



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Agenda

Monday, November 6, 2023 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

Join Zoom Meeting

<https://us02web.zoom.us/j/84938885474?pwd=UmdyVj9QWEE2VWx6MHJNdVpMd21ZQT09>

Meeting ID: 849 3888 5474

Passcode: 348966

Dial In Toll-Free: 877 853 5257

#	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	Consent Agenda <ul style="list-style-type: none"> a. Meeting Minutes: October 23, 2023 b. Gift Acceptance of \$30,000.00 from the Concord Free Public Library Corporation to the Archival Projects Gift Account c. Town Accountant Warrant: October 12, 2023; October 19, 2023; October 26, 2023; November 2, 2023
III.	6:20 PM	Committee Appointments <ul style="list-style-type: none"> a. Joanne Crowell of 55 Woodland Road to the Bruce Freeman Rail Trail Advisory Committee for a term to expire May 31, 2026 b. Bruce Button of 28 Fairhaven Road to the Financial Audit Advisory Committee as a Citizen At-Large for a term to expire May 31, 2026 c. Anne Mauk of 199 Oak Hill Circle to the West Concord Cultural District Committee for an extended term to correctly stagger terms amongst the committee to expire May 31, 2025
IV.	6:25 PM	Town Manager's Report
V.	6:35 PM	Chair's Report
VI.	6:45 PM	Select Board Liaison Reports
VII.	7:00 PM	Acceptance of Grant from the Commonwealth of Massachusetts Community Compact Best Practice Program

		Presenter: Mimi Graney, Economic Vitality Manager
VIII.	7:05 PM	Review and Approve Confirmatory Deed for 10A Attawan Road Presenter: Delia Kaye, Natural Resources Director
IX.	7:15 PM	Review and Approve Amendments to the Tour Guide Application Presenter: Beth Williams, Tourism Manager
X.	7:30 PM	Diversity, Equity, and Inclusion Commission Update on 2023 – 2024 Action Plan with progress on specific tasks Presenter: Joe Palumbo, Co-Chair of the DEI Commission
XI.	7:45 PM	Proposed Warrant Article for Town Meeting Study Committee to be appointed by the Town Moderator Presenter: Carmin Reiss, Town Moderator
XII.	8:00 PM	Report regarding filed Home Rule Petitions and other tracked legislation Presenter: Chris Carmody, Legislative Liaison
XIII.	8:15 PM	Review and Approve Select Board Meeting Calendar through 2024 Annual Town Meeting Presenter: Henry Dane, Select Board Chair
XIV.	8:20 PM	Communications and Documents of Interest for Information but Not Discussion
XV.	8:20 PM	Adjournment

**Times are approximate and subject to change*

Upcoming Meetings:

Monday, November 20, 2023

Monday, December 4, 2023

Monday, December 18, 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 or 978-318-3006. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled meeting.

**Town of Concord
Select Board
Minutes
October 23, 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 2nd floor in the Select Board Room and via Zoom at 6:00 PM on October 23, 2023.

Present during roll call were: Henry Dane, Chair; Mary Hartman, Clerk; Terri Ackerman; and Linda Escobedo (via Zoom dial-in).

* All votes taken reflect a Roll Call vote due to the members attending in hybrid format

Call to Order

Select Board Chair Henry Dane called the meeting to order at 6:00 PM.

Ms. Hartman confirmed that the members present were Chair Dane, Ms. Ackerman, and Ms. Escobedo (via Zoom dial-in). Mr. Howell was not present.

Public Comment

Cynthia Katz of 20 Conant Street appeared before the Select Board and commented on payment in lieu of taxes (PILOT) payments and work she has performed in the past to investigate why the Town has not implemented these. Ms. Katz continued and commented that she hopes that the Town will pursue these payments.

Consent Agenda

- a. Meeting Minutes: October 10, 2023
- b. One Day Liquor Licenses:
 - i. Retroactive approval for Wines & Malt Beverages Only for Tim Hope of Creative Life Foundation for a Company Outing to be held at Verrill Farm on Sunday, October 22, 2023 from 2:00 PM to 5:00 PM
 - ii. Approval for Wines & Malt Beverages Only for Peggy McGillin of Journey Wealth Partners for a Company Outing to be held at Verrill Farm on Thursday, October 26, 2023 from 5:00 PM to 7:30 PM
 - iii. Approval for Wines Only for Eric Van Loon of Camino Verde, Incorporated for the Anniversary of Camino Verde to be held at the Concord Scout House on Thursday, November 9, 2023 from 7:00 PM to 9:00 PM
- c. Gift Acceptance from the Concord-Carlisle Community Chest to the Concord Recreation School Year Child Care Scholarship Gift Account in the amount of \$6,000.00
- d. Committee Nominations:
 - i. Joanne Crowell of 55 Woodland Road to the Bruce Freeman Rail Trail Advisory Committee for a term to expire May 31, 2026
 - ii. Bruce Button of 28 Fairhaven Road to the Financial Audit Advisory Committee as a Citizen At-Large for a term to expire May 31, 2026
 - iii. Anne Mauk of 199 Oak Hill Circle to the West Concord Cultural District

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Committee for an extended term to correctly stagger terms amongst the committee to expire May 31, 2025

Ms. Ackerman asked that on page 4 of the October 10, 2023 meeting minutes, the word “recommendation” be amended to “report” in her liaison report.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the amendment made to the October 10, 2023 meeting minutes.

Roll Call Vote:

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

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Dr. Anna Feldweg of 343 Commonwealth Avenue to the West Concord Advisory Committee for a term to expire May 31, 2026; to appoint Tiffany Apczynski of 61 Garfield Road to the Economic Vitality Committee for a term to expire May 31, 2026; to appoint John Flahehrty of 156 Upland Road to the Financial Audit Advisory Committee as a Citizen At-Large member for a term to expire May 31, 2026; to appoint Amy Hoey of 217 Central Street to the Pollinator Health Advisory Committee for an unexpired term to expire on May 31, 2024; to appoint Cynthia Rainey of the Concord Regional School Committee to the Financial Audit Advisory Committee for the retroactive term of June 1, 2023 to expire May 31, 2024.

Roll Call Vote:

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

Town Manager’s Report

Town Manager Kerry Lafleur presented the Weekly Operations Report for the week ending October 20, 2023. The full Weekly Operations Report can be viewed on the Town Manager’s webpage of the Town’s website here: <https://concordma.gov/3239/2023-Town-Manager-Weekly-Operation-Report>.

Ms. Hartman thanked the Town for postponing the paving of Main and Walden, as local businesses typically receive most of their annual revenues in November and December. Ms. Hartman continued and asked a question regarding the reviewal of outdated signs in Town, which has been discussed by the Historical Commission. Ms. Hartman then asked how much funding the Community Preservation Committee has this year.

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Ms. Lafleur responded that she is unsure off the top of her head, but that the Community Preservation Committee usually has around \$1.8 million.

Ms. Ackerman asked how many residential properties are in the Town.

Ms. Lafleur responded around 6,000.

Ms. Ackerman noted that about 25% of the Town has applied, then and that the deadline to receive the exemption for January 1 2024 is November 1, 2023. Ms Lafleur noted that most of the applications received so far are from residents with homes valued below the median assessed value.

Chair's Report

Chair Dane reported on:

- Testified in Boston at the State House to the Joint Tourism Committee to express the Town's need for funding from the state to be able to cover a significant amount of the costs the Town will incur for the 250th American Revolution Celebration, especially with public safety.
- Natural Resources Division will be hosting a Community Meeting on Wednesday, November 8, 2023 at 7:00 PM at the Town House, Hearing Room and via Zoom to discuss problems facing Warners Pond.
- Cell Service Listening Session was held on Thursday, October 19, 2023 at 5:00 PM at the Town House, Hearing Room and via Zoom in which productive discussion was held.
- Residential Tax Exemption – Provided a letter response to a resident that reached out to the Select Board regarding the exemption, which he hopes will also be published in the Concord Bridge. All residents should apply for the exemption, even if the value of their home is above the median home value.
- Bruce Freeman Rail Trail Ribbon Cutting Ceremony to be held on October 31, 2023 at 10:00 AM at the rail trail parking lot on Commonwealth Avenue.
- Met with the Town Moderator to discuss the formation of a Task Force to investigate improvements to Annual Town Meeting processes.
- Zoning Board of Appeals Public Hearing on NOVO Riverside Commons to be held on Thursday, October 26, 2023 at 7:00 PM at the Harvey Wheeler Center and via Zoom.

