

**TOWN OF CONCORD
SELECT BOARD MEETING
APRIL 10, 2023 | 6:30 PM**

**TOWN HOUSE, 22 MONUMENT SQUARE
Join Zoom Meeting**

<https://us02web.zoom.us/j/86085146060?pwd=ai9TTmQ2UUtyeTQrYlB3SXllykJDZz09>

Meeting ID: 860 8514 6060

Passcode: 740376

Dial In Toll-Free: 833 928 4609

AGENDA

#	Time*	Agenda Item
1.	6:30 PM	Consent Agenda <ul style="list-style-type: none"> • Meeting Minutes: September 27, 2022 • Executive Session Meeting Minutes for release: June 6, 2022, June 13, 2022, June 16, 2022 • One Day Liquor License for All Alcoholic Beverages for Gaining Ground Incorporated at 341 Virginia Road on Thursday, June 8, 2023 from 5:00 PM to 7:00 PM for the June Donor Party • Gift Acceptance from James Terry in the amount of \$100,000.00 to the QCD Gift Account • Proclamation honoring Ken Miller’s commitment to the Concord trail system • Proclamation for Days of Remembrance for the victims of the Holocaust
2.		Town Manager’s Report
3.		Chair’s Report
4.	6:45 PM	250 th American Revolution Anniversary Commission Update from Mike Lawson
5.	7:05 PM	Discuss Minute Man National Historic Park Plans for Old North Bridge Site with Superintendent Simone Monteleone
6.	7:30 PM	Minuteman Tech Update from Superintendent Dr. Kathleen Dawson and Concord Representative to the Minuteman School Committee Steven Ledoux
7.	8:00 PM	Assign Speakers to Annual Town Meeting Warrant Articles
8.	8:30 PM	Schedule May 2023 Select Board Meetings
9.	8:40 PM	Committee Nominations
10.		Committee Appointments <u>Bruce Freeman Rail Trail Advisory Committee:</u> Brian Crouse of 49 Indian Pipe Lane for a term to expire May 31, 2026 <u>Concord Housing Authority:</u> Bernice Fousek of 115 Stow Street at Peter Bulkeley Terrace for a first term as the Tenant Member from May 1, 2023 to May 31, 2028 <u>Diversity, Equity, & Inclusion Commission:</u>

		Robert Munro of 1400 Lowell Road for a second term from May 1, 2023 to May 31, 2026
11.	8:45 PM	Correspondence
12.	8:50 PM	Select Board Liaison Reports
13.	9:00 PM	Public Comment
14.	9:10 PM	Adjournment

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Agricultural Committee – Associate Member
Bruce Freeman Rail Trail Advisory Committee
Cemetery Committee
Commission on Disability
Comprehensive Sustainability and Energy Committee
Concord 2025 Executive Committee
Conservation Restriction Stewardship Committee
Council on Aging
Diversity, Equity, and Inclusion Commission
Financial Audit Advisory Committee
Historic Districts Commission – Associate Member
Municipal Light Board
PEG Access Advisory Committee
Personnel Board
Planning Board
Pollinator Health Advisory Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
Zoning Board of Appeals – Associate Member

**Town of Concord
Select Board
Minutes
September 27, 2022**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a joint meeting with the Concord Public School Committee both via Zoom and in person in Conference Room 4 at Ripley Elementary School at 6:00 PM.

Present were: Matthew Johnson, Chair; Henry Dane, Mary Hartman and Linda Escobedo

Call to Order

Select Board Chair Matthew Johnson called the meeting to order at 6:00 PM.

Joint Meeting with the Concord School Committee – Town Capital Plan

Town Manager Kerry Lafleur led the discussion on the town capital programs. Ms. Lafleur provided an overview of the capital planning process, noting that the town and school work together to create a common set of priorities. Ms. Lafleur stated that there would be a 45-day comment period for community members.

Superintendent of Schools Dr. Laurie Hunter shared the district's appreciation for the Town's support of the middle school project. She also noted that there are no other projects in the pipeline.

Ms. Lafleur stated that TBA Architects assessed the condition of municipal buildings on 14 sites, creating three different scenarios:

- (1) No relocation and internal maintenance costs
- (2) No relation and renovations for long-term usage
- (3) Reconfiguration/relocation options

The following priorities have been identified (with the understanding that the middle school is the highest priority): public works facility, public safety complex, Walden Street complex renovations and the annually recurring need of the maintenance of public works. She reviewed specifics of each priority.

The town has significant high priority capital needs (\$50,000,000.00 to \$100,000,000.00), but Ms. Lafleur noted that voter appetite for additional spending in Fiscal Year 2024 to Fiscal Year 2033 was unknown. She reviewed the tax impact of existing commitments, as well as of the middle school project, noting that each additional \$10,000,000.00 of debt authorization has an estimated impact of approximately \$115.00 per year at median assessed value.

Public Comment

There was no public comment.

Adjournment


Chair Johnson adjourned the meeting.

