



OLD NORTH BRIDGE

**TOWN OF CONCORD**

TOWN HOUSE - P.O. BOX 535  
 CONCORD, MASSACHUSETTS 01742

**Select Board Agenda**

June 26, 2023 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

*(Revised June 21, 2023)*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84174953733?pwd=d3JsQTA3VWoxdmxPOFJkMmJQVzVCZz09>

**Meeting ID:** 841 7495 3733

**Passcode:** 291385

**Dial In Toll-Free:** 833-928-4610

#	Time*	Agenda Item
I.	6:00 PM	Public Comment: Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.
II.	6:15 PM	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>a. Meeting Minutes: January 9, 2023; March 20, 2023; June 7, 2023</li> <li>b. One Day Liquor Licenses:               <ul style="list-style-type: none"> <li>i. Retroactive approval for Wines and Malt Beverages Only for Jennifer Verrill of Verrill Farm &amp; Jon Gilman of True West Brewery for Grill Out on the Farm” on Sunday, June 25, 2023 from 5:30 PM to 8:30 PM at Verrill Farm, 11 Wheeler Road</li> </ul> </li> <li>c. Town Accountant Warrant: June 1, 2023; June 8, 2023; June 15, 2023</li> <li>d. Committee Nominations               <ul style="list-style-type: none"> <li>i. Holly LeGault of 242 Monsen Road for a term to expire May 31, 2026 to the Public Ceremonies and Celebrations Committee</li> <li>ii. Dean Banfield of 73 Walden Terrace, Stephen Newbold of 124 Hillcrest Road, Charles Parker of 105 Chestnut Street, Wendy Rovelli of 42 Bow Street, and Philippe Villers of 20 Whits End Road for a term to expire April 30, 2024 or at the completion of their work to the Solar Implementation Task Force</li> <li>iii. Sue Beck of 190 Prairie Street to the West Concord Junction Cultural District Committee for a term to expire May 31, 2026</li> <li>iv. James Vahey of 1544 Main Street to complete an unexpired term to expire on May 31, 2025, Pamela Ressler of 15 Partridge Lane to complete an unexpired term to expire May 31, 2026, Dee Clarke of 28 Concord Greene, Unit 3 as an Associate Member for a term to expire May 31, 2026 to the Library Committee</li> </ul> </li> </ul>

III.	6:20 PM	<p>Committee Appointments – Select Board Appointments</p> <ul style="list-style-type: none"> <li>a. Sue Lachance of 18 Studley Court for a term to expire May 31, 2026 to the West Concord Junction Cultural District Committee</li> <li>b. Reappoint Remon Karian of 24 Walden Street, Mark Martines of 66 Alford Circle, Jen McGonigle of 31 Highland Street, Stephen Verrill of 415 Wheeler Road, and Beth Williams, Economic Vitality and Tourism Manager for terms to expire May 31, 2026 to the Economic Vitality Committee</li> </ul> <p>Town Staff Appointments – Select Board Appointments</p> <ul style="list-style-type: none"> <li>a. Mary Barrett as the Town Accountant for a term to expire May 31, 2024</li> </ul> <p>Committee Appointments – Town Manger Appointment with Select Board Approval</p> <ul style="list-style-type: none"> <li>a. Nancy Fresella-Lee of 140 Walden Street for a term to expire May 31, 2026 as a Full Member to the Historical Commission</li> </ul>
IV.	6:25 PM	Town Manager’s Report
V.	6:35 PM	Select Board Liaison Reports
VI.	6:45 PM	<p>Vote Approval of 2024 Annual Town Meeting Calendar</p> <p>Presenter: Carmin Reiss, Town Moderator</p>
VII.	6:55 PM	<p>Vote Approval of the acceptance of Chapter 269 of the Acts of 2022 – An Act Relative to Cost-of-Living Adjustments for Retirees</p> <p>Presenter: Gail Dowd, Chief Financial Officer</p>
VIII.	7:00 PM	<p>Vote Approval of a Bond Anticipation Note for the Purchase of the Assabet Bluff Property</p> <p>Presenter: Gail Dowd, Chief Financial Officer</p>
IX.	7:10 PM	<p>Update on the Acton-Concord Regional Emergency Communications Center</p> <p>Presenter: Kerry Lafleur, Town Manager</p>
X.	7:50 PM	<p>Vote Approval of Solar Implementation Task Force Charge</p> <p>Presenter: Mary Hartman, Select Board</p>
XI.	8:00 PM	<p>Update on Letter regarding the Hanscom North Airfield Hangar Expansion Project</p> <p>Presenter: Terri Ackerman, Select Board</p>
XII.	8:10 PM	<p>Statement on the MBTA Quiet Zone</p> <p>Presenter: Chair Henry Dane, Select Board</p>

XIII.	8:15 PM	Update Select Board Correspondence Policy  Presenter: Chair Henry Dane, Select Board
XIV.	8:25 PM	Adjournment

*\*Times are approximate and subject to change*

<b>Upcoming Meetings:</b>		
Monday, July 10, 2023	Monday, July 24, 2023	Monday, August 7, 2023



The Town of Concord endeavors to make public meetings accessible to all members of the community. To request a meeting accommodation or modification, please contact our ADA Coordinator Megan Zammuto, [mzammuto@concordma.gov](mailto:mzammuto@concordma.gov) or 978-318-3006. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled.

**Town of Concord  
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January 9, 2023**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in-person at 22 Monument Square on the 2<sup>nd</sup> floor in the Select Board Room and via Zoom at 5:30 PM on January 9, 2023.

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

**Call to Order**

Select Board Chair Matthew Johnson called the meeting to order at 5:30 PM.

**Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation regarding Estabrook Road**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to enter an Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation regarding Estabrook Road (Town of Concord v. Rasmussen et al.), as the chair declares that an open meeting may have a detrimental effect on the litigating position of the Town and for Open Session to resume at 6:30 PM.

**Roll Call Vote:**

Chair Johnson – Aye  
Ms. Ackerman – Aye  
Mr. Dane – Aye  
Ms. Escobedo – Aye  
Ms. Hartman – Aye

**Estabrook Road Legal Update and Trail Signage**

Chair Johnson noted that the Select Board discussed potential signage during the Executive Session for Estabrook Road and would like to reach out to the defendants to discuss implementation of signage and other aspects of the court ruling.

**Consent Agenda**

- Meeting Minutes for Approval
  - October 4, 2021
  - October 15, 2021
  - February 14, 2022
  - March 7, 2022
  - March 14, 2022
  - March 28, 2022
  
- Executive Session Meeting Minutes for Approval but Not to Release
  - August 8, 2022
  - August 15, 2022

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- Late License Renewals
  - Sabune Winkler, Tour Guide
  - Taunya Wolfe Finn, Tour Guide
- Gift Acceptances
  - For the Council on Aging in the amount of \$17,945.00 by the Concord-Carlisle Community Chest
  - For the Concord-Carlisle Regional School District Field Maintenance Account in the amount of \$50,000.00 by the Friends of Concord-Carlisle Fields
- Town Accountant Warrants for Approval
  - December 22, 2022
  - January 5, 2022

Ms. Ackerman noted a typo in the February 14, 2022 meeting minutes.

Ms. Escobedo noted that a Roll Call Vote should be added for the Executive Session in the October 4, 2021, October 15, 2021, and March 7, 2022 meeting minutes.

Mr. Dane noted a correction to the reference of parcel types in the March 7, 2022 meeting minutes and that the legislative chapters should be capitalized in the March 28, 2022 meeting minutes.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the discussed amendments to the meeting minutes for October 4, 2021, October 15, 2021, February 14, 2022, March 7, 2022, and March 28, 2022 meeting minutes.

### **Town Manager's Report**

Town Manager Kerry Lafleur reported on several matters pertaining to the Special Town Election to take place on February 16, 2023, that Chief Joseph O'Connor officially retired from the Police Department on December 22, 2022, and highlighted several Recreation Department events. The full Weekly Operations Report for the week ending January 6, 2023 can be viewed [here](#).

### **Chair's Report**

Chair Johnson reported that Special Town Meeting will be held next Thursday, January 19, 2023.

Ms. Ackerman asked if the Moderator will be implementing any COVID-19 precautionary measures.

Chair Johnson noted that there will be different requirements for the gymnasium and the auditorium.

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Conservation Restriction – Ralph Waldo Emerson Homestead**

Delia Kaye, Natural Resources Director, appeared before the Select Board to present a Conservation Restriction granted by the Ralph Waldo Emerson Memorial Association for a 0.68 portion of a parcel of land at 18-28 Cambridge Turnpike. Ms. Kaye noted that the Natural Resources Commission unanimously voted to accept the Conservation Restriction and recommend the Select Board's approval.

Ms. Hartman noted that when the appropriation was allocated at the 2021 Town Meeting, the graphics that were used gave the impression that the appropriation was also going to be for building maintenance.

Mr. Dane asked how the price was decided.

Ms. Kaye responded that it was the assessed value of that portion of the land which is a buildable lot, with 120 feet of frontage and 40,000 square feet of area.

Mr. Dane asked if the agreement had been reviewed by Town Counsel.

Ms. Kaye responded that it has.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve a Conservation Restriction and Easement over a 0.68-acre portion of a 3.6-acre parcel of land at 18 and 28 Cambridge Turnpike, shown as C.R. Area on a Conservation Restriction Plan of Land prepared by Stamski and McNary, Inc., dated March 7, 2022, granted by the Ralph Waldo Emerson Memorial Association on December 21, 2022 to the Town of Concord, acting by and through its Natural Resources Commission, pursuant to Massachusetts General Laws, Sections 31 through 33 of Chapter 184.

**Departmental Update – Concord Municipal Light Plant**

Dave Wood, Director of the Concord Municipal Light Plant and Laura Scott, Power and Rate Supply Administrator at Concord Municipal Light Plant appeared before the Select Board to provide a departmental update.

Ms. Scott began with an update on the power supply, which is the largest expense for the Light Plant, with a projected \$38,000,000.00 budget for 2023. The material covered by Ms. Scott can be viewed on the Light Plant's webpage [here](#).

Ms. Ackerman noted that she is happy to hear that the Municipal Light Board will be holding public meetings regarding the use of nuclear energy.

Ms. Escobedo asked if the public meeting being referred to is what is on the Municipal Light Board's agenda for this Wednesday, January 11, 2023.

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Mr. Wood responded no, that this public meeting will likely be held down the line and also as an evening meeting.

Ms. Hartman asked a question regarding the passage of solar on municipal land that was approved at the 2022 Town Meeting.

Mr. Wood responded that an outline for this has been made and can be viewed on the Light Plant's webpage [here](#).

Ms. Hartman asked if there is a timeline for the compiling of a final plan.

Mr. Wood responded that the timeline will not be finalized until they have received feedback on the outline.

Ms. Scott noted that there are also challenges with finding enough land at this point.

Brian Foulds of 33 Riverdale Road, Chair of the Municipal Light Board, appeared before the Select Board to comment on the tiered rate system and note that the Board is looking to encourage users to use more electricity rather than emitting transportable fuel sources.

Dean Banfield of 73 Walden Terrace appeared before the Select Board and commented on a Citizen Petition – Municipal In-Town Solar Generation Task Force proposed by himself for Annual Town Meeting.

Pamela Dritt of 13 Concord Greene appeared before the Select Board and commented that she does not think that incentives should only be granted for customers that use all electric sources and that the tiered rate system should remain in place for regular customers.

**Review and Order Annual Town Meeting Warrant Articles**

Carmin Reiss, Town Moderator, appeared before the Select Board to discuss the order of the Annual Town Meeting warrant.

Chair Johnson presented a draft order of the warrant articles. Chair Johnson suggested that Citizen Petition – DEI Director be moved up in order to be closer to the personnel and budgetary articles. Chair Johnson then moved to the school related articles, suggesting that the Minuteman Regional Technical High School District Budget be the first in the group, as the Minuteman Technical personnel are typically from other towns and have to accommodate several towns' Town Meetings. Chair Johnson continued and noted that Keith Bergman, Chair of the Concord Municipal Affordable Housing Trust asked that the Affordable Housing Trust articles be grouped together, and to do so, would have to be placed following the Community Preservation Committee appropriation articles. Chair Johnson then noted that he grouped together three energy related articles.

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Ms. Hartman suggested that the article, Light Plant Solar Expansion – Middle School, be grouped with the other school related articles.

The Select Board concurred that all Concord Municipal Light Plant related articles would be ordered following the school related articles.

Ms. Hartman suggested that the Beede Swim and Fitness Center Enterprise Fund Expenditures be moved up in the order.

The Select Board concurred that the Beede Swim and Fitness Center Enterprise Fund Expenditures article would be moved up to before the Demolition Review Bylaw article.

