

**TOWN OF CONCORD**  
**SELECT BOARD**  
**AGENDA**  
**February 24, 2020**  
**5:30PM – EXECUTIVE SESSION**  
**6:00PM – REGULAR MEETING**  
**Select Board Room – Town House**  
**7:00PM – PUBLIC HEARING**  
**Public Hearing Room – Town House**

1.	Call to Order
2.	Executive Session for the purpose of discussing ongoing litigation regarding Nagog Pond. To discuss strategy with respect to litigation in an open meeting would have a detrimental effect on the litigating position of the town and the chair so declares.
3.	<p>Consent Agenda:</p> <ul style="list-style-type: none"> <li>• Town Accountant Warrants</li> <li>• Gift Acceptance <ul style="list-style-type: none"> <li>- Friends of the Concord Free Public Library \$3,000 Library Staff Gift Account</li> </ul> </li> <li>• Minutes to approve: January 13, 2020; January 13, 2020 Executive Session (not to be released); December 17, 2018 Executive Session (not to be released); February 1, 2016 Executive Session (to be released); February 3, 2016 Executive Session (not to be released); February 4, 2016 Executive Session (to be released); July 25, 2016 Executive Session (to be released); September 20, 2016 Executive Session (to be released); November 14, 2016 Executive Session (to be released); November 29, 2016 Executive Session (not to be released); June 19, 2017 #1 Executive Session (not to be released); June 19 2017 #2 Executive Session (to be released); July 2, 2018 Executive Session (to be released); July 16, 2018 Executive Session (to be released); November 13, 2018 Executive Session (to be released); November 19, 2018 Executive Session (to be released); October 10, 2018 #1 Executive Session (to be released); October 10, 2018 #2 Executive Session (to be released)</li> <li>• One Day Special Licenses <ul style="list-style-type: none"> <li>· Trails End Café 40 Stow St 2/27/20 6:00-9:00pm Wines Only</li> <li>· Trails End Café 129 Main St 3/8/20 5:00-8:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/13/20 7:00-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/14/20 7:00-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/15/20 2:00-6:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/19/20 6:30-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/20/20 7:00-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/21/20 7:00-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/22/20 2:00-6:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/26/20 6:30-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/27/20 7:00-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/28/20 7:00-11:00pm Wines &amp; Malt Beverages</li> <li>· Umbrella Community Arts Center 40 Stow Street 3/29/20 2:00-6:00pm Wines &amp; Malt Beverages</li> </ul> </li> </ul>
4.	Town Manager's Report
5.	Chair's Remarks
6.	Review Middle School Approval Process Timeline
7.	Review Trails End Café Violations: Serving an intoxicated person (M.G.L. c.138 s 69), Improper management (M.G.L. c. 138 s 23)
8.	Review Concord 250 Committee Draft Charge
9.	Committee Liaison Reports
10.	Miscellaneous/Correspondence
11.	Committee Nominations:
12.	Public Comments
13.	Adjourn to Select Board Public Hearing on Warrant Articles 1, 2, 13, 15, 16, 31, 40, 45, 46, 47, 48, 49, 50

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

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**PENDING**

Monday	March 9	7 pm	Select Board Meeting	Town House
Monday	March 23	7 pm	Select Board Meeting	Town House
Monday	April 6	7 pm	Select Board Meeting	Town House
<del>Monday</del>	<del>April 20*</del>	<del>7 pm</del>	<del>Select Board Meeting</del>	<del>Town House</del>
Monday	May 4	7 pm	Select Board Meeting	Town House
Monday	May 18	7 pm	Select Board Meeting	Town House
Monday	June 1	7 pm	Select Board Meeting	Town House
Monday	June 15	7 pm	Select Board Meeting	Town House
Monday	June 29	7 pm	Select Board Meeting	Town House

\*April 20 meeting postponed – date to be determined

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Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on January 13, 2020 at 7PM.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present was Stephen Crane, Town Manager.

**1. Executive Session for the discussion of strategy regarding Estabrook Road litigation and letter from certain Estabrook Road landowners asserting additional claims against the Town.**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to open to Executive Session for the discussion of strategy regarding Estabrook Road litigation and letter from certain Estabrook Road landowners asserting additional claims against the Town, and to return to Open Session upon the close of Executive Session. The Executive Session is needed to protect strategy discussions affecting litigation on the stated matter.

**Roll call vote**

Susan Bates: Aye  
Linda Escobedo: Aye  
Mike Lawson: Aye  
Jane Hotchkiss: Aye  
Terri Ackerman: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to adjourn the Executive Session for the discussion of strategy regarding Estabrook Road litigation and a letter from certain Estabrook Road landowners asserting additional claims against the Town, to return to open session.

