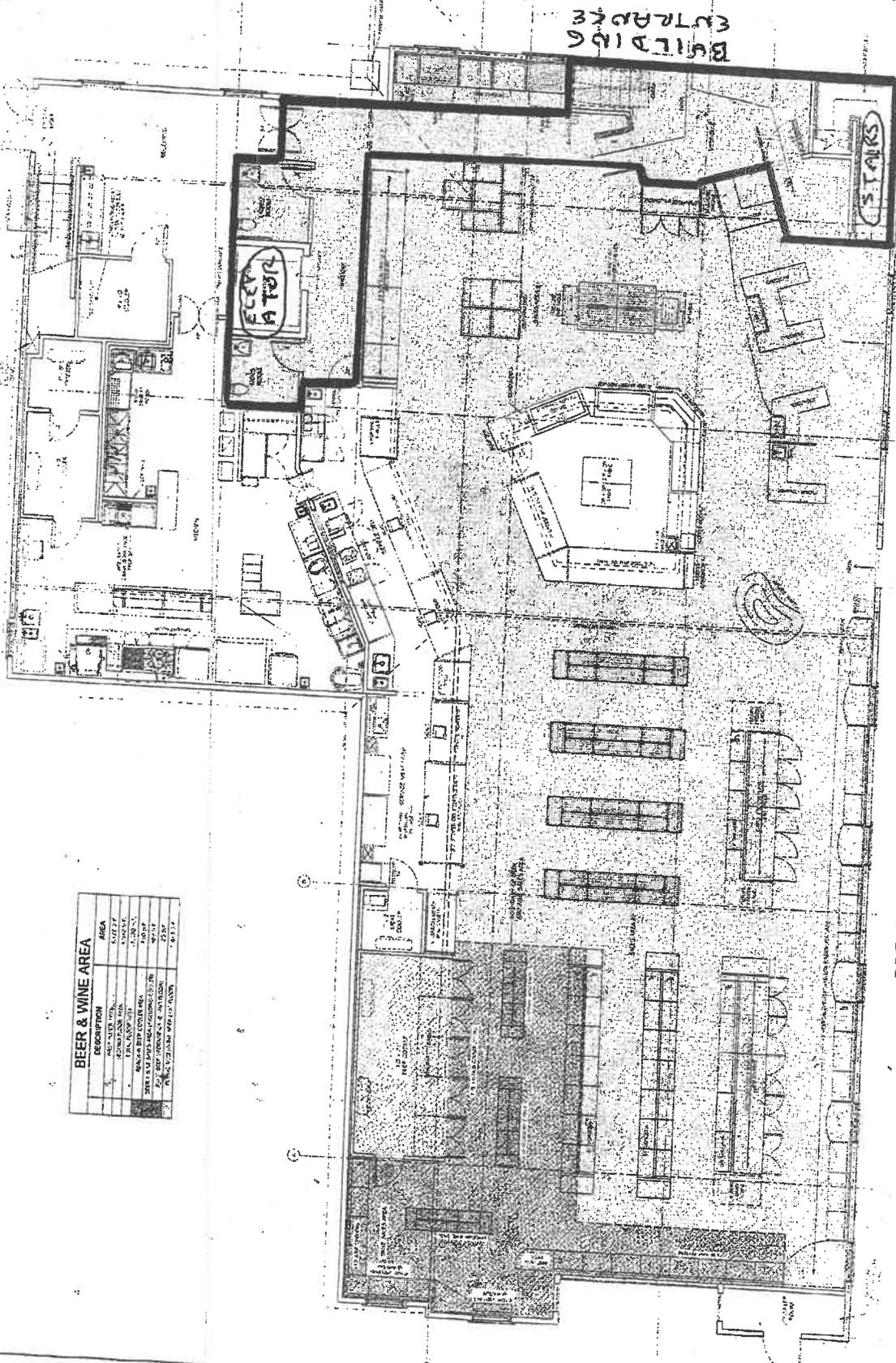
D. F. VALENTE
ARCHITECTS & PLANNERS

DSK Drawing Schmid Research
ARCHITECTS & PLANNERS

NO.	DATE	REVISION	BY
1	10/1/00	ISSUE	DFV
2	10/1/00	ISSUE	DFV
3	10/1/00	ISSUE	DFV
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5	10/1/00	ISSUE	DFV
6	10/1/00	ISSUE	DFV
7	10/1/00	ISSUE	DFV
8	10/1/00	ISSUE	DFV
9	10/1/00	ISSUE	DFV
10	10/1/00	ISSUE	DFV

FIRST FLOOR
BEER & WINE
SUBMITTAL PLAN

A6.0.3



BEER & WINE AREA	
DESCRIPTION	AREA
BEER & WINE AREA	1,234.5
RESTAURANT	567.8
STAIRS	12.3
ELEVATOR	45.6
TOILETS	78.9
MECHANICAL	101.2
REAR ENTRY	134.5
REAR ENTRY	167.8
REAR ENTRY	201.2
REAR ENTRY	234.5
REAR ENTRY	267.8
REAR ENTRY	301.2
REAR ENTRY	334.5
REAR ENTRY	367.8
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REAR ENTRY	534.5
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REAR ENTRY	601.2
REAR ENTRY	634.5
REAR ENTRY	667.8
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REAR ENTRY	5,101.2
REAR ENTRY	5,134.5
REAR ENTRY	5,167.8
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REAR ENTRY	5,234.5
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REAR ENTRY	9,867.8
REAR ENTRY	9,901.2
REAR ENTRY	9,934.5
REAR ENTRY	9,967.8
REAR ENTRY	10,001.2

NOTE: Entire floor covered by wine and malt beverage license, except outlined area

MILTARRY MARKET, LLC
175 SUDBURY ROAD
CONCORD, MA 01742
978/371-3344 Fax: 978/371-3345
Email: jimwhite@elawcorporation.com

December 1, 2017

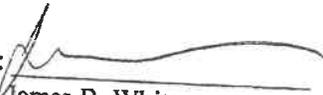
Concord Market, LLC
175 Sudbury Road
Concord, MA 01742

Re: Premises at 77 Lowell Road, Concord, MA ("Premises")

Dear Concord Market, LLC:

As you know, the Premises are now under construction. Attached hereto is a plan of the Premises. By our respective signatures below, we hereby agree that, upon their completion, you shall occupy the Premises as a tenant-at-will. Rent shall be such amount as we shall from time to time agree upon, but in no event less than \$240,000/year. You shall be responsible for all so-called triple net costs, such as utilities, insurance, and your appropriate share of condominium association expenses and real estate taxes.

Very truly yours,
Miltarry Market, LLC

By: 
James B. White
Member

Agreed:
Concord Market, LLC

By: 
Elizabeth Akehurst-Moore
Member

CONCORD MARKET

91 Lowell Rd.
Concord, MA

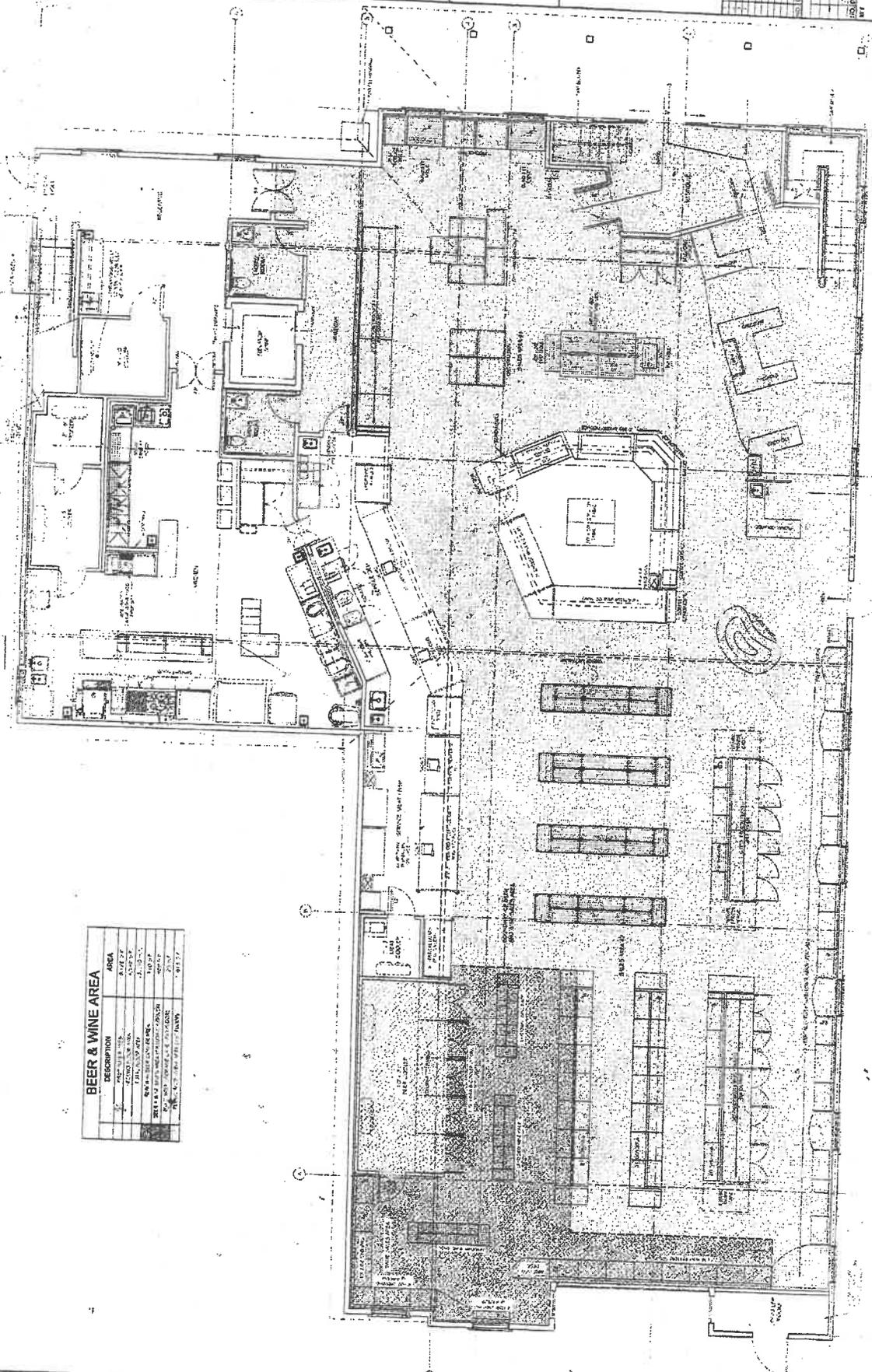
D. F. VALENTE
ARCHITECTS & PLANNERS
1000 STATE ST. SUITE 200
CONCORD, MA 01734
TEL: 978.365.1100
WWW.DFVALENTE.COM

DSK Consulting Schmid Kemper
ARCHITECTS & PLANNERS
1000 STATE ST. SUITE 200
CONCORD, MA 01734
TEL: 978.365.1100
WWW.DSKCONSULTING.COM

NO.	DATE	REVISION	BY
1	08/14/17	ISSUE FOR PERMIT	DF
2	08/14/17	ISSUE FOR PERMIT	DF
3	08/14/17	ISSUE FOR PERMIT	DF
4	08/14/17	ISSUE FOR PERMIT	DF
5	08/14/17	ISSUE FOR PERMIT	DF
6	08/14/17	ISSUE FOR PERMIT	DF
7	08/14/17	ISSUE FOR PERMIT	DF
8	08/14/17	ISSUE FOR PERMIT	DF
9	08/14/17	ISSUE FOR PERMIT	DF
10	08/14/17	ISSUE FOR PERMIT	DF

FIRST FLOOR BEER & WINE SUBMITTAL PLAN
DATE: 08/14/17
SCALE: 1/8" = 1'-0"
JOB NO.: 081016
DRAWN BY: J. G. L.
CHECKED BY: D. F. V.
DATE: 08/14/17

A6.0.3



DESCRIPTION	AREA
BEER & WINE AREA	1,200 SF
RESTROOM	100 SF
SERVICE WAREHOUSE	500 SF
COURTYARD	200 SF
TOTAL BEER & WINE AREA	2,000 SF

FIRST FLOOR BEER & WINE SUBMITTAL PLAN

CONCORD MARKET
91 Lowell Rd
Concord, MA 01742

DSK Drawing Schmid Keating
ARCHITECTS + PLANNERS
1000 State Street
Boston, MA 02118
Tel: 617.552.1100
Fax: 617.552.1101
www.dska.com