Select Board Liaison Reports

Ms. Hartman reported on:

- Agricultural Committee – Committee has prepared language for a warrant article for Annual Town Meeting to exempt farm stands and markets from the bag fee.
- Attended the Effective Governance Training held for Boards and Committees. Found it helpful and learned new things.

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- Finance Committee – Continued discussion of the consolidated budget article that could be sponsored by the Select Board. Expressed concern that the request from the School Committee asking for a single guideline for all three budgeting units presents a problem when one entity requires more or less than the guideline. Further discussion is needed to understand the role of the Finance Committee to negotiate the allocation of the total guideline among the budget entities.
- Development Agreement Discussion with Deputy Town Manager Megan Zammuto and Ketih Bergman, Chair of the Concord Municipal Affordable Housing Trust for NOVO Riverside Commons.

Ms. Ackerman reported on:

- The letter to the Governor regarding the proposed Hansom North Airfield Expansion has been fully executed and delivered
- A community forum regarding the proposed Hanscom North Airfield Expansion will be held on Wednesday, December 6, 2023 at the Goodwin Forum, Concord Free Public Library and the Select Board has been asked if they would like to be a sponsor of the event
- Attended the Transportation Advisory Committee Town-Wide Transportation Study Workshop which was highly attended and went well
- Attended the Concord Free Public Library 150th Anniversary
- Public Works Commission – Recently attended a meeting in which the Capital Plan was reviewed and the Public Works Department is clearly underfunded in infrastructure
- Attended the site visit at Junction Park which was an emotional meeting with people who feel strongly about the space remaining a park and alternatively who feel strongly about the space becoming part of the Bruce Freeman Rail Trail. There was no agreement at this time on where the planters should be placed

Ms. Escobedo did not have an update at this time.

Public Hearing for Grant of Location Requests for Comcast at 48 Buttricks Hill Road

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

Roll Call Vote:

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

Cathy Maloney of Comcast of Massachusetts, Incorporated appeared before the Select Board to present the petition for a Grant of Location request to be located at 48 Buttricks Hill Road. The full petition and application plans are included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY

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voted: to close the Public Hearing.

Roll Call Vote:

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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Grant of Location request for Comcast of Massachusetts, Incorporated to install coaxial cable to be owned and used by the petitioner, along and across the public way or ways of 48 Buttricks Hill Road and in accordance with the conditions provided by the Concord Municipal Light Plant and Concord Engineering Department.

Roll Call Vote:

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

**Request to Increase Regional Housing Services Office Fiscal Year 2024 Revolving Fund
Total Expenditure Subject to Prior Approval by the Finance Committee**

Town Manager Kerry Lafleur presented a memorandum on behalf of Liz Rust, Director of the Regional Housing Services Office, that requested the Fiscal Year 2024 Revolving Fund total expenditure be increased by \$50,000.00, from \$375,000.00 to \$425,000.00. Ms. Lafleur noted that this item has already been reviewed and approved by the Finance Committee. The full memorandum is included in the Select Board meeting packet.

Ms. Hartman asked if this increases the amount that Concord contributes for these services.

Ms. Lafleur responded it does not, it just enables the RHSO to collect more from Natick to provide services to that community.

Ms. Ackerman noted that this request has become fairly routine with the Select Board and asked if there is a way to increase this at Town Meeting so that further requests do not need to come back to the Select Board.

Ms. Lafleur responded that this is possible, but there has been some push back and questioning in the past at Town Meeting to requests to increase Revolving Fund budgets.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the request to increase the Fiscal Year 2024 Regional Housing Services Office Revolving Fund total by \$50,000.00, from \$375,000.00 to \$425,000.00.

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Roll Call Vote:

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

Authorize the Town Manager to act on behalf of the Town for Wastewater Asset Management Grant

Town Manager Kerry Lafleur presented a memorandum on behalf of the Water and Sewer Superintendent Jeff Murawski that requested the Select Board authorize the Town Manager to act on behalf of the Town for the Wastewater Asset Management Grant. The full memorandum is included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to designate Concord Town Manager, Kerry Lafleur, to act as the Town’s representative, as its agent, in filing applications for, executing agreements regarding, and performing any and all other actions necessary to secure for the Town such loan(s) for construction or planning of Water Pollution Abatement Projects as may be made available to the Town pursuant to the provisions of the Massachusetts Clean Waters Act (M.G.L. c.21, section 27-33E, inclusive, as amended) and the Water Pollution Abatement Revolving Loan Program (M.G.L. c.29C) for the following project: CWSRF 7288 – Asset Management Plan.

Town Manager Response to the Fiscal Year 2025 Finance Committee Guidelines Information Request Letter and Approve the Select Board Response Letter to the Finance Committee Request Letter

Town Manager Kerry Lafleur explained that there are several responses to the Finance Committee before the Select Board this evening, including her response to the Finance Committee’s Fiscal Year 2025 Guidelines Information Request, a Select Board response to budgetary information regarding the 250th American Revolution Anniversary Celebration, and a Select Board response to information regarding Town revenues. Ms. Lafleur continued by presenting her response to the Fiscal Year 2025 Guidelines, which was broken into the following strategic issues: (1) Recruitment and Retention; (2) Maintaining Capital Infrastructure; (3) Balancing Service Level Expectations through Strategic Planning. Ms. Lafleur’s full memorandum response is included in the Select Board meeting packet.

The Select Board then discussed a response to the Finance Committee letter regarding budgetary information pertaining to the 250th American Revolution Anniversary Celebration. Chair Dane commented that the first aspect of the letter is whether or not the Town is seeking funds from state and federal sources, which he confirmed that the Town is working very hard to do. Chair Dane continued that because the size of the event is largely out of the Town’s control and the Town cannot be sure the amount of funding that will be secured from the state and federal

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government, the Town should consider how it may need to cover additional costs for public safety, such as a contingency, as public safety for the event is the priority.

Ms. Ackerman noted that the 2025 Executive Committee is working to put together a draft list of events for the 250th American Revolution Anniversary Celebration for their update to the Select Board on Monday, December 4, 2023, and that she would also like to see a proposed budget at this time. Ms. Ackerman continued that the Committee is also looking for the Select Board to sign an Intermunicipal Agreement with other neighboring communities for the celebration.

Ms. Hartman agreed with the importance of having a proposed budget for the celebration at the Select Board meeting in December.

The Select Board then discussed a response the Finance Committee letter regarding Town revenues. Chair Dane noted that he has begun research into payment in lieu of taxes (PILOT) programs in the area, which is something that the Select Board and Finance Committee have both expressed interest in working toward.

Ms. Ackerman asked if the Town Manager had any ideas on how to proceed with this.

Ms. Lafleur responded that this is of interest to her and since this was last visited in the Town many years ago, other cities and towns have had great success negotiating for this. Ms. Lafleur continued to give Town staff some time to put together an action plan before the Select Board considers hiring a consultant or forming a Task Force. Ms. Lafleur stated a time period of six months would be great.

Ms. Ackerman noted that she thinks that the Select Board should respond to the Finance Committee in general, including regarding PILOT payments, rental fees, and to analyze user fees to ensure that they are covering the costs, such as maintenance costs, overhead costs, employee benefits, etc., and update the enterprise fund chargebacks and ensure that they are also covering the costs.

Ms. Hartman volunteered to send a response to the two discussed Finance Committee letters based on the discussion and the Select Board authorized Ms. Hartman to do so.

Communications and Documents of Interest for Information but not discussion

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to adjourn the meeting at 8:34 PM.

Roll Call Vote:

Chair Dane – Aye

Ms. Hartman – Aye

Ms. Ackerman – Aye

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Ms. Escobedo – Aye

Meeting Materials:

[Select Board Meeting Packet for October 23, 2023](#)

[Select Board Meeting Recording for October 23, 2023](#)

DRAFT

Town of Concord
Finance Department
Memorandum

TO: Kerry A. Lafleur, Town Manager
FROM: Anthony M. Ansaldi, Chief Financial Officer
SUBJ: Archival Projects Gift Account
DATE: October 24, 2023



Please place on the Select Board's agenda the following gift to the Archival Projects Gift Account from the Concord Free Public Library Corporation.

This gift will be used, under the direction of the Library Director, and supervision of the Curator of Special Collections, for the purpose of engaging the services of archival processing staff to arrange, describe, and perform basic preservation activities on archival records and manuscripts that the William Munroe Special Collections permanently hold.