Ms. Reiss noted of the COVID-19 precautionary measures to be in place at Special Town Meeting on Thursday, January 19, 2023, in which both the gymnasium and auditorium will be open from the start with the gymnasium being a mask optional space and the auditorium being a mask required space, and that the Town Clerks Office will have two separate check-in areas for this purpose.

**Review and Approve Select Board Annual Town Report Submission**

Chair Johnson opened the discussion on the draft version of the Select Board Annual Town Report submission, included in the Select Board meeting packet.

Ms. Hartman suggested that “Town-wide Recreation facilities” be added to the first paragraph under the heading “Select Board Goals and Initiatives”.

Ms. Escobedo suggest that “the Division of Planning and Land Management” be added to the 9<sup>th</sup> bullet point on page 2 regarding the conceptual redesign of Junction Park.

Ms. Hartman suggested that “diversity, equity, and inclusion” be struck from the first paragraph under the heading “Select Board Goals and Initiatives”, as she explained that the Select Board will be accomplishing more with this initiative in the 2023 calendar year.

**Committee Nominations**

Ms. Ackerman confirmed the following nomination:

- Julie McClure of 2128 Main Street for a term to expire May 31, 2026 to the Concord Housing Development Corporation

**Committee Appointments**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Nicole Hammond of 76 Prairie Street for a term to expire April 30, 2025 to the West Concord Advisory Committee; to appoint Timothy Taylor of 14 Concord Greene, Unit 8 for a term to expire May 31, 2024 to the Public Ceremonies and

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Celebrations Committee; and to appoint Walter Clay of 675 Sudbury Road as an Associate Member to represent the Planning Board for a term to expire January 1, 2024, Katherine Mast of 66 Blue Jay Drive as a Member to represent the Concord Free Public Library for a term to expire January 1, 2028, William Huyett of 1123 Monument Street as an Associate Member to represent the Concord Free Public Library for a term to expire January 1, 2028 to the Historic Districts Commission.

**Correspondence**

There was no correspondence in the Select Board meeting packet.

**Select Board Liaison Reports**

Chair Johnson reported on:

- School Committee – Attended public hearings for the Concord Public School and Regional School District budgets. Discussion on the Concord Middle School Building Project warrant article for Special Town Meeting. Approved the Capital Plan. There was also a fantastic video presentation regarding artwork created by Concord-Carlisle High School students.
- Pollinator Health Advisory Committee – Discussed three possible paths forward for the Committee:
  - o Amend the Committee charge to focus more on communication/outreach
  - o The Committee becomes a Biodiversity Subcommittee of the Natural Resources Commission
  - o Disbanding the Committee to become a community group, no longer being subject to Open Meeting Law, quorum requirements, etc.
- Meeting with the Chairs of the Comprehensive Energy and Sustainability Committee and Climate Action Advisory Board – Discussed a joint, united sustainability committee moving forward

Ms. Ackerman reported on:

- Acton-Concord RECC – Consultant estimates are about 20% along, though plans are going to pick up the pace quickly in 2023, as they are interviewing candidates for the Director currently
- Bruce Freeman Rail Trail Advisory Committee – Vacancies on the committee
- PEG Access Advisory Committee – Timeline with the consultant through August, and there are going to be focus groups conducted in May regarding the Comcast Franchise Contract Renewal. The Committee Chair and consultant will present to the Select Board in February
- Personnel Board – Board was not able to meet the warrant deadline for Annual Town Meeting for the new classification and compensation study, so there will be two articles in which only one article will be moved at Annual Town Meeting. Board is beginning to work on an updated charge and then will work on updating the bylaws.
- Transportation Advisory Committee – New Chair, Laura Davis and there are two vacancies on the Committee. Working on an RFQ for a comprehensive investigation of

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transportation in Town and developing a roadmap for this plan. Transportation Planner Erin Stevens has received a grant for the installation of sidewalk “bump-outs” which make it easier for drivers to see pedestrians at a crosswalk, which are to be installed at Main Street and Walden Street

Mr. Dane reported on:

- Public Ceremonies and Celebrations Committee – Two new members of the Committee that he recruited. Beginning to work on planning for the Patriots Day Parade.
- Historic Districts Commission – Three new members were appointed this evening that he vetted.
- Concord 2025 Executive Committee – Working on the budget and working with a subcommittee on communications, such as by creating a website, creating an event calendar, and creating a brand/logo.

Ms. Escobedo reported on:

- Affordable Housing Trust – Finalizing warrant articles for Special Town Meeting
- Concord Housing Authority – Received a great Performance Management Review from the state. Working with the Police Department to investigate fraudulent checks that were cashed from the CHA.
  - o Ms. Lafleur noted that most of the funds that were taken from the CHA have already been restored.
- Community Preservation Committee – Prepared their final warrant articles for Annual Town Meeting
- Planning Board – Took action on two projects with recommendations to the Zoning Board of Appeals, including the Concord Center for Visual Arts undergoing a major construction project

Ms. Hartman reported on:

- Recreation Commission – Discussed the possibility of the Recreation Director presenting an update to the Select Board on the Beede Center and that Jack and Di Clymer are donating a painting for the Beede Center
- White Pond Task Force – Held their kick-off meeting

**Public Comment**

The following residents appeared before the Select Board and voiced concern regarding the litigation at 615 Lowell Road and the new application being heard by the Historic Districts Commission submitted by the same applicant involved in the litigation:

- Rich Santoro of 625 Lowell Road
- Fiona Fitzgerald of 150 Barretts Mill Road
- Paul Van Der Wanssem of 597 Lowell Road
- Nancy Traversy of 8 Barretts Mill Road

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- Kelly Crozier of 108 Barretts Mill Road

Lansing Old of 607 Lowell Road appeared before the Select Board and asked for clarification regarding the decision on Estabrook Road.

Tanya Gailus of 62 Prescott Road appeared before the Select Board and comments on the 2025 Executive Committee's upcoming activities and asked that the grant application that is circulating through subcommittees be made available to the public so greater participation.

**Adjournment**

Chair Johnson adjourned the meeting.

**Meeting Materials:**

[Select Board Meeting Packet for January 9th](#)

[Select Board Meeting Recording for January 9th](#)

DRAFT

**Town of Concord  
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March 20, 2023**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both via Zoom and in person at 22 Monument Square on March 20, 2023 at 6:30 PM.

Present were: Matthew Johnson, Chair; Terri Ackerman, Clerk; Henry Dane, and Mary Hartman

**Call to Order**

Select Board Chair Matthew Johnson called the meeting to order at 6:30 PM.

**Consent Agenda**

- Meeting Minutes: March 6, 2023
- Town Accountant Warrant: March 9, 2023, March 16, 2023
- Gift Acceptance of a variety of tools donated by Concord Lumber to the Concord Fire Department which are valued at \$1,762.24
- One Day Entertainment License for West Village Tavern at 13 Commonwealth Avenue from 5:00 PM to 7:00 PM on Friday, March 17, 2023 – Retroactive Granting of License
- Amendment of the Concord 2025 Executive Committee Charge

Ms. Hartman noted an amendment for the March 6, 2023 meeting minutes on page 2.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the amendment of the March 6, 2023 meeting minutes.

**Chair's Report**

Chair Johnson reported on the recent judicial decision regarding the “right to be rude” and though it cannot be required, requests civility during public meetings.

**Common Carrier and Livery/Taxi Cab License Renewal  
for Joseph's Transportation of 44 James Street, Medford, MA 02155**

Chair Johnson opened the discussion on the application for a Common Carrier and Livery License renewal for Joseph's Transportation of 44 James Street, Medford, MA 02155.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the application for a Common Carrier and Livery license for Joseph's Transportation of 44 James Street, Medford, MA 02155.

**Public Hearing continued from March 6, 2023 for  
Grant of Location Requests from Comcast of Massachusetts**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to open the Public Hearing.

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Chair Johnson noted that Greg Franks of Comcast of Massachusetts has withdrawn the remaining Grant of Location Requests.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to close the Public Hearing.

**Affordable Housing Strategy and MBTA Housing Update with Marcia Rasmussen,  
Director of Planning and Land Management, Liz Rust, Director of the Regional Housing  
Services Office, and Keith Bergman, Chair of the Affordable Housing Trust**

Chair Johnson opened the discussion on affordable housing with Marcia Rasmussen, Director of Planning and Land Management, Liz Rust, Director of the Regional Housing Services Office, Keith Bergman, Chair of the Concord Municipal Affordable Housing Trust, and Lee Smith, Chair of the Concord Housing Development Corporation.

Mr. Bergman noted that the affordable housing stakeholders and the Select Board had stated that once the Housing Production Plan was approved, that they would work together to implement the plan. Mr. Bergman added that there will be a Housing Roundtable discussion held at the Harvey Wheeler Center on Wednesday, April 12, 2023 at 7:00 PM which explicitly invites the Select Board, Planning Board, and Community Preservation Committee to participate, along with the various housing groups in Town.

Ms. Ackerman responded that she is pleased that the housing stakeholders are involving the Select Board in their planning processes.

Chair Johnson reviewed the housing strategies matrix included in the Select Board meeting packet on page 33. Chair Johnson asked if the Select Board feels that they should also take a leadership role in implementing the Specialized Stretch Energy Code.

Ms. Rasmussen added that she and Mr. Bergman have attended workshops where she has learned of affordable housing projects that are leading the way to sustainable building.

Ms. Ackerman asked how the Select Board can contribute to achieve affordable housing goals.

Chair Johnson responded that he believes that the Select Board's role in this case is policy-setting, such as what the Board's preference is, while the Planning Board is more involved with the implementation of goals.

Ms. Hartman commented that it is her preference that affordable housing be built with all electric energy.

Ms. Rust added that bringing a warrant article to Annual Town Meeting is one aspect of policy-setting, but that the second part would be for the Board to be open to any additional costs or premium for that affordable housing.

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Ms. Hartman asked if affordable housing is exempt from the Specialized Stretch Energy Code warrant article that has been put forth for Annual Town Meeting.

Chair Johnson responded that he believes affordable housing is exempt from the Fossil Fuel-Free Infrastructure pilot project, but likely not from the Specialized Stretch Energy Code, as it is related to building code. Chair Johnson noted that the Town Manager has allocated \$75,000.00 in the budget that could be used for a DEI consultant. Chair Johnson asked if the DEI Commission should be taking the lead on item 9, enhance DEI in planning and zoning.

Ms. Rust added that this item encompasses all aspects of fair housing. Ms. Rust noted that this does not necessarily have to do with the availability of affordable housing. Ms. Rust added that she would suggest that Town staff and the Planning Board be added to the matrix.

Ms. Hartman noted that all the boxes on the matrix should be part of the Select Board goals for next year and that the Board may not be ready to commit to the goals at this time.

Ms. Ackerman asked what more can the Select Board do to support the Regional Housing Services Office.

Ms. Rust responded that the Board does not need to do anything different, but it is rather an ask for the Board's continued support.

Ms. Hartman noted that since the Town Manager's Office plays a role in the support of the RHSO, Town staff should also be added to this item.

Chair Johnson noted that the Town currently is not able to drive the proposals to build affordable housing. Chair Johnson noted that item 19, explore sewer, other infrastructure will be very important to affordable housing development.

Ms. Hartman added that Town staff should also be added to item 19.

Chair Johnson asked that the discussion shift to opportunities for affordable housing.

Ms. Rasmussen noted that the Citizens Housing and Planning Association (CHAPA) has provided the Town with funding to assist the Town with the public outreach. Ms. Rasmussen continued that the Massachusetts Housing Partnership has also informed the Town of funding to look at the Town's zoning and the Town will be working with consultant group, Horsley and Whitton.

Chair Johnson asked if Ms. Rasmussen could speak any further on where the Town is currently looking at developing the MBTA Communities zoning.

Ms. Rasmussen responded that within half a mile of the train stations, such as open land or land that might not be fully developed.

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Ms. Hartman asked if the MBTA housing can be age restricted.

Ms. Rasmussen responded no. Ms. Rasmussen reminds the Board that this is just zoning requirements, it will be developers that decide the type of housing that they will build in the location.

Ms. Ackerman noted that the MBTA Communities zoning will still have to pass at a future Town Meeting and asked what if it does not pass.

Ms. Rust noted that MBTA communities with subways will have to comply a year before MBTA communities with just the commuter rail, so that this will serve as an example of enforcement from the Attorney General.

Ms. Rasmussen noted that there is a 1.45-acre site between 900 and 930 Main Street, where there is enough frontage for two, two-family homes and this area of Main Street is already on sewer. Ms. Rasmussen noted that there are easements, flood plains, and wetlands at the site. Ms. Rasmussen noted that it could be 4-10 units and that the state has declared the property surplus and there is potentially room for negotiation on the price if used for affordable housing. Ms. Rasmussen said that the next step is for the Town to perform an appraisal of the site and the site is not on the market for others at this time.