PROCESS PRINT
NO. 1000000000
DATE: 10/10/10

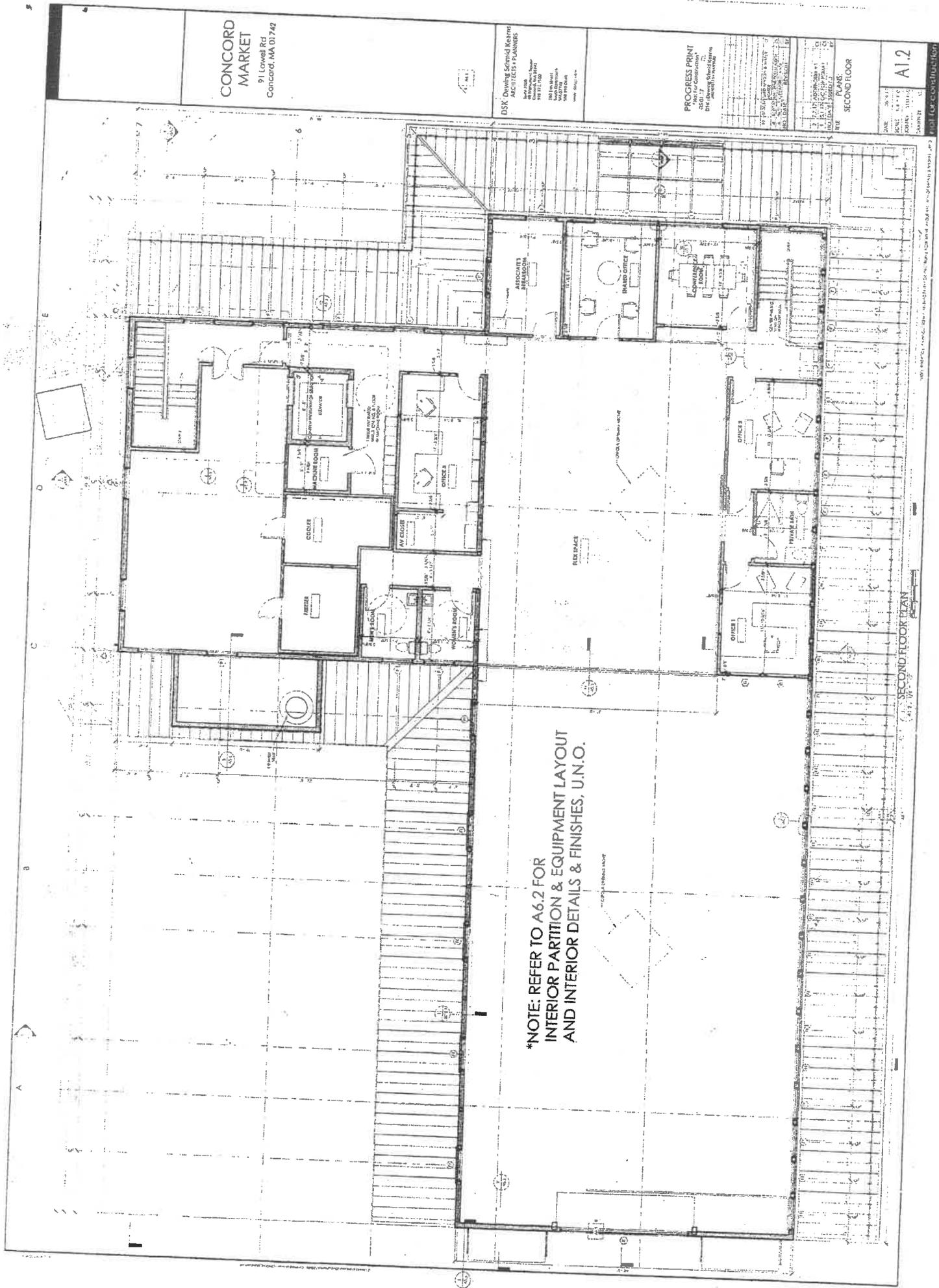
NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	10/10/10
2	ISSUED FOR CONSTRUCTION	10/10/10
3	ISSUED FOR CONSTRUCTION	10/10/10
4	ISSUED FOR CONSTRUCTION	10/10/10
5	ISSUED FOR CONSTRUCTION	10/10/10
6	ISSUED FOR CONSTRUCTION	10/10/10
7	ISSUED FOR CONSTRUCTION	10/10/10
8	ISSUED FOR CONSTRUCTION	10/10/10
9	ISSUED FOR CONSTRUCTION	10/10/10
10	ISSUED FOR CONSTRUCTION	10/10/10

PLANS:
SECOND FLOOR

A1.2

*NOTE: REFER TO A6.2 FOR
INTERIOR PARTITION & EQUIPMENT LAYOUT
AND INTERIOR DETAILS & FINISHES, U.I.O.

SECOND FLOOR PLAN



current

**LICENSE
ALCOHOLIC BEVERAGES**

Alcoholic Beverages Control Commission License # 89265-PK-0244

THE LICENSING BOARD OF
THE TOWN OF CONCORD
MASSACHUSETTS
HEREBY GRANTS A

RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

Wines & Malt Beverages

Not To Be Drunk On The Premises

To **Concord Market LLC , Elizabeth Akehurst-Moore, Mgr., 77 Lowell Road, on the following described premises:** Two-story building with an total indoor area of 13,670 sq. ft. (9,128 sq. ft. on first floor and 4,542 sq. ft. on second floor) and two entrances/two exits plus loading area. **SEATING CAPACITY: N/A.**

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities.

This license expires **December 31, 2019** unless earlier suspended, canceled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this **3rd day of December, 2018.**

The hours during which Alcoholic Beverages may be sold are from:
Monday-Saturday: 8am to 10pm; Sunday 10am to 10pm



Thomas McKen

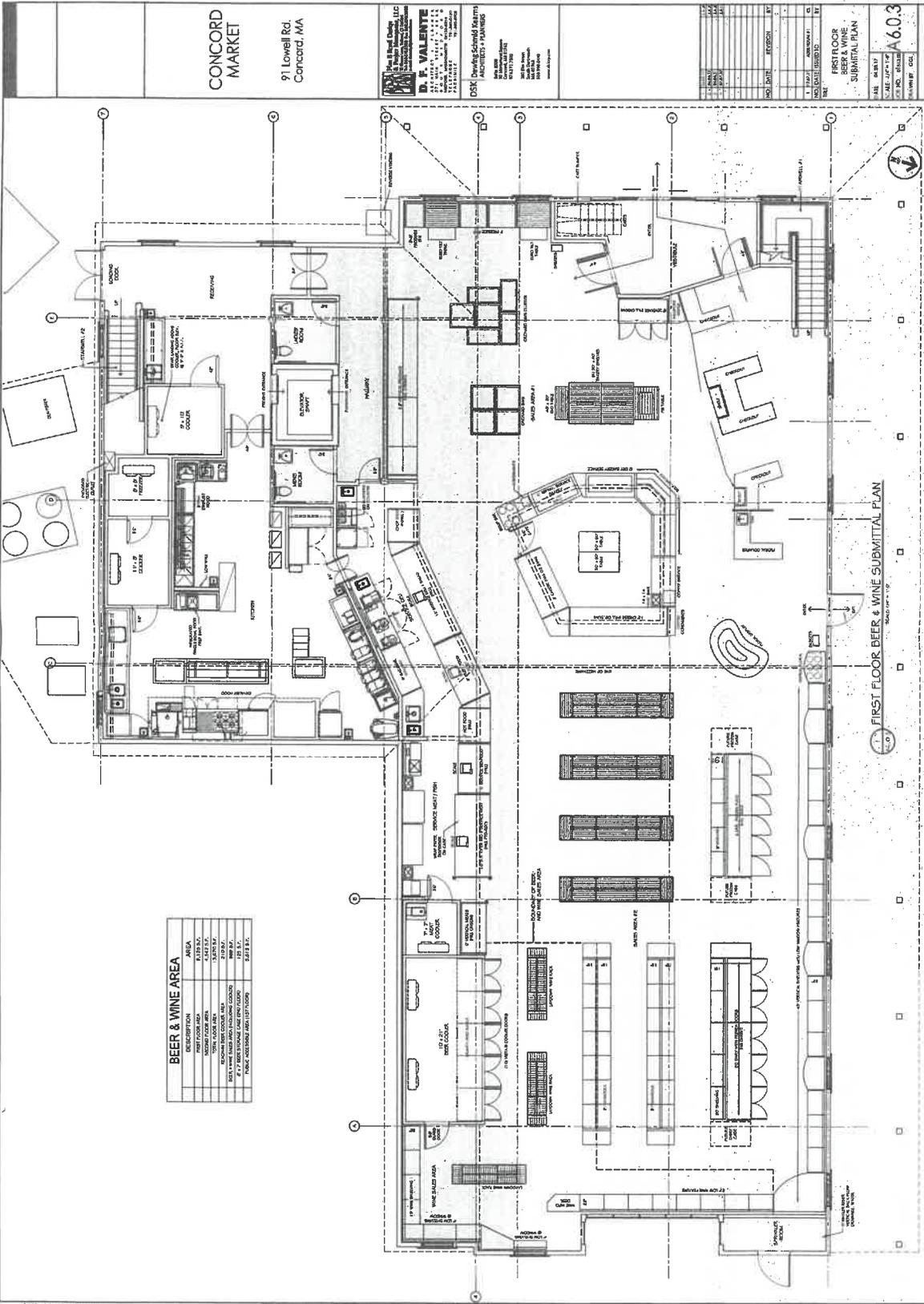
William

John

LICENSING BOARD

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION
WHERE IT CAN EASILY BE READ**

current



BEER & WINE AREA	
DESCRIPTION	AREA
BAR	1,327 S.F.
BAR BACK	4,132 S.F.
BAR SEATING	1,327 S.F.
BAR STOVE	1,327 S.F.
BAR SINK	1,327 S.F.
BAR REFRIG.	1,327 S.F.
BAR CASE	1,327 S.F.
BAR STOVE	1,327 S.F.
BAR SINK	1,327 S.F.
BAR REFRIG.	1,327 S.F.
BAR CASE	1,327 S.F.
BAR STOVE	1,327 S.F.
BAR SINK	1,327 S.F.
BAR REFRIG.	1,327 S.F.
BAR CASE	1,327 S.F.

CONCORD MARKET

91 Lowell Rd.
Concord, MA

D. F. VALENTE
Architectural Firm
100 State Street
Boston, MA 02109
Tel: 617.552.1234
Fax: 617.552.1235
www.dfv.com

DSK Architects + Planners
100 State Street
Boston, MA 02109
Tel: 617.552.1234
Fax: 617.552.1235
www.dsk.com

NO.	DATE	REVISION	BY
1	08/11/11	ISSUE FOR PERMIT	DF
2	08/11/11	ISSUE FOR PERMIT	DF
3	08/11/11	ISSUE FOR PERMIT	DF
4	08/11/11	ISSUE FOR PERMIT	DF
5	08/11/11	ISSUE FOR PERMIT	DF
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7	08/11/11	ISSUE FOR PERMIT	DF
8	08/11/11	ISSUE FOR PERMIT	DF
9	08/11/11	ISSUE FOR PERMIT	DF
10	08/11/11	ISSUE FOR PERMIT	DF

PROJECT: FIRST FLOOR BEER & WINE
SUBMITTAL PLAN
DATE: 08/11/11
SCALE: AS SHOWN
DRAWN BY: DF
CHECKED BY: DF
DATE: 08/11/11

FIRST FLOOR BEER & WINE SUBMITTAL PLAN

Andrew Mara

From: Sacramone, Ralph (TRE) <ralph.sacramone@state.ma.us>
Sent: Wednesday, April 17, 2019 11:16 AM
To: James White
Cc: Andrew Mara; Elizabeth Akehurst-Moore
Subject: RE: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA

James, If the event being held is a private event and is not opened to the public you can use a 12C Caterer's license. But if the event is opened to the public a one day license will be required.

From: James White <jamesbarrwhite@gmail.com>
Sent: Wednesday, April 17, 2019 10:43 AM
To: Sacramone, Ralph (TRE) <rsacramone@tre.state.ma.us>
Cc: Andrew Mara <amara@concordma.gov>; Elizabeth Akehurst-Moore <eakehurstmoore@gmail.com>
Subject: Re: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA

Dear Mr. Sacramone,

Mr. Mara, of the Concord Select Board office, is reviewing the alteration of premises application I prepared based on the discussions you and I had. In connection with his review, Mr. Mara has asked me if, using its Section 12C license, our restaurant (Trail's End Cafe, 97 Lowell Road, Concord) would be allowed to cater events in the 2d floor mezzanine (after it was removed from the currently licensed premises) without the need to get a one-day license. I believe you and I went over this and that you said we would be able to serve liquor in the mezzanine as long as we had the Section 12C license. If my memory is correct, I would appreciate your confirming for Mr. Mara that, under a Section 12C license, we can serve liquor without the one-day license.