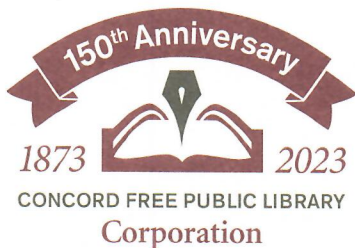
Concord Free Public Library Corporation
129 Main Street
Concord, MA 01742

\$30,000.00

Archival Projects
4510031-4850 GFT031

Accepted: _____
Clerk

Date: _____



October 18, 2023

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

Attention: Anthony Ansaldi
Chief Financial Officer

RE: Grant of funds for use by the Concord Free Public Library William Munroe Special Collections

Dear Select Board:

The Concord Free Public Library Corporation (the “Library Corporation”) hereby grants to the Town of Concord for use by the Concord Free Public Library under the direction of the Library Director and supervision of the Curator of Special Collections the amount of \$30,000 to engage the services of archival processing staff to arrange, describe, and perform basic preservation activities on archival records and manuscripts that the William Munroe Special Collections permanently hold (herein the “Work”).

The Library Corporation expects that (a) the Work will be performed under the supervision of the Curator of Special Collections, (b) the entire principal and income from this grant will be allocated to the purpose stated, and (c) the Work will be commenced and completed as soon as possible from the date of this grant and can be carried over if not completed in FY2023-24.

The Curator shall keep the Library Corporation’s Special Collections Committee informed on a current basis as to the progress of the Work.

The Work shall be carried out in accordance with all applicable Town rules and regulations and nothing in this grant will be deemed inconsistent therewith.

Sherry F. Litwack, President | Richard D. Briggs, Jr., Treasurer | Pamela M. Gannon, Clerk

Jeffrey W. Adams | Cristina Coletta Blau | John W. Boynton IV | Theodore F. Hanselman | Yumi Yasutake Suarez | Elise F. Woodward

MAIN LIBRARY 129 Main Street, Concord, MA 01742 | 978-318-3300 FOWLER BRANCH LIBRARY 1322 Main Street, Concord, MA 01742 | 978-318-3350

DEVELOPMENT OFFICE CFPLCorp.org | development@CFPLCorp.org | 978-318-3355

A check payable to the Town of Concord in the amount of \$30,000 is enclosed.

If there are any questions as to this grant they shall be directed to the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read "Sherry F. Litwack". The signature is written in a cursive style with a large initial "S".

Sherry F. Litwack
President, Concord Free Public Library Corporation

Cc. Kerry Lafleur, Town Manager
Emily Smith, Library Director

Encl. check



TOWN OF CONCORD

Office of the Town Manager

Operational Status Reports and Departmental Updates For the week ending October 27, 2023

Town Manager's Office

2229 Main Street

On Oct. 25, the EPA hosted an information session regarding the NMI/Starmet site which was well attended both in person and on-line. The 2229 Advisory Task Force is holding a public forum on November 9, 2023 to review the charge of the committee, outline considerations for possible reuse, and solicit ideas regarding the NMI/Starmet superfund site. The task force will develop a recommendation to the Select Board on the site.

Nanae-Concord Sister City Connection

A delegation from Nanae Japan is in Concord this week as part of the Nanae-Concord Sister City program. The delegation and their host families came to the Town House on Sunday to celebrate twenty-five years of partnership with a signing ceremony. The Minuteman escorted the delegation to the Town House, where they were joined by the Mayor of Nanae, family, friends, and other officials from Japan on Zoom. The ceremony ended with a toast and cake. The younger members of the delegation will be attending middle and high school this week in addition to other cultural events, including Trick-or-Treat.



Police Department

Activity Log:

- Log items: 642
- Traffic enforcements: 39
- Motor vehicle stops: 37.
- Motor vehicle crashes and/or paper exchanges: 11
- Arrests: 2

Community:

- Officers assisted the Umbrella Arts Center with the Brandi Carlisle concert which had Governor Maura Healey in attendance.
- Officers assisted with events at Concord Academy's Open House, West Concord Day, and security at Temple Kerem Shalom.

- Chief Mulcahy and Lieutenant Landers attended the acclaimed bluegrass musical, Nefesh Mountain, at Temple Kerem Shalom.
- Lieutenant Landers and Lieutenant Goldman, along with staff from the Concord Fire Department and neighboring agencies attended a training session put on by the Massachusetts Emergency Management Agency (MEMA) in preparation for the upcoming 250th Celebration.
- Lieutenant Landers, Lieutenant Monahan, and Lieutenant Goldman attended the quarterly Central Middlesex Police Partnership (CMPP) meeting which held a presentation on the new Mental Health Court which will be operating as a function out of Concord District Court.

Public Works

- **Nagog Pond Watershed Inspection:** Representatives of the Massachusetts Department of Environmental Protection (Department or MassDEP) conducted an inspection of the Nagog Pond watershed, intake, disinfection processes, and files on October 17, 2023. This



- inspection is a requirement of the Massachusetts Drinking Water Regulations for systems with a filtration waiver. It is noted that Concord is one of a few surface water systems to maintain this waiver – issued over 30 years ago. The watershed inspection, in conjunction with the Watershed Protection Control Program and the disinfection process, are interrelated preventive strategies that ensure adequate control of water quality. The inspections ensure maximum utilization of the multi-barrier approach to source water protection. No significant deficiencies were identified.
- **Future Water Operators:** On October 26th, operations personnel provided a tour of the Deaconess Water Treatment Facility to Senior class members of Minuteman’s Environmental Science Program. The water supply industry is increasingly challenged with attracting the next generation of operators and technicians. Concord Water has a long history of offering such tours to surrounding schools, increasing awareness and exposure to the important work that we do and related and varied career opportunities that exist.
 - **Commonwealth Avenue Road Improvement:** Bradford Street, Winthrop Street and Commonwealth Avenue between Laws Brook Road and Church Street will be milled, and structures raised from October 30, 2023, to November 2, 2023. Bradford Street and Winthrop Street will remain open, with alternating one-way traffic. Commonwealth Ave. will remain open to one-way traffic, and there will be no on-street parking while the detour is operating and a significant reduction to parking during structure raising. Alternative parking will be in the Municipal portion of the MBTA Parking Lot. Traffic will be detoured through Laws Brook Road, Conant Street, Main Street, and Church Street. For more details on the project see the dedicated project webpage: <https://concordma.gov/3132/Commonwealth-Avenue-Improvements-Church>.

Library

Community Read-a-Loud



Public Health Director Melanie Dineen volunteered to be a guest reader during the Fowler Library's Community Helper story hour



TOWN OF CONCORD

Office of the Town Manager

Operational Status Reports and Departmental Updates For the week ending November 3, 2023

Police Department

Activity Log:

- Log items: 610
- Traffic enforcements: 35
- Motor vehicle stops: 35.
- Motor vehicle crashes and/or paper exchanges: 19
- Arrests: 2

Community:

- Officers Femino and Maddaleni attended the Thoreau Street Business District Trick or Treating event and handed out candy to trick-or-treaters.
- Lieutenant Goldman attended the candlelight vigil for victims of domestic violence in Lincoln. The vigil was organized by our partners at the Domestic Violence Services Network (DVSN) to remember those who have lost their lives due to domestic violence.
- Lieutenant Goldman and traffic officers assisted with traffic and pedestrian safety for the Sleepy Hollow 5K road race.
- Detective Rodriguez assisted with the DEA National Drug take back day held at CPD.
- Detective Paladino and Officer Lopez attended the Trunk-or-Treat event at the Beede Center, with the Concord Fire Department.
- Detective Rodriguez attended Firearms Legal update training.
- Lieutenant Goldman, Detective Harrington, Detective Bordenca and Officer McGonagle assisted Detective Paladino with her presentation/ALICE drill to The FENN School.
- Lieutenant Monahan attended a (3) day advanced crime scene investigation training.
- Lieutenant Landers attended a security luncheon at The Lincoln Labs in Lexington with area Police and Fire administrators.

Planning

At long last, the West Concord Train Depot is being pressure washed, scraped and painted! Before retiring, the DPLM Director Marcia Rasmussen connected with the right people at the MBTA to get this project on the radar to happen before the Town's 250th Celebration. The MBTA said that they could possibly get the crews to do the work, if the Town supplied the paint, which was done in 2009 the last time the Depot was painted. Two weeks ago, Town Planner Elizabeth Hughes connected with the MBTA contact to once again gets this project rolling and was told that if the Town was still able to provide the paint, crews with the MBTA could come out in the next week to get the job done. No way were we going to pass up this opportunity up! With the help from Senior Planner Ann Clifford, the paint colors were matched, the paint ordered and the job in underway. This project should take a few weeks (or less if we keep getting nice weather) and the Club Car Café is open during painting!!