**Roll call vote**

Susan Bates: Aye  
Linda Escobedo: Aye  
Mike Lawson: Aye  
Jane Hotchkiss: Aye  
Terri Ackerman: Aye

**2. Call to Order**

**3. Consent Agenda**

- Town Accountant Warrants
- Minutes to approve: November 18, December 2, December 30
- Gift Acceptance
  - White Pond Associates, Inc. \$1,692.03 White Pond Management Plan Gift Account
- One Day Special Licenses

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- The Umbrella Community Arts Center 40 Stow Street 1/21/20 6:30-10:30pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 1/23/20 6:30-10:30pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 1/24/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 1/25/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 1/26/20 2-6pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 1/30/20 6:30-10:30 Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 1/31/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/1/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/6/20 6:30-10:30pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/7/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/8/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/9/20 2-6pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/13/20 6:30-10:30pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/14/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/15/20 7-11pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/16/20 2-6pm Wines & Malt Only
- The Umbrella Community Arts Center 40 Stow Street 2/11/20 6:30-10:30pm Wines & Malt Only
- Saltbox Farm 40 Westford Road 2/6/20 7-10pm Wines & Malt Only
- Saltbox Farm 40 Westford Road 2/12/20 6-10pm Wines & Malt Only

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to approve the Consent Agenda as amended.

**4. Town Manager's Report**

Town Manager Stephen Crane reported that the Town Clerk's Office is beginning its work on the 2020 Census and wants to put together a committee of volunteers. Event for census from 2-4 p.m. on (add date) at Harvey Wheeler. The Concord Municipal Light Plant is working on its annual operating budget. On January 24 and January 25, the Annual Massachusetts Municipal Association meeting is being held. Several members of town staff attend this conference every year. The Town Manager will be representing the Town at the Awards Banquet, where the Town is receiving a Municipal Innovation Award for its use of social media.

**5. Chair's Remarks**

Chair Mike Lawson noted that the Town Caucus will take place on January 27<sup>th</sup> at 7:30 p.m. The Select Board will be meeting on the same evening at 6:00 p.m. At the meeting on the 27<sup>th</sup>, the Select Board will set the order of the Annual Town Meeting Warrant, and will review the Town Manager's Budget.

**6. Concord Semiquincentennial**

The Concord Semiquincentennial is the 250<sup>th</sup> anniversary of the Battle of Lexington and Concord, which is part of bigger 2026 celebration of the Declaration of Independence. Mr.

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Lawson will be meeting with Mr. Putnam of the Concord Museum on Friday, January 17. Mr. Lawson met with representatives of Lincoln and Lexington, as well as the Superintendent of the National Park to begin this process. Mr. Lawson will be returning to the Select Board with a draft for a Concord 250 Anniversary Committee.

**7. Town Meeting and Warrant Update**

The Town Meeting Warrant closed on Friday, January 10. There are 52 articles that have been certified by the Town Clerk. The Select Board has seen most of these articles, but at the time of this meeting there are additionally 8 certified citizen petitions. On January 27<sup>th</sup>, the Select Board will decide the order in which these articles appear on the Warrant.

**8. Affordable Housing Trust Study Committee Update**

Keith Bergman of the Affordable Housing Trust Study Committee was in attendance. The committee is returning to the Select Board in order to update the language of their warrant article based on input from Town Counsel. There is no significant differences between the two versions, and all the main points remain intact. The main purpose of Town Counsel's changes was to ensure greater clarity and flow of the article.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to approve amendments to the warrant article: "To determine whether the Town will vote to adopt the Town of Concord Municipal Affordable Housing Trust Bylaw as follows, or take any other action relative thereto."

**9. Review and Approve Board Schedule for FY21**

Senior Administrative Assistant Jeremy Romanul prepared two options of draft meeting schedules for Fiscal Year 2021 (July 1, 2020 – June 30, 2021) for the Select Board to consider. The Select Board will continue to hold their regular meetings bi-monthly, on Monday's at 7:00pm. On Monday's where there is a holiday, the Select Board will meet the following day.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to approve Fiscal Year 2021 regular meeting schedule as amended.

**10. Transportation Follow-up**

In response to the needs identified in the *Envision Concord 2030* Plan, and citizen interest in the issue of transportation, Select Board member Jane Hotchkiss prepared a draft charge for new Transportation Advisory Committee. Ms. Hotchkiss stated that the goal of this was to organize a public process to deal with transportation issues in town, and noted that it is impossible to effectively organize by creating committees for individual modes of transportation. Ms. Hotchkiss also included the charge of the Transportation Advisory Committees from Sudbury and Acton in the meeting materials as an example of how surrounding communities are dealing with the issue. Mr. Crane noted that there is a Traffic Management Group which consists of representatives from the Police Department and Public Works. Mr. Crane stated that he could see a Transportation Advisory Committee replacing this group so that they could be able to review policy recommendations and then take these recommendations and figure out how they

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could be informed by actual long-term transportation issues in town. Ms. Ackerman noted the interconnected nature of transportation challenges and all of the different stakeholders it impacts, stating that a town social worker she spoke with cited transportation as a major challenge for people they see. Other board members offered some initial suggestions to consider. The Select Board will revisit this topic at their February 10 meeting.

**11. Election Officer Appointments**

Town Clerk Kaari Tari sent the Select Board a list of Election Officers to be appointed. The Select Board did not have any objections to any of the appointees.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** To appoint Election Officers as listed on the Town Clerk's memo dated January 7, 2020.

**12. Committee Liaison Reports**

Ms. Bates attended the Planning Board, where they fine-tuned the document they are going to send to the Zoning Board of Appeals regarding 1440 Main Street, and worked on its proposed warrant articles. She also attended the Personnel Board, where they discussed classification schedules, and the role of the Personnel Board moving forward. The reconfiguration of the Personnel Board as an entity has been submitted as a warrant article for Town Meeting.