Please let me know if you need any additional information.

Thank you.

Jim White
978/371-3344

On Mon, Apr 8, 2019 at 4:11 PM Sacramone, Ralph (TRE) <ralph.sacramone@state.ma.us> wrote:

James, The attached drawing would be acceptable under MGL Chapter 138 and its regulations/guidelines. You would need to file an alteration of premises application to decrease your present license premises.

From: James White <jamesbarrwhite@gmail.com>
Sent: Monday, April 8, 2019 3:35 PM
To: Sacramone, Ralph (TRE) <rsacramone@tre.state.ma.us>
Subject: Re: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA

Dear Mr. Sacramone,

4/9/2019

Gmail - RE: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA



James White <jamesbarrwhite@gmail.com>

RE: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA

Sacramone, Ralph (TRE) <ralph.sacramone@state.ma.us>
To: James White <jamesbarrwhite@gmail.com>

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Subject: Re: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA

Dear Mr. Sacramone,

Following up on our conversation this morning, the attached plan shows the area on the first floor that will be excluded from the wine and malt beverage license. In addition, the entire second floor will be excluded from the license. As the result of excluding the area on the first floor, no one attending an event on the second floor will need to use any of the licensed area. Please let me know if this works.

I have discussed my goal of using the second floor for catered and other events, with liquor, with Andrew Mara, who handles liquor licensing for the Concord Select Board. While Andrew knows that I need to obtain approval from his Board, he has asked that I find out if, should his Board give approval, what I propose would be acceptable to the ABCC. I am copying Andrew on this email, so he is aware of our conversations and the ABCC's position.

Thank you for your help with this.

Jim White

978/371-3344

On Mon, Apr 8, 2019 at 9:33 AM James White <jamesbarrwhite@gmail.com> wrote:

Dear Mr. Sacramone,

We recently briefly discussed altering this license to allow the second floor of the two-story building to be used for events serving alcohol. Attached are a memo describing what we would like to do and floor plans. Please let me know if you need any additional information.



James White <jamesbarrwhite@gmail.com>

Re: Alteration of premises/wine and malt beverage license at 77 Lowell Road, Concord, MA

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978/371-3344

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Thank you.

Jim White
978/371-3344



Concord Market 1st floor area excluded from W&M license.jpg
940K

CONCORD MARKET

91 Lowell Rd.
Concord, MA

D. F. VALENTE
ARCHITECTS + PLANNERS

1000 State St.
Concord, MA 01734
Tel: 603.225.1100
Fax: 603.225.1101
www.dfv.com

OSK Downing Schmidt Keane
ARCHITECTS + PLANNERS

1000 State St.
Concord, MA 01734
Tel: 603.225.1100
Fax: 603.225.1101
www.osk.com

NO.	DATE	BY
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2	11/10/03	DFV
3	12/15/03	DFV
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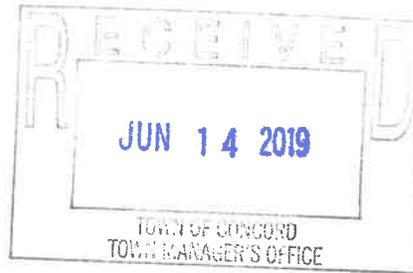
Advanced Built. Individually Inspired.

June 6, 2019

Delia Kaye, Natural Resources Director
Town of Concord
Natural Resources Division
141 Keyes Road
Concord, MA 01742



Select Board
Town of Concord
22 Monument Square
Concord, MA 01742



RE: Black Birch II, Concord, MA
Open Space Conveyance

Dear Board Members:

In accordance with the Special Permit issued for an Alternative Planned Residential Development known as Black Birch II, recorded with the Middlesex (South) Registry of Deeds at Book 69609, Page 89, enclosed please find for your acceptance and signature an executed original Open Space Deed for a 5.4 acre parcel as shown on Plan No. 646 of 2017, which Open Space is conveyed to the Town for conservation purposes. Also enclosed is a Certificate of Good Standing for the grantor entity: Black Birch II Development Partners LLC.

Once fully signed and notarized, please return the original Deed and Good Standing Certificate to our legal counsel for recording.

Mark A. Kablack, Esq.
M.A. Kablack & Associates, P.C.
176 East Main Street, Suite 3
Westborough, MA 01581

Please contact us should you have any questions.

Sincerely,
Black Birch II Development Partners LLC

By: 

Enclosures

**BLACK BIRCH II
OPEN SPACE**

QUITCLAIM DEED

Black Birch II Development Partners LLC, a Massachusetts limited liability company, with a mailing address of 83 Great Road, Suite 1B, Acton, Massachusetts 01720 (the “Grantor”),

for consideration paid and in full consideration of One (\$1.00) Dollar,

hereby grants to the **Town of Concord**, a Massachusetts Municipal corporation, acting by and through its Natural Resources Commission, as its Conservation Commission, to be under the care, custody and control of said Natural Resources Commission pursuant to Massachusetts General Laws Chapter 40, Section 8C, as amended, for conservation purposes, with a mailing address of 141 Keyes Road, Concord, Massachusetts 01742 (the “Grantee”),

with QUITCLAIM COVENANTS,

that certain parcel of land (the “Open Space Parcel”) as shown as Parcel A on that certain Plan entitled: “Plan of Land in Concord, Massachusetts, owned by: Todd A. Pulis, Trustee of Thoreau Realty Trust” prepared by Perley Engineering LLC, dated March 8, 2017, recorded with the Middlesex South District Registry of Deeds as Plan No. 646 of 2017 (the “Plan”).

Parcel A contains 5.40 +/- acres according to said Plan.

Subject to the provision that the use of the Open Space Parcel shall be limited to conservation and passive recreation purposes, for which purposes the Open Space Parcel shall be held by the Town of Concord Natural Resources Commission in perpetuity.

Subject to all easements, restrictions and reservations of record, if any, insofar as the same are now in force and applicable.

This conveyance does not constitute all or substantially all of the assets of the Grantor.

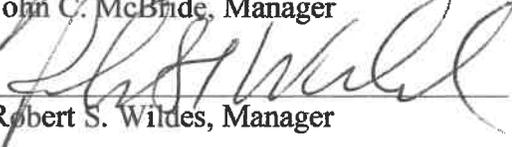
No Massachusetts Deed Excise Stamps have been affixed hereto as the consideration is such that none are required by law and the Grantee is a municipality.

For Grantor's title see Deed recorded with said Registry at Book 69609, Page 117.

IN WITNESS WHEREOF, the undersigned on behalf of Black Birch II Development Partners LLC has hereunto set their hands and seals as of June 4th, 2019.

BLACK BIRCH DEVELOPMENT PARTNERS LLC

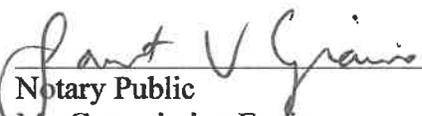

By: John C. McBride, Manager

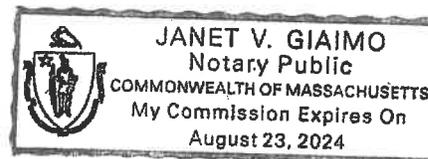

By: Robert S. Wildes, Manager

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 4th day of June, 2019, before me, the undersigned notary public, personally appeared John C. McBride and Robert S. Wildes, as Managers of Black Birch II Development Partners LLC, personally known to me and acknowledged to me that they signed the foregoing document voluntarily on behalf of Black Birch II Development Partners LLC, for its stated purpose.


Notary Public
My Commission Expires:



**ACCEPTANCE OF GRANT BY TOWN OF CONCORD
NATURAL RESOURCES COMMISSION**

The Town of Concord, a Massachusetts municipal corporation, acting by and through its Natural Resources Commission, acting as Conservation Commission, hereby accepts this Deed from Black Birch II Development Partners LLC as of _____, 2019; such land is accepted on behalf of and to be placed in the custody and control of the Natural Resources Commission under M.G.L. c. 40, Sec. 8C.

CONCORD NATURAL RESOURCES
COMMISSION:

Gregory E. Higgins, Chair

Jeffrey W. Adams

Lynn G. Huggins

Edward Nardi

Judith R. Zaunbrecher

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this ___ day of _____, 2019, before me, the undersigned notary public, personally appeared Gregory E. Higgins, Chair of the Natural Resources Commission, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

APPROVAL OF SELECT BOARD

We, the undersigned, being a majority of the Select Board of the Town of Concord, hereby certify that at a public meeting duly held on this ____ day of _____, 2019, the Select Board voted to approve the foregoing gift of land from Black Birch II Development Partners LLC to the Concord Natural Resources Commission.

SELECT BOARD:

Michael Lawson, Chair

Linda Escobedo, Clerk

Terri Ackerman

Susan Bates

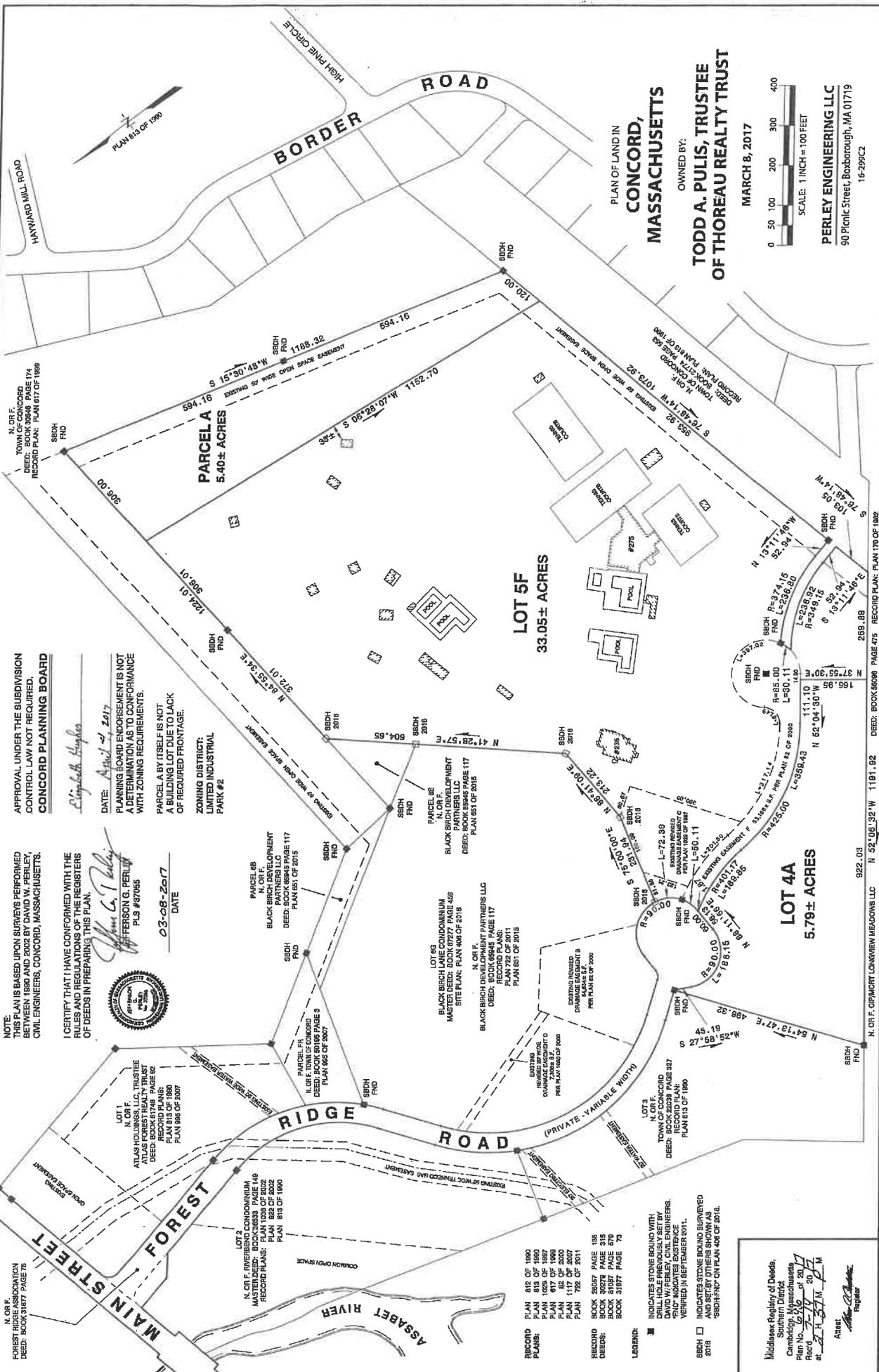
Jane Hotchkiss

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this ____ day of _____, 2019, before me, the undersigned notary public, personally appeared Michael Lawson, Select Board Chair, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:



APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT REQUIRED.
CONCORD PLANNING BOARD

NOTE: THIS PLAN IS BASED UPON SURVEYS PERFORMED BETWEEN 1880 AND 1920 BY DANIEL H. FOLEY, CIVIL ENGINEERS, CONCORD, MASSACHUSETTS.