Mr. Bergman added that the Town will want to contact its federal legislators to determine if the price for the site can be made available to the Town at a lower amount.

Ms. Hartman asked if the Town should be asking for more sewer capacity than we are currently asking for.

Lee Smith, Chair of the Concord Housing Development Corporation, noted that Junction Village is moving forward at a conceptual level. Mr. Smith continued and stated that he met with the Winthrop Street neighborhood, West Concord Advisory Committee, Diversity, Equity, and Inclusion Commission, and a subgroup of the Concord-Carlisle League of Women's Voters and explained the background of the Junction Village site with the goal of the meetings looking at community consensus for redeveloping the site, which appears to be family housing. Mr. Smith noted that family housing is something that CHDC is interested in taking on.

Ms. Hartman asked if senior housing would be disqualified from the MBTA Communities requirements.

Mr. Smith responded that this is his understanding.

Mr. Smith noted that CHDC is hosting a forum on Wednesday, April 26, 2023 at 6:30 PM at the Concord Free Public Library. Mr. Smith continued that once community consensus has been reached regarding Junction Village, the next step will be Request for Proposals. Mr. Smith noted that access and traffic at Junction Village seems to be a community concern, but that the only

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other point of egress is on the Department of Corrections land, and they will not permit the use of this egress.

Mr. Smith transitioned to an update on Assabet River Bluff, where there is an existing two-unit single structure, in which CHDC has been in discussions with the Concord Housing Authority about their acquisition of the structure and renting it out through one of their existing programs. Additionally, CHDC is working on a PRD application that would subdivide the property into two lots, which would provide the opportunity for new units to be built. CHDC is also seeking funds from the Community Preservation Committee at Annual Town Meeting that would go toward improvements to the existing structure and pre-development costs associated with the PRD application.

Mr. Bergman noted that the Concord Municipal Affordable Housing Trust are updating its procedural guidelines that will be subject to the Select Board's approval later this spring.

Ms. Hartman commented that budgeting is going to be important for the Affordable Housing Trust moving forward.

Mr. Bergman responded that it will not be possible that all the affordable housing projects will be completed through the use of public funds, but that they certainly want to use the funds in agreement with the Select Board and other housing stakeholders in Town.

**Board/Committee Volunteer Database Update**

Shannon McAndrew, Senior Administrative Assistant, presented a memorandum to the Select Board regarding the Board/Committee Volunteer Database update. The full memorandum is included in the Select Board meeting packet.

Ms. Ackerman asked a question regarding a thank you acknowledgement that recipients that complete volunteer cards receive upon submission.

Mr. Dane asked a question regarding Select Board access to the database.

**Town Manager Evaluation Form Initial Discussion**

Chair Johnson opened the discussion regarding the evaluation form for the Town Manager, which will begin following Annual Town Meeting. Chair Johnson noted that the last time an evaluation was performed for a Town Manager was in 2021 for Stephen Crane and presented the evaluation form used for Mr. Crane. Chair Johnson stated that he will send the evaluation form to the Board members for their comments and that the evaluation form should be established before it begins.

Mr. Dane noted that the last time an evaluation was performed, he felt that the form was extensive to complete and did not produce much useful feedback, since it takes the form of checking boxes. Mr. Dane continued that the evaluation form should take a more antidotal form.

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Chair Johnson responded that the Town Manager's contract contains performance criteria, which would be used in the evaluation form.

Ms. Ackerman agreed that the evaluation form is long, but she felt that the form produced valuable information during the last evaluation.

Chair Johnson added that the Board did make significant changes per the Town Manager's contract.

**Discuss and Vote Recommendations on Annual Town Meeting Warrant Articles**

Chair Johnson opened the discussion regarding the Annual Town Meeting warrant articles. Chair Johnson began the discussion with Article 25 – Appropriation for 250<sup>th</sup> Anniversary Celebration, stating that he believes that Town Meeting should still vote on the article as included in the warrant rather than using ARPA funds at this time.

Mr. Dane noted that if ARPA funds are not used for Article 25, there are not significant funds in the budget for the article. Mr. Dane noted that he also does not want the Finance Committee to drop Free Cash below 5%, which would likely happen if Free Cash were used to fund the article. A full draft budget for Article 25 is included in the Select Board meeting packet.

Chair Johnson noted potential regional funding opportunities.

Mr. Dane responded that these opportunities are not yet available, and it would not be wise to rely on them.

Ms. Ackerman noted that she thinks it still would be best for this item to be discussed at Annual Town Meeting.

Ms. Hartman noted that the funding appropriation for the 250<sup>th</sup> Anniversary Celebration will be important to protect the branding of the Town.

The Select Board concurred not to act on Article 25 – Appropriation for 250<sup>th</sup> Anniversary Celebration at this time. The Select Board then shifted the discussion to Article 17 – Concord Public Schools Budget.

Ms. Hartman noted that she is not in support of using ARPA funds for the Concord Public School's budget. Ms. Hartman continued that the Select Board should work to think of other revenue sources for the Town that could provide some relief to the budget, along with the School District.

Ms. Ackerman concurred with Ms. Hartman. Ms. Ackerman asked why the Regional School District budget has only increased by 3%, while the Concord School District budget has increased by 5%.

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Ms. Hartman noted that the Finance Committee voted 8-6-0 in favor of sticking with the Committee's budgetary guidelines, which would mean that they currently are not in support of the Concord School District's proposed budget, and Ms. Hartman supports this.

Mr. Dane added that he believes the presumption should be that the Select Board would support the advice of the Finance Committee and support their guidelines.

Ms. Ackerman concurred.

Upon a motion duly made and seconded, it was **voted:** to recommend support of the Finance Committee guideline. The vote passed 3-1-0.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 9 – Fiscal Year 2024 Town Budget.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 11 – Capital Improvement and Debt Plan.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 12 – OPEB Trust Fund Appropriation.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 13 – OPEB Trust Fund Expense.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 15 – Minuteman Regional Technical High School District Budget.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 16 – Concord-Carlisle Regional High School Budget.

Ms. Ackerman moved to recommend affirmative action on Article 18 – Concord Public Schools Capital Budget. Chair Johnson seconded the motion.

Ms. Hartman asked for discussion and noted that as Ripley School serves as an administrative building for the Regional School District as well, how is Carlisle going to contribute their share for new heat pumps in the building. Ms. Hartman requested greater clarification on this article.

The Select Board concurred to not act on Article 18 – Concord Public Schools Capital Budget at this time.

Upon a motion duly made and seconded, it was UNANIMOUSLY

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**voted:** to recommend affirmative action on Article 20 – Appropriation to Middle School Stabilization Fund.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to recommend affirmative action on Article 21 – Light Plant Solar Expansion – Middle School.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to recommend affirmative action on Article 28 – Community Preservation Committee Appropriation Recommendations – Concord Municipal Affordable Housing Trust.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to recommend affirmative action on Article 29 Transfer of Housing Funds.

**Vote to Approve the Charge for the 2229 Main Street Advisory Task Force**

Ms. Ackerman opened the discussion regarding the updated charge for the 2229 Main Street Advisory Task Force. The full charge is included in the Select Board meeting packet.

Ms. Hartman asked what are the institutional controls that are referred to in the charge.

Ms. Ackerman responded that whoever owns the land, whether it is the Town or a developer, is responsible for public safety on the land, involving risk management.

Chair Johnson suggested that the “Note” included in section “D. Duties and Responsibilities” of the charge be removed as it relates to the 2229 Main Street Oversight Committee, rather than the Task Force.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to approve the 2229 Main Street Advisory Task Force charge as included in the Select Board meeting packet and with the amendments discussed during the meeting.

**Committee Nominations**

Ms. Ackerman confirmed the following nomination: Susan Spinale McCrory of 59 Lee Drive for a term to expire December 31, 2026 to the Concord 2025 Executive Committee.

**Committee Appointments**

There were no committee appointments.

**Correspondence**

Chair Johnson acknowledged the correspondence included in the Select Board meeting packet.

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**Select Board Liaison Reports**

Chair Johnson reported on:

- Attended the Honored Citizen Ceremony for Phebe Ham, which was well attended.

Ms. Ackerman reported on:

- Transportation Advisory Committee – Conducting a site walk on April 4<sup>th</sup> at the crosswalk on Sudbury Road. Letters of support have been written from Senator Barrett and Representatives Gentile and Cataldo for regional transportation funding for the 250<sup>th</sup> American Revolution Celebration and the Committee will discuss the at their meeting on April 11<sup>th</sup>.
- Personnel Board – Classification and Compensation Plan proceeding well and is on schedule.

Mr. Dane did not have a report.

Ms. Hartman did not have a report.

**Public Comment**

Diane Proctor of 57 Sudbury Road appeared before the Select Board and commented that she agreed with Ms. Hartman’s comments that the funding for the 250<sup>th</sup> American Revolution Anniversary Celebration will be important to protect the branding of the Town. Ms. Proctor continued that she is unsure if Community Preservation Committee funds can support funding for a monument.

Pamela Dritt of 13 Concord Greene appeared before the Select Board and commented that she is in support of the 250<sup>th</sup> American Revolution Anniversary Celebration but is concerned regarding funding for the event.

**Adjournment**

Chair Johnson adjourned the meeting.

**Meeting Materials:**

[Select Board Meeting Packet for March 20th](#)

[Select Board Meeting Recording for March 20th](#)

**Town of Concord  
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June 7, 2023**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened a meeting via Zoom on June 7, 2023 at 7:00 PM as part of the Concord Housing Roundtable.

Present were: Henry Dane, Chair; Mary Hartman, Clerk; Terri Ackerman, Linda Escobedo, and Mark Howell

**Call to Order**

Select Board Chair Henry Dane called the meeting to order at 7:00 PM.

Ms. Hartman identified the members present as Chair Dane, Ms. Ackerman, Ms. Escobedo, Mr. Howell, and herself.

**Discuss MBTA Communities Zoning and Outreach**

Elizabeth Hughes, Town Planner, introduced Lily Linke from the Citizens' Housing and Planning Association.

Ms. Linke presented an overview of MBTA Communities. The full presentation can be viewed [here](#).

Stephanie Chrobak, Chair of the Concord Housing Authority, asked what full compliance looks like for the Town by December 31, 2024.

Ms. Hartman asked what type of messaging the Town should be prepared to express to support MBTA Communities, especially when speaking with a resident in opposition. Ms. Hartman also asked in other communities who is coordinating the work that goes along with the advocacy and implementation of MBTA Communities.

Ms. Linke responded that she has materials regarding messaging that she can share with the Housing Roundtable groups and that she is aware of the Concord Planning Department already working on one-page information flyers, Frequently Asked Questions, etc.

Ms. Hughes noted that the MBTA Communities webpage on the Town's website is also live, though information posted here will be fluid as new information becomes available. The MBTA Communities webpage can be viewed [here](#).

Keith Bergman, Chair of the Concord Municipal Affordable Housing Trust, noted that not only is MBTA Communities compliance part of the law, but that it is also a strategy of the recently adopted Housing Production Plan.

Stephan Bader, Vice-Chair of the Concord Housing Authority, suggested that the MBTA Communities webpage be added to the "Notify Me" portion of the Town website, so that residents that wish to be notified when new information is posted on the MBTA Communities webpage can be made aware.

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Ms. Hughes responded that this will be implemented.

Ed Lerner of the Concord Housing Authority and Community Preservation Committee noted that Ms. Linke's presentation did not mention seniors, but that there are many seniors in Concord with a need for low-income housing and seniors should be part of the audience considered.

Julie McClure of the Concord Housing Development Corporation asked if Ms. Linke could speak more regarding informal outreach strategies for groups that must comply with Open Meeting Law.

Ms. Linke noted that one way to not be subject to Open Meeting Law is for Town staff to host an event.

Erin Stevens, Transportation Planner, noted that she has worked with Town committees before where they have attended an event and posted it as a meeting, so that it is clearly open to the public, but do not take any votes and post brief meeting minutes regarding the event. Ms. Steven's then presented on communication and outreach strategies for MBTA Communities specific to Concord. The full presentation can be viewed [here](#).

Elizabeth Rust, Director of the Regional Housing Services Office, asked how residents can get involved to bring community engagement to the next level.

Ms. Stevens responded that one place to begin is for residents to email [planning@concordma.gov](mailto:planning@concordma.gov) to ask questions, to get involved with outreach, and to work together on messaging of support.

Mr. Bergman suggested an outreach volunteer bootcamp.

There was support from several attendees regarding this idea.

Ms. Chrobak noted that it will be critical to keep the messaging as simple as possible.

Win Wilbur noted that the zoning districts are still not clear to her and voiced concern that homeowners and business owners in these areas will not be supportive due to confusion as well.