Ms. Escobedo attended the Concord Housing Authority meeting. She also attended the Zoning Board of Appeals, where they discussed issues regarding 1440 Main Street, discussion to be continued. The Christopher Heights project received an additional year for their comprehensive permit. Ms. Escobedo attended the Affordable Housing Trust Study Committee, and noted how well the committee has done in meeting their stated goal. The NMI Committee is working on their presentation for the February 10 Select Board meeting.

Ms. Hotchkiss attended the Natural Resources Committee meeting. The discussion of White Pond and Warner's Pond were discussed at length. The Blue-Green Algae at these ponds is not present at Walden Pond. Ms. Hotchkiss attended the MAGIC meeting, where there was a legislative update. The committee focused on the advance of greenhouse gas and climate change legislation that is being pushed forward at the state level. Ms. Hotchkiss attended the Metropolitan Planning Organization meeting, although the topics that were discussed did not predominantly impact Concord. At the next MAGIC meeting, there will be a transportation focus.

Ms. Ackerman attended the Commission on Disability, where there was an extensive discussion on the parking at the new proposed library. The School of Philosophy has to be closed because the door is 4 inches too small for required code. Ms. Ackerman attended the Capital Planning Task Force, where they have finalized a date for their public hearing on March 2<sup>nd</sup>, 2020. The Cultural Counsel has finalized their recommendations, where they have received 32 applications, and approximately 75% of proposals are receiving funding.

Mr. Lawson attended the joint School Committee meeting on December 18<sup>th</sup>, where they moved a capital article for the parking lot. Mr. Lawson attended the Business Partnership meeting, where

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they discussed sustainable tax rate and Stephen discussed the town budget. The Chair's Breakfast will take place on Wednesday, January 15.

**13. Miscellaneous/Correspondence: MMA Annual Business Meeting; Nanae Holiday Card.**

The Massachusetts Municipal Association Annual Business Meeting will take place on January 25. Town Manager Stephen Crane will be in attendance.

The Select Board received a holiday card from our sister city of Nanae, Japan.

Mr. Lawson also corresponded with Represented Gouveia's office, and noted that the legislative session ends on July 31. None of the bills pending before the legislature from the Town of Concord were passed as of December 31, 2019. The consequence is that all of the 6 of warrant articles can be taken off the warrant because they weren't passed and the session hasn't ended

Mr. Crane informed the Select Board that one of the Town's social workers passed away on Friday. He does not have information for the services yet.

14. **Committee Nominations:** Paul Ware of 525 Lexington Road to the Historic Districts Commission for a full member term to expire January 1, 2024.

**15. Public Comments**

Diane Proctor of 57 Sudbury Road was present to say that on Tuesday evening, Representative Tammy Gouveia will be speaking at 7pm at the First Parish Church to discuss "the Good, the Bad, and the Ugly" of serving in the legislature.

**16. Adjourn**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to adjourn the meeting

Respectfully Submitted,

Linda Escobedo, Clerk

Approved:

**Meeting Documents:**

<https://concordma.gov/DocumentCenter/View/23521/1-13-20-Packet>

**Minuteman Media Network Coverage:**

[https://www.youtube.com/watch?v=pC3ds8t\\_2E0&list=PL1TTzrWEKOOKHKXNLQprEz0f0ofHYKj8-&index=4&t=2574s](https://www.youtube.com/watch?v=pC3ds8t_2E0&list=PL1TTzrWEKOOKHKXNLQprEz0f0ofHYKj8-&index=4&t=2574s)

**Town of Concord**  
**Finance Department**  
*memorandum*

**TO:** Stephen Crane, Town Manager  
**FROM:** Jonathan Harris, Acting Finance Director  
**SUBJ:** Library Staff Gift Account  
**DATE:** February 20, 2020

Please place on the Select Board's agenda the following gift to the Library Staff Gift Account from the Friends of the Concord Free Public Library.

This gift will be used for the purpose of facilitating and funding reimbursements to library staff for certain expenses incurred by them on behalf of the Friends.

The funds may also be used for travel and related expenses associated with professional development activities and conferences, as well as local professional development costs.

Friends of the Concord Free Public Library	\$ 3,000.00
P.O. Box 644	
Concord, MA 01742	

23-610-610-229-4850-0  
Library Staff Gift Account

Accepted: \_\_\_\_\_  
Clerk

Date: \_\_\_\_\_



# Hill International

Hill International, Inc.  
75 Second Ave, Suite 300  
Needham, MA 02494  
Tel: 617-778-0900  
Fax: 617-778-0999  
www.hillintl.com

February 14, 2020

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

**Re: Concord Middle School – Special Town Meeting and Town Vote  
Timeline Recommendation from Concord Middle School Building Committee**

Dear Select Board,

The purpose of this letter is to document the review and analysis of potential Town Meeting dates for approval of the Concord Middle School Building Project. The Concord Middle School Building Committee met on February 6, 2020 at 7:30am to review the draft project schedule for the Concord Middle School Project prepared by Hill International with three schedule options for Special Town Meeting.