**Town of Concord
Select Board
Minutes
September 27, 2022**

Meeting Packet: <https://concordma.gov/DocumentCenter/View/38797/Capital-Planning-Forum-09272022-v2>

Meeting Recording: <https://www.youtube.com/watch?v=Qo2xXQM6rPM&t=1900s>

Shannon McAndrew

From: noreply@civicplus.com
Sent: Monday, March 20, 2023 8:47 AM 
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Gaining Ground Inc
Applicant Name	Allison Goodwin
Email Address	office@gainingground.org
Applicant Address	341 Virginia Road
City	Concord
State	MA
Zip Code	01742
Phone Number	9786106086
Name of Event	June Donor Party
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	6/8/2023 5:00 PM
End Time	7:00 PM
Premises to be Licensed	Gaining Ground
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20+

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Allison Goodwin

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and agree to the Town of Concord's TIPS Training Policy as outlined above. Copies of card(s) will be mailed separately to the Town Manager's Office

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attendees under 21 years of age at any event. therefore, this policy must be adhered to for all events. Applicants agree to check the ages of all guests at the door. If a persons under the age of 21 are present, his or her hand shall be stamped to indicate the he/she is underage for the bartender.

I certify that Concord's Under 21 Policy, as outlined above, will be followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

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

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.

Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



ID#: 5681766 Name: DENNIS J FOLEY
Exam Date: 3/21/2022 Expiration Date: 3/21/2025

TIPS® On Premise **CERTIFIED**

Issued: 3/29/2022
ID#: 5681766

Expires: 3/21/2025

DENNIS J FOLEY

For service visit us online at www.gettips.com
TIPS Trainer: Edward Garland, Jr., 38942

MASSACHUSETTS

DRIVER'S LICENSE

NOT FOR FEDERAL ID

USA
DFGL



Dennis J. Foley
REGISTRAR

4a ISS

04/04/2020

4d NUMBER

[REDACTED]

4b EXP

04/07/2025

3 DOB

[REDACTED]

9 CLASS
D

12 REST
NONE

9a END
NONE

1 **FOLEY**
2 DENNIS J
8 [REDACTED]

Dennis J. Foley

[REDACTED]

Carry it with you as proof of your TIPS certification

ID#: 5767804 Name: Frederick Stevenson
Exam Date: 7/15/2022 Expiration Date: 7/15/2025



eTIPS On Premise 3.1

CERTIFIED

Issued: 7/15/2022

Expires: 7/15/2025

ID#: 5767804

Frederick Stevenson



For service visit us online at www.gettips.com

Town of Concord
Finance Department
memorandum

TO: Kerry A. Lafleur, Town Manager
FROM: Gail S. Dowd, Chief Financial Officer
SUBJ: QCD Gift
DATE: April 6, 2023



Please place on the Select Board's agenda the following gift to the QCD Gift Account.

James B Terry Jr.
368 College Road
Concord, MA 01742

\$100,000.00

Account:
0023-122-123-0244-4820-0844
QCD Gift Account

Accepted: _____
Clerk

Date: _____

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

**HONORING KEN MILLER AND HIS COMMITMENT
TO IMPROVING CONCORD TRAILS**

- WHEREAS** Ken Miller was one of the founding members of the Concord Trails Committee in 2007; and
- WHEREAS** Ken was the Concord Trails Committee Chairperson until 2016; and
- WHEREAS** Ken was active in guiding Concord’s trail network into a system of color-coded, blazed, and mapped walking trails through conservation areas; and
- WHEREAS** Ken contributed to the recruitment and deployment of volunteer stewards that initiated continuous vigilance of trail conditions and kept conditions to a more reliable, user-friendly state;

NOW THEREFORE We, as the Select Board of the Town of Concord, Massachusetts, on behalf of Concord’s employees, committees, community partners, and citizens, do hereby recognize Ken Miller for his service to the community for 16 years and for the foundation of a well-managed trail system in use today.

Proclaimed this 10th day of April 2023.



Concord Select Board

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

DAYS OF REMEMBRANCE FOR THE VICTIMS OF THE HOLOCAUST

WHEREAS The Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 - six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS The history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS We the people of Concord should always remember the terrible events of the Holocaust and the genocides in Armenia, Cambodia, Bosnia, Rwanda and Darfur, we all have a duty to use these memories as a catalyst to rid us of racial hatred, intolerance, tyranny, and discrimination; and

WHEREAS We the people of Concord should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS April 18, 2023 has been designated pursuant to an Act of Congress and internationally as a Day of Remembrance for Victims of the Nazi Holocaust known as Yom Hashoah; and

WHEREAS It is appropriate for the people of Concord to join the international commemoration; and

NOW THEREFORE We, the Concord Select Board, call for a memorial service for the victims of the Holocaust to be held at the Concord Town House on Sunday, April 23, 2023 at 7:00 PM and proclaim the week of April 16, 2023 through April 23, 2023 as *Days of Remembrance* for the victims of the Holocaust.

Proclaimed this 10th day of April 2023.

CONCORD SELECT BOARD

TOWN OF CONCORD
Office of the Town Manager

Operational Status Reports & Departmental Updates - Week Ending April 7, 2023.



General Administration

Thomas M. Mulcahy, a 23-year Concord Police Department veteran, has been named Police Chief. Chief Mulcahy was sworn in on Monday, April 3, surrounded by family and colleagues. Chief Mulcahy has served as Interim Police Chief since December, following the retirement of Chief Joseph O'Connor.