Ms. McClure echoed Ms. Wilbur's comments regarding the zoning district maps causing confusion on the webpage.

Mr. Howell reiterated what the messaging and action items should be from tonight's discussion and noted that the messaging should be clear on the MBTA Communities webpage.

Ms. Hartman added that one of the takeaways of the discussion for her is that this is about all forms of housing, not necessarily just affordable housing.

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Deputy Town Manager Megan Zammuto introduced herself to the Housing Roundtable groups and voiced support of a steering committee throughout this process.

Mr. Bader asked if there was a time and location for the Planning Board's Public Work Session on MBTA Communities on June 28, 2023.

Ms. Hughes responded that the meeting will be held at the Harvey Wheeler Community Center Auditorium from 6:30 PM to 8:30 PM on June 28, 2023.

Michael Lawson of the Concord Municipal Affordable Housing Trust suggested that perhaps the Select Board would take on a series of public hearings regarding MBTA Communities in general, not necessarily about a specific plan.

Mr. Bergman noted that the groups present need to start thinking about what being below the required 10% SHI means for Concord and that this will provide important input for the Municipal Affordable Housing Trust moving forward.

Chair Dane agreed with Mr. Bergman's remarks and continued that in the past, radical changes to the Town's zoning structure have helped to examine additional possibilities for housing.

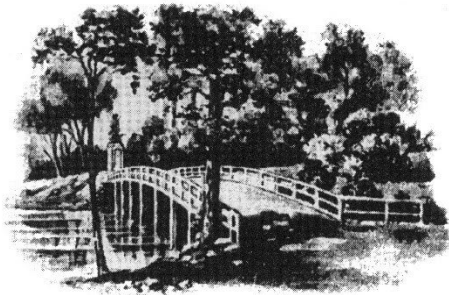
**Adjournment**

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

**Meeting Materials:**

[Concord Housing Roundtable Packet for June 7<sup>th</sup>](#)

[Concord Housing Roundtable Meeting Recording from June 7<sup>th</sup>](#)



OLD NORTH BRIDGE

## TOWN OF CONCORD

TOWN HOUSE - P.O. BOX 535  
CONCORD, MASSACHUSETTS 01742

To: Concord Select Board

From: Shannon McAndrew, Senior Administrative Assistant

Date: June 26, 2023


Re: One Day Liquor License – Jennifer Verrill of Verrill Farm & Jon Gilman of True West Brewery

---

Included in your packet is a One Day Liquor License application for Wines and Malt Beverages Only for Jennifer Verrill of Verrill Farm and Jon Gilman of True West Brewery. Ms. Verrill and Mr. Gilman are applying for a license for the Farm Dinner – “Grill Out on the Farm” that to be held at Verrill Farm at 11 Wheeler Road on Sunday, June 25, 2023 from 5:30 PM to 8:30 PM.

The application was received on Tuesday, June 6, 2023 and due to the federal holiday on Monday, June 19, 2023, I am asking that the Select Board retroactively approve the One Day Liquor License. Typically, submitting an application more than two weeks prior to the event is enough time for approval before the event. The application is complete with TIPS Certifications for six bartenders from Simply Serve and payment.

**Recommended Action:** A retroactive approval of the One Day Liquor License for Jennifer Verrill of Verrill Farm and Jon Gilman of True West Brewery.

 **PAID**

**TOWN OF CONCORD**  
**APPLICATION FOR ONE DAY SPECIAL LICENSE**  
**FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES**

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Jennifer Vernill / Jon Gilman  
COMPANY or organization: Vernill Farm / True West Brewery  
ADDRESS: 11 Wheeler Rd. Concord  
TELEPHONE: 978 369-4494  
DATE(S) APPLIED FOR: June 25, 2023  
EVENT: Farm Dinner "Grill out on the farm"  
HOURS OF OPERATION: 5:30- 8:30  
PREMISES TO BE LICENSED: Vernill Farm  
ADDRESS OF PREMISE LICENSED: 11 Wheeler Rd. Concord, Ma.

License is for the Sale of:

All Alcoholic Beverages	<input type="checkbox"/>
Wines & Malt Beverages Only	<input checked="" type="checkbox"/>
Wines Only	<input type="checkbox"/>
Malt Beverages Only	<input type="checkbox"/>

The Licensed Activity or Enterprise is:

For Profit	<input checked="" type="checkbox"/>
Non-Profit	<input type="checkbox"/>

Are the bartenders TIPS or equivalently trained? Yes  No

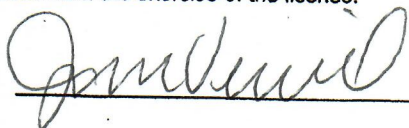
Will there be people in attendance that are under the age of 21? Yes  No

Is this the first one day special license secured by this organization?  
If no, number of consecutive years licensed? Yes  No

Will there be more than 100 people in attendance? Yes  No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

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 acknowledgment 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 Board of Selectmen, 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.

Signature of Applicant:  Date: 6/26/23

**TOWN OF CONCORD  
Board of Selectmen**

**One Day Special Licenses**

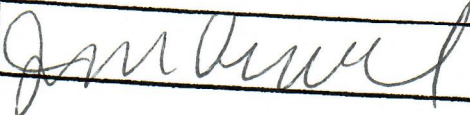
**Under 21 Policy**

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

<b>Applicant Name:</b>	Jen Verrill / Jon Gilman
<b>Location of Event:</b>	Verrill Farm
<b>Date of Event:</b>	June 25, 2023

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's under 21 policy requirement for the event stated in this application will be followed.

<b>Signature of Applicant:</b>	
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**TOWN OF CONCORD  
Board of Selectmen**

**One Day Special Licenses**

**TIPS TRAINING (OR EQUIVALENT)**

<b>Applicant Name:</b>	Jen Verrill / Jon Gilman
<b>Location of Event:</b>	Verrill Farm
<b>Date of Event:</b>	June 25, 2023

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.



**Town of Concord**  
Office of the Town Manager  
22 Monument Square  
P.O. Box 535  
Concord, Massachusetts 01742-0535

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## MEMORANDUM

To: Select Board  
Cc: Gail S. Dowd, Chief Financial Officer  
From: Kerry A. Lafleur, Town Manager *KAL*  
Date: June 21, 2023  
Re: Appointment of Town Accountant/ Role of Town Accountant

### Appointment of Town Accountant

Under Section 2 (B) of the Town Charter, the Select Board *"shall appoint...a town accountant"* <https://concordma.gov/DocumentCenter/View/16990/Town-Charter-2018->. Under Massachusetts General Laws (MGL) Chapter 41, Section 55, the term of the appointment is for three- (3) years, though at the discretion of the appointing authority, the appointment may be for a term of up to five- (5) years. Further, it is common for the Town Accountant to have an individual employment agreement with the appointing authority, though this is not required.

### Role of Town Accountant

The Town Accountant serves as the Town's internal auditor, and is charged with both fulfilling the statutory duties which are defined in MGL, Chapter 41, Sections 50 – 57, <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter41/Section50>, and those specifically assigned within the Town's position description, which is attached for reference. These duties generally include:

- Maintaining all financial records, including General Ledger and any Subsidiary Ledgers; preparing, coordinating and reviewing complex accounting transactions and entries, such as the Annual Tax Recap sheets, certification of Free Cash, Schedule A and Fixed Assets.
- Preparing and analyzing monthly operating statements and other internal statistical and financial reports as required.
- Coordinating and serving as the primary contact for the external auditor in all phases of the annual audit, including preparation of all audit schedules and supplementary schedules and work papers as required.
- Works to ensure expenditures of town and public school funds are in compliance with town policies and legal authority to spend; reviews and approves all payments made by the Town; and maintains custody of all contracts entered into by the Town.
- Compiles and submits accounting reports as required by state and federal laws and regulations, as well as by Town bylaw.

- Develops and implements comprehensive policies and procedures regarding town-wide accounting controls and processes.
- Serves as ex-officio member of the Concord Retirement Board, overseeing the preparation of financial statements of the Retirement System and overseeing processes and procedures of the Retirement Office to ensure compliance with all federal, state and Public Retirement Employee Administration Commission (PERAC) regulations.

While the Town's financials are audited on an annual basis by an outside accounting firm, as the Town's internal auditor, the Town Accountant should provide regular reports to the Select Board relative to budgetary compliance and adherence to applicable laws, rules and regulations. We, in Concord, have a long history of presenting this information through the Chief Financial Officer, but this is not considered a best practice as one of the primary functions of the Town Accountant is to provide assurance to the Select Board, and town, that both the Town Manager and Chief Financial Officer are adhering to the adopted budget and to applicable laws, rules and regulations. We attempted to institute a new practice (i.e. regular reporting to the Select Board) either just prior to, or during the Covid pandemic, but like with many things, this new practice has yet to be cemented into standard operating procedures. Moving forward, at a minimum, the Town Accountant should be charged with providing a written, quarterly report to the Select Board, and presenting said report semi-annually at a public meeting.

In addition, as the appointing authority, the Select Board, or sub-committee thereof, should be reviewing the Town Accountant's performance on an annual basis, and therefore should be establishing performance milestones around specific tasks, such as:

- Quarterly Reports to Select Board
- Fiscal Year Close
- Submission of required reports to the State, such as Schedule A and the Tax Recap
- Completion fiscal year audit

Understanding that members of the Select Board are not necessarily experts in the area of municipal accounting and finance, it is common for Chief Financial Officers and Town Managers to provide assistance in this area, and CFO Gail Dowd and I are happy to assist as needed.

### **Requested Action**

It has come to my attention that the term of our Town Accountant, Mary Barrett, expired on May 31, 2023. In keeping with MGL and the Town Charter, I am recommending that you reappoint Ms. Barrett to the position of Town Accountant for the term of June 1, 2023 – June 30, 2026. I will leave it to you and Ms. Barrett to determine whether you wish to enter into an individual employment agreement.

Please be in touch with any questions.

## Shannon McAndrew

---

**From:** Carmin Reiss, Town Moderator  
**Sent:** Saturday, June 10, 2023 9:44 PM  
**To:** Henry Dane  
**Cc:** Shannon McAndrew; Kerry Lafleur; Parashar Patel; Kaari Tari; Donna McIntosh; Christopher Carmody; Linda Escobedo; Terri Ackerman; Mary Hartman; Mark Howell  
**Subject:** 2024 Elections and Annual Town Meeting Calendar\_Draft[3]  
**Attachments:** DRAFT[3]\_2024 ATM Calendar\_06.10.23.docx

Dear Henry,

Attached for discussion at SB's next meeting on Monday June 26th is Draft[3] of the 2024 Elections and Annual Town Meeting Calendar, which incorporates suggestions of the Town Manager, Town Clerk, Town Staff, Finance Committee, and Moderator. The final Calendar is at the discretion of SB.

Questions for SB's consideration in reviewing the draft (and reminder to SB not to Reply All to this email for OML reasons):

1. **Should the Town Meeting Preview Meeting in December be retained in its usual format with its usual purpose?** In the past, the ATM Preview Meeting was attended by SBs, SCs, FinComs, Town Managers, and School Superintendents for both Concord and Carlisle and its primary purpose was to review the issues expected to drive operating and capital expenditures (e.g., revenue changes, school population growth, major infrastructure projects, etc.). The town now has a capital planning process which perhaps supplants the Preview Meeting in this regard. It has been suggested by some that, if the December meeting continues to be held, it would be more useful to retool it as a Town Meeting Primer on process and calendar.
2. **Should Annual Town Meeting continue to begin on a Sunday, or return to a Monday evening start?** The purpose of the Sunday afternoon start (which was a recommendation of the Town Meeting Study Committee in the 1990's) was to make Town Meeting more accessible to voters who find evening sessions a schedule challenge. However, we have heard from a number of voters with school-aged children at home that the Sunday afternoon start is inconvenient and that a Monday evening start would be preferable.

I cannot be present in person at SB's meeting on June 26th, but will attend by Zoom.