MBTA Communities Zoning – At the Planning Board meeting October 24th, the Board reviewed the first draft map for the MBTA Communities Overlay. The map shows 5 areas to potentially include in the district. The map has been posted to the MBTA Communities webpage: www.concordma.gov\mbtacomunities Additionally, the proposed overlay district areas have been added to the Town’s WebGIS so that people can review each district and get parcel specific information. Three additional MBTA Communities Connections hours have been set up

to allow people to come ask the Town Planner questions in an informal setting:

November 9th at 7 a.m. – Club Care Café – 20 Commonwealth Ave.

November 14th at 5:30 p.m. – Zoom (check the MBTA Communities webpage for Zoom link)

November 20th at 11 a.m. – Dunkin’ – 117 Thoreau St.

HUMAN SERVICES

During the month of October, Bonny Wilbur, Community Services Coordinator, attended the MA Law Reform Institute’s Advocacy Training, *Assisting Families Experiencing Homelessness*. Bonny also attended the workshop, *The Housing Crisis and Migrants in MA*, and she took part in a meeting sponsored by the Municipal Immigration Support Network which hosted a speaker from the *MA Immigrant and Refugee Advocacy Coalition*.

Each program focused on the recent changes to the Emergency Assistance Shelter and Benefits system enacted by the Governor, now that the state has reached capacity of 7,500 homeless families being housed across the Commonwealth. Approximately 30 – 40 homeless families enter a shelter each day, while only 10 – 20 families move on to long-term housing. These numbers are not sustainable, and at the current rate, the Governor foresees approximately 13,000 homeless families in need of shelter by next summer. Concord is lucky to benefit from the assistance of the agency Making Opportunity Count, which supports the families living at the Best Western shelter. Many cities and towns across the state have had shelters open with no agencies assigned to support the families.

COVID-19 Vaccine Clinic

A COVID-19 vaccine clinic for residents 60+ years of age is scheduled for November 14, 2023 from 10 AM – Noon at the Harvey Wheeler Center, 1276 Main Street. Call to sign up at 978-38-3020. Residents 60+ with last names beginning with A-L are encouraged to arrive between 10-11 AM, those with last names beginning with M-Z should arrive between 11 AM – Noon.

ATTN: CONCORD RESIDENTS 60+ YEARS OF AGE

TUES NOV 14 2023

COVID-19 VACCINE CLINIC

*Only updated Moderna available

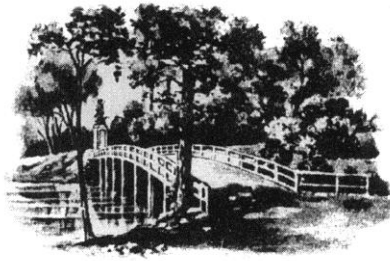
Please bring your insurance cards or copies thereof.

Call to sign up: 978-318-3020

10 AM - 12 PM COUNCIL ON AGING

1276 Main St
Concord, MA 01742

We encourage you to arrive between 10-11am, if your last name begins with A-L; 11-12pm if M-Z.



OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Select Board

From: Mimi Graney, Economic Vitality Manager

Date: October 19, 2023

Re: Approval for Receipt of MA Community Compact Grant – Age- and Dementia-Friendly Initiative

I am seeking the Select Board's acceptance of a \$40,000 grant to the Town provided by the Commonwealth of Massachusetts Community Compact Best Practice Program. This is administered through the office of Local Services within the Executive Office of Administration and Finance (EOAF).

The funded project seeks to educate local businesses about the needs of older residents and visitors to foster inclusion and accessibility in Concord's business districts and advance economic development efforts. In 2018, as part of a state-wide initiative under the AARP Network of Age-Friendly States, Concord began the process of earning Age-Friendly designation. The project will bring tangible activity to this broad-based mission to make Concord inclusive for all residents of all ages.

As part of first step of a business-oriented Age-Friendly program, this grant provides for the development of toolkit for businesses to employ age-friendly best practices in their facilities and operations. Direct engagement with Concord businesses, primarily those within the three neighborhood shopping areas of Concord Center, West Concord, Thoreau Depot, will provide tailored recommendations they can take in the immediate term that do not require property owner approval.

Potential impacts include implementation of age-friendly accessibility measures by local businesses to support patrons over 65 years old and people with physical and cognitive needs, leading to increased patronage of local businesses by these residents and visitors. The Town will strengthen relationships with local business owners, better understanding issues from their perspective. Increased awareness of age-friendly practices provides a foundation to positively influence other future initiatives, including those requiring greater time and financial investments.

Primary tasks will include: 1) a business survey and walk-through of businesses in the town's three retail business districts of Concord Center, West Concord and Thoreau Depot to understand existing age-friendly measures and concerns, 2) general assessment of these measures and concerns, 3) a toolkit of age-friendly strategies tailored to the needs of local businesses and cultural venues, and 4) a workshop for businesses to learn about how to implement these strategies.

This project will be directed by me as the Economic Vitality Manager. The Town of Concord will be supported by technical assistance from the Metropolitan Area Planning Council (MAPC). Additional collaborators include the

active engagement of the Concord Council on Aging, the Commission on Disability, and town committees focused on economic development, and individual business districts, the Chamber of Commerce along with other local partners.

The grant guidelines allow for two years but program deliverables are expected to be fully executed by the end of 2024.



TOWN OF CONCORD
DIVISION OF NATURAL RESOURCES
141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3285 FAX (978) 318-3291

Delia R. J. Kaye
Natural Resources Director

October 13, 2023

Henry Dane, Chair
Concord Select Board
22 Monument Square
Concord, MA 01742

Re: Confirmatory Deed, 10A Attawan Road

Dear Mr. Dane:

In 1947, Town Meeting accepted a gift of land from the estate of Fannie Wheeler consisting of approximately 3 acres of land known as Attawan Triangle or Wheeler Field. The intent of the donor was that the land "be kept as a park", and abutters to the field have requested that the Town approve a confirmatory deed place the land under the care and custody of the Natural Resources Commission, which was not in existence at the time of the gift. The Select Board's intent for the land to be in the care and custody of the NRC was affirmed in 2001.

Placing the land under care and custody of the NRC through the confirmatory deed, to be recorded at the Middlesex Registry of Deeds, ensures that the land is afforded permanent protection in accordance with Article 97 of the Amendments to the Massachusetts Constitution. The Natural Resources Commission reviewed and voted to accept the confirmatory deed at its October 11, 2023 meeting, with a recommendation that the Select Board approve the confirmatory deed.