Good news: Megan Zammuto our new Deputy Town Manager and Mimi Graney our new Economic Vitality Manager started on April 3rd!

CMLP Celebrates 125th Anniversary. The Concord Municipal Light Plant was established on April 4, 1898. Under the laws of the Commonwealth of Massachusetts, Chapter 370 of the Acts of 1891 allowed a Town like Concord to “engage in the manufacture and distribution of gas and electricity.” Passage required two consecutive town meeting votes in the affirmative by two-thirds of the voters using written or printed ballots.

Patriots Day in Concord, April 8-18 Everything you need to know:

<https://theconcordbridge.org/index.php/2023/04/03/everything-you-need-to-know-about-patriots-day-in-concord-april-8-18/>

Police Department

Activity Log

Log Items	703
Traffic Enforcement	68
Motor Vehicle Stops	94
MV Crashes/Paper Exchanges	15
Arrests	2

Community

Sergeant Michael Bordenca graduated from the two-week Command Training: First Line Supervisors program at Roger Williams University's Justice System Training and Research Institute.

Officers assisted the Nashoba Brooks School with their PTG Fundraising Event.

Officers assisted Emerson Umbrella with their 2023 Artrageous Gala & Auction.

Fire Department

Calls for Service:

The department responded to 79 calls for service during the period. Mutual aid was provided and received on two occasions each.

Training:

For the past couple of weeks, training has included the use of a Southfield Roadhouse slated for demolition. Crews have been able to take advantage of the house to train on roof operations, ventilation, and safe operation of chain saws on roofs.

This type of hands-on training is invaluable, and we appreciate the generosity of the owners and builders that make the properties available to us. In this case thanks to builder Matt Sepe for giving us a couple of weeks to use this property.

Assistant Chief Latta attended a meeting at MassPort with other Hanscom area towns regarding a joint training exercise involving an active threat scenario.



Fire Prevention:

Lt. Nichols attended a conference on Lithium-Ion batteries. Some of the demonstrations showed the off-gassing of the batteries and the dangers of the gases and the destructive power of associated explosions.

April Events:

Concord hosted a meeting last week with representatives from Concord, Bedford, Lexington, and Lincoln Fire and Police agencies along with NPS Chief Ranger Biddle, to finalize planning for the Tough Ruck.

Many thanks to the town's GIS staff who have created detailed maps tailored to our needs for event planning! They are a talented group that really embraces a challenge!

Emergency Management:

Assistant Chief Latta attended the Select Board meeting on Monday night to present the town's most recent Hazard Mitigation plan. Assistant Chief Latta led the effort to update this plan and thanks to the efforts of many other town staff and our contractor, MAPC, the plan was successfully completed. Once complete it was submitted to and approved by FEMA and MEMA, then adopted by the Select Board.

Planning and Land Management

Assabet River Pedestrian Bridge update: On April 4th, the Town Planner, Natural Resources Director, and Assistant Director, CPW Water/Sewer Engineer and the Town's engineering consultants with GPI, Inc. and La Dallman Architects attended a MassDOT site visit for the Assabet River Bridge and Trail in West Concord. There were over 15 representatives from MassDOT, which included the Project Manager, Right-of-way and Environmental Division, Complete Streets Program, Bridge Unit and District 4. A representative from Concord Park-Volunteers of America and the owners of 300-310 Baker Ave. also attended. The group discussed the various complicated permitting steps through MassDOT as the project moves forward with the Bridge Type Selection and the 25% Design.

Department of Public Works

Emerson Park – CCHS Track Shed

Concord Public Works worked with CCHS to install a new track and field equipment shed that has been installed near the tennis courts, adjacent to the track surface. CPW installed a gravel base and timber framing to accommodate the 16x12ft. structure purchased by the CCRHS athletic department and installed by the vendor. The shed will be a permanent replacement for the old Conex box that was placed seasonally in different areas and had been deemed to be unsightly and out of character with this popular park.



Spring Solid Waste and Recycling Subscription Renewal: The Spring Solid Waste and Recycling Subscription period began on April 1st. To ensure there is no interruption in service, customers have been asked to submit payment of either \$161 for Solid Waste and Recycling services or \$81 for Recycling only, for the April 1st, 2023, through September 30th, 2023 subscription period. In addition, if subscribers use barrel stickers, they must purchase the updated barrel sticker for the new subscription period.

Engineering:

- ✦ Right-of-Way Permits – Issuance of permits began on Monday, April 3rd after being closed for winter since November 15, 2022. Eighteen new applications have been received, with the majority of them from National Grid and related to gas leaks.
- ✦ Roadway Pavement Markings – Restriping of the streets within the Patriots Day parade route began on the night of Tuesday, April 4th and will continue for a couple of other nights as weather allows. K5 is the contractor performing the work which includes the painting of crosswalks, stop bars, center lines, edge lines, etc. Concord Police will provide traffic control.
- ✦ Crack Sealing of Roads – The 2023 contract for town-wide crack sealing is out to bid with bids due Friday, April 7th. This contract covers approximately 10 ½ miles of streets and the work will be performed this spring/summer.
- ✦ Monument Square Road Improvements – In preparation for the Town’s 250th celebration, this program is planning to improve the pavement condition in the Monument Square area and possibly incorporate some improvements for pedestrians. CPW staff and engineering consultant, Stantec reviewed the area on Friday, March 31st with staff from other departments and members of the 250th committee members to conceptually discuss the proposed phased plan to rehabilitate Monument Square and nearby sections of Main St, Lexington Road and Walden St.