I CERTIFY THAT I HAVE CONFORMED WITH THE RULES AND REGULATIONS OF THE REGISTRARS OF DEEDS IN PREPARING THIS PLAN.

James G. Perley
 JAMES G. PERLEY
 REGISTERED PROFESSIONAL ENGINEER
 REG. NO. 10174
 DATE: 03-08-2017



N. OR F. FOREST ROAD
 DEED: BOOK 31877 PAGE 76

LOT 1
 N. OR F. FOREST ROAD
 DEED: BOOK 31748 PAGE 62
 PLAN 813 OF 1880
 PLAN 886 OF 2007

LOT 2
 N. OR F. RIVERBEND CONDOMINIUM
 MASTER DEED: BOOK 36583 PAGE 146
 RECORD PLANS: PLAN 1038 OF 2002
 PLAN 813 OF 1880

PARCEL 6B
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6C
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6D
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6E
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6F
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6G
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6H
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6I
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6J
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6K
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6L
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6M
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

PARCEL 6N
 BLACK BIRCH DEVELOPMENT PARTNERS LLC
 DEED: BOOK 68449 PAGE 117
 PLAN 851 OF 2015

RECORD PLANS:
 PLAN 812 OF 1880
 PLAN 813 OF 1880
 PLAN 1025 OF 1897
 PLAN 1026 OF 1897
 PLAN 1027 OF 1897
 PLAN 1028 OF 1897
 PLAN 1117 OF 2007
 PLAN 725 OF 2011
 RECORD BOOK 26057 PAGE 135
 BOOK 30274 PAGE 315
 BOOK 31897 PAGE 679
 BOOK 31977 PAGE 75

INDICATES STONE BOUND WITH DRILL HOLE PREVIOUSLY SET BY DAVID W. PERLEY, CIVIL ENGINEER, VERIFIED IN SEPTEMBER 2011.

INDICATES STONE BOUND SURVEYED 2015
 SBDR FND ON PLAN 428 OF 2016.

LEGEND:
 ■ INDICATES STONE BOUND WITH DRILL HOLE PREVIOUSLY SET BY DAVID W. PERLEY, CIVIL ENGINEER, VERIFIED IN SEPTEMBER 2011.
 □ INDICATES STONE BOUND SURVEYED 2015
 SBDR FND ON PLAN 428 OF 2016.

Middlesex Registry of Deeds,
 Southern District
 Cambridge, Massachusetts
 Plan No. 2017-03-0017
 01-25-2017

Attest:
 Registrar

PLAN OF LAND IN
**CONCORD,
 MASSACHUSETTS**
 OWNED BY:
**TODD A. PULIS, TRUSTEE
 OF THOREAU REALTY TRUST**
 MARCH 8, 2017



PERLEY ENGINEERING LLC
 90 Picnic Street, Buxborough, MA 01719
 15-299C2

646 of 2017



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

May 8, 2019

TO WHOM IT MAY CONCERN:

I hereby certify that a certificate of organization of a Limited Liability Company was filed in this office by

BLACK BIRCH II DEVELOPMENT PARTNERS LLC

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **June 15, 2017**.

I further certify that said Limited Liability Company has filed all annual reports due and paid all fees with respect to such reports; that said Limited Liability Company has not filed a certificate of cancellation or withdrawal; and that said Limited Liability Company is in good standing with this office.

I also certify that the names of all managers listed in the most recent filing are: **JOHN C. MCBRIDE, ROBERT S. WILDES**

I further certify, the names of all persons authorized to execute documents filed with this office and listed in the most recent filing are: **JOHN C. MCBRIDE, ROBERT S. WILDES**

The names of all persons authorized to act with respect to real property listed in the most recent filing are: **JOHN C. MCBRIDE, ROBERT S. WILDES**

In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.


Secretary of the Commonwealth



Town of Concord
Finance Department
Memorandum

TO: Select Board
Kate Hodges, Interim Town Manager

FROM: Kerry A. Lafleur, Finance Director

SUBJ: Request to approve FY19 year-end transfers

DATE: July 12, 2019



As you will recall, the Town's fiscal year budget is appropriated by Town Meeting in thirty-nine (39) distinct line items. Transfers are allowed between line items either by:

- Further Town Meeting action; or
- Under the procedure outlined in MGL Chapter 44, Section 33B.

At this time, I am seeking approval of several line item transfers under MGL Ch. 44, Section 33B. Under this law, line item transfers are allowed between May 1 and July 15, with the approval of the Select Board and Finance Committee, the purpose being to close the year without line item deficits.

The attached list of transfers was prepared based upon estimates of bills not yet received and/ or those in process. In accordance with MGL, we process our final FY accounts payable warrant on July 15, so you might imagine that it is a bit of a challenge to both process our final AP warrant on July 15 and to also obtain the approval of both the Select Board and Finance Committee on this same day.

At its meeting of June 27, 2019, the attached list of transfers was presented to and approved by the Finance Committee. At your meeting of July 15, 2019, you will receive the final list of transfers needed to close FY19. It is likely that the list you receive on July 15 will vary slightly from the attached document. If that is the case, and assuming your approval is granted, I will ask the Finance Committee to re-vote its approval at its next meeting on July 25, 2019.

Thank you for your consideration of this request.

/kal

FY19 MGL Chapter 44, Section 33B Transfers (Line-Item Transfers)

Item	Department	To	From	Description:
1	Legal Services	\$ (3,617.08)		to cover existing deficit after Reserve Fund Transfer
8	Finance	\$	3,617.08	
2	Legal Services	\$ (40,000.00)		to cover anticipated June 2019 expenses
8	Finance	\$	40,000.00	
3	Snow & Ice Removal	\$ (23,378.51)		to cover Winter expense deficit
17	Public Works	\$	23,378.51	
4	Social Security & Medicare	\$ (1,962.35)		to cover deficit in Social Security expense
31	Town Employee Benefits	\$	1,962.35	
	Chair, Finance Committee	date		
	Chair, Select Board	date		

PRESENTED TO FUNCON 6/27/19 - Approved.

6/27/2019

FY19 Close Out Item	Department	Appropriation	Expenditure thru 6/27/19	Balance	Resolution
1	Town Manager's Office	\$ 1,194,851.00	\$ 1,074,404.87	\$ 120,446.13	
2	Legal Services	\$ 350,000.00	\$ 578,617.08	\$ (228,617.08)	Reserve Fund Transfer; Line-Item Transfer
3	Elections & Registrars	\$ 57,078.00	\$ 62,432.05	\$ (5,354.05)	Encumbrances; Internal Transfer
4	Town Meeting & Reports	\$ 100,250.00	\$ 81,313.30	\$ 18,936.70	
5	Planning	\$ 1,399,562.00	\$ 1,257,802.57	\$ 141,759.43	
6	141 Keyes Road	\$ 72,994.00	\$ 73,694.81	\$ (700.81)	Encumbrances
7	Finance Committee	\$ 3,410.00	\$ 2,832.50	\$ 577.50	
8	Finance	\$ 1,455,376.00	\$ 1,249,898.72	\$ 205,477.28	
9	Information Systems	\$ 951,192.00	\$ 909,000.09	\$ 42,191.91	
10	Town House	\$ 121,314.00	\$ 124,002.60	\$ (2,688.60)	Internal Transfer
11	Police Department	\$ 4,508,392.00	\$ 4,218,914.41	\$ 289,477.59	
12	Fire Department	\$ 4,445,434.00	\$ 4,111,815.74	\$ 333,618.26	
13	West Concord Fire Station	\$ 36,323.00	\$ 18,938.89	\$ 17,384.11	
14	Police- Fire Station	\$ 284,816.00	\$ 232,526.72	\$ 52,289.28	
15	Emergency Management	\$ 16,937.00	\$ 1,760.97	\$ 15,176.03	
16	Animal Control Officer	\$ 26,000.00	\$ 25,733.51	\$ 266.49	
17	Public Works	\$ 2,754,182.00	\$ 2,218,051.59	\$ 536,130.41	
18	Snow & Ice Removal	\$ 610,001.00	\$ 633,379.51	\$ (23,378.51)	Line-Item Transfer; Deficit Allowance
19	Street Lighting	\$ 56,863.00	\$ 40,712.59	\$ 16,150.41	
20	CPW Equipment	\$ 325,000.00	\$ 62,247.75	\$ 262,752.25	
21	Drainage Program	\$ 205,000.00	\$ 204,454.37	\$ 545.63	
22	Sidewalk Management	\$ 115,000.00	\$ 110,000.73	\$ 4,999.27	
23	Road Improvements	\$ 100,000.00	\$ 64,574.74	\$ 35,425.26	
24	133/ 135 Keyes Road	\$ 83,106.00	\$ 54,983.28	\$ 28,122.72	
25	Library	\$ 2,141,097.00	\$ 1,938,428.10	\$ 202,668.90	
26	Human Services	\$ 639,068.00	\$ 553,597.35	\$ 85,470.65	
27	Harvey Wheeler Community Center	\$ 124,342.00	\$ 94,126.58	\$ 30,215.42	
28	Hunt Recreation Center	\$ 99,438.00	\$ 103,762.87	\$ (4,324.87)	Internal Transfer
29	Veterans	\$ 107,970.00	\$ 91,718.07	\$ 16,251.93	
30	Ceremonies & Celebrations	\$ 22,624.00	\$ 23,209.52	\$ (579.52)	Internal Transfer
31	Town Employee Benefits	\$ 100,000.00	\$ 7,477.40	\$ 92,522.60	
32	Reserve Fund	\$ 225,000.00	\$ -	\$ 225,000.00	
33	Salary Reserve	\$ 1,407,893.00	\$ 1,079,426.80	\$ 328,466.20	
34	Land Fund	\$ 10,000.00	\$ 10,000.00	\$ -	
35	Insurance	\$ 7,418,100.00	\$ 7,288,892.69	\$ 129,207.31	
36	Unemployment/ Workers Comp	\$ 210,000.00	\$ 206,320.21	\$ 3,679.79	
37	Retirement	\$ 3,777,010.00	\$ 3,777,010.00	\$ -	
38	Social Security & Medicare	\$ 814,713.00	\$ 816,675.35	\$ (1,962.35)	Line Item Transfer
39	Debt Service	\$ 7,104,514.00	\$ 6,812,692.38	\$ 291,821.62	Debt Service Reserve

TOWN OF CONCORD
2019 – 2020 Annual Town Meeting & Election Calendar
For Annual Town Meeting Beginning April 27, 2020