Carmin

Carmin C. Reiss  
Moderator  
Concord, MA 01742

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**D-R-A-F-T**  
**2024 Annual Town Meeting and Town Election Calendar**

**Town Election Schedule**

Monday, January 29, 2024	Town Caucus
Saturday, February 24, 2024	Voter Registration Deadline for Presidential Primary
Tuesday, March 5, 2024	Presidential Primary
Friday, March 29, 2024	Voter Registration Deadline for Annual Town Election
Tuesday, April 9, 2024	Annual Town Election
September, 2024 [Day TBD]	State Primary (Voter Registration Deadline 10 <sup>th</sup> Day Prior by 5:00 pm)
Saturday, October 26, 2024	Voter Registration Deadline for Presidential Election
Tuesday, November 5, 2024	Presidential Election

**Annual Town Meeting Schedule**

Tuesday, September 26, 2023	Joint SB/SC Capital Planning Forum
Thursday, November 16, 2023	Finance Committee Public Forum on Capital Planning
Monday, December 4, 2023	Joint SB/SC Capital Planning Forum
Saturday, December 2, 2023, 9AM	Town Meeting Preview Meeting; Warrant Opens
Friday, December 15, 2023	Due Date for Draft Warrant Articles (submit to: <a href="mailto:TMsubmissions@concordma.gov">TMsubmissions@concordma.gov</a> )
Wednesday, January 3, 2024, 4PM	Warrant Closes
Monday, January 8, 2024, 7PM	Select Board Meeting: vote order of Warrant Articles
Monday, January 16, 2024, 4PM	Warrant Review Meeting with Town Counsel
Wednesday, January 24, 2024	Deadline to submit Warrant to the printer
Wednesday, February 7, 2024	Warrant Mailed to Households
Monday, February 26, 2024, 7PM (Snow Date: Tuesday, February 27)	Public Hearing #1 (hybrid): Select Board
Thursday, March 7, 2024, 7PM (Snow Date: Tuesday, March 12)	Public Hearing #2 (hybrid): Finance Committee – Town, Concord Public Schools, C-C Regional School District
Wednesday, March 13, 2024, 7PM (Snow Date: Thursday, March 14)	Public Hearing #3 (hybrid): Planning Board
Tuesday, March 19, 2024, 7PM (Snow Date: Wednesday, March 20)	Public Hearing #4 (hybrid): Finance Committee – Minuteman Regional Voc-Tech District and Community Preservation Committee
Thursday, March 21, 2024, 7PM (Snow Date: Tuesday, March 26)	Public Hearing #5 (hybrid): Finance Committee – Enterprise Funds

Friday, March 29, 2024	Deadline for SB and FinCom Recommendations on Articles
Monday, April 1, 2024	Select Board Meeting: SB input on draft Consent Calendar to Moderator
Monday, April 1, 2024	Deadline for FinCom Completion of Finance Committee Report
Monday, April 8, 2024	Voter Registration Deadline for Annual Town Meeting
Friday, April 5, 2024, 5PM	Deadline for Draft Motions (submit to <a href="mailto:TMSubmissions@concordma.gov">TMSubmissions@concordma.gov</a> )
Thursday, April 11, 2024, 4PM	Motions Review Meeting with Town Counsel
Friday, April 12, 2024	FinCom Report mailed to households
Friday, April 12, 2024, 9AM	Moderator's Town Meeting Coordination Meeting (All Article Sponsors and Town Meeting Coordinator)
Thursday, April 18, 2024, 5PM	Deadline to submit PowerPoint Presentations and Paper Handouts for review and approval (submit to <a href="mailto:TMSubmissions@concordma.gov">TMSubmissions@concordma.gov</a> )
Wednesday, April 24, 2024	Moderator's Staff Meeting (location, format and time TBD)
Sunday, April 28, 2024, at 1PM	Annual Town Meeting at Concord Carlisle High School
Monday, April 29 to Wednesday, May 1, 2024 at 7PM	Subsequent Additional Days as needed to conclude Annual Town Meeting

### Relevant Holidays

December 7-14, 2023	Hanukkah
Monday, December 25, 2023	Christmas Day
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King, Jr. Day
Monday, February 19, 2024	President's Day
February 20-24, 2023	Concord Public Schools February Vacation
March 11 - April 9, 2024	Ramadan
Sunday March 31, 2024	Easter
April 22 -28, 2024	Passover
Monday, April 15, 2024	Patriot's Day (observed)
April 15-19, 2024	Concord Public Schools April Vacation

DATE: May 18, 2023  
TO: Concord Select Board  
RE: Chapter 269 of the Acts of 2022  
*An Act Relative to Cost-of-Living Adjustments for Retirees*

---

On November 16, 2022, the Governor signed into law Chapter 269 of the Acts of 2022, attached, a local option which allows municipal retirement systems to provide a one-time increase to the Cost of Living Adjustment (COLA) granted to retirees in FY 2023, from 3% to 5% of the COLA base.

The COLA base for retirees and beneficiaries of the Concord Retirement System is \$14,000. As of the System's most recent valuation of January 1, 2023, there were 358 retired members and beneficiaries of the System, with an average gross monthly retirement allowance of \$32,457, and an average age of 73.2 years.

If approved, this one-time increase of 2% to the COLA percentage for FY 2023 would result in an additional COLA payment of \$280 for retirees and beneficiaries whose pensions exceed \$14,000 (from the previously granted \$420 to \$700), and proportionately less for pensions less than \$14,000.

The System's funding ratio as of January 1, 2023 is 96.3% (AVA using a discount rate of 6.75% or 93.9% AVA if using a 6.50% discount rate) based on the actuarial value of assets, and the System is scheduled to be fully funded in FY 2028 (or FY 2029 depending upon the discount rate used in the 1/1/2023 Actuarial Valuation). As estimated by the System's Actuary, Stone Consulting, Inc., acceptance of Chapter 269 of the Acts of 2022 will increase the system's July 1, 2022 unfunded liability by 1.20%.

Acceptance of the law is conditioned upon approval by the Concord Retirement Board and by the Concord Select Board prior to June 30, 2023. On April 13, 2023, after review of the cost and funding analysis provided by Stone Consulting, the Concord Retirement Board voted to accept Chapter 269 of the Acts of 2022, and to respectfully request approval by the Select Board.

Thank you for your consideration and attention to this important matter.

  
Peter Fulton, Chair  
Concord Retirement Board

Enc.  
Chapter 269 of the Acts of 2022  
PERAC Memo#29/2022  
Stone Consulting Report of Cost of One-Time FY23 COLA Increase



June 15, 2023

Concord Retirement Board  
 2250 Main Street  
 West Concord, MA 01742

To the Concord Retirement Board:

Stone Consulting, Inc. has prepared an analysis of the potential funding impact of granting a proposed 5% COLA for FY23. This analysis is prepared using member data as of December 31, 2022, and a set of actuarial methods assumptions consistent with the January 1, 2023 actuarial valuation of the Concord Retirement System that is currently in progress.

First, a review of how contributions are typically allocated between employers. The contribution is allocated to the following employers, based on their share of the actuarial results:

- Water
- Sewer
- CMLP
- Swim & Fitness
- Other

The share of contribution for Housing and CCRSD is based on active compensation as of September. Since this information is not yet available for this year, I have used the proportions from the most recent appropriation letter available (FY2024):

- Housing: 0.90%
- CCRSD: 12.95%
- Other (incl. CPS): 86.15%

The total projected increases in benefit payments and liabilities resulting from an additional 2% COLA are:

	Benefit	Liability
Water	\$ 896	\$ 7,520
Sewer	\$ 224	\$ 1,880
CMLP	\$ 6,421	\$ 62,375
Swim & Fitness	\$ 484	\$ 5,922
Housing	\$ 770	\$ 7,174
CCRSD	\$ 11,080	\$ 103,223
Remainder of Town (incl. CPS)	<u>\$ 65,683</u>	<u>\$ 608,993</u>
<b>TOTAL</b>	<b>\$ 85,559</b>	<b>\$ 797,087</b>

■ **Concord Retirement Board**  
**Analysis of funding impact of additional 2% COLA for FY23**

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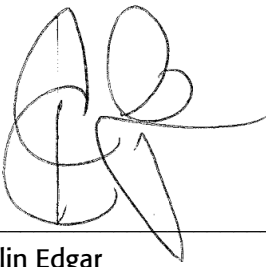
No dollar of appropriation will explicitly fund any of these specific dollars of benefit or liability, but if the additional liability for these employers are funded evenly over four or five years, the portion of each of their contributions that can be thought of as funding the additional COLA would be:

	4 years	5 years
Water	\$ 2,061	\$ 1,699
Sewer	\$ 515	\$ 425
CMLP	\$ 17,096	\$ 14,094
Swim & Fitness	\$ 1,623	\$ 1,338
Housing	\$ 1,966	\$ 1,621
CCRS	\$ 28,292	\$ 23,323
Remainder of Town (incl. CPS)	\$ 166,917	\$ 137,601
<b>TOTAL</b>	<b>\$ 218,471</b>	<b>\$ 180,100</b>

Let us know if there are any questions, or if there is anything we can clarify further.

Colin Edgar is a consultant for Stone Consulting, Inc., a member of the American Academy of Actuaries, and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Respectfully submitted,  
STONE CONSULTING, INC.  
Actuaries for the Plan



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Colin Edgar  
Member, American Academy of Actuaries

**Town of Concord**  
**Finance Department**  
*Memorandum*

**TO:** Select Board

**FROM:** Gail S. Dowd

**SUBJ:** 2023 General Obligation Bond Anticipation Note

**DATE:** June 18, 2023

Article 25 of the 2022 Annual Town Meeting authorized the Treasurer with the approval of the Select Board to raise and appropriate, transfer from available funds, or borrow the sum of \$500,000 under MGL c 44 8C related to the Assabet River Bluff Preservation Project (see attached warrant article). In association with this, the Town had submitted a grant application for \$500,000 to the Land and Water Conservation Fund.

The Town was notified on June 7<sup>th</sup> that it would only be reimbursed for \$234,000, rather than the full \$500,000. This information was not known or anticipated at the time of the 2023 GOB bond issuance. As the full \$500,000 has been expended, the \$176,000 shortfall in the LWCF Grant related to the Assabet River Bluff Acquisition needed to be raised through the issuance of a bond anticipation note.

The bids on the \$176,000 General Obligation Bond anticipation notes are due on Thursday, June 22, 2023 at 11:00 a.m. will be dated June 29, 2023 with a payable date of June 27, 2024.

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Concord, Massachusetts (the "Town"), certify that at a meeting of the board held June 26, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of \$176,000, 5.375% percent General Obligation Bond Anticipation Notes dated June 29, 2023 and payable June 27, 2024 to Oppenheimer & Co. at par plus \$1.00 premium and accrued interest, if any, (the "Notes") of the Town.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 16, 2023, and a final Official Statement dated June 22, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the tax-exempt Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29 .03(2)(b ), at least 48 hours, not including Saturdays, Sundays .and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: June 26, 2023

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Clerk of the Select Board



**Town of Concord**  
Office of the Town Manager  
22 Monument Square  
P.O. Box 535  
Concord, Massachusetts 01742-0535

Page 1 of 6

**MEMORANDUM**

To: Select Board

Cc: Tom Judge, Fire Chief; Tom Mulcahy, Police Chief; Jason Bulger, Chief Technology Officer; Megan Zammuto, Deputy Town Manager

From: Kerry A. Lafleur, Town Manager *KAL*

Date: June 22, 2023

Re: Acton- Concord Regional Emergency Communications Center (A-C RECC)

On May 27, 2021, the Towns of Concord and Acton, through their respective Town Managers, as authorized by their respective governing boards, executed a *Regional 911 Emergency Communications District Agreement* ("Governance Agreement") for the purpose of providing "cost-efficient, shared and effective municipal emergency dispatch and communication services, including the establishment, equipping, operation and maintenance of a RECC that provides call receiving and dispatching services to the Participating Communities, by providing computers, radios and other equipment for use in the field." A copy of the agreement is available here: <https://concordma.gov/DocumentCenter/View/32025/2021-5-24-RECC-Governance-Agreement-SIGNED> This action followed the recommendation of (former) Town Manager Stephen Crane, which was approved by the Select Board on a 3 – 2 vote. Mr. Crane's recommendation was supported by the report, *Feasibility of Establishing a Regional Emergency Communications Center for the Towns of Acton and Concord*, prepared at the request of both towns by **The Edward J. Collins Jr. Center for Public Management, McCormack Graduate School of Policy and Global Studies, University of Massachusetts Boston**, dated January 25, 2021, a copy of which is available here: <https://concordma.gov/DocumentCenter/View/32021/2021-1-2920Feasibility-of-Establishing-a-RECC-the-Towns-ActonandConcord>

Since this time, and in accordance with the Governance Agreement, both the 2-member Board of Directors, consisting of the Town Managers of Acton and Concord, and the Operations Committee, consisting of the Public Safety Chiefs, have met on a monthly basis to advance the A-C RECC. I also want to note that the Technology staffs in by towns have been actively involved in this project. Notable actions to date include:

- Hired a Project Manager, CTA Consultants, LLC out of Lynchburg, VA, with local representation from Mark Cady, Project Manager/ Consultant, Oxford, MA;
- Secured successive grant funding from State 911 Department, for a total commitment of \$1,673,403, of which \$75,000 has been expended for project management, and with \$0 in additional commitments.
- Drafted a plan to build-out and/ or retrofit existing space adjacent to the Acton Public Safety Facility, located at 371 Main Street, Acton, MA, including obtaining quotes for equipment, software and furniture;
- Outlined a framework for all Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's);

- Launched a recruitment for RECC Center Director, which has been placed on hold, and further noted below.