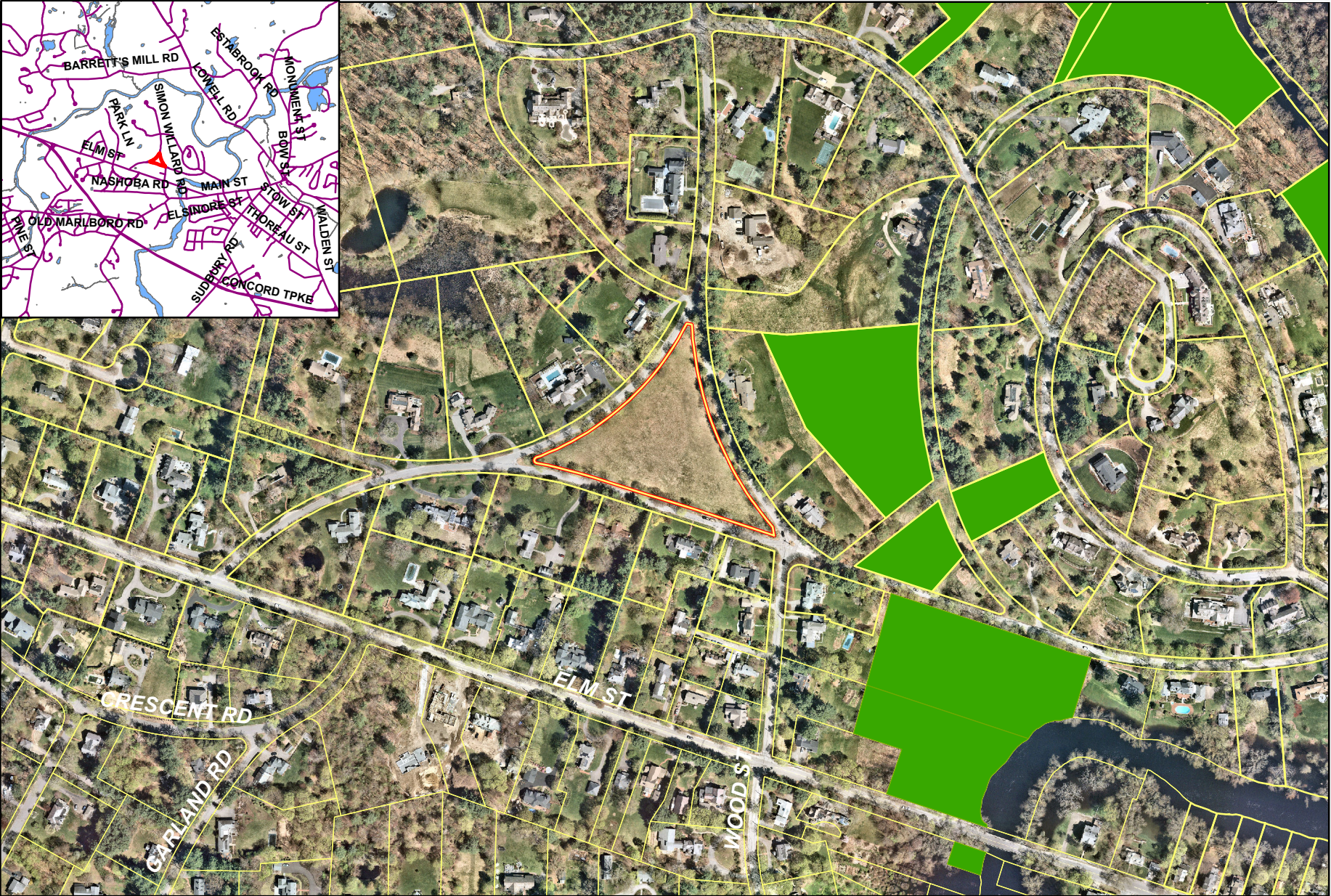
I look forward to discussing this with the Board at the November 6, 2023 Select Board meeting.

Sincerely,




Delia Kaye
Natural Resources Director

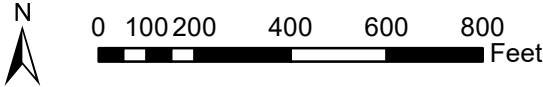
cc: Kerry Lafleur, Town Manager
Tom Falwell, Esq.

Attawan Triangle (10A Attawan Road)



Legend

-  Attawan Triangle
-  Parcel Boundaries
-  Concord Land Trust Conservation Lands





Town of Concord

Office of the Town Clerk
22 Monument Square
Concord, Massachusetts 01742

Annual Town Meeting
March 3, 1947

CERTIFICATE OF VOTE

ARTICLE 27. Upon a motion duly made and seconded, it was

VOTED: That the offer of Berkeley Wheeler to give to the Town the triangular parcel of land bounded by Musketaquid Road, Attawan Road and Simon Willard Road be and hereby is accepted.

Unanimous vote
March 3, 1947

A true copy. ATTEST:

Kari Mai Tari, Town Clerk



Town of Concord
Office of the Town Clerk
22 Monument Square
Concord, Massachusetts 01742

CERTIFICATION OF VOTE

At a duly posted meeting held on November 13, 2001, the Select Board took the following action:

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: That the Board of Selectmen confirms that the parcel of land commonly referred to as the "Musketaquid Triangle" located at 10A Attawan Road and shown on the Assessors maps as parcel #1777, is deemed to be under the care and custody of the Town's Natural Resources Commission, pursuant to the vote of the 1946 Annual Town Meeting under Article 27, and further pursuant to the intention of the donor as expressed by Berkeley Wheeler, in a letter dated June 20, 1946. It is the Selectmen's findings that this parcel of land has been protected open space since its acceptance by the Town in 1946, under the provisions of Article 97 of the Amendments to the Massachusetts Constitution preserving public open spaces.

A true copy. ATTEST:

Kaali Mai Tari, Town Clerk

Gift of Berkeley Wheeler

The Board received the following letter from Mr. Berkeley Wheeler of Simon Willard Road:

Concord, Mass.
June 20, 1946

Board of Selectmen,
Gentlemen:

If acceptable to the Town of Concord, I should like to give that lot of land described on tax bill as "Simon Willard Rd. triangle enclosed by drives S.W. of barn—#14 on plan," to the Town, to be kept as a park.

This land came from William Wheeler to his wife, Fannie E. Wheeler, thence to Vernon B. Hitchins (of State Street Trust Co., Boston) and myself, who set up a real estate Trust for some 12 or more of Mrs. Wheeler's beneficiaries.

This subject has been considered by Mr. Hitchins and approved by him.

Yours very truly,

BERKELEY WHEELER."

A formal vote of the Town accepting such gift being necessary, an appropriate article has been placed in the warrant in respect to the same.

Printing of Town By-Laws

Progress has been made in bringing up to date and preparing for reprinting all of the by-laws, departmental rules and regulations and related information of the Town. Mr. Eugene G. Kraetzsch, Jr. has been assisting the Selectmen in this project. Because of the possibility that the Town may make further changes in the zoning by-law and other by-laws at the annual meeting in 1947, with possible resulting changes in rules and regulations, no effort has been made to complete this project until after such meeting.

Town Buildings and Land

The Old High School building on Stow Street, having been used by the Concord Chapter of the American Red Cross as its headquarters during the war years, was returned to the Town

VN REPORT

t capacity to hold all, or a large study.

terans Services

eting the Town voted against authorizing the establishment of departments and of districts for as of World War II, or other

first towns in the Common for advice and assistance of organization had functioned efficiently as the Concord Veterans Ad-ter, however, the Legislature, 196, made the establishment of strict obligatory on the Town ed Lt. Col. John K. Damon as f Veterans' Services. The de- facilities of the Veterans Ad- visory Board was appointed department were moved to in the Old High School build-

e a debt of gratitude to Mr. ted the Volunteer Committee ginning, gave without stint lopment of the Veterans in-

using

l on July 1, 1946, and at on 6, the Town appointed a Vet- opriated a total of \$100,000 -family homes for veterans mpletion at the end of 1946 rt of the Veterans Housing his Town Report, as to the

pted the provisions of Chae g an Act to facilitate n- ring the present emergency Board of Appeals is given : with respect to particu- : zoning by-laws.

ment, and if the context requires, the words Mortgagor and Mortgagee and the pronouns referring to them shall be construed as plural, neuter or feminine. In case this loan is paid in full within one year from the date hereof, the Bank reserves the right to charge interest thereon for sixty days beyond the date of repayment. I, Robert E. Woodbine husband of said mortgagor Doris J. Woodbine release to the mortgagee all rights of tenancy by the CURTESY and other interests in the mortgaged premises. WITNESS our hands and seals this Seventh day of May 1947 Doris J. Woodbine & Robert E. Woodbine & THE COMMONWEALTH OF MASSACHUSETTS Middlesex ss. Arlington, May 7, 1947 Then personally appeared the above-named Doris J. Woodbine and acknowledged the foregoing instrument to be her free act and deed, before me, John G. Brackett Justice of the Peace My commission expires September 26, 1952. - - - - - Middlesex ss. May 8, 1947. 10h. 24m. A.M. Rec'd & Recorded.

KNOW ALL MEN BY THESE PRESENTS That We, Berkeley Wheeler and Vernon B. Hitchins, Trustees of the Fannie Eleanor Wheeler Real Estate Trust dated November 20, 1942 recorded with Middlesex South District Deeds, Book 6660, page 41, by the power conferred by said Declaration of Trust and every other power, for consideration paid, grant to the Inhabitants of the Town of Concord, a municipal corporation the land in said CONCORD containing about 3.31 acres bounded Southerly by Musketaquid Road Northwesterly by Attawan Road, and Easterly by Simon Willard Road The premises are the seventh parcel in deeds of Hilda Tompkins et al. to us recorded with said Middlesex Deeds Book 6660 page 48 et seq. and are subject to an easement for a water main granted to the Town by deed recorded Book 1616 page 292 and to taxes for the year 1947. No revenue stamps are required hereon. This instrument is intended to take effect as a sealed instrument this 1 day of May 1947. Berkeley Wheeler & Vernon B. Hitchins & Trustees as Aforesaid COMMONWEALTH OF MASSACHUSETTS Suffolk ss. May 1 1947. Then personally appeared the above named Vernon B. Hitchins and acknowledged the foregoing instrument to be his free act and deed, as trustee as aforesaid before me. Roger D. Swaim Notary Public. My commission expires 2/26/48. - - - - - Middlesex ss. May 8, 1947. 10h. 34m. A.M. Rec'd & Recorded.