Recreation

- ✦ The next recreation commission meeting will be 5/4/23 at 9A at the Hunt Recreation Center.
- ✦ Upcoming Recreation Events:
 - 4/7/23 [Egg Hunt](#) @ Emerson Park
 - 5/6/23 [Mermaid Swim](#) @ Beede
 - 5/6/23 [Kite Fest](#) @ Rideout Park
- ✦ The Department hosted two great events in March:
 - Symphony Swim: The Beede Center welcomed two professional Opera singers to the Center for a night of relaxing, adult only swim.
 - Shamrock Ball: Concord Recreation hosted our annual parent-child dance for over 400 couples who enjoyed a night of dancing, raffles, and photos. The event’s raffle money is used to support Concord Recreation scholarships.

We ask all users of Town of Concord Recreation facilities to participate in the Recreation Facilities Strategic Plan by taking our brief, online survey which can be found [here](#). The survey will remain open through April 14, 2023

The Department is in conversation with MOC about how the Department can provide support to the residents living at the new emergency shelter in Town. We are exploring opportunities for children to attend summer camp, afterschool and special events.

Trainings and DEIB/ Inclusion Initiatives:

The Concord Carousel Preschool team is participating in a 5-part program covering DEIB topics relating to working with preschool-aged children.

The Concord Recreation team is exploring *Brain Health Bootcamp*, a training program offered by the Chase Bjork Foundation, for our camp and school year staff.

The Beede General Manager met with CCHS about DEIB involvement in future Beede Special Events. The Center is reaching out to the CCHS Spectrum club to help host the Center's June Pride event.

Aquatic staff participated in an in-service training in March that focused on CPR & AED, the green wristband swim test, and deep-water spinal rescues. In-service training will take place monthly and will be required of all aquatic staff.

Employee of the Month:

Recreation Clerk Susan Ellerkamp



Sue just retired after serving as a committed member of the Recreation team for the last 7 years. Over her time with us, Sue established herself not only as a competent professional, but as an essential team member. We were incredibly proud to have Sue working at our front desk and knew that we were putting our best foot forward, having her as our first point of contact for our customers. She had the ability to connect with every customer whether it be about their dog, kids, work, or hobbies and she remembered those details every time she worked with that customer. Sue made our office environment welcoming. The Department's social planner Sue, never let us miss a team member's birthday and led the charge on getting everyone to pause from daily tasks to enjoy a slice of birthday cake. Sue will be sorely missed but we wish her the best of luck in her retirement. May she have slow restful mornings, lots of midday walks with her new puppy, and endless happiness in the days ahead.

Maureen Taggart Award:

Since 1985, the Maureen Taggart Community Service Award has been presented annually by the Recreation Commission to a high school student, public or private, who is a resident of Concord or Carlisle that has demonstrated a loving and giving spirit through voluntary service in the community. Maureen Taggart was a dedicated Concord Recreation Department employee for many years. She was passionate about giving back to the local community and volunteered frequently. This year's 2023 award is being presented to Christina Crowley.

Christina has been volunteering her time on Sundays to support the Beede Center's adaptive swim program for 7 years. In this capacity, Christina has served as a lead instructor for not only the swimmers, but for the volunteers. What has impressed us most about Christina is her unwavering commitment to seeing her students succeed. In her own words she, "is inspired by these kids and it brings her so much joy to be able to teach them." Teaching children with disabilities is not for everyone; it takes a special, patient soul to do this work. There are challenging behaviors, communication barriers, sensory sensitivities, and mobility challenges but all the while, Christina has stayed with the program. She has dedicated her time and energy to getting to know these swimmers and, in some cases, has grown up beside them. Christina meets each child where they're at and spends hours working to build the skills and trust necessary for them to be safe, confident swimmers. As she prepares to leave for college in the fall, she has worked hard to train the team of volunteers to take over the program, assuring it is a seamless transition for the children and families involved. While Christina says that she is inspired by the swimmers, we, as an organization, are inspired by her.

A feature of this award is that the recipient has the privilege of designating a deserving organization to receive a financial grant in Maureen's name. Christina has chosen [Open Table](#), an organization that is committed to ending hunger in our local community by providing healthy food in ways that respect the dignity and diversity of those served. Congratulations to Christina for this well-deserved honor. We wish her the best of luck at Northeastern University this fall and are so proud to have had her as part of our Beede Center family.