- Option 1: Special Town Meeting on July 14, 2020 and Town Vote on September 1, 2020.
- Option 2: Special Town Meeting on September 16, 2020 and Town Vote on September 30, 2020
- Option 3: Special Town Meeting on October 5, 2020 and Town Vote on November 3, 2020 (same day as Presidential Election)

After reviewing and discussing the pros and cons for all three schedule options, the Building Committee voted to approve **option 2 with the Special Town Meeting on September 16, 2020 and the Town Vote on September 30, 2020**. This option was approved by a majority, and approved as the recommended option. Below are some key points that supported selection of this option:

1. Time for Schematic Design aligns with the Design Team Schedule.
2. Schedule aligns with a construction start before winter 2021/2022. This will avoid starting construction in the middle of winter.
3. Schedule aligns with a spring 2023 completion. This is enough time to complete the punchlist and move into the building.
4. Town Meeting takes place after students are back in school (September 16, 2020).
5. This avoids having the same voting day as the presidential election and allow more focus on the school project.
6. This enables continual design progress and momentum toward a coordinated and completed design. There is less risk that Design Development progress will be disrupted compared to option 3.

7. Reduce risk for cost of disruption of Design Development. Cost can be mitigated within the current budget utilizing Option 2.

More details of the pros and cons can be found on the attachment to this letter. Please feel free to contact me at 617-849-0496 if you have any questions.

Sincerely,



Andy Vo, PMP, CCM, LEED AP, MCPPO  
Sr. Project Manager

Cc: Stephen Crane, Town Manager



## Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Tim Hult, Co-Chairperson

**Thursday, February 06, 2020 7:30 am**

**Meeting at Ripley School – Main Conference Room**

### AGENDA

1. Call to Order
2. Approval of Minutes:
  - 1/8/20 Sustainability Subcommittee Minutes
  - 1/22/20 Communication Subcommittee Minutes
3. Update on Project Schedule (HILL)
4. Enrollment of 700 Students for New Concord Middle School
5. Upcoming Public Meetings
  - Sustainability Subcommittee Meeting February 6, 2020 at 9am
  - CMS Building Committee Meeting February 13, 2020 at 7:30am
  - Community Forum on February 27, 2020 at 7pm
  - CMS Building Committee Meeting March 19, 2020 at 7:30am
6. Correspondence
7. Public Comments
8. New Business
9. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### Concord School Building Committee

Stephen Crane, Town Manager	Court Booth, School Committee Representative
Jared Stanton, Director of Finance and Operations CPS	Heather Bout, School Committee Representative
Susan Bates, Select Board	Frank Cannon, Community Volunteer
Laurie Hunter, Superintendent of Schools	Chris Popov, Community Volunteer
Justin Cameron, CMS Principal	Charlie Parker, Community Volunteer
Jon Harris, Budgeting and Purchasing Director	Matt Root, Community Volunteer
Russ Hughes, Facilities Director	Tim Hult, Co-Chair
Pat Nelson, Vice Chair	Dawn Guarriello, Co-Chair
Kate Hanley, Sustainability Director	