FANNIE ELEANOR WHEELER REAL ESTATE TRUST'S Trs.
to
TOWN OF CONCORD

KNOW ALL MEN BY THESE PRESENTS That We, Francis E. Hughes and Blanche I. Hughes, husband and wife as tenants by the entirety, both of Natick, Middlesex County, Massachusetts, (hereinafter with our heirs, ex-

HUGHES et ux to BOSTON FIVE CENTS SAVS. BANK

Property: 10A Attawan Road (known as Musketaquid Triangle), Concord, Massachusetts

CONFIRMATORY DEED

The **TOWN OF CONCORD**, a municipal corporation having a mailing address of Town House, 22 Monument Square, Concord, Massachusetts 01742, acting by and through its Select Board,

for consideration of One (\$1.00) Dollar paid and other good and valuable consideration,

grants to the **Town of Concord**, a municipal corporation, acting by and through its Natural Resources Commission, as its Conservation Commission, with a principal place of business at 141 Keyes Road, Concord, Massachusetts 01742, for conservation purposes,

with *Quitclaim Covenants*,

the land in said Concord containing about 3.31 acres bounded Southerly by Musketaquid Road; Northwesterly by Attawan Road; and Easterly by Simon Willard Road.

The above-described premises are the seventh parcel in a deed of Hilda Tompkins et al. to Berkeley Wheeler and Vernon B. Hitchins, Trustees of the Fannie Eleanor Wheeler Real Estate Trust dated November 20, 1942, said deed being recorded with the Middlesex South District Registry of Deeds at Book 6660, Page 48 et seq. and are subject to an easement for a water main granted to the Town by deed recorded at Book 1616, Page 292.

No Massachusetts documentary stamps are affixed hereto as none are required by law because the grantor is a municipal corporation established under the laws of the Commonwealth of Massachusetts.

For title reference, see Deed from Berkeley Wheeler and Vernon B. Hitchins, Trustees of the Fannie Eleanor Wheeler Trust dated May 1, 1947 and recorded with the Middlesex South District Registry of Deeds at Book 7129, Page 415.

This Confirmatory Deed is being executed, acknowledged and recorded to confirm that the premises described herein is deemed to be under the care and custody of the Town of

Concord's Natural Resources Commission pursuant to that certain vote taken by the Town of Concord Board of Selectmen on November 13, 2001, a certified copy of which is recorded herewith.

[Signatures to appear on next page.]

ACCEPTANCE OF CONFIRMATORY DEED

On this 11 day of October, 2023, the Town of Concord, acting by and through its Natural Resources Commission, hereby accepts the foregoing Confirmatory Deed from the Town of Concord, acting by and through its Select Board, pursuant to the vote of the Select Board taken on November 13, 2001, the vote of the 1946 Annual Town Meeting under Article 27 and the vote of the Natural Resources Commission taken on October 11, 2023, copies of which votes are recorded herewith.

TOWN OF CONCORD
By its Natural Resources Commission


Edward Nardi, Chair


Sarah Grimwood


Bill Kemeza


Gary Kleiman

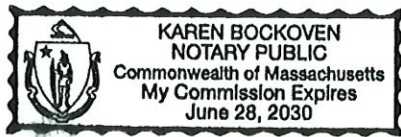

Nick Pappas

COMMONWEALTH OF MASSACHUSETTS
COUNTY OF MIDDLESEX

On this 11th day of October, 2023, before me, the undersigned notary public, personally appeared Edward Nardi, SARAH GRIMWOOD, NICKOLAS PAPPAS, GARY KLEIMAN & William Kemeza, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons whose names are signed on the preceding or attached document and acknowledged to me that they signed it voluntarily for its stated purpose as Members of the Town of Concord Natural Resources Commission, before me.


Notary Public:

My Commission Expires: June 28, 2030



WITNESS our hands and seals this ____ day of _____, 2023, but effective as of the 1st day of May, 1947.

**TOWN OF CONCORD
SELECT BOARD**

Henry Dane, Chair

Mary Hartman, Clerk

Terri Ackerman

Linda Escobedo

Mark Howell

**COMMONWEALTH OF MASSACHUSETTS
COUNTY OF MIDDLESEX**

On this ____ day of _____, 2023, before me, the undersigned notary public, personally appeared _____,

_____,
proved to me through satisfactory evidence of identification, being personal knowledge, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose as Members of the Select Board of the Town of Concord.

Notary Public:
My Commission Expires:





To: Concord Select Board

From: Beth Williams, Tourism Manager

Date October 31, 2023

RE: Tour Guide License Procedures

As tourism numbers have grown, so has the number of people interested in providing tours in Concord. With the continued increases expected due to the popularity of the upcoming Concod250, the following recommendations are submitted for you.

Included with this Select Board packet are 2 items for your review. Item one is your support for a warrant article for the 2024 Town Meeting to include modification to the Tour Guide Bylaws created in 1905. The 1905 article only mentions soliciting tourists to ride in carriages. Current recommendation is to provide a wider regulation to allow for current ways of tour guiding such as walking and bus tours.

The second item is changes to the process of licensing tour guides in Concord. Currently only TOC staff tour guides go through background checks. It is my recommendation that since the Select Board is licensing guides, CORI checks should be an added requirement. An additional change is requiring the Concord Guide Course be retaken every 10 years, assuring that any new interpretive information can be incorporated into the Guide Course. A waiver has also been added upon the advice of Town Council.

Tour Guide Regulations Suggested Revisions October 2023

1905 version

TOWN OF CONCORD MASSACHUETTS TOURIST BYLAWS LICENSING OF TOURIST VEHICLES BYLAW No person shall use a carriage or other vehicle for the transportation of tourists for hire without first obtaining a license so to do from the Selectmen, which license shall be issued for a definite time, and shall be revocable by the Selectmen within that time. Article 16 (Sub-Article 8), Town Meeting, April 1905

TOURIST GUIDE LICENSE BYLAW No person shall, in any of the public places in said Town, solicit tourists to ride in carriages or other vehicles, to take meals, to employ guides, or to buy any articles without first obtaining a license so to do from the Selectmen, which license shall be issued for a definite time and shall be revocable by the Selectmen within that time. Article 16 (Sub-Article 9), Town Meeting, April 1905

2024 Recommendation:

The Town of Concord requires persons who wish to conduct tours in Concord be licensed by the Town of Concord Select Board.

TOWN OF CONCORD MASSACHUETTS TOURIST BYLAWS LICENSING OF TOURIST VEHICLES BY LAW No person shall provide tour guide services via vehicle without first obtaining a license so to do from the Selectmen, which license shall be issued for a definite time, and shall be revocable by the Selectmen within that time. Article 16 (Sub-Article 8), Town Meeting, April 2024

TOURIST GUIDE LICENSE BYLAW No person shall, in any of the public places in said Town, solicit tourists without first obtaining a license so to do from the Selectmen, which license shall be issued for a definite time and shall be revocable by the Selectmen within that time. Article 16 (Sub-Article 9), Town Meeting, April 2024

The following shall be posted on the Town of Concord Website

Tour Guide Permit

In order to ensure that residents and visitors have options related to tours and hospitality in Concord, the Town regulates the issuance and renewal of Tour Guide licenses. To obtain an initial license, Tour Guides must pass a test on the history and culture of Concord upon completion of The Concord History Course (offered annually). In the event the licensed Tour Guide's test results are over ten years old, the Concord History Course must be re-taken and a successful score must be recorded. A CORI check must be completed prior to the issuance of a Tour Guide license and every three years thereafter.

Duration

Licenses are valid for calendar year January 1-December 31 and renewals will be sent out in early November each year.

Eligibility

- Must be 18 years or older, or with a valid MA work permit.
- No person who has been convicted of a felony within five years preceding the date of application shall be permitted to receive a tour guide license.
- Completion of Concord History Course with a minimum of 70% passing grade.