Full and complete funding for this project has been provided through grants from the State 911 Department, a division of the Executive Office of Public Safety and Security.

The next key milestone in advancing this project is the hiring of an Executive Director, which was originally slated for April 2023, at which time, Select Board member Terri Ackerman, in her capacity as Board liaison to the A-C RECC, asked the Board of Directors to hold the process until the Concord Select Board could have further discussion on the feasibility of A-C RECC. Given Annual Town Meeting, the change in the Select Board, and other scheduling issues, the Select Board meeting on June 26, 2023 is the first opportunity for the Board to hear this request and receive a project update.

The purpose of this memorandum is to provide a framework for this discussion, including background information, further observations and analysis, and a staff recommendation for future action.

### Background

The Town of Acton requested funding from the State 911 Department to conduct a Study of the Feasibility of establishing a Regional Emergency Communications Center (RECC) for the Towns of Acton and Concord. The State 911 Department authorized the Edward J. Collins, Jr. Center for Public Management (the "Center") to conduct the Study as part of its inter-governmental services (ISA) to aid the State 911 Department in its PSAP (Public Safety Answering Point) regionalization and RECC Development efforts.

The Center opined that Acton and Concord were "quite well suited" to establish a RECC, as both are similar in population, call volume, culture, and further, are adjacent and share high expectations in the provision of dispatch services. The report relied upon the following 2018 call volume data:

Metrics	Acton	Concord	Total
2018 Population	23,738	19,211	42,949
911 Calls	4,315	4,105	8,420
Calls for Service (CFS)	35,248	34,792	70,040

The report noted that the Acton Dispatch Center at the Acton Public Safety Facility had the space for a redesigned dispatch floor space to accommodate eight- (8) dispatch positions and one- (1) supervisor position that would more than accommodate a RECC for Acton and Concord, as well as several other communities. (Note: more recently it has been determined that the RECC is likely only able to add one similarly sized community, or possibly two smaller communities). Further, that a new RECC hosted at the Acton Public Safety Facility would have access to a modern well-planned dispatch center that includes an administrative office, locker space and access to a training/ meeting room.

The report cited the following key outcomes of a regionalized service as:

- Additional dispatch personnel to deal with increased surge of calls;
- Opportunities for dispatcher advancements;
- New equipment and better technology;

- Standardized dispatch protocols;
- Efficiencies through economy of scale and combined resources;
- Cost-savings;
- Increased professionalism of operations and increased expectations; and
- Independent dispatch department.

Of specific note is that the report does not explicitly cite the safety of personnel as a benefit to regionalization, which happens to be the main reason for Concord's interest in this venture.

The report does project cost-saving as follows:

Community	Non-Recurring Capital Savings	Recurring Cost Savings	Total Savings
Acton	\$ 407,466	\$ 375,054	\$ 782,520
Concord	\$ 179,667	\$ 415,283	\$ 594,949
Total	\$ 587,133	\$ 790,337	\$ 1,377,470

which is inclusive of approximately \$701,865 in grant funds that would be available from the State 911 Department through the Support and Incentive Grant program on a recurring basis for a RECC for the Towns of Acton and Concord. To be clear, according to the analysis provided in the Center's report, on an annual basis, the Town of Concord is estimated to save more than \$415k per year.

Unfortunately, what is not monetarily quantified is the cost associated with the administrative duties performed by dispatchers in each of the towns, on behalf of their respective Police and Fire departments, though these duties are clearly laid out in Appendix B of the report and are extensive.

Finally, many of the assumptions used to perform the financial analysis have been challenged in a report prepared by Concord's Lead Dispatcher, Richard Landers, entitled *Preserving the Excellence of Public Safety Communications in Concord*, dated February 22, 2021, which unfortunately appears to not have been fully considered by the Select Board due to timing constraints. In any case, while some cost-savings may be realized, it is highly unlikely that they will be anything close to the amounts originally projected, as such, it makes better sense to view this venture in terms of:

- Enhanced service and safety; and
- Avoidance of future costs

if either or both exist.

### Further Observation and Analysis

As mentioned previously, since execution of the District Agreement on May 27, 2021, both the Board of Directors (2-members, Town Managers) and the Operations Committee (Chiefs) have met on a monthly basis to advance the district, with the goal of standing up a Regional Dispatch Center in FY24. Given this most recent delay in the project, i.e. pending further discussion by the Concord Select Board, a more realistic stand up is in spring of 2025, which falls right in the middle of the Town's 250<sup>th</sup> Anniversary Celebration, making this

new timetable impractical. Realistically, we are now looking at a further revised stand up of summer or fall of 2025.

For anyone who has followed this project, you know that progress has been slow, and lacks momentum, which we quite candidly attribute to the following:

- The proposed RECC is being sited in the Acton Public Safety Building.
  - Choosing a non-neutral site means that the stakeholders (Acton and Concord) will never have identical goals with the project, and the non-hosting entity (Concord) stands to lose the most should the RECC not perform satisfactorily or be dissolved. Ultimately, Concord is necessarily going to cut back on spending, services equipment and personnel so that those resources can be funneled into the RECC. Should it not work out, it will be a tremendous effort to restore the current level of service received by the community.
  - Because of this inherent risk, Concord personnel need to be validated that their hard work will be reciprocated and eventually pay off. Ideally, it would even garner employee and community support. Right now, however, none of these is evident.
- Support for the RECC has waned.
  - The Concord Town Manager and both Police Chiefs, and now the Acton Fire Chief- all champions of this project- have left or retired. The people supporting the efforts to make the RECC a reality have not necessarily been told to continue moving ahead with the same level of vigor, particularly given the potential change in the level of support from the Concord Select Board. Some, or even many, people question whether this will become a reality, and without clear, decisive and strong support at all levels, everyone is hesitant to do both their “regular” work plus the work required to move the project forward.
  - Those working regularly to support this RECC initiative have heard that a number of current employees, in both communities, have concerns about the RECC and do not think it would be beneficial to either community in its current state. This may be simply due to a lack of communication and understanding, but non-compliant parties will slow down the process absent a shared vision.
- The monetary benefits and upgrades more favorably benefit the Town of Acton.
  - To date, a vast majority of the capital improvements benefit Acton, including:
    - Furniture
    - UPS/ Electrical upgrades
    - Radio
    - Security upgrades
    - CAD/ RMS software
    - Console equipment
    - Flooring
  - This is largely because the Town of Acton is hosting the RECC, which would not be the case if the RECC were to be located in a neutral site.
- Acton personnel have not consistently been participating in regular working group meetings and have not always responded to all direct requests for collaboration.
  - It’s difficult to garner momentum when all parties are not consistently at the table.

- The funding available has not been adequate, and there is no guarantee that we will have the funding needed to get the project off the ground. As noted above, while we have received a commitment of nearly \$1.7M in funding from the State, this is about half of what has actually been identified as the need and requested, and both are FY23 Grant Modification and FY24 Grant Award are currently on-hold by the State E-911 Department.
  - For each grant award, we have received a fraction of what we need and when we do receive grants awards, it's often for lower priority items.
  - In order to reallocate grant funds, to address emerging needs, we must appeal to the State which creates overhead and adds time to the project.
- The RECC still does not have a Director, who might have been able to help move the project along during critical phases.
  - Salary range was deemed too low after the first posting.
  - We had to reallocate other funding to increase funding for the Director's salary.
  - Recruitment is now on hold pending Select Board discussion, originally requested in April 2023, but only scheduled for June 26, 2023 due to a variety of reasons.
- The RECC does not seem to have vision to be a lasting fixture to serve both Towns.
  - Acton appears to want to position itself to have the capacity to grow should either community need additional resources or were there to be another new community that needed its services, but key decisions are not being made with long-term support and expansion in mind, which lowers confidence in its longevity.
  - We understand that at least one other local town expressed interest in joining this specific RECC before the initial paperwork was filed, but the host community (Acton) did not want to include them, and we don't believe that Concord was even consulted. Based upon what we've heard, we're concerned that this unilateral decision may have impacted grant availability.
- Concord's interest in joining this RECC was only ever as a full partner of a district, and not as a member of a hosted service. While the governance of this venture is structured as a district, for the reasons enumerated above, it feels more like a hosted service.

## Staff Recommendations

As we see it, there are three- (3) options available, with notable obstacles identified:

- Status quo: continue along the same path, working toward the eventual stand up of the A-C RECC;
  - Address IMA housekeeping items identified by Town Counsel
  - Create strategic plan to obtain broad support/ buy-in, both internal and external
- Initiate steps to withdraw from the District, in accordance with Section 9 of the IMA; or
  - Identify any liabilities, legal or financial, resulting from termination
- Given the new delay in timing, reassess district membership and RECC location. Identify a new path forward, perhaps with additional partners.
  - Unlike in 2021, we are aware of several area municipalities who are evaluating their Dispatch function and considering regionalization. Convene a meeting or series of meetings to garner interest. Work cooperatively with those communities who are most ready to act. Keep those

who have some level of interest, but are not in a position to act, engage in the development of the District.

- Identify several neutral sites and evaluate for suitability.

Given that the Town of Concord has already joined the District, and worked with some level of diligence for the past two – (2) years towards this effort, it is my recommendation that we continue with the creation of a regionalized dispatch service but work to address the concerns enumerated in this memorandum by:

- Obtaining unanimous support of the Select Board, as demonstrated by a vote affirming the 2021 vote to authorize the Town Manager to execute the District Agreement
  - Finalize suggested housekeeping edits in the District Agreement
- Take the next six- (6) months to:
  - Identify one or more additional member communities interested in joining the RECC; and
  - Identify one or more viable, neutral sites for location of the RECC.
- Enter Calendar Year 2024 ready to move forward with a District of three-(3) more communities, in a neutral facility.

## Notes to accompany the *Solar Task Force* charge

To: Concord Select Board

From: Mary Hartman

Date: June 16, 2023

Article 22, passed at our last town meeting, urged the Select Board to empanel a task force to create a development plan for installation of solar on town land. The warrant article was very prescriptive as to the membership, deliverables, etc. Warrant articles can urge but not compel the Select Board. Writing charges for committees, boards and task forces is clearly the responsibility of the Select Board. I interpreted the specifics of the article to be a proposal made by the petitioner to the Select Board. After many conversations with many people, I made modifications to that language.

I sought input from Eric Simms, Laura Scott, Dean Banfield, Charlie Parker, Kerry Lefleur, Brian Foulds, Peggy Briggs, Wendy Rovelli, Mark Howell, Gavin Colbert. I interviewed several citizens who submitted volunteer cards and have empaneled a balanced group.

The nominations for voting members include:

Dean Banfield  
Charlie Parker  
Stephen Newbold  
Phil Villars  
Wendy Rovelli  
Gavin Colbert, CAC liaison

Non-voting subject matter experts include:

Laura Scott, CMLP  
Eric Simms, Director of Sustainability

As I stated publicly at town meeting, I believe the town wants us to move quickly to get this work started so I have also included nominations on tonight's agenda and hope to make appointment at our July 10 Select Board meeting.

**Town of Concord  
Solar Implementation Task Force  
Charge**

**Background and Purpose**

Article 38 at the 2022 ATM called for development of an action plan for solar installation on municipal land that would meet the town's Climate Action Plan goal to produce 20MW of solar power by 2030. The article passed by an overwhelming majority. Article 22 at the 2023 ATM reiterated this call to action and urged the Select Board to create a temporary task force charged to develop a plan for solar power generation on municipal and in-town properties. This article passed unanimously.

The purpose of the task force is to fulfill the intent of these articles. The task force will produce a plan which includes:

- A prioritized list of suitable sites for solar installations.
- Cash flow projections to determine feasibility of each site and the impact on CMLP rate payers.
- Strategies to overcome barriers. These barriers could include technical challenges (distribution network, battery storage, etc.), conflicts with other uses of municipal land and buildings, and potential community resistance.
- A schedule for installation at selected sites.

**Responsibilities of the Task Force**

- Work closely and collaboratively with the CMLP management designee, CAC liaison and the Director of Sustainability.
- Review and re-evaluate the Climate Action Plan solar goal to recommit or modify.
- Review list of sites identified in prior studies.
- Explore new sites including commercial properties and town-owned lands under conservation or other land-use restrictions.
- Work with town manager to understand the strategic plan for municipal land and buildings and how this might affect solar siting.
- Explore models for Public Private partnerships, zoning, incentives, or land use agreements that broaden the number of sites that might be considered eligible or be made available for solar.
- Convene public forums to identify issues and develop potential solution related to obstacles to solar projects.

