



OLD NORTH BRIDGE

# TOWN OF CONCORD

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

## Select Board Agenda

Tuesday, January 2, 2024 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

### Join Zoom Meeting

<https://us02web.zoom.us/j/81848183812?pwd=cZiZDJYdVN0aDFkSk5iMTlrdnVKZz09>

Meeting ID: 818 4818 3812

Passcode: 940305

Dial In Toll-Free: 833-928-4610

#	Time*	Agenda Item
I.	6:00 PM	Consent Agenda <ul style="list-style-type: none"> <li>a. Meeting Minutes <ul style="list-style-type: none"> <li>i. December 11, 2023</li> </ul> </li> <li>b. Town Accountant Warrant: December 14, 2023; December 21, 2023; December 28, 2023</li> </ul>
II.	6:05 PM	Committee Appointments <ul style="list-style-type: none"> <li>a. Tanya Barteveyan of 62 Prescott Road to the Concord Center Cultural Task Force for a term to expire December 31, 2024 or at the completion of the work of the task force</li> <li>b. Richard Fahlander of 399 Old Bedford Road to the Concord Center Cultural Task Force for a term to expire December 31, 2024 or at the completion of the work of the task force</li> <li>c. Corrective appointment of Timothy Whitney of 315 Lexington Road to the Historic Districts Commission as the Planning Board Full Member Representative for a term to expire January 1, 2029</li> <li>d. Walter Clay of 675 Sudbury Road to the Historic Districts Commission as the Planning Board Associate Representative for a term to expire January 1, 2029</li> </ul>
III.	6:10 PM	Town Manager’s Report
IV.	6:20 PM	Approve <u>Additional</u> 2024 Select Board Annual License Renewals  Presenter: Shannon McAndrew, Executive Assistant to the Select Board
V.	6:25 PM	Review Articles proposed for inclusion in the 2024 Annual Town Meeting Warrant (see attached Exhibit)

		Presenter: Henry Dane, Select Board Chair
VI.	6:45 PM	Update on Fiscal Year 2025 Budget  Presenter: Anthony Ansaldi, Chief Financial Officer
VII.	7:05 PM	Communications and Documents of Interest for Information but Not Discussion
VIII.	7:05 PM	Adjournment

*\*Times are approximate and subject to change*

<b>Upcoming Meetings:</b>		
Monday, January 8, 2024	Monday, January 29, 2024	Monday, February 12, 2024



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 meeting.

Exhibit for Agenda Item V.

Board/Committee Association	Select Board Articles
Concord 2025 Executive Committee	Appropriation for 250th American Revolution Anniversary Celebration
Agricultural Committee	Authorize Select Board to Peition for Changes to Previously Filed Home Rule Petition Regarding a Check out Bag Charge
Climate Action Committee	Fossil Fuel-Free Demonstration: Bylaw Amendments for Program Participation
Climate Action Committee	Update Concord's Climate Goals to Meet the Climate Challenge
DEI Commission	Authorize New Middle School Naming - Name the New Concord Middle School Ellen Garrison Middle School
DEI Commission	Authorize a Task Force to Review and Update the Charges, Policies, and Protocols of the Historical Commission and Historic Districts Commission
Personnel Board	Ratify Personnel Board Classification and Compensation Plan
Personnel Board	Ratify Personnel Board Bylaw Amendments
Personnel Board	Ratify Personnel Board Classification Actions
Public Works Commission	Create Stormwater Enterprise Fund
Public Works Commission	Nagog Pond Improvements and PFAS Mitigatin
Public Works Commission	Select Board to Accept Easements
Solar Implementation Task Force	In-Town Solar Expansion
Town Moderator	Town Meeting Study Committee
	Budgetary Articles
Community Preservation Committee	Appropriation Recommendations from the Community Preservation Fund
Concord-Carlisle Regional School Comm.	Amentities Building at Concord-Carlisle High School
Finance Department	Establishment of a Sepcial Revenue Fund and Appropriation of Additional Opioid Settlement Funds
Town Manager	Authorize Expenditure from PEG Access and Cable-Related Fund
Town Manager	Beede Swim and Fitness Center Enterprise Fund Expenditures
Town Manager	Capital Improvement and Debt Plan
Town Manager	Town Budget
Town Manager	Light Plant Expenditures and Payment in Lieu of Taxes
Town Manager	Sewer Improvement Fund Expenditures
Town Manager	Sewer System Expenditures
Town Manager	Solid Waste Disposal Fund Expenditures
Town Manager	Water System Expenditures
Superintendent of Schools	Concord Public Schools Operating Budget
Superintendent of Schools	Concord Public Schools Capital Budget
Superintendent of Schools	Concord-Carlisle Regional School District Operating Budget
	Planning Board Articles
Planning Board	Zoning Bylaw Amendment - Zoning Map & MBTA Communities Multi-Family Overlay District
Planning Board	Zoning Bylaw Amendment - Two-Family Dwelling Unit
Planning Board	Zoning Bylaw Amendment - Floodplain Conservancy District
Planning Board	Zoning Bylaw Amendment - General Housekeeping - Multiple Sections
	Citizen Petitions
Alisha Boyajian	Citizen Support for a New Cell Tower Located at the Landfill at 755 Walden Street
Alisha Boyajian	Citizen Support for a New Cell Tower Located at the Public Works parcel at Keyes Road
Scott Gillis	Use of Hand-Held Electronic Voting ("Clickers")
Scott Gillis	Remote Participation at Town Meeting
Dinos Gonatas	Town Meeting Voting Reform