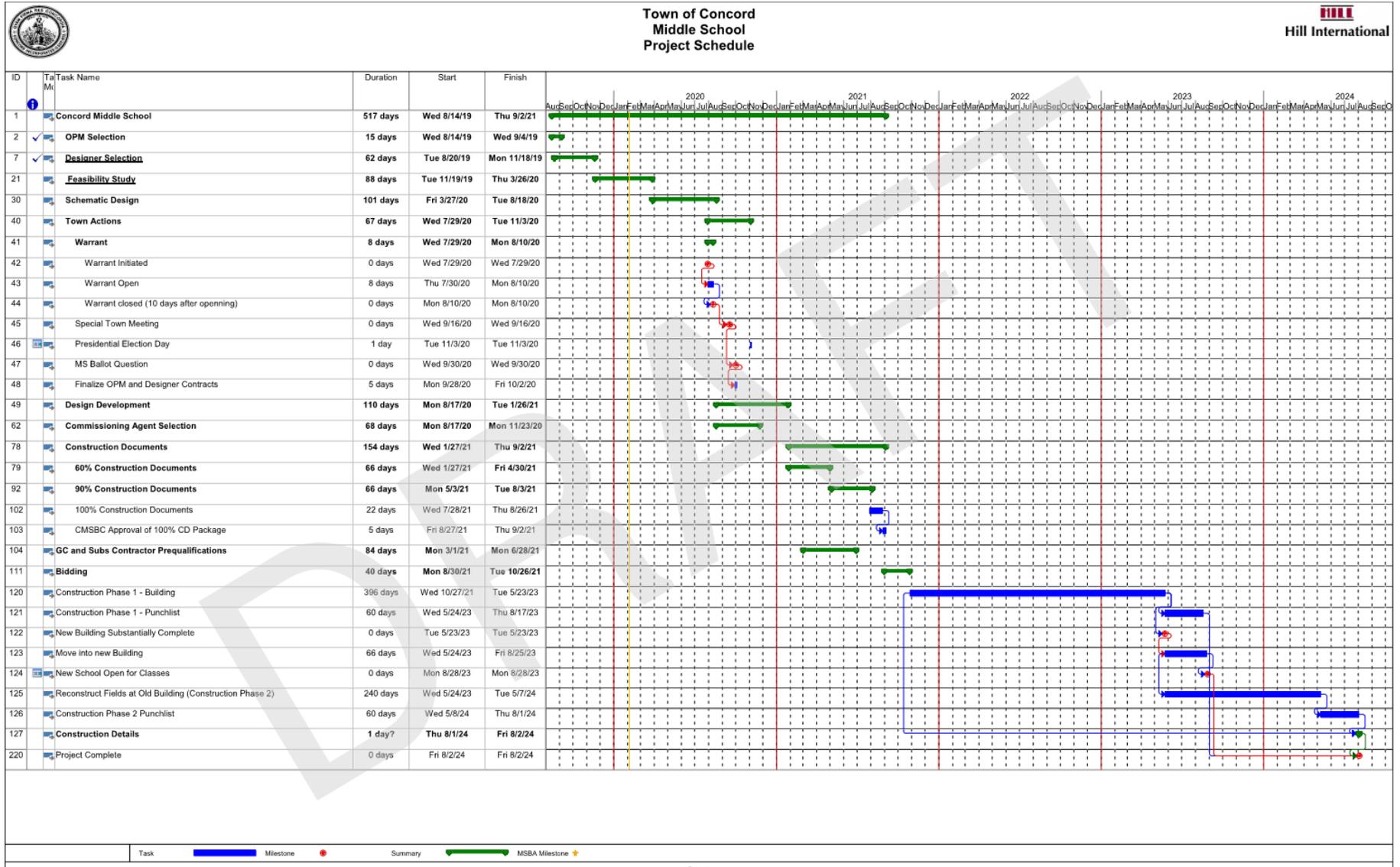


CITY OF CONCORD  
CONCORD MIDDLE SCHOOL  
SCHEDULE REVIEW

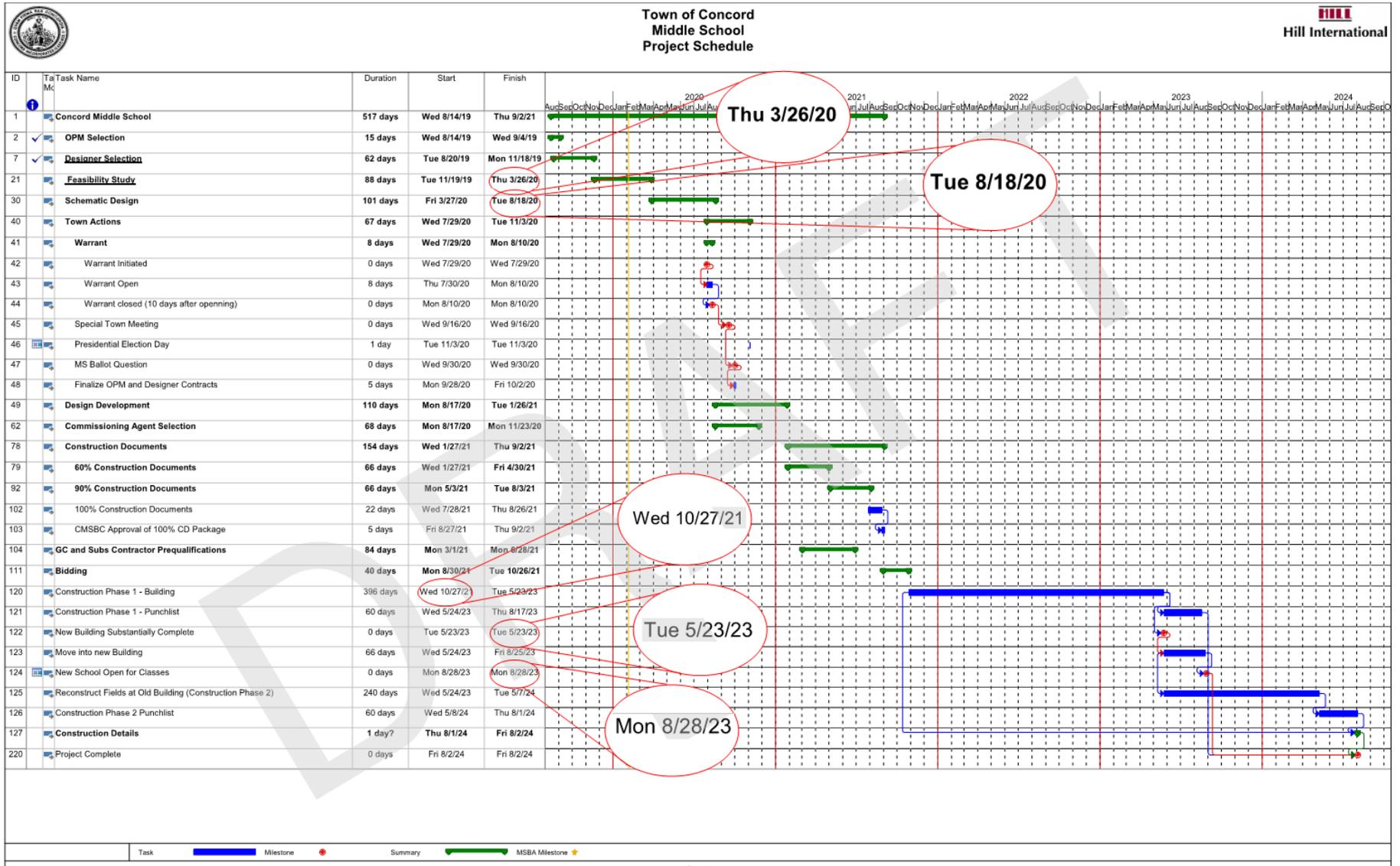


Hill International

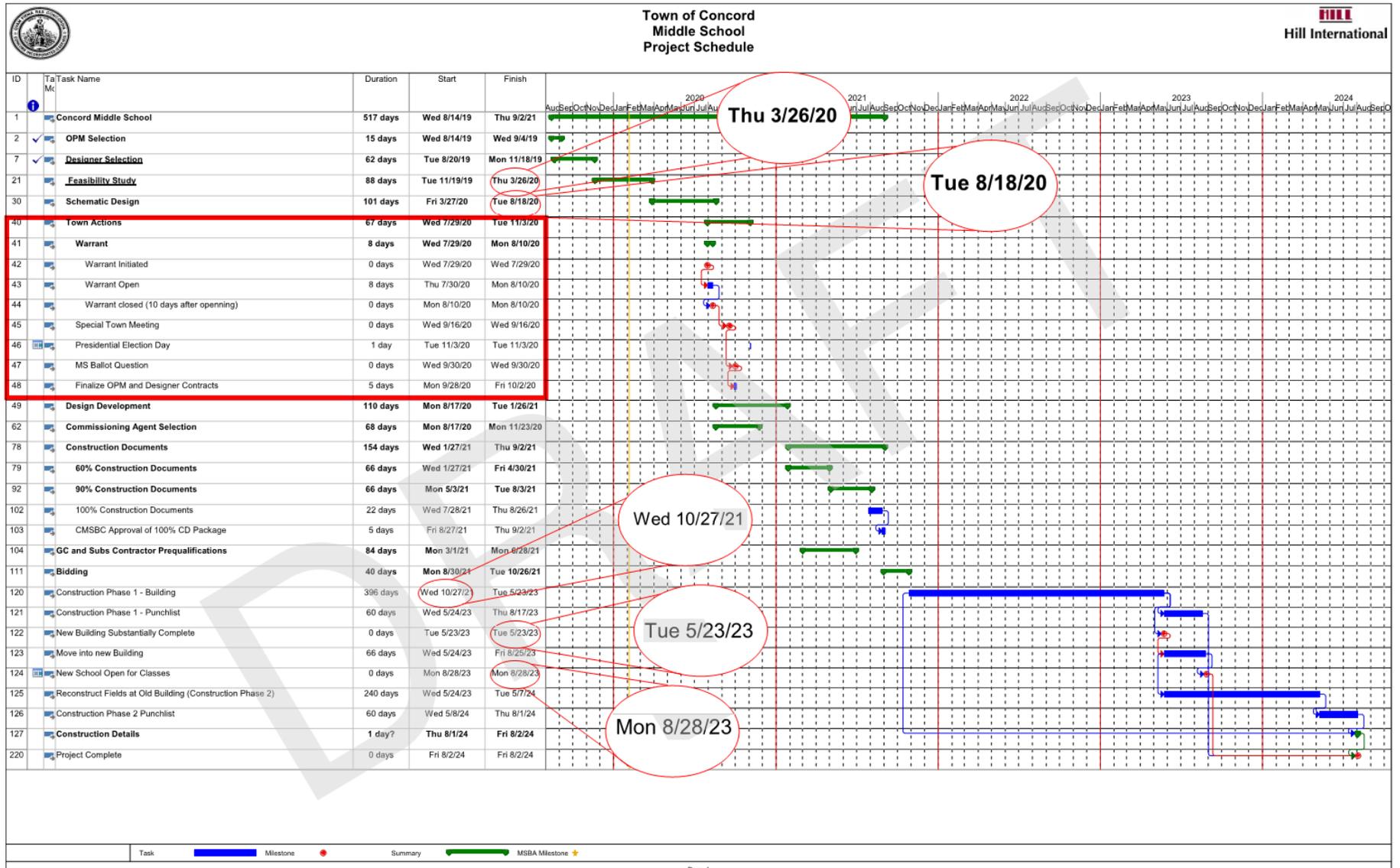
# Concord Middle School Project Draft Schedule



# Concord Middle School Project Draft Schedule



# Concord Middle School Project Draft Schedule



# Concord Middle School Project Draft Schedule

40		<b>Town Actions</b>	<b>67 days</b>	<b>Wed 7/29/20</b>	<b>Tue 11/3/20</b>
41		<b>Warrant</b>	<b>8 days</b>	<b>Wed 7/29/20</b>	<b>Mon 8/10/20</b>
42		Warrant Initiated	0 days	Wed 7/29/20	Wed 7/29/20
43		Warrant Open	8 days	Thu 7/30/20	Mon 8/10/20
44		Warrant closed (10 days after opening)	0 days	Mon 8/10/20	Mon 8/10/20
45		Special Town Meeting	0 days	Wed 9/16/20	Wed 9/16/20
46		Presidential Election Day	1 day	Tue 11/3/20	Tue 11/3/20
47		MS Ballot Question	0 days	Wed 9/30/20	Wed 9/30/20
48		Finalize OPM and Designer Contracts	5 days	Mon 9/28/20	Fri 10/2/20