FY23 Concord Town Manager Evaluation Form – DRAFT

A. Achievement of 2022-2023 Town Manager Goals		Completed – beyond expectations	Completed satisfactorily	Incomplete due to extenuating factors	In process, but not completed	Completed unsatisfactorily	Not begun
Organizational Resilience	1. Undertake non-union classification and compensation study						
	2. Develop compensation strategy aligned with FY24 budget planning process and future years						
	3. Analyze employee benefits package to attract and retain qualified personnel						
	4. Review Personal Task Force Report to make recommendations and list next steps						
	5. Develop a compensation and benefits databank of comparable communities						
	6. Fill staff vacancies and review organizational structure to optimize alignment						
	7. Review management reporting structure...						
	8. Develop a long-term plan for training, professional development, and succession planning						
	9. Provide regular in-house training opportunities for employees						
	10. Develop a formal “Remote Work Policy”						
DEIB	11. Review 2021 Leadership Assessment to outline next steps (needs assessment, etc.)						
	12. Conduct a review of internal policies and practices to improve DEI efforts						
	13. Administer the biannual Town Survey with a focus on DEIB objectives						
	14. Develop a DEIB Strategy, including stakeholders, to guide the Town’s future efforts						
	15. Work with DEI Commission to research and implement DEI practices for Town operations						
Governance	16. Evaluate automated agenda management and identify resources to support Town volunteers						
	17. Collect department updates and operations status reports to ensure timely TM Reports						
	18. Coordinate a review of the website to ensure accuracy and meets our needs						
	19. Coordinate a review of Town information to confirm committee information is up to date						
	20. Review liaison assignments, member terms, and vacancies to ensure accuracy with database						
	21. Review board and committee operations; ensure each has a staff liaison; recommend changes						
Finance	22. Plan and allocate FY23 ARPA funds; Include FY24 funds as a budget/capital planning resource						
	23. Develop 5-year Capital Plan						
	24. Review and monitor expenses for legal services and professional consulting						
	25. Develop a Town-wide risk assessment strategy and establish Risk Management Committee						
	26. Conduct a review of the Beede Center						
Regio	27. Identify and negotiate revisions to the Regional Dispatch Center Agreement						
	28. Attend meetings and provide quarterly updates on the Regional Dispatch Center						
Econ	29. Research and report on the potential acquisition of 2229 Main St						
	30. Research strategies, innovations, and staffing models to streamline permitting and regulation						

FY23 Concord Town Manager Evaluation Form – DRAFT

B. General leadership, governance, communications, financial, and management skills		Consistently exceeds expectations	Consistently meets or exceeds expectations	Meets expectations	Needs improvement	Does not meet expectations	Cannot evaluate
Board	1. Interprets, supports, and implements Board policies and directives						
	2. Keeps the Board informed on issues, needs, and operation of Town departments						
	3. Fully informs the Board of the implications of major personnel and program changes						
	4. Advises the Board about the potential impact of government regulations and legislation						
	5. Maintains a professional working relationship with the board based on mutual respect and trust						
Leadership	6. Effectively implements Board policies and relevant Town Meeting decisions						
	7. Responds quickly and decisively to unexpected circumstances						
	8. Identifies innovative solutions and builds consensus while allowing for diverse opinions						
	9. Promotes a positive culture, civil discourse, and professional decorum						
	10. Manages Town affairs in an open, diplomatic, and transparent manner						
Mgmt	11. Develops good staff morale and loyalty to the organization						
	12. Maintains positive working relationships with SMT and staff; coaches and mentors as needed						
	13. Uses best management practices and leverages IT innovations for local government excellence						
Finance	14. Presents budgets to the Select Board in a manner which promotes their full understanding						
	15. Considers input from town officials and constituents when formulating budgets and plans						
	16. Demonstrates thoughtful, creative financial budget management and strategic capital planning						
	17. Provides creative management of available resources to increase productivity and economy						
	18. Maintains confidence of the residents in quality and value of service in relation to taxes paid						
Communications	19. Demonstrates strong public speaking and presentation skills						
	20. Communicates the mission and accomplishments of the Town to staff and community						
	21. Understands the needs and aspirations of the community						
	22. Empowers local government to provide the highest level of service and professional results						
	23. Encourages community involvement of an active, engaged, knowledgeable, and diverse citizenry						
	24. Earns the respect and confidence of the community						
Personal	25. Maintains high standards of ethics, honesty, and integrity in personal and professional matters						
	26. Approachable leader; encourages open communication with staff, the public, and Select Board						
	27. Pays attention to detail and follows through on plans and decisions						
	28. Demonstrates passion, energy, commitment to excellence, and a "can-do" attitude to guide Concord into the next decade						