FULL DRAFT FOR BOARD USE ONLY

PRELIMINARY MEETINGS & DEADLINES		
EVENT	DATE/TIME	LOCATION
JOINT MEETING – CONCORD AND CARLISLE SELECT BOARDS, SCHOOL COMMITTEES, FINANCE COMMITTEES	THURSDAY, SEPTEMBER 19, 2019	TOWN HOUSE - HEARING ROOM
TOWN MEETING PREVIEW MEETING	SATURDAY, DECEMBER 7, 2019	TOWN HOUSE - HEARING ROOM
TOWN MEETING WARRANT INFORMATION		
OPEN WARRANT AT TOWN MEETING PREVIEW MEETING	SATURDAY, DECEMBER 7, 2019	TOWN HOUSE
DRAFT WARRANT ARTICLES DUE	MONDAY, DECEMBER 16, 2019	TOWN HOUSE
WARRANT CLOSES	FRIDAY, JANUARY 10, 2020, 4 P.M.	TOWN MANAGER'S OFFICE
WARRANT ARTICLE REVIEW MEETING WITH TOWN COUNSEL – SELECT BOARD CHAIR, TOWN MANAGER, FINANCE DIRECTOR, MODERATOR	WEDNESDAY, JANUARY 15, 2020	TOWN HOUSE – SELECT BOARD ROOM
WARRANT TO PRINTER	TUESDAY, JANUARY 28, 2020	
WARRANT RETURNED FROM PRINTER	THURSDAY, FEBRUARY 6, 2020	
TARGET DATE FOR MAILING OF TOWN MEETING WARRANT TO RESIDENTS (AT LEAST 10 DAYS PRIOR TO PUBLIC HEARING)	FRIDAY, FEBRUARY 7, 2020 (14 DAYS PRIOR TO FIRST PUBLIC HEARING)	
PUBLIC HEARINGS: ALL HEARINGS START AT 7:00 PM		
SELECT BOARD	*MONDAY, FEBRUARY 24, 2020 (9 WEEKS PRIOR TO TOWN MEETING)	TOWN HOUSE - HEARING ROOM
PLANNING BOARD	**TUESDAY, FEBRUARY 25, 2020	TOWN HOUSE - HEARING ROOM
FINANCE COMMITTEE – TOWN BUDGET & ARTICLES INCLUDING CAPITAL	***MONDAY, MARCH 9, 2020 (7 WEEKS PRIOR TO TOWN MEETING)	TOWN HOUSE - HEARING ROOM
FINANCE COMMITTEE – SCHOOL BUDGET & ARTICLES COMMUNITY PRESERVATION COMMITTEE ARTICLE(S)	****MONDAY, MARCH 16, 2020 (6 WEEKS PRIOR TO TOWN MEETING)	TOWN HOUSE - HEARING ROOM
FINANCE COMMITTEE – ENTERPRISE FUND BUDGETS & ARTICLES	*****MONDAY, MARCH 23, 2020 (5 WEEKS PRIOR TO TOWN MEETING)	TOWN HOUSE - HEARING ROOM
* THE SNOW DATE FOR THESE DATES WILL BE WEDNESDAY, FEBRUARY 26, 2020		
** THE SNOW DATE FOR THIS DAY WILL BE THURSDAY, FEBRUARY 27, 2020		
*** THE SNOW DATE FOR THIS DAY WILL BE TUESDAY, MARCH 10, 2020		
**** THE SNOW DATE FOR THIS DAY WILL BE TUESDAY, MARCH 17, 2020		
***** THE SNOW DATE FOR THIS DAY WILL BE TUESDAY, MARCH 24, 2020		
MOTIONS		
DRAFT TOWN MEETING MOTIONS DUE	TUESDAY, APRIL 7, 2020, 4 P.M. (20 DAYS PRIOR TO TOWN MEETING)	TOWN MANAGER'S OFFICE
MOTIONS REVIEW MEETING WITH TOWN COUNSEL – SELECT BOARD CHAIR, TOWN MANAGER, FINANCE DIRECTOR, MODERATOR & TOWN COUNSEL	WEDNESDAY, APRIL 15, 2020 (12 DAYS PRIOR TO TOWN MEETING)	TOWN HOUSE – SELECT BOARD ROOM

EVENT	DATE	LOCATION
FINANCE COMMITTEE REPORT INFORMATION		
FINANCE COMMITTEE REPORT TO PRINTER	THURSDAY, APRIL 2, 2020 (11 DAYS PRIOR TO MAILING)	
FINANCE COMMITTEE REPORT RETURNED FROM PRINTER	THURSDAY, APRIL 9, 2020 (4 DAYS PRIOR TO MAILING)	
TARGET DATE FOR MAILING OF FINANCE COMMITTEE REPORT TO RESIDENTS (AT LEAST 10 DAYS PRIOR TO TOWN MEETING)	MONDAY, APRIL 13, 2020 (14 DAYS PRIOR TO TOWN MEETING)	
MODERATOR MEETINGS START AT 3:30 PM		
MODERATOR'S STAFF PLANNING MEETING	TUESDAY, APRIL 14, 2020 (13 DAYS PRIOR TO TOWN MEETING)	CCHS
MODERATOR'S TOWN MEETING COORDINATION MEETING	THURSDAY, APRIL 16, 2020 (11 DAYS PRIOR TO TOWN MEETING)	TOWN HOUSE – SBR
MODERATOR'S STAFF FOLLOW-UP MEETING	THURSDAY, APRIL 17, 2020 (10 DAYS PRIOR TO TOWN MEETING)	TOWN HOUSE – SBR
ANNUAL TOWN MEETING – ALL SESSIONS START AT 7:00 PM		
	MONDAY, APRIL 27, 2020	CONCORD-CARLISLE REGIONAL HIGH SCHOOL
	TUESDAY, APRIL 28, 2020	
	WEDNESDAY, APRIL 29, 2020	
	THURSDAY, APRIL 30, 2020	
ELECTION SCHEDULE		
PRESIDENTIAL PRIMARY	TUESDAY, MARCH 3, 2020	VARIOUS
TOWN CAUCUS – 7:30 PM	MONDAY, JANUARY 27, 2020 SNOW DATE: TUESDAY, JANUARY 28	TOWN HOUSE
TOWN ELECTION	TUESDAY, MARCH 31, 2020	VARIOUS
HOLIDAYS RELEVANT TO THIS SCHEDULE		
ROSH HASHANAH	SUNSET SEPTEMBER 29 TO NIGHTFALL ON OCTOBER 1, 2019	
YOM KIPPUR	SUNSET OCTOBER 8 TO NIGHTFALL ON OCTOBER 9, 2019	
COLUMBUS DAY OBSERVED	MONDAY, OCTOBER 14, 2019	
VETERANS' DAY OBSERVED	MONDAY, NOVEMBER 11 2019	
THANKSGIVING DAY	THURSDAY, NOVEMBER 28 INCLUDING NOVEMBER 29, 2019	
HANUKKAH	SUNSET DECEMBER 22 TO NIGHTFALL ON DECEMBER 30, 2019	
CHRISTMAS DAY	WEDNESDAY, DECEMBER 25, 2020	
NEW YEAR'S DAY	WEDNESDAY, JANUARY 1, 2020	
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 20, 2020	
PRESIDENT'S DAY	MONDAY, FEBRUARY 17, 2020	
SCHOOL VACATION	FEBRUARY 17 – 21, 2020	
ASH WEDNESDAY	WEDNESDAY, FEBRUARY 26, 2020	
GOOD FRIDAY	FRIDAY, APRIL 10, 2020	
PASSOVER	SUNSET APRIL 8 TO NIGHTFALL ON APRIL 16, 2020	
EASTER	SUNDAY, APRIL 12, 2020	
SCHOOL VACATION	APRIL 20 – 24, 2020	
PATRIOTS' DAY OBSERVED	MONDAY, APRIL 20, 2020	

Town of Concord
Select Board
Priorities for Envision Concord Long Range Plan

ECONOMIC VITALITY: SECTION 4.2

High Priority

- Hire an Economic Vitality Coordinator if fiscally possible to inform and guide potential new businesses through the regulatory and permitting process for establishment of a new business and to collaborate with existing businesses and civic groups, some of which are described below.
- Establish an Economic Vitality Committee that includes Concord Business Partnership members, commercial property owners, renters, appropriate Town committee and/or staff members, other interested parties to: a) define economic vitality as it applies to the three Concord business districts; b) make recommendations, excluding financial support, as to how the Town can support the business districts; c) explore ways to benefit from regional efforts to achieve similar goals.
- Develop ways to encourage and enhance the visitor experience. The Tourism Officer or Deputy Town Manager may form a group that includes local businesses, historic sites, tour companies, non-profit cultural organizations, and other interested parties to develop a set of plans to attract visitors and extend their stay in Concord.
- Explore opportunities for increased development of commercial sites in available areas (e.g. Baker Ave. and Virginia Road) that would increase non property tax revenue with minimal impact on existing neighborhoods.
- Support the work of groups currently active in economic vitality efforts such as West Concord Junction Cultural District Committee, West Concord Advisory Committee and Concord Center Cultural District Committee.

HOUSING AND LAND USE: SECTIONS 4.3 & 4.4

High Priority

- Secure new State-approved public access to Gerow land to enable addition of one SHI-eligible affordable housing unit on land transfer to CHA approved at 2019 Town Meeting.
- Support any proposed zoning changes that expand a range of housing affordability beyond the State Housing Inventory.
- Continue efforts to implement recommendations of the Affordable Housing Funding Committee approved at the 2019 Town Meeting and, as appropriate, additionally included in its final report.
- Track the approval process of the Junction Village Project.
- Support Planning Division's recommendation on implementation of recently passed State legislation to collect tax revenue from Airbnb properties which includes a provision that a portion of those revenues be made available for affordable housing.

Medium Priority

- Working with the new Town Manager, request an overlay map(s) of existing municipal properties and potential opportunity sites (municipal, state, and privately owned) that might be useful for town purposes, identifying multiple site uses whenever possible for housing, commercial and other municipal needs in addition to considerations for preservation of agricultural land, open space, and recreation. This information should inform future proposed land acquisitions and Select Board priorities.

TRANSPORTATION: SECTION 4.5 & PARTS OF SECTION 4.7

Local:

High Priority

- Implementation of an improved complete streets plan.
- Creation of more bike and pedestrian friendly roadways prioritizing those which connect bike and walking trails, as well bikeshare programs between hubs in Concord.
- Improving our sidewalks in the business districts.
- Coordination between the current public and private van pools serving specific interests (COA, DOT Transit, Newberry court, specialized needs vans, etc.) with a multi-stop Concord ride service.
- More effectively work with Crosstown Connect.

Medium Priority

- Longer term ideas such as building offsite parking hubs with regular transport into Town centers.
- AV as inter-municipal transit will become a possibility as we move toward 2030.

Regional:

High Priority

- Working with our State representatives and DOT to improve Route 2.
- Work to improve the Fitchburg line's schedule, accessibility and dependability.

Medium Priority

- Work to create intra-regional bussing and other forms of rideshares.

FISCAL PLANNING: SECTION 4.8

High Priority

- Establish a multi-year capital planning process, including town and school needs, costs/savings/revenue sources, timetable and estimated operating costs (new staff, utilities, maintenance).

DRAFT 4

7/6/19

Charge

Concord Capital Planning Committee

A. Purpose and Background

The purpose of the Concord Capital Planning Team is to a) develop a process for town-wide capital planning, b) use that process to develop a 10-year capital plan including all foreseeable Town and Concord Public School capital projects, and c) update the plan every year.

The Capital Plan will provide a comprehensive view of the expected capital costs and help integrate fiscal policies among the Select Board, the School Committee, and the Finance Committee, with the offices of Town Manager, School Superintendent, and their staff. Integrated fiscal policy among these officials is essential because the Town and Schools desire to:

- Build and maintain high quality infrastructure
- Manage Concord citizens' tax burden, with minimal reliance on Proposition 2-1/2 Overrides and Exclusions
- Maintain Concord's Aaa bond rating
- Have a transparent process for capital planning, with input from the public.

The current Capital Planning in Concord is conducted in 3 distinct funding layers;

- Minor capital items are funded within the operating town and CPS budgets, as recommended by the Town Manager and the School Superintendent
- Intermediate and large capital expenditures for the Town and CPS are generally funded within the Levy Limit via an annual Capital Plan article at Town Meeting, as recommended by the Town Manager
- Very large projects are each funded in a distinct article(s) at Town Meeting and usually funded via debt exclusions to Proposition 2 ½

The Capital Planning Committee will be primarily working with the 3rd layer of funding, the very large projects. In rare cases, they may need to include the 2nd layer, intermediate and large expenditures.

B. Membership

The Capital Planning Committee shall be comprised of 7 members appointed by the Select Board. The term of office shall be 3 years.

Membership shall be as follows:

- One member of the CPS and CCHS School Committee, or their designee
- One member of the Select Board, or their designee
- One member of the Finance Committee, or their designee
- Town Manager, or their designee
- Town Finance Director, or their designee
- Superintendent of Schools, or their designee
- School Director of Finance & Operations, or their designee
- Town Department Head from a major department (Police, Fire, Public Works, or Planning & Land Management)
- 3 citizens at large

The Committee shall elect a chair, keep minutes of its deliberations, observe the Open Meeting and Public Records law, and comply with other laws and regulations fostering a free and open discussion of ideas.

C. Duties and Responsibilities

PHASE 1- Develop a process for town-wide capital planning

The Concord Capital Planning Committee shall:

- Determine specifically what constitutes a “very large” project to be included in the annual Capital Plan
- Identify a process for the evaluation, timing, and prioritization of projects, taking into account the current and existing Town and School master capital facility plans/reports.
- In developing this process, the committee should research and seek to apply the “best practices” used by other towns’ and states’ capital plans.
- The committee should also study the 2002-3 report of the Concord Facilities Planning Committee and explore why the report’s recommendations were not implemented. In some cases, the committee will want to incorporate elements of that report; in other cases they will recommend improvements for the new process.

PHASE 2- Develop a 10-year capital plan

The Concord Capital Planning Committee shall develop a 10-year capital plan including all foreseeable town and school capital projects, and update the plan per year.