# Pros and Cons for Vote Options

Schedule	Pros	Cons
<p><b>Town Vote – September 1, 2020</b> (Town Meeting July 14, 2020)</p> <p><b>NOT PREFERRED</b></p>	<ol style="list-style-type: none"> <li>1. Longer construction duration.</li> <li>2. More time to complete punchlist.</li> <li>3. More time to move into the new facility.</li> <li>4. Reduces Risk Impact of unforeseen issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Summer Town Meeting is not preferred because most people are away.</li> <li>2. Schematic Design and cost estimate would have to be accelerated. (Potential added cost/Risk)</li> <li>3. Vote day could conflict with first week of school.</li> <li>4. Additional cost to tax payer for special Town Vote. (however these costs are included in the approved project budget)</li> <li>5. Additional trip to the poll.</li> </ol>
<p><b>Town Vote – September 30, 2020</b> (Town Meeting September 16, 2020)</p>	<ol style="list-style-type: none"> <li>1. Time for Schematic Design aligns with the Design Team Schedule.</li> <li>2. Schedule aligns with a construction start before winter 2021/2022.</li> <li>3. Schedule aligns with a spring 2023 turn over, which helps with budget, punchlist and moving in.</li> <li>4. Town Meeting after students are back in school (September 16, 2020)</li> <li>5. Avoid having the same voting day as the presidential election.</li> <li>6. Maintain design momentum. Less risk for continuing DD design.</li> <li>7. Risk for continuing into DD design (1 month). Can be mitigated within the current budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional cost to tax payer for special Town Vote. (however these costs are included in the approved project budget)</li> <li>2. Additional trip to the poll.</li> <li>3. Possibility for lower voter turn out.</li> <li>4. Risk if you do not continue into DD design, it could delay construction start, end, and effect move in dates.</li> </ol>
<p><b>Town Vote – November 3, 2020</b> (Town Meeting October 5, 2020)</p>	<ol style="list-style-type: none"> <li>1. Avoid additional cost for additional Town Vote.</li> <li>2. Avoid additional trip to the poll.</li> <li>3. Best possibility for largest voter turn out.</li> </ol>	<ol style="list-style-type: none"> <li>1. Momentum lost in design.</li> <li>2. Take focus away from the School Project.</li> <li>3. Additional at risk for DD design (2.5 months). This will impact construction start, end and move in dates.</li> <li>4. Adjustment to construction dates could effect overall project budget.</li> <li>5. Will increase the Town’s Risk profile, by reducing the time available to address unforeseen.</li> </ol>

# CONCORD POLICE DEPARTMENT

## MEMORANDUM

**TO:** Select Board

**FROM:** Joseph F. O'Connor, Chief of Police

**DATE:** February 6, 2020

**SUBJECT:** *ALCOHOL BEVERAGE VIOLATION: TRAILS END CAFÉ LLC, d/b/a TRAILS END CAFÉ*

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Select Board:

This memo is submitted to the Select Board in your duly constituted role as the Town of Concord's Local Licensing Authority. The allegations are the result of an investigation initiated after an arrest of a male found to be operating under the influence of alcohol. The investigatory information are documented in Concord Police reports logged as 20-816-AR and Investigative Report 20-3-IV (Criminal case is currently open in the Concord District Court). The following violations are alleged:

- ***Serving an intoxicated person M.G.L. c.138 § 69***
- ***Improper management M.G.L. c 138 § 23***

Allowing the above illegality to take place.

Failure to obey all the laws, rules, and regulations of the Commonwealth ABCC and Concord's Local Licensing Authority (Select Board).

At approximately 1:30PM on January 8, 2020 the Concord Police Department received a report of a vehicle, which had crashed on Lowell Rd. Officer Anthony Salvucci responded to the location and conducted an investigation that resulted in the arrest of the driver for Operating a Motor Vehicle Under the Influence of Alcohol. During the course of his investigation Officer Salvucci learned the male had consumed alcoholic beverages at Trail's End Café, and that the crash had occurred after he had left the establishment.

Detective Keith Harrington conducted a follow-up investigation, and it was determined the male had purchased and consumed two beers. The staff at Trail's End Café were

very cooperative with the investigation. It is believed the male had consumed alcohol prior to arriving at Trail's End Café and that the staff did not recognize the signs of intoxication while serving him.

The management at Trail's End Café stated they are committed to ensuring that steps are taken to increase awareness and training of their staff.

In accordance with the Town of Concord's Alcoholic Beverages Rules and Regulations Section 6. "Violations," I request the Select Board issue a written warning be issued to Trails End Café.

Respectfully,

A handwritten signature in black ink, appearing to read "Joseph F. O'Connor". The signature is fluid and cursive, with a long horizontal stroke at the end.

Joseph F. O'Connor  
Chief of Police

cc: Stephen J. Crane, Town Manager

# **Concord 2025 Executive Committee**

## **Purpose and Duties:**

The year 2025 will mark the 250<sup>th</sup> anniversary of the battles of Lexington and Concord. 2026 will mark the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. To mark these anniversaries, the Town Manager and the Select Board will create the Concord 2025 Executive Committee. The purpose of the Committee is to evaluate and make recommendations as to how the Town should organize for this event and to serve as the Executive Committee to oversee other committees to be created to assist with this effort; and, to oversee activities to be held to commemorate the 250<sup>th</sup> Anniversary of the Battle of Concord and other historical events related to the founding of our Country.

The Executive Committee will also coordinate the Town's events with our sister communities, Minuteman National Historical Park as well as other local, state, regional and federal events.