Fees

- Permit fee \$50.00

Required Documents

- Completed [application](#)
- Valid State issued **identification card or driver's license**
- Proof of successful completion of Concord History Course
- Acceptable CORI results (findings to be reviewed with Concord Police Dept.)

Completed applications will be presented to the Select Board for approval. Applicants need not be present. Upon confirmation, a packet will be mailed to approved applicants with a copy of the relevant regulations and a laminated license. All duly licensed tour guides operating in Concord must have their ID and tour guide license on their persons while guiding.

TOWN OF CONCORD
Application For Tourist Guide License

To offer Guide Service within Concord

License Fee 50.00

The undersigned hereby applies for a TOURIST GUIDE LICENSE in accordance with the provisions of the Town of Concord bylaw *Article 16 (Sub-Article 9)*

Name:

Address:

Company or companies
employed with:

Website address:

Telephone Number:

Email address:

Signature:

I agree by to comply with any and all Town of Concord Regulations

Office Use Only

Paid: Check Cash

Check #

Date: _____

License expires on December 31, 2024

(OVER)

I HEREBY, for myself, my heirs, executors, administrators, assigns, or personal representatives (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian if Releasor is under 18 years of age), knowingly and voluntarily enter into this WAIVER AND RELEASE OF LIABILITY and hereby waive any and all rights, claims or causes of action of any kind arising out of my participation as a Concord tour guide (the "Activity"); and

I HEREBY release and forever discharge TOWN OF CONCORD, located at 22 Monument Sq, Concord, Massachusetts 01742, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, from any physical or psychological injury that I may suffer as a direct result of my participation in the aforementioned Activity.

I am voluntarily participating in the aforementioned Activity and I am participating in the Activity entirely at my own risk. I am aware of the risks associated with participating in this Activity, which may include, but are not limited to: physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and death. I understand that these injuries or outcomes may arise from my own or others' negligence, conditions related to travel to and from the Activity, or from conditions at the Activity location(s). Nonetheless, I assume all related risks, both known and unknown to me, of my participation in this Activity. I further agree to indemnify, defend and hold harmless the releasees against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs. I agree that this Release shall be governed for all purposes by Massachusetts law, without regard to any conflict of law principles. This Release supersedes any and all previous oral or written promises or other agreements.

Name: _____

Address: _____

Signature: _____

Date: _____

2023-2024 Town of Concord Diversity, Equity and Inclusion Commission Action Plan



Concord, MA

As of Sep.19,2023

Focus Statement

The Town of Concord's DEI Commission is dedicated to dismantling systemic bias, removing barriers, and showcasing the imperative need and transformative results of our work.

Focus Areas

- The long-term charge is to increase cooperation, understanding, and dialog among residents of diverse cultural, religious, socio-economic, racial and ethnic backgrounds, and to promote inclusion throughout the town. The Commission will also critically consider intersections among these groups to facilitate learning, understanding, and unity.
- To realize these goals, over the course of the next twelve months, the Commission will focus its efforts on supporting the BIPOC (Black, Indigenous, and People of Color) and LGBTQIA+ communities. During this time frame, the Commission aims to achieve the following specific objectives:

Engage with Chamber of Commerce to offer training & professional support

Task	Completion Date
Organize training for members of the chamber	December '23
Determine training content and objectives with Chamber	October '23
Determine training format	October '23
Obtain a training partner/vendor	November '23
Create "Inclusive Retailer" program	May '24
Provide online training for merchants	January '24
Create a window decal for training completion	February '24
Create promotion materials for the "Inclusive Retailer" program	April '24
Launch program	May '24

Facilitate the increase of cultural programming

Task	Est. Date
Collaborate with other town organizations to broaden scope of cultural programming and cultural markers	July '23
Facilitate and promote activities, programs and policies that increase cultural awareness and recognition of BIPOC in the community	October '23
Participate/host/promote no less than 12 programs working with the community, living historians and various organization	Beginning June '23
Create and distribute an annual DEI calendar and keep the online calendar updated monthly	November '23
Promote and document program successes through media and other formats	ongoing
Conduct event debriefs with participating parties	ongoing

Celebrate the LGBTQIA+ Community through Concord Pride

Task	Est. Date
Complete commission training	October '23
Research and promote potential support groups	November '23
Implement "Concord Pride"	June '24
Create Concord Pride Committee to determine tasks and add more detail of measurable goals.	September '23
Research and amplify Concord's LGBTQIA+ history	October '23
Engage with the affinity programs at local schools	February '24
Create educational programming	September '24
Launch "Concord Pride"	Spring '24

Engage with public safety on various ways to educate & support

Task	Est. Date
Meet with the Chief or a designated Lieutenant at least quarterly	Quarterly beginning September '23
Hold four educational sessions in conjunction with public safety that drives attendance of 100 people	Quarterly beginning September '23
Work with the Police Department to clarify and create a means of measuring success	December '23
Work with the Police Department to determine in what ways the Commission can support school resource officers to combat bias in schools.	September '23

Partner with
the Town
Manage to
Review and
Provide Input
on the
potential DEI
Director hire

Task	Est Date
Create a list of Town needs	September '23
Provide suggested roles and responsibilities of the new position	September '23
Provide suggestions for potential recruitment advertising	Fiscal year 2025
Commission member(s) participate in hiring screening process (criteria process, application, screening, and/or interview)	Fiscal year 2025

Research Town-wide Incident Reporting System

Task	Est. Date
Review best practices from other municipalities	November '23
Determine the type of incidents to be monitored and invite Public Safety and Human Rights Council to participate in the development of the reporting system	November '23
Draft an incident intake form	December '23
Work with town to create an incident escalation tree	January '24
Work with the town to create response expectations	January '24
Determine reporting periods	December '23
Present recommendations to Town Manager	March '24

TOWN OF CONCORD

DIVERSITY, EQUITY & INCLUSION COMMISSION



FOCUS



**CHAMBER OF
COMMERCE**



**PUBLIC
SAFETY**



**TOWN
GOVERNMENT**



**CONCORD PRIDE
2024**



**CLIMATE and
CULTURE**



2023-2024 ACTION PLAN



D-R-A-F-T

ARTICLE XX: TOWN MEETING STUDY COMMITTEE

To determine whether the Town will establish a 2024 Town Meeting Study Committee to review Concord's town meeting processes and to formulate recommendations to make town meeting more inclusive, effective, and responsive to the needs and desires of the town, in accordance with the following charge:

MEMBERSHIP: The Committee shall consist of nine (9) registered voters of the Town, appointed by the Moderator. The members shall have among them the following experience and expertise:

- Knowledge of town government structure
- Familiarity with Massachusetts statutes governing local government
- A history of attendance at town meeting
- Knowledge of communication, voting, and remote participation technology
- Familiarity with common social media platforms

The Committee shall elect its own Chair and shall observe the Open Meeting Law. The Moderator and a Select Board member designated by the Select Board shall serve as ex officio non-voting members of the Committee.

BUDGET AND STAFF SUPPORT: Staff support and the assistance of Town Counsel shall be provided to the Committee, subject to prior approval by the Town Manager. The Committee may request from the Town Manager funding to engage a consultant for data collection, research or analysis, which funding may be provided in the Town Manager's discretion.

CHARGE: The Committee shall assess the strengths and weaknesses of the current town meeting process and explore options to enhance the opportunity for citizens to participate in the formulation of the decisions that town meetings are authorized to make and to encourage them to do so.

1. The Committee shall review:
 - a. Voter participation in town meeting and town elections since 2000
 - b. Concord Town Meeting Study Report of 1996
 - c. Concord Town Governance Study Report of 2015 [confirm date]
 - d. Andover Town Meeting Study Report of 2021 [confirm date]
 - e. Any additional background materials that it determines to be relevant to its charge
2. The Committee shall consider the following topics:
 - a. Scheduling
 - b. Communication and education
 - c. Format and location of pre-meeting public hearings
 - d. Format and location of town meetings
 - e. Management of warrant articles
 - f. Voting methods and procedures, including electronic voting

D-R-A-F-T

- g. Accommodation of persons with disabilities
 - h. Remote participation
 - i. Options for referenda on town meeting votes
 - j. Town meeting procedures employed by other communities
 - k. Any additional areas the Committee determines to be relevant to its charge
3. The Committee will seek public input by
- a. Inviting public comment at each of the Committee's scheduled meetings
 - b. Reviewing and compiling correspondence received from the public
 - c. Holding one or more public hearings
 - d. Conducting a town-wide survey on town meeting issues
 - e. Providing press releases on its activities to The Concord Bridge
 - f. Other means as determined by the Committee
4. The Committee shall present a draft report to the Select Board during February of 2025.
5. The Committee shall present a written report to 2025 Annual Town Meeting which includes:
- a. Identified options to make town meeting more inclusive, effective, and responsive to the needs and desires of the town;
 - b. Evaluation of identified options for consistency with state law and compatibility with Concord's overall town government structure;
 - c. Estimation of cost and requirements for implementation and continued operation of identified options;
 - d. Recommendations.