The Capital Plan Shall:

- Identify and compile all town and Concord Public School projects that meet the threshold of “very large project” including buildings, other structures, and purchase of land.
- Prioritize projects, according to demonstrable and evaluated need, cost/benefit, cost avoidance, and environmental resilience.
- Recommend the optimal timing of these projects, weighing public need, infrastructure aging and the risk of instability, as well as maximum affordability to the taxpayers.
- Project and include estimated operating costs (staff, utilities, maintenance) for all new and renovated buildings/structures, including inflation factors
- Research and recommend any and all potential savings and alternative revenues (state aid, user fees, sale of land, donations, public/private ventures, utility savings from green initiatives, re-use of existing town property, etc.).
- Recommend specific policies and practices to ensure that planning of capital projects has taken into account protection from climate impacts. This includes evaluation of the vulnerability of capital assets, such as drinking water, wastewater systems, communications and utility systems, buildings and other structures.

The Capital Planning Committee shall encourage input from the public, including at least one public hearing per year. It is also recommended that team members meet with groups such as the Tax Fairness Committee to understand the “affordability” component of capital projects.

The Capital Plan shall be updated annually and posted on-line, with a copy included in the Town warrant or Finance Committee book.

D. Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law, the Public Records Law, the Conflict of Interest Law and all other applicable laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

Capital Planning

Questions for Discussion

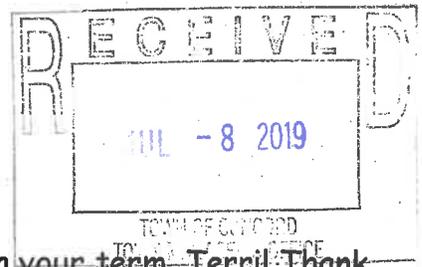
July 15, 2019

1. Please take a look at the 2002-3 report of the Facilities Planning Committee. Do we want to repeat some elements of this process or do something different?
2. Do we want a temporary task force to decide HOW the Town should conduct Capital Planning or do we want a regular standing committee that CONDUCTS this planning with annual updates?

NOTE: Draft 4 of the Charge does both, by putting the PROCESS decisions in Phase 1 and the ANNUAL CAPITAL PLANNING in Phase 2.

3. Do we want the committee to simply COMPILE all the info from the Town and Schools (including maintenance, potential revenue offsets, etc.) or do we want the committee to also ADVISE other Town officials and Town Meeting on the timing and scope of the projects?

NOTE: Draft 4 of the Charge tries to take a middle ground on this, but needs some discussion and wordsmithing.



Good morning, Terri and members of the Select Board,

You are certainly paying your "Select Board dues" early in your term, Terri! Thank you for including me on this list. One thing that strikes me is that it seems almost impossible for a single person to put together this very complicated committee and charge—even someone as experienced as you. After watching the Select Board wrestle with your Drafts I am convinced that this is much more comprehensive and difficult than it may first have appeared to be.

My suggestion is that before writing and rewriting and rewriting a charge, a small representative group should get together to a. decide the goals of such a committee (both long and short term) , b. decide whether it is a team or a committee and who should serve as voting members c. decide if this is to deal only with facilities as did the earlier 2003 committee or more broadly, d. determine whether the schools actually will actually sign on to such a committee and thus determine its depth and life, and e. decide if the recommendations of whatever type of Planning Committee is formed should have ANY standing or force or merely be recommendations.

Reading the 2003 Facilities report I am struck by the enormous amount of work that committee did. And for what? Why did this group not succeed and continue? Before Concord embarks on a similar effort, it seems prudent to go back to members of that committee to ask WHAT HAPPENED? What had they hoped to achieve and did not and how could that be remedied in a future committee? We can and should learn from the past.

I repeat my original suggestions: a. Concord reach out to similar Towns to find out if/how they have organized a similar successful group, and b. wait for the imminent arrival of our new Town Manager to get his input. Hopefully, during the interview process it was determined that the recommended finalists had experience in this arena. Steven Crane is going to have to deal with the findings and recommendations of such a committee. Let's get his expertise right off the bat.

Yes, Concord desperately needs a Capital and/or Facilities planning process. But I am convinced that it is more sensible to do this right than to do it fast.

Dorrie Kehoe

Andrew Mara

From: Terri Ackerman
Sent: Wednesday, July 10, 2019 9:16 PM
To: Andrew Mara
Subject: Fw: Capital Planning: Questions for Discussion and Draft 4 of Charge

Andrew-please include in the next agenda packet with the Cap Committee discussion

Thanks lot,
Terri

From: dean.banfield@gmail.com <dean.banfield@gmail.com>
Sent: Wednesday, July 10, 2019 7:59 PM
To: Terri Ackerman
Subject: Re: Capital Planning: Questions for Discussion and Draft 4 of Charge

Hi Terri,
Your Q below: COMPILE vs ADVISE? I strongly favor an advisory committee, rather than one which simply collects data for others to review. Otherwise, how do we actually develop a comprehensive strategic plan unless this committee provides advice? I thought that Q was asked and answered at the Select Board meeting. I need to review the tape.

Dean

On Jul 7, 2019, at 12:23 AM, Terri Ackerman <tackerman@concordma.gov> wrote:

Thanks to everyone who submitted oral and/or written comments to the Capital Planning Committee charge.

I have incorporated most comments into Draft 4-attached.

In drafting this latest charge, it appears we may need further discussion on 3 points:

1. Please take a look at the 2002-3 report of the Facilities Planning Committee. Do we want to repeat some elements of this process or do something different?
2. Do we want a temporary task force to decide HOW the Town should conduct Capital Planning or do we want a regular standing committee that CONDUCTS this planning with annual updates?

NOTE: Draft 4 of the Charge does both, by putting the PROCESS decisions in Phase 1 and the ANNUAL CAPITAL PLANNING in Phase 2.

3. Do we want the committee to simply COMPILE all the info from the Town and Schools (including maintenance, potential revenue offsets, etc.) or do we want the committee to also ADVISE other Town officials and Town Meeting on the timing and scope of the projects?

NOTE: Draft 4 of the Charge tries to take a middle ground on this, but needs some discussion and wordsmithing.

Thanks very much,
Terri

FIRST DRAFT July 15, 2019

Charge

Economic Vitality Advisory Group

Background

The long range plan- Envision Concord Bridge to 2030 lists as Big Idea 1, “Strengthen the sustainability of local business districts and the cultural, historic and civic assets in Concord by connecting businesses to cultural, historic, and civic resources, and developing coordinated strategies that serve cross-sector goals.” As a step in this process, the Select Board suggests the formation of an advisory group to study economic vitality of the three retail districts and their connections to the historical and cultural resources that bring tourists to Concord. By Economic Vitality, the Select Board means to incorporate tourism, the vitality of the town’s retail district and more traditional economic development. However, this advisory group will be asked to focus on retail sustainability and tourism.

Purpose and Goals

The purpose of the Economic Vitality Advisory Group is to:

Define Economic Vitality as it applies to the three Concord retail districts

Develop strategies to sustain the character of these retail districts

Suggest ways to enhance the visitor experience and tourism

Explore and recommend revenue sources such as public-private partnerships, grants, etc.

Make recommendations as to how the Town can support the business districts with existing resources

Explore ways to benefit from regional efforts to achieve similar goals.

Membership

The Economic Vitality Advisory Group shall be comprised of 7 members appointed by the Select Board. The term of office shall be three years.

Membership shall be as follows:

One commercial property owner

DRAFT

One owner/manager of local business

One member of a local cultural organization

One representative of Planning Dept. or former Planning Board member

Town Visitor and Tourism Manager

Two community members

The Advisory Group shall elect a chair, keep minutes of its deliberations, observe the Open Meeting and Public Records law, and comply with other laws and regulations fostering a free and open discussion of ideas.

Duties and Responsibilities

Analyze goals and report to Select Board with specific recommendations that can be implemented to support the goals.

Other Considerations

The Advisory Group shall comply with the provisions of the Open Meeting Law, the Public Records Law, the Conflict of Interest Law and all other applicable laws and regulations of the Commonwealth as well as all relevant Bylaws and Administrative Policies of the Town.

Address Line of Select Board

**

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July 15, 2019

Honorable John Lawn, House Chair
Honorable Barry Finegold, Senate Chair
Joint Committee on Election Laws
Massachusetts Legislature
24 Beacon Street, Room 443
Boston, MA 02133

DRAFT

Dear Chair Lawn, Chair Finegold, and Members of the Joint Committee on Election Laws:

Thank you for the opportunity to provide support for H.663, An Act allowing 17-year olds to vote in town elections and town meetings. As members of the Concord Select Board, we ask that you provide a favorable report of this local petition.

Residents of Concord support the enfranchisement of 17 year olds in town meetings and local elections as they made clear when, in April of 2018, members of the Concord Town Meeting voted in support of Warrant Article 18, "Allowing 17 Year Olds to Vote in Town Elections and Town Meeting." The Concord Select Board unanimously recommended affirmative action. The Warrant passing by a 'Declared Clear Majority'.

Cities and towns are often the test labs for democratic innovations, from piloting ballot casting technologies to developing new structures and modes for civic participation. Lowering the voting age in municipal elections and Town Meeting provides our town the opportunity to enfranchise 17 year olds and to lead the way with this important democratic innovation. Massachusetts has yet to enable its cities and towns to take the lead on this issue. We urge the Committee to allow Concord to move forward in lowering the local voting age.

Our residents are in agreement that 17 year olds deserve a vote at the town level. We support and respect this intent and we respectfully ask the Committee to do the same.

Thank you for your consideration.

Sincerely,

Concord Select Board



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 66TH AIR BASE GROUP
HANSCOM AIR FORCE BASE MASSACHUSETTS

Mr. Scott E. Sheehan
66 ABG/CEIE
120 Grenier Street, Bldg 1825
Hanscom AFB MA 01731-1910

Mr. Michael Lawson, Chair
Concord Select Board
P.O. Box 535
Concord, MA 01742-0535



July 9, 2019

Dear Mr. Lawson,

The United States Air Force (Air Force) is proposing to relocate a number of Air Force personnel to administrative workspace in an existing off-base commercial building located within 10 miles of Hanscom Air Force Base, Massachusetts. We are preparing an Environmental Assessment (EA) to evaluate the potential impacts of such an undertaking and expect to publish it in late summer 2019. We respectfully request your review and comment on the proposed action.

The Air Force requires approximately 30,000 square feet to accommodate approximately 189 personnel. The facility would be expected to have existing parking to accommodate personnel. The leased space would be expected to meet the required administrative interior configuration, communications and Air Force security requirements which may require modifications to interior spaces and supporting infrastructure. The duration of the lease would be an initial base year and four (4) option years, as per Air Force Civil Engineer Center (AFCEC) and General Services Administration (GSA) guidance, and may be extended, as needed, to meet Air Force mission requirements. The analysis of the proposed action includes evaluating four alternatives based on the four regions shown in the attached *Regions of Influence Map*. A final selection on the specific location would be chosen based on an open-competition solicitation.

We expect that the EA will evaluate potential impacts related primarily to air quality, traffic, and economic/environmental justice. With this letter, we seek your input on the proposed action in order to assist the Air Force in fully developing the range of issues to consider. If you choose to provide input, we ask that you respond within 14 days from the receipt of this letter. If you have any questions or need any additional information, please do not hesitate to contact me anytime at (781) 225-6144 or via email at scott.sheehan.1@us.af.mil.