C. Comments on Performance

D. Overall Rating:

Above Satisfactory

Satisfactory

Needs Improvement

Unsatisfactory

2023 ANNUAL TOWN MEETING

Article #	Article Name	Sponsor	Recommendation of Affirmative Action	Speaker Assignment
1.	Choose Town Officers	Select Board	N/A	
2.	Hear Reports	Select Board	4-0-0	
3.	Meeting Procedure	Finance Committee	4-0-0	
4.	Ratify Personnel Board Classification Actions	Personnel Board	3-0-1	
5.	New Classification & Compensation Plan for Regular-Status Positions	Personnel Board	4-0-0	
6.	Amended Classification & Compensation Plan for Regular-Status Positions	Personnel Board	Article not to be moved	
7.	Use of Free Cash	Finance Committee	4-0-0	
8.	FY23 Budget Line Item Adjustments	Finance Director	N/A	
9.	FY24 Town Budget	Town Manager	4-0-0	
10.	Citizen Petition: DEI Director	Tanya Gailus	Report at Town Meeting	
11.	Capital Improvement and Debt Plan	Town Manager	4-0-0	
12.	OPEB Trust Fund Appropriation	Finance Director	4-0-0	
13.	OPEB Trust Fund Expense	Finance Director	4-0-0	
14.	Appropriation of Opioid Settlement Funds Received from the State Settlement Fund	Finance Director	5-0-0	
15.	Minuteman Regional Technical High School District Budget	Minuteman Regional School Committee	4-0-0	
16.	Concord-Carlisle Regional High School Budget	CCRHS School Committee	4-0-0	
17.	Concord Public Schools Budget	CPS School Committee	3-1-0	
18.	Concord Public Schools Capital Projects	CPS School Committee	4-1-0	
19.	Concord Public Schools Capital Projects – Fields & Landscaping	CPS School Committee	Report at Town Meeting	

Article #	Article Name	Sponsor	Recommendation of Affirmative Action	Speaker Assignment
20.	Appropriation to Middle School Stabilization Fund	Finance Committee	4-0-0	
21.	Light Plan Solar Expansion – Middle School	Town Manager or Light Board	4-0-0	
22.	Citizen Petition: Municipal In-Town Solar Generation Task Force	Dean Banfield	Report at Town Meeting	
23.	Adopt Specialized Stretch Energy Code	Climate Action Advisory Board	4-1-0	
24.	Light Plant Expenditures & Payment in Lieu of Taxes	Town Manager	4-0-0	
25.	Appropriation for 250 th Anniversary Celebration	Select Board	Article not to be moved	
26.	Community Preservation Committee Appropriation Recommendations	Community Preservation Committee	4-0-0	
27.	Community Preservation Act – Rescind and Reappropriate Funds	Community Preservation Committee	4-0-0	
28.	Community Preservation Committee Appropriation Recommendations – Concord Municipal Affordable Housing Trust	Community Preservation Committee	4-0-0	
29.	Transfer of Housing Funds	Select Board	4-0-0	
30.	162 Plainfield Road Easement	Town Manager	5-0-0	
31.	Beede Swim & Fitness Center Enterprise Fund Expenditures	Town Manager	5-0-0	
32.	Demolition Review General Bylaw	Historical Commission	4-0-0	
33.	Zoning Bylaw Amendment – Restaurant -- Prohibited Uses -- Parking	Planning Board	5-0-0	
34.	Zoning Bylaw Amendment – Mobile Food Establishment	Planning Board	Report at Town Meeting	
35.	Zoning Bylaw Amendment – Combined Business/Residence	Planning Board	4-0-1	
36.	Citizen Petition: Update Concord Noise Bylaw	Sven Weber	Article not to be moved	

Article #	Article Name	Sponsor	Recommendation of Affirmative Action	Speaker Assignment
37.	Citizen Petition: Prohibition of Gas-Powered Leaf Blowers	Sven Weber	3-2-0	
38.	Solid Waste Disposal Fund Expenditures	Town Manager	4-0-0	
39.	Sewer System Expenditures	Town Manager	4-0-0	
40.	Sewer Improvement Fund Expenditures	Town Manager	4-0-0	
41.	Water System Expenditures	Town Manager	4-0-0	
42.	Authorize Expenditure from PEG Access & Cable-Related Fund	Town Manager	4-0-0	
43.	Annual Appropriation of Parking Meter Receipts	Town Manager	Report at Town Meeting	
44.	Authorize Expenditure of Revolving Funds Under Mass. Gen. Laws c. 44, § 53E½	Town Manager	4-0-0	
45.	Unpaid Bills	Finance Director	N/A	
46.	Debt Rescission	Finance Director	N/A	

Correspondence Index

Date

1. 4/4/2023
2. 4/3/2023

Author

Ellen Quackenbush
Janet Rothrock

Subject

PCCC Vote
PCCC Parade Criteria

Shannon McAndrew

From: equackenbush206@gmail.com
Sent: Tuesday, April 4, 2023 11:02 AM
To: 'Concord Public Ceremonies and Celebrations Committee'; Shannon McAndrew; Henry Dane
Cc: Diane Proctor; Janet Rothrock; Pamela Talbot; Kate Kavanagh; Janet Lawson
Subject: PCCC vote on ConcordCAN--Charge says Chair can break any tie
Attachments: PCCC Nov 30 2022.pdf; PCCC Dec 19 2022.pdf

To the PCCC,

I apologize for having to leave early during your meeting on March 30th. I left after the Committee voted 4 (yes) and 4 (no) to approve ConcordCAN to march in the 2023 Patriots Day Parade. I heard from folks who stayed until the end of the meeting that Michael Benn took out his copy of Roberts Rules of Order to determine what should happen in the case of a tie vote.

In fact, according to your new Committee charge, Robert Rules of Order do NOT apply in the case of a tie vote.