TERM: The Committee will be dissolved one month following the conclusion of 2025 Annual Town Meeting.

Periodic review of Concord's open town meeting form of legislature is appropriate in order to assess the need for adaptations to changes in the town over time. The last comprehensive review of town meeting was undertaken by a committee appointed by the then Board of Selectmen in 1995. Recommendations for improvement of town meeting made in the 1996 Town Meeting Study Committee Report were made and largely implemented. In view of how much has changed in society and technology during the last thirty years, another comprehensive review is timely.

**TOWN OF CONCORD
TOWN MANAGER'S OFFICE**

MEMORANDUM

DATE: October 31, 2023

TO: Concord Select Board

CC: Kerry A. Lafleur, Town Manager

FROM: Christopher Carmody, Risk & Compliance Manager, Intergovernmental Affairs Coordinator

SUBJECT: Legislative Update

In light of recent legislative testimony provided by Concord residents, staff, and legislators, the Town Manager has requested a legislative update by the Risk and Compliance Manager to the Select Board.¹

The 193rd Massachusetts General Court convened on January 4, 2023 for its two-year term and unanimously voted to elect Representative Ron Mariano as Speaker of the House and Senator Karen Spilka as President of the Senate. Governor Healey and Lt. Governor Driscoll were sworn in by the Senate President a day later.

The governance Rules for the House of Representatives were approved on February 3, 2023. The committee assignments were made about a month later which allowed review of specific legislation by each governing committee.

Several home rule petitions for Concord were filed once the 193 General Court convened, including:

Action	Bill & Title	Sponsor	Status
Establish a local fee to fund based on real estate sales to fund the municipal affordable housing initiatives.	H. 2730, An Act establishing a real estate transfer fee upon the transfer of property in the town of Concord	Representative Cataldo	Testimony provided by Simon Cataldo, Keith Bergman, Stephan Bader, and Chris Carmody at a public hearing (1 hour and 23 minute mark) by the Joint Committee on Revenue on October 11, 2023; the contents of this bill were subsumed by the Governor's Housing Bond Bill. See Governor's signing statement here . We expect this bill to be further negotiated during the current session prior to July 1, 2024.

¹ The risks related to changes in law or government policy (political risk) are managed by the Risk & Compliance Manager, who also serves as the Town's Intergovernmental Affairs coordinator.

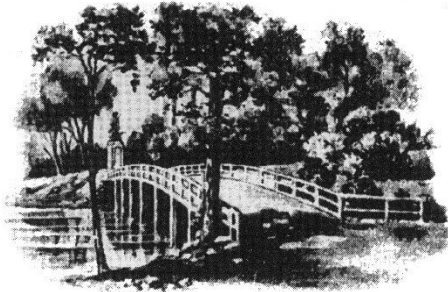
Establish a local fee to fund based on real estate sales to fund the municipal affordable housing initiatives.	H. 2729, An Act establishing a building permit fee surcharge for affordable housing in the town of Concord	Representative Cataldo	Testimony provided for written testimony only – Public Hearing by the Joint Committee on Revenue on July 25, 2023; this bill is in committee . The Committee hasn't reported out as of the date of this memo.
Establish legislative approval to regulate fossil fuels in local new construction. Current authority is provided by executive action (as part of a pilot study)	H. 2038, An Act to prohibit the expansion of fossil fuel infrastructure for new construction in the town of Concord	Representative Cataldo	Following a public hearing by the Committee on Municipalities and Regional Government on June 20, 2023, with verbal testimony provided by the Concord Sustainability Director. Link to the hearing (starts at 17 minutes and continues at the 1 hour 42 second mark). This bill was discharged on October 26, 2023 to the Committee on Telecommunications, Utilities, and Energy.
Require a \$0.10 fee for check-out bags at Concord retail establishments	H. 2037, An Act authorizing the town of Concord to establish a fee for checkout bags	Representative Cataldo	Bill was included in the agenda for a public hearing by the Committee on Municipalities and Regional Government on June 20, 2023. The Committee hasn't reported out as of the date of this memo.
Reserve \$1 Million of state funding for public safety needs for Concord and Lexington as part of the 250 th anniversary events	H. 3242, An Act to create the American Revolution anniversary public safety and operations fund	Representative Ciccolo	Testimony provided by Henry Dane, Simon Cataldo, Fred Ryan, Dr. Robert Munro as part of a virtual Concord panel at a hearing (5 minute 30 second mark) of the Joint Committee on Tourism, Arts and Cultural Development on October 16, 2023. The Committee hasn't reported out as of the date of this memo.
Establish ranked choice voting in Concord elections	H. 664, An Act relative to ranked choice voting in the town of Concord	Representative Cataldo	Bill was included in the agenda for a public hearing by the Joint Committee on Election Laws on June 21, 2023. The Committee hasn't reported out as of the date of this memo.

The Town is monitoring other pending state legislation including municipal protection from PFAs liability. The Town is aware of and evaluating (with Town Counsel) a PFAs settlement class.

<u>Select Board Meeting</u> Mondays at 6:00 PM in the Select Board Room, Town House (2 nd Floor) unless otherwise noted	<u>Filing Deadline</u> Matters with presentations or documents to be discussed (Mondays at 4:00 PM unless otherwise noted)	<u>Filing Deadline for Routine Matters</u> One Day Liquor Licenses and Permits not requiring Legal Hearings; Committee Nominations and other matters for Consent Agenda (Friday at Noon unless otherwise noted)
Tuesday , January 2, 2024	December 18, 2023	December 22, 2023
January 8, 2023 (Select Board votes order of Warrant Articles)	Friday , December 22, 2023	December 29, 2023
January 29, 2023 (Town Caucus)	January 15, 2023	January 19, 2023
February 5, 2023	January 22, 2023	January 26, 2023
February 26, 2023 (Select Board ATM Public Hearing)	February 12, 2023	February 16, 2023
March 4, 2023	Friday , February 16, 2023	February 23, 2023
March 18, 2023	March 4, 2023	March 8, 2023
March 25, 2023 (Select Board provides final recommendations on ATM Articles)	March 11, 2023	March 15, 2023
April 1, 2023 (Select Board provides input on draft Consent Calendar to Moderator)	March 18, 2023	March 22, 2023
April 8, 2023	March 25, 2023	March 29, 2023
April 22, 2023	April 8, 2023	April 12, 2023
April 29, 2023 (Pre-TM Meeting)	Friday , April 12, 2023	April 19, 2023

Communications and Documents of Interest for Information but not Discussion

- I. Select Board response letter to previously received letters from the the Finance Committee – October 25, 2023



OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Parashar Patel, Chair, Finance Committee

From: Mary Hartman, Select Board

Dear Parashar,

At our October 23, 2023 Select Board meeting, we discussed two letters you sent to us on September 6, 2023 on behalf of the Finance Committee. First, the board wishes to thank you and the committee for your continued vigilance regarding our financial situation and communicating to us your concerns and suggestions to mitigate a potential override. Your letters initiated a lively discussion which resulted in the following actions.

Regarding potential revenue opportunities:

- The board agreed now is a good time to revisit PILOT agreements with appropriate parties. Success in other communities suggests we may have more productive conversations than we experienced in prior years. Both our Town Manager and our new CFO are very supportive of this idea and we hope to have an action plan developed in spring 2024.
- Other areas of revenue that we intend to pursue in the short-term include updates to user fees and chargebacks.

Regarding the budget for the 250th celebration, the 250th Executive Committee is committed to pursue funding through grants, state funds, federal funds, and private donations. They are currently developing a schedule of events to arrive at estimates for spending, including spending for public safety. A resulting “Source and Use” of funds will be discussed with the Select Board at our December 4th meeting. We should have a better understanding of the potential need for funds from the town after that discussion.

This is a summary of a broader discussion which you can view on the MMN video starting at 1:59:00. Again, thank you for your communicating your concerns.

Regards,

Mary

October 25, 2023