**Town of Concord  
Select Board  
Minutes  
December 11, 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 Public Hearing Room and via Zoom at 7:00 PM on December 11, 2023 as part of the Concord Housing Roundtable.

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

**Call to Order**

Liz Rust, Director of the Regional Housing Services Office opened the meeting for the Concord Housing Roundtable. Ms. Rust asked that all Boards and Committees with quorums present open their meetings.

Ms. Hartman confirmed that the members present were Ms. Ackerman, Ms. Escobedo, and Mr. Howell. Mr. Dane was not present.

**Planning Board – Updates on MBTA Communities Zoning on MBTA and any other Housing related updates**

Linda Miller, Chair of the Planning Board, provided updates on MBTA Communities Zoning with definitions and compliance requirements for Concord. The project has received significant input from the community since its start in the spring and the Concord Housing Roundtable in June 2023. The Planning Board is currently proposing five (5) sub-districts that meet the compliance requirements with setbacks, parking, and other requirements.

Elizabeth Hughes, Town Planner, presented the proposed zoning districts for the MBTA Communities Zoning. Ms. Hughes noted that the Planning Board will be finalizing the zoning and map at their meeting on Tuesday, December 12, 2023 and moving towards the 2024 Annual Town Meeting Warrant which closes on Wednesday, January 3, 2024 and then toward the Town Meeting itself.

Lily Linke of CHAPA presented a status update on other neighboring towns working to implement MBTA Communities Zoning, noting that most towns had affirmative votes and support. Ms. Linke continued that many communities, like Concord, are planning for spring Town Meetings, allowing for a backup. Littleton was the only town that Ms. Linke reported had a district that failed.

**Concord Municipal Affordable Housing Trust – Discussion of Funding Priorities, Status of 40B Projects in Concord, Status of Pending Legislation, including the Governor’s Housing Bond Bill, and Real Estate Transfer Fee Proposals, 2024 Town Meeting Articles pertaining to Affordable Housing**

Keith Bergman, Chair of the Concord Municipal Affordable Housing Trust, presented an overview of the housing groups and reported progress since the last Concord Housing Roundtable, specifically support from the Select Board for CMAHT priorities, updates on funding and pending state legislation (including the Real Estate Transfer Fee). Mr. Bergman noted that CMAHT has adopted guidelines and funding procedures and has begun accepting

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December 11, 2023**

applications and has awarded funds for three (3) priority projects. Mr. Bergman also summarized the status of housing work in Town.