- Determine specific impediments at each site and undertake a plan of action to overcome such obstacles.
- Prioritize the list of potential sites based on:
  - Cost/benefit analysis
  - Capacity of existing distribution system and/or
  - Integration with the strategic plan for municipal land/buildings
  - Community/neighborhood acceptance
  - Any other technical considerations
- It is recommended that the task force identify at least one site for solar installation that can be done quickly to demonstrate feasibility and build momentum.

### **Deliverables**

Submit a draft written report to the Climate Action Committee and CMLB no later than February 2024. Deliver a final report to the Select Board no later than April 2024.

### **Membership**

The task force will be composed of six voting members: five Concord residents to be appointed by the Select Board and a liaison selected by the Climate Action Committee. A CMLP management designee and the Director of Sustainability will participate as subject matter experts. All members will serve until the task force completes its work and submits a written report to the Select Board. When staffing the task force, preference will be given to those who have expertise in solar technology, financial analysis, project management skills, and a strong connection with the community. The task force will determine frequency of meeting and will be led by a chair elected by the members. In the event of a tied vote, the chair will determine the outcome of an issue.

### **Other Considerations**

The task force will conduct its business in full conformance with the Open Meeting Law, Public Records Law, Conflict of Interest Law and other state and local rules encouraging openness and transparency in governance. Each meeting will allow adequate time for public comment. The task force chair will consult with the Town Manager to discuss the need for staff or financial support for task force activities.

The Honorable Governor Maura Healey  
Office of Constituent Services  
Massachusetts State House, 24 Beacon St.  
Office of the Governor, Room 280  
Boston, MA 02133

June 27, 2023

**RE: Proposed North Airfield Expansion at Hanscom Airport**

To the Honorable Governor Healey:

We wish to extend our deepest appreciation to you, Governor Healy, for the bold and ambitious Climate Goals you have set forth for our Commonwealth. At the same time, we believe we must call your attention to a crucial environmental justice issue:

**We, the undersigned, respectfully ask you to use the full measure of your powers to stop Massport's expansion plans for private jet capacity at Hanscom Field proposed by Runway Realty Ventures, LLC and North Airfield Ventures, LLC.**

Yes, this proposed North Airfield Expansion at Hanscom Airport is in our back yards. However, we know that carbon emissions damage the atmosphere no matter whose back yard they come from. Therefore, our objective is not simply to stop expansion at Hanscom. We respectfully request that you support no private jet hangar expansion at Hanscom or anywhere. Every sector in every location needs to be working to reduce CO2 emissions.

As you know, our towns have been working diligently, hand-in-hand with State government, to reduce greenhouse gas emissions by 2030, and we have been succeeding in meeting year-to-year targets. Yet the increased greenhouse gas emissions from the North Airfield project would more than cancel out these efforts. In fact, the proposed North Airfield expansion stands in opposition to every climate goal that our towns, our Commonwealth, and the nation have been working arduously to achieve.

Most egregiously, the project is in direct contradiction to Massport's own Master Plan of 1978 and the MAPC MetroCommon 2050 plan. It also goes directly counter to Massport's commitment to have zero greenhouse gas impacts by 2031; a commitment the proponent even cites in their ENF. To make matters even worse, this development plans to add taxiway and runway upgrades to accommodate category 4 large aircraft. These aircraft have a far greater carbon footprint and are incompatible with the type of aircraft Hanscom generally serves.

This is clearly a matter of environmental justice. At a time when we should be investing in decarbonization strategies, this project would instead support intensive fossil fuel usage for a handful of wealthy people, while impacting several schools and 30 census tracts identified as environmental justice neighborhoods.

Hanscom Airport, located in Bedford, Concord, Lexington and Lincoln, is already the busiest General Aviation airport in the Commonwealth. At the same time, the federally owned Great Meadows Wildlife Refuge, the Minute Man National Historical Park and the Battle Road Scenic Byway are on a direct path with the east-west runway, as well as many cultural resources and open spaces that bring visitors to this region. As Hanscom Airfield has grown and expanded over the years, the incremental increases in vehicular traffic, aircraft traffic, noise, air pollution and so forth, has eroded the quality of life for residents and wildlife and diminishes the visitor experience. The cumulative impact of these incremental increases adversely affects the natural, cultural, and historical resources of our communities.

The proposed private jet hangar expansion would be the largest in Hanscom's history (and possibly in the nation), tripling the private luxury jet hangar capacity and enabling thousands of additional flights per day. In addition, the project proposes a "fuel farm" but no commitment to electric or other alternatives.

The premise of the proposed expansion project is that it will result in a net benefit to the environment by limiting the number of ferry flights required by aircraft due to insufficient space currently available at Hanscom Field. However, the proponent has yet to provide any evidence or data for this premise, and many believe that additional hangars will instead encourage more operators to base at Hanscom. The proponent should be required to guarantee any promised reduction in the number of ferry flights, supported by accurate numbers (how many such flights per day/week/month) and requests/reservations for the proposed hanger space. Any other public benefits (implied or stated) should also be documented and supported. At the very least, if additional hangars are built, strict regulation is needed to ensure that neither the number of flights, nor the size of the jets, nor their cumulative carbon footprint, increases.

**We, therefore, appeal to you to apply your leadership and authority to renounce expansion of private jet capacity at Hanscom – *or at any airport* – and thereby send a message to Massport, and every other airport owner, that such expansions are incompatible with the drastic and unprecedented steps we are now called upon to take to reduce CO2 emissions.**

Over the next few months, we respectfully request that you:

- Ensure that a complete and accurate Environmental Impact Review takes place, with detailed focus on climate change and the carbon footprint. The EIR should certainly include a comprehensive public cost/public benefit analysis, addressing noise levels, air quality, vehicle traffic, impacts to rare species and impacts to the local economy.
- Seriously consider the Environmental Justice effects from this project and on that basis, utilize the full measure of your powers to stop Massport's expansion plans for private jet capacity at Hanscom Field.
- If additional hangars must be built, then the proponent should be required to guarantee the promised reduction in the number of ferry flights, supported by accurate specific data. Strict regulation will be needed to ensure that neither the number of flights, nor the size of the jets, nor the amount of carbon emissions increases.

In the long term, we call upon you to work with Federal and State government to take the following measures in order to minimize the effect on climate:

- Re-align incentives by changing the tax laws for private jets. For example, raise the excise tax for jet fuel and provide incentives for alternatives. All-electric planes are already being utilized by at least 1 Massachusetts airline.
- Redraft the mission of Massport to better address the needs of the public in 2023 and beyond. Along with the 1950s goals of increasing jet travel and maximizing profits, we need to add the goal of reducing greenhouse gas emissions.
- Impose strict controls on the number of flights per day, with strict enforcement and heavy fines for violation. If ferry flights decrease, as the developer claims, then this should not be a problem.
- Impose strict controls on the size of the jets, with a maximum allowable CO2 emission.
- Enact increased fees for flights between 11 PM and 7 AM, with strict enforcement and heavy fines for violation.

**All of us stand ready to partner with you in a call for action on any and all of the above. Please let us know what specifically we can do to collectively aid in this important venture to reduce climate change.**

Sincerely yours,

Concord Select Board

Cc: Ms. Gina Fiandaca, Secretary and CEO of MassDOT  
MassDOT Board of Directors  
10 Park Plaza  
Boston, MA 02116

Secretary Rebecca Tepper  
Executive Office of Energy and Environmental Affairs  
100 Cambridge St., 9th Floor  
Boston, MA 02114

Climate Chief Melissa Hoffer  
Office of Climate Innovation and Resilience (within Governor's Office)  
Same address as the Governor's Office

Senator Edward Markey

Senator Elizabeth Warren

Congresswoman Lori Trahan

Senator Michael Barrett

Representative Simon Cataldo

Representative Carmine Gentile

DRY

**THIS IS A DRAFT VERSION OF A PROPOSED LETTER – THIS HAS NOT BEEN REVIEWED BY ANY SELECT BOARDS OF ANY OF THE 4 HANSCOM AREA TOWNS.**

The Honorable Governor Maura Healey  
Office of Constituent Services  
Massachusetts State House, 24 Beacon St.  
Office of the Governor, Room 280  
Boston, MA 02133

MMM DD, 2023

RE: Proposed North Airfield Expansion at Hanscom Airport and Contradiction to Commonwealth's Climate Goals

Dear Governor Healey,

We, the undersigned Select Boards of Bedford, Concord, Lexington, and Lincoln, extend our appreciation for the bold and ambitious Climate Goals you have set forth for our Commonwealth. We write to bring your attention to a pressing environmental concern regarding the proposed North Airfield Expansion at Hanscom Airport and its potential contradiction to the state's climate objectives.

At the forefront, we must address the critical issue of greenhouse gas emissions. While this expansion project may be in our backyards, we recognize that carbon emissions impact the atmosphere regardless of their origin. Therefore, our objective goes beyond stopping the expansion at Hanscom Airport. We respectfully request your support in opposing any private jet hangar expansion at Hanscom or elsewhere, emphasizing the urgent need for all sectors, in all locations, to work collaboratively towards reducing CO2 emissions.

Our towns have been diligently working hand-in-hand with the State government to achieve our greenhouse gas emission reduction targets by 2030, and we have made significant progress. However, the proposed North Airfield expansion would undermine these efforts, exacerbating greenhouse gas emissions and directly contradicting the climate goals pursued by our towns, the Commonwealth, and the nation. Furthermore, this expansion stands in stark contrast to Massport's own Master Plan of 1978 and the MAPC MetroCommon 2050 plan. It also undermines Massport's commitment to achieving zero greenhouse gas impacts by 2031, a commitment that even the project proponents acknowledge in their ENF.

Compounding the issue, the development plans include taxiway and runway upgrades to accommodate category 4 large aircraft. These aircraft have significantly larger carbon footprints and are incompatible with the type of aircraft Hanscom typically serves. This raises concerns about environmental justice, as the project would support intensive fossil fuel usage for the benefit of a few affluent individuals while adversely affecting several schools and 30 census tracts identified as environmental justice neighborhoods.

Hanscom Airport, located in Bedford, Concord, Lexington, and Lincoln, already holds the distinction of being the busiest General Aviation airport in the Commonwealth. Over the years, the incremental growth and expansion of the airport have resulted in increased vehicular and aircraft traffic, noise pollution, air pollution, and other negative impacts that have eroded the quality of life for residents, wildlife, and visitors. The cumulative effect of these incremental increases has taken a toll on the natural,

**THIS IS A DRAFT VERSION OF A PROPOSED LETTER – THIS HAS NOT BEEN REVIEWED BY ANY SELECT BOARDS OF ANY OF THE 4 HANSCOM AREA TOWNS.**

cultural, and historical resources that define our communities. Moreover, the proposed private jet hangar expansion would be the largest in Hanscom's history, potentially tripling the private luxury jet hangar capacity and enabling thousands of additional flights per day.

While the premise of the expansion project suggests a net benefit to the environment by reducing ferry flights due to limited space at Hanscom Field, the proponents have failed to provide substantial evidence or data to support this claim. Many individuals and organizations believe that additional hangars will instead encourage more operators to base their operations at Hanscom. It is imperative that the proponent be held accountable for substantiating any promised reduction in ferry flights with accurate figures and supporting documentation. Similarly, any other public benefits associated with the project should be thoroughly documented and justified.

In light of the above, we humbly appeal to your leadership and authority to denounce the expansion of private jet capacity at Hanscom Airport or any other airport in the state. Taking such a stand would send a resolute message to Massport and other airport owners that these expansions are incongruent with the drastic and unprecedented steps we must take to reduce CO2 emissions.

To address this matter effectively, we respectfully request your attention to the following actions over the coming months:

- Ensure a comprehensive and accurate Environmental Impact Review (EIR) takes place, with specific focus on climate change and the carbon footprint. The EIR should incorporate a comprehensive public cost/benefit analysis, addressing noise levels, air quality, vehicle traffic, impacts on rare species, and effects on the local economy.
- Give serious consideration to the environmental justice implications of this project and, based on such considerations, exercise the full extent of your powers to halt Massport's expansion plans for private jet capacity at Hanscom Field.
- If additional hangars must be built, demand that the proponent guarantees the promised reduction in ferry flights, supported by specific and accurate data. Strict regulations must be in place to ensure that neither the number of flights, nor the size of the jets, nor the cumulative carbon footprint increases.

In the long term, we urge you to collaborate with Federal and State governments to undertake the following measures to minimize the project's climate impact:

- Realign incentives by revising tax laws for private jets, such as raising the excise tax for jet fuel and providing incentives for alternative fuel sources. Notably, Massachusetts already has at least one airline utilizing all-electric planes.
- Revise the mission of Massport to better reflect the needs of the public in 2023 and beyond. In addition to the historical goals of expanding jet travel and maximizing profits, it is crucial to incorporate the goal of reducing greenhouse gas emissions.
- Implement strict controls on the number of flights per day, enforced rigorously with substantial penalties for violations. If the project's proponents claim a decrease in ferry flights, this should not pose a challenge.
- Impose stringent controls on the size of jets, setting maximum allowable CO2 emission thresholds.
- Enact increased fees for flights between 11 PM and 7 AM, strictly enforcing the regulations and imposing significant fines for non-compliance.