According to Henry Dane's rewriting of the Committee's charge (see Nov 30 2022 minutes) which was approved (see Dec 19, 2022 minutes), the Acting Chair has the authority to resolve any tie vote:

1. Membership

The Public Ceremonies and Celebrations Committee shall have seven up to eight members appointed by the Board of Selectmen for staggered five-year terms. (To be approved at the ~~1983~~ 2023 Town Meeting.) The acting Chair of the Committee shall have the authority to resolve any tie vote.

Hence, I think Susan McCrory has the authority to break the tie in your next meeting. If not all members of the Committee agree, I suggest that you refer this matter to the Select Board, which is the appointing body for the PCCC.

Regards,
Ellen Quackenbush
206 Prairie St

PS—Shannon can you kindly confirm that you got this email and will include it in the Select Board packet for their meeting on April 10th?

Shannon McAndrew

From: Janet Rothrock <jrothrock@hyraxes.com>
Sent: Monday, April 3, 2023 10:11 PM
To: Shannon McAndrew
Subject: Letter Re: Public Ceremonies and Celebrations Committee

You don't often get email from jrothrock@hyraxes.com. [Learn why this is important](#)

A Solution in Search of a Problem

The Public Ceremonies and Celebrations Committee has new criteria to determine what groups can march in the Patriots Day parade. Where did these criteria come from? They disallow suitable civic groups and all but invite unsuitable groups.

They are arbitrary, internally inconsistent, and gives the PCCC no latitude for discretion.

The Committee's website says, "The theme and purpose of the Patriots' Day parade is to commemorate the events that took place in Concord on April 19, 1775, the beginning of a war in which former British subjects fought and died to give us the gift of the freedom and independence we enjoy today."

The PCCC interprets this arbitrarily by permitting only marching bands, re-enactors of various wars, service and youth organizations, Concord boards and committees, etc. They could have interpreted the criteria to allow participation by groups that exemplify the "freedom and independence we enjoy today" such as ConcordCAN, the Sunshine Movement, Reclaim Our Democracy, 350.org, and Concord Indivisible which have all marched in the past as well as Concord for Ukraine who applied this year.

The criteria are internally inconsistent. Why are the Girl Scouts who have nothing to do with the events of 1775 allowed to march? Similarly, the Concord Municipal Light Plant is permitted to march but we weren't even using electricity in 1775. These groups should march because they exemplify civic engagement. (Full

disclosure: I was a Girl Scout leader for 18 girl-years and my girls marched in the Patriots Day parade.)+

The PCCC should have a provision allowing it to judge the merits of groups that are not explicitly named in the criteria because it is impossible to set up a criterion for every possible group that might apply. For example, if the PCCC is trying to prevent white nationalist groups from participating, there is nothing in the criteria that accomplishes that. In fact, criterion 11, " ORGANIZED RE-ENACTOR UNITS REPRESENTING THE AMERICAN REVOLUTION AND CIVIL WAR, AND PARTICIPATION IN WWI AND WWII, ETC." seems to invite Confederate flags. (Yes, their criteria are all in caps.)

The Patriots Day parade belongs to each of us. It is a celebration of the fruits of freedom hard fought in 1775 and throughout the Revolution. We express that freedom in our civic organizations and in our civic discourse that knit together our social fabric. ConcordCAN exemplifies the civic discourse that the events of 1775 made possible. The patriots of 1775 would be appalled by the exclusion of ConcordCAN, which as I write this, is still not allowed to march.

The PCCC allowed cursory public comment after the current criteria were written but it should start anew and develop more inclusive criteria that protect our parade in a series of open meetings with real public input.

Janet Rothrock

618 Annursnac Hill Rd

PUBLIC CEREMONIES AND CELEBRATIONS COMMITTEE CHARGE

1. Membership

The Public Ceremonies and Celebrations Committee shall have nine regular voting members appointed by the Select Board for staggered five-year terms as determined by the Select Board upon appointment. Unless such requirement is waived by the Select Board at the time of appointment, at least two members of the Committee at any given time shall be veterans of U.S. military service.

The membership of the Committee may be increased with up to five (5) non-voting Associate Members appointed by the Select Board at the request of the Committee for the purpose of assisting the Committee in the planning and implementation of such special events for which they may have been appointed. Associate Members may be either former Committee members or residents at large, and, unless otherwise specified in connection with their appointment, their term shall expire sixty (60) days following the conclusion of the event or completion of the duties for which they have been appointed..

2. Duties and Responsibilities

- a. Annual Events: Subject to the direction and approval of the Select Board, to organize and direct the public ceremonies held in the Town or in which the Town participates including those in observance of Concord's Honored Citizen Day, Meriam's Corner Exercises, Patriots' Day, Dawn Salute, Memorial Day, and Veteran's Day, the Parade in connection with the December Tree Lighting Ceremony.
- b. Special Events: with reference to other Town-sponsored ceremonies and celebrations of major importance as designated by the Select Board, the Board, after consulting with the Committee, shall determine the need for appointing an *ad hoc* committee to plan and direct the particular event and determine the composition of such committee; and where appropriate, one or more members of the Committee shall be chosen to serve on the *ad hoc* committee. If action of the Town Meeting is deemed necessary, the conduct of such special events shall be in accordance with the Town Meeting Vote.
- c. Other Events: All groups, organizations or individuals seeking to hold celebrations involving Town property shall seek approval of the Select Board through the Town Manager's office. Whenever approval is granted, communication of the plans for each celebration shall be forwarded in writing to the Committee; in addition, a spokesperson for the sponsoring group will be welcomed at a Committee meeting if scheduled in advance with the Chair. Such communications are for informational purposes only unless some other course of action is requested by the Select Board.