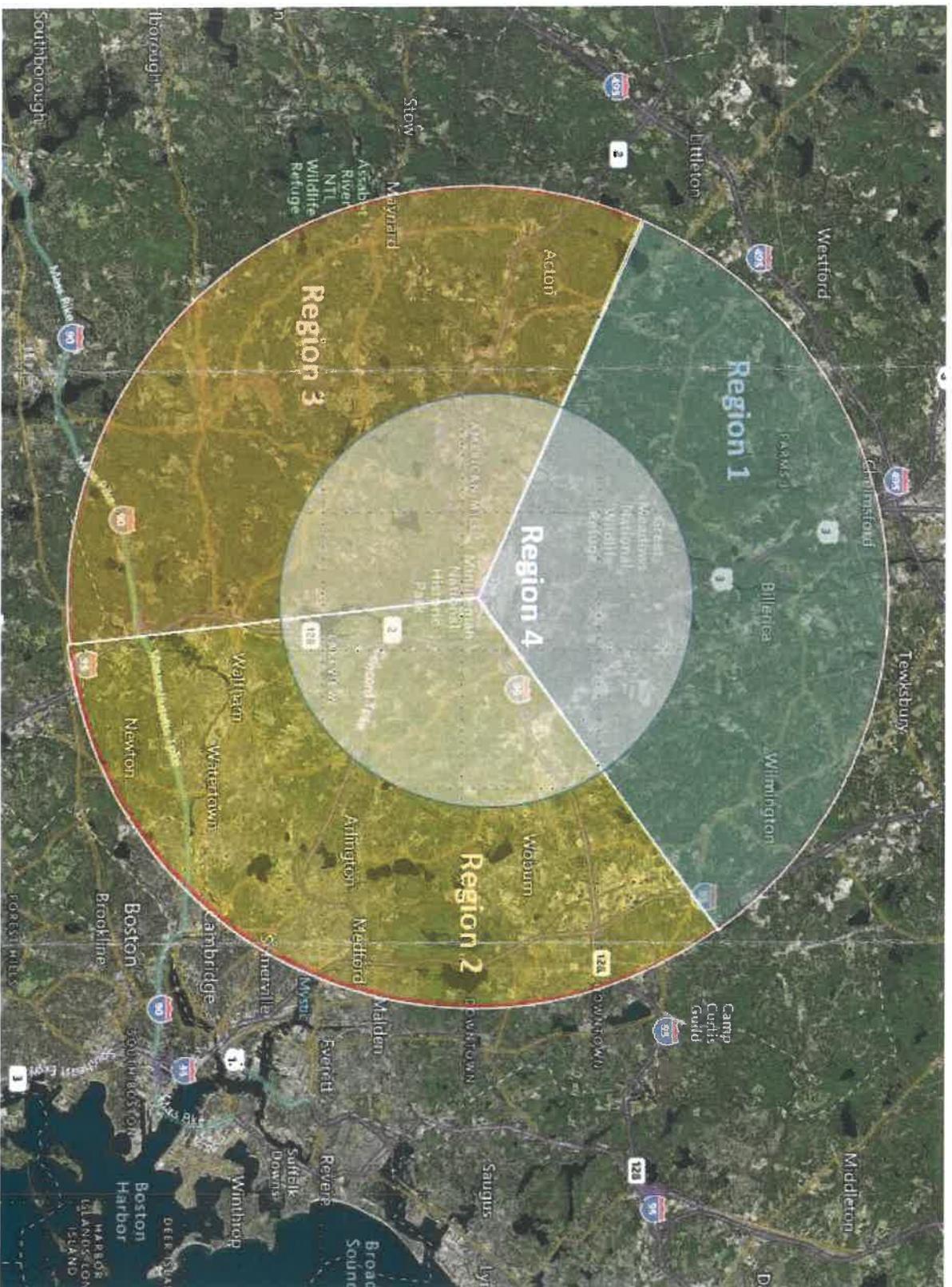
Sincerely,

SCOTT E. SHEEHAN, GS-12, DAF
Hanscom AFB Natural Resources Manager

2 Attachments:

1. Regions of Influence Map
2. List of Parties Contacted

ATTACHMENT 1 – REGIONS OF INFLUENCE MAP



ATTACHMENT 2 – LIST OF PARTIES CONTACTED

EIAP-EA
Lease of Off-Base Administrative Space
Hanscom Air Force Base

PARTIES CONTACTED

Per 32 CFR Part 989.14(l), "The Air Force will involve other federal agencies, state, Tribal, and local governments, and the public in the preparation of EAs (40 CFR 1501.4(b) and 1506.6)."

COMMUNITY LEADERSHIP

Maynard Board of Selectmen
Attn: Mr. Chris DiSilva, Chair
195 Main Street
Maynard, MA 01754-2509
Email: bmosca@townofmaynard.net (Ms. Becky Mosca, Administrative Assistant)
Phone: 978-897-1301

Maynard Town Administrator
Attn: Mr. Greg Johnson
195 Main Street
Maynard, MA 01754-2509
Email: gjohnson@TownofMaynard.net
Phone: 978-897-1375

Billerica Board of Selectmen
Attn: Mr. Ed Giroux, Chairman
365 Boston Road
Office #203
Billerica, MA 01821-1892
Email: egiroux@town.billerica.ma.us
Phone: 978-294-9743
Email: saker@town.billerica.ma.us (Ms. Sue Aker, Executive Assistant to the Board)
Phone: 978-671-0939

Billerica Town Manager
Attn: Mr. John C. Curran
365 Boston Road
Office #207
Billerica, MA 01821-1892
Email: jcurran@town.billerica.ma.us
Phone: 978-671-0942
Email: smichelini@town.billerica.ma.us (Ms. Susan Michelini, Executive Secretary)
Phone: 978-671-0942

ATTACHMENT 2 – LIST OF PARTIES CONTACTED

Burlington Board of Selectmen
Attn: Mr. Joseph E. Morandi, Chairman
29 Center Street
Burlington, MA 01803-3058
EMail: jmorandi@burlington.org
selectmen@burlington.org
Phone: 781-273-1189

Burlington Town Administrator
Attn: Paul F. Sagarino, Jr.
29 Center Street
Burlington, MA 01803-3058
Email: psagarino@burlington.org
Phone: 781-270-1614
Email: bmcdonough@burlington.org (Ms. Betty McDonough, Office Manager)
Phone: 781-270-1850

Concord Select Board
Attn: Mr. Michael Lawson, Chair
P.O. Box 535
Concord, MA 01742-0535
Email: MLawson@concordma.gov
Phone: 978-318-3000
Email: amara@concordma.gov (Mr. Andrew Mara, Senior Administrative Assistant)
Phone: 978-318-3000

Concord Town Manager
Attn: Mr. Christopher Whelan, Town Manager
P.O. Box 535
Concord, MA 01742-0535
Email: cwhelan@concordma.gov
Phone: 978-318-3000
Email: amara@concordma.gov (Mr. Andrew Mara, Senior Administrative Assistant)
Phone: 978-318-3000

Lexington Board of Selectmen
Attn: Mr. Douglas M. Lucente, Chair
1625 Massachusetts Avenue
Lexington, MA 02420-3801
Email: selectmen@lexingtonma.gov
Phone: 781-698-4580

Lexington Town Manager
Mr. James J. Malloy
1625 Massachusetts Avenue
Lexington, MA 02420-3801
Email: malloy@lexingtonma.gov
Phone: 781-698-4580

ATTACHMENT 2 – LIST OF PARTIES CONTACTED

TRANSPORTATION MANAGEMENT ASSOCIATION

Middlesex 3 TMA
c/o Middlesex 3 Coalition
Attn: Ms. Stephanie Cronin, Executive Director
Billerica Town Hall, Room 207
365 Boston Road
Billerica, MA 01821-1892
Email: scronin@middlesex3.com
Phone: (978) 808-5281

Cross Town Connect TMA
Attn: Mr. Scott Zadakis, Executive Director
2 Mill & Main Place
Maynard, MA 01754-2667
Email: Director@CrossTownConnect.org
Phone: 978-929-6457

128 Business Council
Attn: Ms. Monica Tibbits-Nutt, Executive Director
395 Totten Pond Road, Suite 302
Waltham, MA 02451-2012
Email: mtibbits@128bc.org
Phone: 781-890-0093

METROPOLITAN PLANNING

Metropolitan Area Planning Council
Attn: Mr. Eric Bourassa, Transportation Director
Attn: Mr. Martin Pillsbury, Environmental Planning Director
60 Temple Place, Suite 600
Boston, MA 02111-1379
Email: ebourassa@mapc.org
Phone: 617-933-0740
Email: mpillsbury@mapc.org
Phone: 617-933-0747

Northern Middlesex Council of Governments
Attn: Ms. Beverly A. Woods, Executive Director
40 Church Street, Suite 200
Lowell, MA 01852-2686
Email: bwoods@nmcog.org
Phone: 978-454-8021
Email: kgaravanian@nmcog.org (Ms. Katrina Garavanian, Executive Assistant)
Phone: 978-454-8021

Boy Scout Troop 132 Concord MA

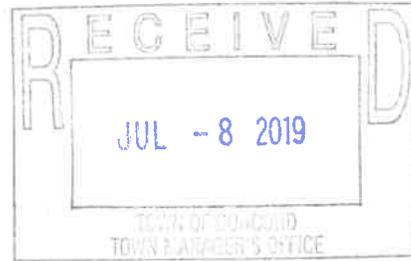
Curtis Gekle
Troop Committee Chair

committeechair@troop132.com • 339-234-0287
Concord Scout House, 74 Walden St., Concord, MA 01742



June 30, 2019

Tom McKean
Chair, Select Board
Town House, 22 Monument Square
Concord, MA 01742



Dear Chairperson McKean:

We are pleased to inform you that the following young men from Massachusetts' Spirit of Adventure Council, Troop 132 in Concord, MA have recently attained the rank of Eagle Scout:

Alexander James Neil Caulfield (Eagle Board of Review on 06/20/2019)
Erik William Mitchell (Eagle Board of Review on 11/5/2018)

We would be most grateful if you could write congratulatory letters to these outstanding young men. The letters should be addressed and sent to:

- 1- Alexander James Neil Caulfield
38 Staffordshire Lane, Concord, MA 01742
- 2- Erik William Mitchell
820 Main Street, Concord, MA 01742

We respectfully request that the letters be mailed to the Scout within 4 weeks of receipt from you.

Thank you for your help in commemorating this remarkable achievement.

Yours in scouting,

William Duggan, Scoutmaster Troop 132 and Curtis Gekle, Committee Chair Troop 132

LAST NAME: <i>Clymer</i>	FIRST NAME: <i>Diana</i>	PRECINCT #: <i>4</i>	TOWN OF CONCORD COMMITTEE INTEREST
STREET ADDRESS: <i>13 River St</i>			INDICATE COMMITTEE PREFERENCE 1. <i>Concord Center Cultural</i> 2. <i>District Committee</i> 3.
E-MAIL ADDRESS: <i>dianaclymer@yahoo.com</i>			
PHONE - HOME: <i>369-7172</i> OFFICE:			
FAX #:	CELL#:		
PROFESSION/TITLE:			DATE APP'T
RELEVANT EXPERIENCE, EDUCATION:			COMMITTEE
<i>prior experience on HDC & Concord Cultural Council</i>			TERM EXPIRED
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES:			

LAST NAME: <i>Clymer</i>	FIRST NAME: <i>Diana W</i>	PRECINCT #: <i>4</i>	TOWN OF CONCORD COMMITTEE INTEREST	<i>9/16/09</i>
STREET ADDRESS: <i>13 River Street</i>			INDICATE COMMITTEE PREFERENCE	
E-MAIL ADDRESS:			1. <i>Concord Cultural Council</i>	
PHONE - HOME: <i>978-369-7172</i> OFFICE:			2.	
FAX #:			3.	
PLACE OF EMPLOYMENT: <i>retired</i>			DATE APP'T	COMMITTEE
PROFESSION/TITLE:			<i>10/19/09</i>	<i>Cultural Council</i>
RELEVANT EXPERIENCE, EDUCATION:			<i>4/4/12</i>	<i>5/31/12</i>
<i>involvement in town activities & boards</i>				<i>5/31/15</i>
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES:				
<i>BA Wheaton College, Norton, MA</i>				

Andrew Mara

From: noreply@civicplus.com
Sent: Monday, July 8, 2019 9:19 AM
To: Andrew Mara; Heather Butler; Town Manager's Office
Subject: Online Form Submittal: Electronic Green Card

Electronic Green Card

Directions

Thank you for your interest in serving your town! Volunteering is easy with the Electronic Green Card – simply follow these steps.

- 1) *Select which board or committee you want to serve on from the list. You may select more than 1.*
- 2) *Fill out the personal information, experience, and education sections.*
- 3) *Rank your top 3 committee/board preferences.*
- 4) *Click submit!*

Town Committees / Boards	Concord Center Cultural District Committee
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I would also be interested in helping on projects.	<i>Field not completed.</i>
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Name	Robert Munro
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Email Address	robert.munro8914@gmail.com
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Address	1400 Lowell Road
---------	------------------

City	Concord
------	---------

State	MA
-------	----

Zip Code	01742
----------	-------

Cell Phone Number	9785051798
-------------------	------------

Home Phone Number	<i>Field not completed.</i>
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Work Phone Number	<i>Field not completed.</i>
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Place of Employment	Middlesex School
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Profession	Educator
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Voting Precinct	5
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Title	Dr.
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Gender	Male
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Relevant Experience/Education I serve as president of the board of directors at the Robbins House--Concord's African American history center. I have also worked with other cultural institutions, including the Portsmouth Black Heritage Trail as well as the Moffat-Ladd House.

Relevant Degrees/Professional Certificates I have a bachelor's degree in Philosophy and a Ph.D in African American and African Studies with a focus on Germanic studies and Philosophy.

Please order your top 3 committee preferences below: *Field not completed.*

If you checked "I'd like to help on a project," please specify what kind of project you would be interested in working on. I'm happy to work with the town on any projects that involve cultural, inclusivity, and/or education initiatives.