**THIS IS A DRAFT VERSION OF A PROPOSED LETTER – THIS HAS NOT BEEN REVIEWED BY ANY SELECT BOARDS OF ANY OF THE 4 HANSCOM AREA TOWNS.**

We, the undersigned Select Boards, stand ready to join forces with you in this crucial endeavor to combat climate change. Please inform us of specific actions we can collectively undertake to support this cause.

Sincerely yours,

*Bedford Select Board*

\_\_\_\_\_  
BOPHA MALONE, CHAIR

\_\_\_\_\_  
SHAWN HANEGAN

\_\_\_\_\_  
MARGOT FLEISCHMAN

\_\_\_\_\_  
EMILY MITCHELL

\_\_\_\_\_  
PAUL MORTENSON

*Concord Select Board*

\_\_\_\_\_  
HENRY DANE, CHAIR

\_\_\_\_\_  
MARY HARTMAN

\_\_\_\_\_  
TERRI ACKERMAN

\_\_\_\_\_  
LINDA ESCOBEDO

\_\_\_\_\_  
MARK HOWELL

*Lexington Select Board*

\_\_\_\_\_  
JOSEPH N. PATO, CHAIR

\_\_\_\_\_  
SUZANNE E. BARRY

\_\_\_\_\_  
DOUGLAS M. LUCENTE

\_\_\_\_\_  
JILL I. HAI

\_\_\_\_\_  
MARK D. SANDEEN

*Lincoln Select Board*

\_\_\_\_\_  
JAMES HUTCHINSON, CHAIR

\_\_\_\_\_  
JENNIFER GLASS

\_\_\_\_\_  
KIMBERLY BODNAR

CC:

Ms. Gina Fiandaca,  
Secretary and CEO of MassDOT  
MassDOT Board of Directors  
10 Park Plaza  
Boston, MA 02116

Secretary Rebecca Tepper  
Executive Office of Energy and Environmental  
Affairs  
100 Cambridge St., 9th Floor  
Boston, MA 02114

Climate Chief Melissa Hoffer  
Office of Climate Innovation and Resilience (within Governor's Office)  
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Senator Elizabeth Warren  
Senator Ed Markey

Congresswoman Katherine M. Clark  
Congresswoman Lori Trahan

**THIS IS A DRAFT VERSION OF A PROPOSED LETTER – THIS HAS NOT BEEN REVIEWED BY ANY SELECT BOARDS OF ANY OF THE 4 HANSCOM AREA TOWNS.**

Congressman Seth Moulton  
Sen. Cindy F. Friedman  
Sen. Michael J. Barrett  
Rep. Michelle L. Ciccolo  
Rep. Kenneth I. Gordon  
Rep. Simon Cataldo  
Rep. Carmine Gentile  
Rep. Tom Stanley

DRAFT

## **Concord Select Board Citizen Correspondence Publication Policy**

October 3, 2022

### **Purpose**

Letters from Concord citizens to the Select Board enhance participation in town government and sharpen the debate on current issues. Citizen correspondence complements other input, such as verbal public comment during board and committee meetings, citizen feedback in public forums and informal discussions between members of the public and individual board or committee members.

According to the Commonwealth's Division of Open Government, the manner that a public body chooses to receive and disseminate public comment is at its discretion. There is no requirement in the Open Meeting Law requiring distribution of the meeting packet in advance of a meeting. Nonetheless, publishing citizen correspondence is a recommended practice. It increases the transparency of government by sharing information used in board and committee decision making.

### **Scope**

Any letter or document sent to Select Board members or town staff in their capacity as municipal employees is a public record. Public records law already allows anyone to request and review these materials. However, many citizen communications are not of general public interest. This policy clarifies when to publish letters addressed from members of the public to Select Board and supporting town staff.

To be published, correspondence must be from a Concord resident or business owner, and include the author's name and address.

Letters and emails should be addressed to:

- The Select Board by name,
- A quorum of Select Board members, or
- To a town staff person with an explicit request to distribute the letter to Select Board members.

The correspondence should also discuss matters related to a recent, current, or potential future agenda topic that is within the scope of the Select Board charge.

### **Process**

Letters will be attached to the minutes for the next meeting after they are received. Recognizing that some letters are time-sensitive, and meant to be input to deliberations, town staff will also include any letters received in advance in the meeting packet on a best-effort basis. The Select Board chair will acknowledge any other letters received when there has not been an opportunity to publish them before a meeting.

Paper-based correspondence will be scanned and shared online as image files. Messages will be printed in their entirety, including any typographical errors. The maximum length for publication is two pages (1,000 words).

## Exceptions

To manage the volume of correspondence and encourage a broad representation of views, the Board may limit the number of pieces of correspondence from the same individual on a single issue, or the total number of letters from a resident in a calendar year. When many similar letters are received on the same topic, the Chair may also choose a representative sample, while noting the total number received when acknowledging the correspondence.

Letters will not generally be published<sup>1</sup> that:

1. Do not relate to a recent, current or potential future agenda topic that is within the scope of the Select Board charge
2. Are sent to individual Board members who collectively form less than a quorum of the associated board or committee
3. Are sent to town staff, and do not include a request to distribute the letter to the Select Board
4. Contain personally identifiable information (PII) of individuals other than the writer
5. Discuss the reputation, character, physical condition, mental health or professional competence of an individual
6. Recommend discipline or dismissal of a town employee, or make complaints or charges against them
7. Make threats to the Board, town staff, or the town, or other bodies
8. Relate to Executive Session matters, such as litigation or collective bargaining

The Board chair and/or the Town Manager may make the determination not to publish any letter in consultation with the Board. In this case, the Board chair will inform the letter writer of the reason and invite resubmission the letter without the disqualifying material if the author still desires its publication.

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<sup>1</sup> Note, however, that these are still public records.

**Concord Select Board Correspondence Policy**

June \_\_\_\_\_, 2023

All correspondence to the Select Board, as well as that to Town officials and employees, is subject to the public records law. While letters and emails from Concord residents to the Board are welcome and frequently helpful, there is no requirement that any of them be published or included in the Board's Meeting Materials made available on the Town website prior to each meeting. The inclusion of correspondence received in time for the inclusion in the Materials will be in the discretion of the Board based its relevance to matters currently before the Board or likely to be considered in the near future.

According to the Commonwealth's Division of Open Government, the manner that a public body chooses to receive and disseminate public comment is at its discretion . In order to be considered for inclusion in the Meeting materials, in addition to relevance, it is requested that any correspondence bear the name and street address of the correspondent.

**Correspondence Index**

**Date**

1. 06/05/2023
2. 06/21/2023
3. 06/23/2023

**Author**

Richard Shoup  
Karlen Reed  
Tanya Gailus

**Subject**

Hanscom North Airfield Expansion Proposal  
Action-Concord Regional Emergency Communications Center  
Hanscom North Airfield Expansion Proposal

**From:** Richard Shoup <[rfs.concord@gmail.com](mailto:rfs.concord@gmail.com)>

**Sent:** Monday, June 5, 2023 3:23:35 PM

**To:** Mary Hartman <[mhartman@concordma.gov](mailto:mhartman@concordma.gov)>

**Subject:** Letter to Governor Healey concerning proposed Hanscom expansion project

Dear Ms Hartman,

I am writing because I am a Concord resident who is unable to attend tonight's Select Board meeting and as such, I am requesting that the Select Board write a letter to Governor Healey asking her to stop the proposed expansion at Hanscom which if approved, will dramatically increase the use of private jets in the future.

In last month's meeting, it was clear that the Concord Select Board opposes the project and there was some discussion about how best to proceed. Many of us believe that a letter written by the Concord Select Board, as an individual entity or in conjunction with other towns (perhaps both eastern and western Massachusetts towns), would be a very effective way to inform the Governor of our strong opposition to this proposed initiative.

We must ensure that any proposed expansion of private jet usage does not occur anywhere in the Commonwealth, not just at Hanscom, for all of the reasons presented by Neil Rasmussen at the last Select Board meeting, especially the fact that if approved, it negates any statewide efforts to reduce CO2 necessary to meet our stated climate goals.

Thank you for your efforts in this regard and I look forward to seeing the proposed Hanscom expansion and all other proposed private jet projects in Massachusetts stopped!

Regards,

Rick Shoup, Ph.D.

266 Deacon Haynes Road

Concord, MA 01742

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Rick Shoup, Ph.D.  
266 Deacon Haynes Rod  
Concord, MA. 01742  
Cell (978) 505-3253

June 21, 2023

Henry Dane, Concord Select Board, Chair  
Mary Hartman, Concord Select Board, Clerk  
Linda Escobedo, Concord Select Board  
Terri Ackerman, Concord Select Board  
Mark Howell, Concord Select Board

Re: Acton-Concord Regional Emergency Communications Center update,  
June 26, 2023 Select Board meeting

Dear Members of the Select Board,

I urge you to continue your support for the Acton-Concord Regional Emergency Communications Center (RECC) and encourage you to move forward with hiring the RECC's Executive Director position and complete the formation of the Acton and Concord Emergency 911 center. This item will be discussed during the June 26, 2023 Select Board meeting.

As we heard during the June 20 meeting of the AC-RECC at the Concord Municipal Light Plant on Elm Street, the State 911 Board has delayed awarding its FY24 grant money to the RECC. It appears to have been stalled due to questions about the Concord Select Board's continued support for this joint Emergency 911 effort between the two Towns.

We approved this project in 2021 and signed an agreement with the Town of Acton. The State 911 Board has already invested over \$1.6 million in this joint project in FY22 and FY23 grants as an incentive to encourage a regional approach to handling emergency 911 calls, invest in state-of-the-art communications networks, and shorten response times. The RECC facilities, located in Acton, have been renovated and prepared for Concord's joint use with Acton. The IT departments in both towns have worked with an independent IT consultant to integrate the two towns' communications networks with the RECC. A Project Manager, CTA, was hired to guide the initial formation steps, and the position of Executive Director has been advertised and candidates have been interviewed. What remains next is to hire the Executive Director, who will then shepherd the Towns' efforts to complete and run the RECC.

Our Town needs a top-flight emergency 911 communications system to protect our residents, businesses, and visitors now and going forward. Please express your continued support for the RECC and move forward with hiring the Executive Director.

Thank you.

Karlen Reed, 83 Whits End Road, Concord, MA

cc: Kerry Lafleur, Concord Town Manager

Link to Acton – Concord Regional 911 Emergency Communications District Agreement, signed May 27, 2021 is: (<https://concordma.gov/DocumentCenter/View/32025/2021-5-24-RECC-Governance-Agreement-SIGNED>)

Link to Acton, MA website for Acton Concord Regional Emergency Communications Center Board of Directors is: (<https://www.acton-ma.gov/736/Acton-Concord-Regional-Emergency-Communi>)

## Shannon McAndrew

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**From:** tbarveyan <tbarveyan@yahoo.com>  
**Sent:** Friday, June 23, 2023 10:57 AM  
**To:** Henry Dane; Terri Ackerman; Mary Hartman; Linda Escobedo; Mark Howell; Shannon McAndrew; Kerry Lafleur; Eileen Blanchette; Donna McIntosh; Mark Gailus; Diane Proctor; Karlen Reed; Dan Schragger  
**Subject:** Hanscom Letter

Dear Members of the Select Board,

Thank you for a strong draft letter to the Governor about Hanscom.

I suggest that while it is important to point out that this kind of project should not happen anywhere, it is more effective to ask the Governor to stop THIS project - and then point out that it should not happen anywhere anyway.

This is much more genuine.

It may be not effective to ask the Governor to stop all private jet related expansions.

(To garner "public support" with such statements is a different matter than asking the Governor to do something specific.)

Also point out the unlikelihood that the proponents' claims are true- as pointed out in Dan Schragger's letter.

Rather than asking for any guarantees- which are likely impossible to obtain.

(BTW I understand that fees for late night flights are not allowed anyway, and the ones that exist are "grandfathered" as they are.)

Do not say "if the hangars must be built." Ask to stop the project, period.

Point out that the Massport representative, during the HFAC's March meeting repeatedly made carefully qualified statements about "no plans for more taxi service" "AT THIS TIME" or "*in this proposal.*" She stopped short of saying they are likely to be included later.

(I made sure that this fact was reflected in HFAC's minutes.)

Also point out the natural environmental destruction this expansion will cause in an Environmental Justice area.

Thank you for your efforts,

Tanya B. Gailus  
62 Prescott Road