As part of its duties, the committee shall:

1. develop a comprehensive plan for celebrating and promoting the 250th anniversary of the Battle of Concord;
2. develop a plan for a permanent memorial and recommend its placement;
3. appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appointment members of the Executive Committee and/or other residents of the Town;
4. identify opportunities for individuals or organizations to participate in celebrations of the anniversary;
5. ensure that activities are diversity, inclusiveness, and create opportunity at all levels and activities;
6. shall hold public hearings from time to time in order to gain input from the residents of Concord.
7. shall report their activities to the Select Board on a periodic basis, but no less often than on a quarterly basis.

**Membership:**

**What organizations should be represented: MMNHP, The Museum, the Library, the Umbrella, the Chamber of Commerce, The Concord Business Partnership.**

**Citizens at Large: How many?**

**Town Government representation: who and how many**

**Other Issues:**

**How should fundraising be handle – as part of this committee, a separate committee?**



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, Secretary & CEO  
Jonathan L. Gulliver, Highway Administrator



February 04, 2020

Stephen Crane, Town Manager  
P.O. Box 535  
Concord, MA 01742

Re: Acton - **Concord** - Construction of the Bruce Freeman Rail Trail (BFRT) (Phase 2B)  
Federal Aid No. CMQ-003S(318)X Project File #606223

Dear Manager Crane,

I am pleased to inform you that the construction bid documents for Construction of the Bruce Freeman Rail Trail (BFRT) (Phase 2B) in your community has been completed and bids were solicited on **January 22, 2020**. The Massachusetts Department of Transportation - Highway Division is currently in the process of certifying the low bidder **MIG CORPORATION**.

In general, the project consists of the construction of Phase 2B of the Bruce Freeman Rail Trail. The project begins in the north at the terminus of Phase 2A near Teamworks Acton, continues in a southerly direction approximately 4,675 feet to the northerly terminus of Phase 2C approximately 380 feet north of Commonwealth Avenue. Approximately 1,450 feet of the trail are in Acton and 3,225 feet of the trail are in Concord. The proposed rail trail will run in a north-south direction and crosses over Route 2 just after crossing the Acton/Concord town line and crosses Nashoba Brook just south of Route 2. A proposed culvert crossing under Route 2 is provided for wildlife passage. The project is expected to complete within **880** Calendar Days from receipt of the Notice to Proceed.

The bid package, including the construction plans and specifications are available for review at the District office. I encourage you to take advantage of this opportunity to reacquaint yourself with the project and ask that you share this invitation with the community's emergency services divisions and any other local officials or departments who may have an interest in the matter. If you would like to view this information, please contact Mark Kratman, Assistant District Operations Engineer, at (781) 641-8469 or at [Mark.Kratman@dot.state.ma.us](mailto:Mark.Kratman@dot.state.ma.us). You may also wish to visit [www.massdot.state.ma.us/Highway](http://www.massdot.state.ma.us/Highway) for more information and updates.

I look forward to working with you on this important transportation project. If you have any questions, please feel free to contact me.

Sincerely,

Paul Stedman  
District Highway Director

X-C: Steve Dookran, Town Engineer  
Alan Cathcart, Interim DPW Director  
**Michael Lawson, Chairman Board of Selectmen**  
Honorable Michael J. Barrett, State Senator  
Honorable Tami L. Gouveia, State Representative

**2020 TOWN MEETING  
 SELECT BOARD WARRANT ARTICLES  
 PUBLIC HEARING AGENDA  
 7:00 P.M.  
 FEBRUARY 24, 2020  
 HEARING ROOM  
 22 MONUMENT SQUARE CONCORD, MA 01742**

1. Call to Order
2. Public Hearing: Warrant Articles 1, 2, 13, 15, 16, 31, 40, 45, 46, 47, 48, 49, 50

<b>Article #</b>	<b>Article Name</b>	<b>Presenter</b>	<b>Public Hearing</b>	<b>Page #</b>
1	Choose Town Officers	N/A	SB	1
2	Hear Reports	N/A	SB	1
13	General Bylaw Amendment -- Vote to Adopt Municipal Affordable Housing Trust ByLaws	Select Board Linda Escobedo	SB	14
15	Authorize Special Legislation – Senior Means-Tested Property Tax Exemption	Select Board Reiner Beeuwkes	SB	19
16	Approval of Tax Increment Financing Agreement	Select Board Mike Lawson	SB	19
31	By Petition: Municipal Fleet Electrification Report	Brian Foulds	SB	24
40	General Bylaw Amendment – Fossil Fuel Infrastructure	Select Board MIKE LAWSON	SB	36
45	By Petition: Electronic Recording of Select Board Executive Sessions	Brooks Read	SB	39
46	By Petition: Public Posting of Open Meeting Law Complaints	Brooks Read	SB	40
47	By Petition: Investigation and Amendment to the Town Counsel ByLaw	Brooks Read	SB	40
48	By Petition: Historic Districts ByLaw Nominating Organizations	John Althouse	SB	40
49	Neonicotinoids Prohibition on Town Agricultural Land	Select Board SARAH GRIMWOOD	SB	40
50	Authorize Special Legislation - Additional Liquor Licenses	Select Board Terri Ackerman	SB	41

3. Adjourn