Email not displaying correctly? [View it in your browser.](#)

Andrew Mara

From: Kerry Lafleur
Sent: Tuesday, July 9, 2019 3:31 PM
To: Kate Hodges; Susan Bates
Cc: Andrew Mara; Kerry Lafleur
Subject: Appointment to MS Building Committee

Hi Kate & Susan,

As you know, the Finance Director or designee is a member of the MS Building Committee. After careful consideration, I am requesting that Jon Harris, Budget and Purchasing Director, serve as the Finance Director's designee on this committee.

I am currently staff liaison or member to 5 existing committees, some with heavy commitments, and believe that the Town, and the MS Building Committee, will be better served by having another Finance staff member serve. I have discussed this opportunity with Jon and he is most eager to participate.

According to Andrew Mara, the SB nominated me to serve, but due to a clerical error, did not appoint me. At this time, I respectfully request that Jon Harris be appointed as the Finance Director's designee to the Middle School Building Committee.

Kerry A. Lafleur
(formerly Kerry A. Speidel)
Finance Director/ Treasurer-Collector
Town of Concord
klafleur@concordma.gov
(978) 318-3090

3/5/19

LAST NAME: CURTIN	FIRST NAME: SUSAN	PRECINCT #: 4	TOWN OF CONCORD COMMITTEE INTEREST		
STREET ADDRESS: 169 HOLDEN WOOD RD			INDICATE COMMITTEE PREFERENCE Concord Free		
E-MAIL ADDRESS: drshc@comcast.net			1. Public Library Committee		
PHONE - HOME: 978-369-2901 OFFICE: ---			2.		
FAX #: --- CELL#: 978-505-8639			3.		
PLACE OF EMPLOYMENT: Retired educator			DATE APP'T	COMMITTEE	TERM EXPIRED
Concord Public Schools					
PROFESSION/TITLE:					
Susan H. Curtin, Ed.D.					
RELEVANT EXPERIENCE, EDUCATION: B.A. Bryn Mawr College					
33 yrs. teaching Concord Middle School					
MAT, Harvard Grad. Sch. Edu					
Ed.D, Boston University, School of Ed.					
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES:					
also graduated from Concord Academy -					

PLEASE CHECK THE ANNUAL TOWN REPORT FOR A COMPLETE LISTING OF COMMITTEES AND COMMITTEE REPORTS, THEIR APPOINTIVE AUTHORITIES, AND TERMS OF OFFICE.

ADDITIONAL COMMENTS:

I have loved the library - and used it - since my family moved to Concord in 1945. I would be honored to serve on the Library Committee.

CARDS WILL BE IN ACTIVE FILE FOR 5 YEARS.

MAIL COMPLETED CARD TO: SENIOR ADMINISTRATIVE ASSISTANT
SELECT BOARD
TOWN HOUSE
PO Box 535
CONCORD, MA 01742

MORGANTI, KRISTEN

Electronic Green Card

Town Committees / Boards Library Committee

I would also be interested in helping on projects. No

Name Krysten Morganti

Email Address krystenmorganti@gmail.com

Address 138 Baker Avenue

City Concord

State MA

Zip Code 01742

Cell Phone Number 978-201-0596

Home Phone Number *Field not completed.*

Work Phone Number *Field not completed.*

Place of Employment self

Profession Teacher, Fiber Artist

Voting Precinct #1

Title Ms.

Gender Female

Relevant Experience/Education Particularly interested in exploring how the library can be used as a resource for social welfare, lifelong learning, and community building.

Relevant Degrees/Professional Certificates Bachelor in Education, Masters in Social Welfare

Please order your top 3 committee preferences below: Library

If you checked "I'd like to help on a project," please specify what kind of project you would be interested in working on. *Field not completed.*

Date App't	Committee	Term EXPIRED

Andrew Mara

From: noreply@civicplus.com
Sent: Monday, June 24, 2019 4:15 PM
To: Andrew Mara; Heather Butler; Town Manager's Office
Subject: Online Form Submittal: Electronic Green Card

Electronic Green Card

Directions

Thank you for your interest in serving your town! Volunteering is easy with the Electronic Green Card – simply follow these steps.

- 1) *Select which board or committee you want to serve on from the list. You may select more than 1.*
- 2) *Fill out the personal information, experience, and education sections.*
- 3) *Rank your top 3 committee/board preferences.*
- 4) *Click submit!*

Town Committees / Boards	Affordable Housing Trust Study Committee
I would also be interested in helping on projects.	<i>Field not completed.</i>
Name	Lee Smith
Email Address	leesmith125@gmail.com
Address	1836 Main Street
City	Concord
State	MA
Zip Code	01742
Cell Phone Number	617-699-2935
Home Phone Number	<i>Field not completed.</i>
Work Phone Number	617-654-1809
Place of Employment	KP Law, P.C.
Profession	Attorney
Voting Precinct	3?
Title	Mr.
Gender	Male

Relevant Experience/Education	Concord Housing Development Corporation, Co-Chair Practicing municipal real estate attorney; in that capacity, I have established many affordable housing trusts for municipalities as well as advised municipalities on other mechanisms to create and support affordable housing.
Relevant Degrees/Professional Certificates	Clark University, B.A. Government, 1991 New England School of Law, J.D. 1996
Please order your top 3 committee preferences below:	Affordable Housing Trust Study Committee
If you checked "I'd like to help on a project," please specify what kind of project you would be interested in working on.	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Andrew Mara

From: noreply@civicplus.com
Sent: Wednesday, June 19, 2019 7:09 PM
To: Andrew Mara; Heather Butler; Town Manager's Office
Subject: Online Form Submittal: Electronic Green Card

Electronic Green Card

Directions

Thank you for your interest in serving your town! Volunteering is easy with the Electronic Green Card – simply follow these steps.

- 1) *Select which board or committee you want to serve on from the list. You may select more than 1.*
- 2) *Fill out the personal information, experience, and education sections.*
- 3) *Rank your top 3 committee/board preferences.*
- 4) *Click submit!*

Town Committees / Boards	Affordable Housing Trust Study Committee
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I would also be interested in helping on projects.	Yes
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Name	Keith Bergman
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Email Address	Keith@KBergman.com
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Address	56 White Avenue
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City	Concord
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State	MA
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Zip Code	01742
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Cell Phone Number	7743538706
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Home Phone Number	7743538706
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Work Phone Number	7743538706
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Place of Employment	retired
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Profession	town manager/administrator
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Voting Precinct	3
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Title	Mr.
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Gender	Male
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Relevant Experience/Education	40 years of local government service, including 37 years as a municipal chief appointed administrator (Littleton, Provincetown, Scituate, North Andover, Nantucket). Metropolitan Area Planning Council (MAPC) President (2016-2019); Vice President (2014-2016), Chair of the MAGIC subregion of MAPC (2011-2016). Volunteer with former Vice President Al Gore's Climate Reality Project since 2006. https://www.mhp.net/news/2019/mhp-recognizes-bergman-as-housing-hero
Relevant Degrees/Professional Certificates	Master in City & Regional Planning, Harvard Kennedy School; Life Member, International City/County Management Association (ICMA)
Please order your top 3 committee preferences below:	Affordable Housing Trust Study Committee
If you checked "I'd like to help on a project," please specify what kind of project you would be interested in working on.	affordable housing, climate change, transportation, regional planning

Email not displaying correctly? [View it in your browser.](#)

LAST NAME: <i>Word</i>	FIRST NAME: <i>Peter</i>	PRECINCT #:	TOWN OF CONCORD COMMITTEE INTEREST
STREET ADDRESS: <i>29 Pilgrim Road</i>			INDICATE COMMITTEE PREFERENCE
E-MAIL ADDRESS: <i>peterward@att.net</i>			1. <i>Recreation Department</i>
PHONE - HOME: <i>978-369-8620</i> OFFICE: <i>617-974-5917</i>			2.
FAX #: CELL#:			3.
PLACE OF EMPLOYMENT: <i>Self employed</i>			DATE APP'T
PROFESSION/TITLE: <i>Menging Partner (consulting) Leader Networks, LLC</i>			COMMITTEE
RELEVANT EXPERIENCE, EDUCATION: <i>Concord resident for (25) years</i>			TERM EXPIRED
			<i>5/16/13</i> <i>Recreation Commission</i> <i>5/31/16</i>
			<i>6/1/16</i> <i>Recreation Commission</i> <i>5/31/19</i>
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES: <i>BA - Economics</i>			

LAST NAME: <i>Word</i>	FIRST NAME: <i>Peter</i>	PRECINCT #: <i>1</i>	TOWN OF CONCORD COMMITTEE INTEREST
STREET ADDRESS: <i>29 Pilgrim Road</i>			INDICATE COMMITTEE PREFERENCE + <i>Mintemah HS Rep</i>
E-MAIL ADDRESS: <i>peterward@att.net</i>			1. <i>Community Preservation Committee</i>
PHONE - HOME: <i>978-369-8620</i> OFFICE:			2. <i>Planning Board</i>
FAX #: CELL#:			3. <i>Public Works Commission</i>
			DATE APP'T
PROFESSION/TITLE: <i>Self employed (research & consulting)</i>			COMMITTEE
RELEVANT EXPERIENCE, EDUCATION: <i>Leader Networks Palladium Group, Inc.</i>			TERM EXPIRED
			<i>5/16/13</i> <i>Recreation Commission</i> <i>April 2019</i>
			<i>6/13/16</i> <i>(Two Terms)</i>
			<i>10/19/15</i> <i>Community Preservation</i> <i>May 2019</i>
			<i>6/4/18</i> <i>Committee (Two Terms) -</i>
			<i>Recreation Commission</i>
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES: <i>BA Economics</i>			<i>nominee</i>

PROCTOR, C. DIANE

Electronic Green Card

Town Committees / Boards Community Preservation Committee, Planning Board, Historic Districts Commission, Library Committee, Zoning Board of Appeals

I would also be interested *Field not completed.*
in helping on projects.

Name Diane C Proctor

Email Address dpdproctor@gmail.com

Address 57 Sudbury Road

City Concord

State MA

Zip Code 01742

Cell Phone Number 9785057593

Home Phone Number 9783696232

Work Phone Number *Field not completed.*

Place of Employment *Field not completed.*

Profession Teacher/administrator

Voting Precinct District 1

Title Mrs.

Gender *Field not completed.*

Relevant Experience/Education Teacher and Administrator at Milton Academy, Hotchkiss School, and Middlesex School. I have taught literature and writing. I have served as Director of College Counseling, Dean of Admissions, and Dean of Faculty. I have been on the Board of the League of Women Voters for 6 years and served as President for the past two years.

Relevant Degrees/Professional Certificates MA in Education from Harvard and Urban Planning from MIT

Please order your top 3 committee preferences below: The Middle School Building Committee; Library Committee, Historic District Commission.

If you checked "I'd like to help on a project," please specify what kind of project you would be interested in working on. *Field not completed.*

Date App't	Committee	Term EXPIRED

KINDERMANS, THEO

Electronic Green Card

Town Committees / Boards

Zoning Board of Appeals

I would also be interested in helping on projects.

Field not completed.

Name

Theo Kindermans

Email Address

tkindermans@yahoo.com

Address

252 Fairhaven Road

City

Concord

State

Massachusetts

Zip Code

01742

Cell Phone Number

6174290466

Home Phone Number

Field not completed.

Work Phone Number

6176546060

Place of Employment

Stantec Planning and Landscape Architecture PC, 226 Causeway Street, Boston, MA 02114

Profession

Landscape Architect, Site Planner

Voting Precinct

4

Title

Mr.

12/3/18	Zoning Board of Appeals (associate term)	5/31/2021

YOUNG, KAREN

Electronic Green Card

Town Committees / Boards Commission on Disability

I would also be interested in Yes
helping on projects.

Name Karen Young

Email Address Karrob49@verizon.net

Address 49 Crest St.

City Concord

State MA

Zip Code 01742

Cell Phone Number 978-273-9329

Home Phone Number 978-371-0767

Work Phone Number 617-495-4256

Place of Employment Harvard University

Profession Librarian

Voting Precinct *Field not completed.*

Title Ms.

Gender Female

Relevant Experience/Education I am the parent of a 22 year old son who has Intellectual and developmental disabilities. He just completed his schooling at Concord Carlisle High School and is currently living at home, attending a day program in Belmont, MA.

Relevant Degrees/Professional Certificates BA (Mary Baldwin College) and Masters Degree in Library Science (Simmons College)

Please order your top 3 committee preferences below: Committee on Disabilities

If you checked "I'd like to help on a project," please specify what kind of project you would be interested in working on. *Field not completed.*

Date App't	Committee	Term EXPIRED