Approved by Board of Selectmen November 8, 1982
Amended July 19, 1999
Amended December 19, 2022

- d. The Committee shall be responsible for coordination, through the office of the Town Manager, with the Police and Fire Departments and other appropriate departments and agencies of the Town in the preparation and carrying out of annual or public celebrations and ceremonies, including cooperation with the Police Department in preparing and updating a police procedural manual for annual public events. Similar coordination when required with other towns will be made directly by the Committee.
- e. The Committee shall encourage and promote the active participation of civic, religious, and military organizations and interested citizens in public events.
- f. The Committee shall arrange for appropriate publicity for all events in the Town for which the Committee has responsibility.
- g. The Committee shall be familiar with and take advantage of any private or public donations available for the Town's public ceremonies and celebrations.
- h. The Committee shall develop the annual budget and submit it to the Town Manager.
- i. The Committee shall review all warrants for payment before referral to the Assistant Town Manager.

3. Other Considerations

The Public Ceremonies and Celebrations Committee is responsible for conducting its activities in a manner which is in compliance with the provisions of the Open Meeting Law, the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

Public Ceremonies and Celebrations Committee Minutes

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Public Ceremonies and Celebrations Committee was held at the Town Administrative Building on November 30, 2022, at 08:00 AM.

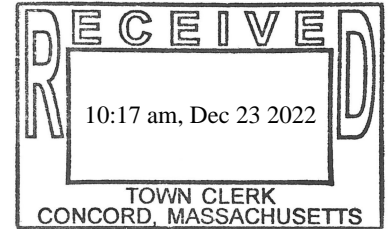
Attendees

Present: Rob Norton, Mike Benn, Susan Spinale McCrory, Nancy Crowley, Alyssa Erhartic, Tim Taylor

Excused: N/A

Call to Order

Chair Rob Norton called the meeting to order at 08:05 AM.



New Business

- 1) Expense Review & Approval:
 - a. Motion to approve Nancy Crowley's purchase up to \$161.23 for 2 committee jackets
- 2) Review and Approve Minutes from Previous Meeting:
 - a. Motion to approve minutes for 10/21/2022 and 11/21/2022
- 3) Charge and Charter Review:
 - a. The committee discussed/proposed changes to the charge document as requested by Henry Dane (see attached)
- 4) New Business:
 - a. Reviewed day of logistics for Tree Lighting Event
 - i. Meet at 4 PM at the Concord Recreation Department
 - b. 2023 Spring Events
 - i. Honored Citizen
 1. Nancy to confirm Town Hall availability for event
 2. Sue to work on press release
 3. Alyssa to post updated nomination form to Town website
 4. Names should be updated on plaque in Town Hall prior to event
 - ii. Patriot's Day Parade
 1. Robert Norton to review/"scrub" the invitee list with Julissica Navarro-Norton, Ron Holsinger, Matt Johnson and Henry Dane
 2. Robert Norton to confirm budget with Henry Dane and Town Manager for the PCCC
- 5) Public Comment
- 6) Schedule the next meeting:
 - i. Thursday, January 5th from 8:00 – 9:00 AM

Meeting Adjourned

Rob Norton adjourned the meeting at 10:00 AM

Meeting Materials: https://concordma.gov/AgendaCenter/ViewFile/Agenda/_11302022-10221 and the revised charge.

Public Ceremonies and Celebrations Committee Minutes

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Public Ceremonies and Celebrations Committee was held at the Town Administrative Building on December 19, 2022, at 02:00 PM.

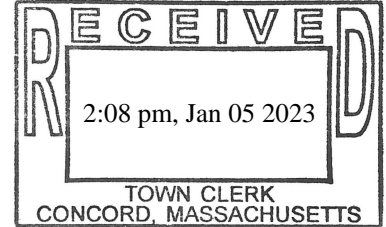
Attendees

Present: Rob Norton, Mike Benn, Susan Spinale McCrory, Nancy Crowley, Alyssa Erhartic, Tim Taylor

Excused: N/A

Call to Order

Chair Rob Norton called the meeting to order at 02:00 PM.



New Business

- 1) Budget:
 - a. Rob Norton confirmed 45K budget.
 - b. ACTION: Rob Norton to send excel spreadsheet of budget to PCCC team members and confirm the committee budget process with Kerry Lafleur.
- 2) Review and Approve Minutes from Previous Meeting:
 - a. Motion to approve minutes for 11/30/2022.
- 3) Review Charge:
 - a. The committee reviewed, discussed, and approved the proposed changes to the charge document as requested by Henry Dane.
- 3) Public Comment

Meeting Adjourned

Rob Norton adjourned the meeting at 03:15 PM

Meeting Materials: https://www.concordma.gov/AgendaCenter/ViewFile/Agenda/_12192022-10291