**Concord Housing Development Corporation – Updates on Development Initiatives  
(Assabet River Bluff, Junction Village)**

Lee Smith, Chair of the Concord Housing Development Corporation, provided an update on the plans to publish both the Assabet River Bluff and Junction Village Request for Proposals. Mr. Smith continued that CHDC is working with the Concord Housing Authority to expedite the two (2) apartments located at 406 Old Marlboro Road on the SHI path, as well as supporting the long-term plan for constructing three (3) new homes through the PRD permit, then RFP. The CHDC thanked the CMAHT for funding their Small Grant Program which will restart immediately.

**Concord Housing Authority – Updates on Development Initiatives (Commonwealth Avenue, others)**

The Concord Housing Authority also thanked the CMAHT for their support on the recent grant that they received. Rick Eifler, Concord Housing Authority member, provided an update on the CHA's development, with good progress at Commonwealth Avenue. Mr. Eifler noted that the condominium documents are finalized, and they are now working on the path to conveyance. Mr. Eifler continued that there are excess funds that will be returned to the Community Preservation Committee.

**Select Board – Updates on Housing**

Mary Hartman, Select Board Clerk, reported on the Select Board's recent unanimous vote to implement the residential tax exemption as one way to protect diverse housing stock. Ms. Hartman continued that the Select Board will work with housing groups to investigate how to extend the exemption to include year-round renters.

**Concord Housing Foundation**

The Concord Housing Foundation remarked on the great increased coordination for the Concord Housing Roundtable and that they are looking forward to all positive steps for housing in Town.

**Adjournment**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to adjourn the meeting at 8:22 PM.

**Roll Call Vote:**

Ms. Hartman – Aye  
Ms. Ackerman – Aye  
Ms. Escobedo – Aye

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Mr. Howell – Aye

**Meeting Materials:**

[Concord Housing Roundtable Meeting Agenda](#)

[Concord Housing Roundtable Meeting Recording](#)



**TOWN OF CONCORD**  
**Office of the Town Manager**  
Town House  
P.O. Box 535  
Concord, Massachusetts 01742

To: Concord Select Board

From: Shannon McAndrew, Executive Assistant to the Select Board

Date: January 2, 2024

Re: 2024 Annual License Renewals – Additional Renewals

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Enclosed please find the list of additional local licenses to be renewed for the 2024 calendar year.

Liquor Licenses:

- Melendez Magana, Incorporated – DBA Bandoleros

On Friday, December 22, 2023, the Alcoholic Beverages Control Commission (ABCC) approved the new All Alcoholic Beverages Liquor Licenses for Bandoleros, 195 Sudbury Road. As such, the new Liquor License must be renewed for the 2024 calendar year.

Mr. Elmer Melendez completed the necessary ABCC paperwork for renewal for the 2024 calendar year and submitted the proper fee, which will be effective for the business's renewed Liquor License beginning January 2, 2024 (rather than having Mr. Melendez pay two licensing fees – for the Liquor License effective from December 22-31, 2023 and for the renewed Liquor License effective from January 2, 2024 – December 31, 2024).

Tour Guide Licenses:

- Taunya Wolfe Finn
- Mike McGrath
- Ronni Olitsky
- Jonathan Stevens



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# FY2025 Town Operating & Capital Improvement Budget

Select Board Meeting  
Tuesday, January 2, 2024



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## FY 2025 Town Departmental Budget Submissions (as of 12/18/23)

	FY 2024 Town Budget	FY 2025 Guideline	Percent Increase Over FY 2024	FY 2025 Town Budget	Percent Increase % Over Guideline
Town Operating	\$31,711,833.00	\$32,745,639.00	3.26%	\$34,980,272.00	6.82%
Capital, Tier 1 (Town Only)	\$ 1,725,000.00	\$ 2,180,000.00	26.38%	\$2,341,800.00	7.42%
Total	\$33,436,833.00	\$34,925,639.00	4.46%	\$37,322,072.00	6.86%



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MASSACHUSETTS

## FY 2025 Town Departmental Budget Submissions (as of 1/2/24)

	FY 2024 Town Budget	FY 2025 Guideline	Percent Increase Over FY 2024	FY 2025 Town Budget	Percent Increase % Over Guideline
Town Operating	\$31,711,833.00	\$32,745,639.00	3.26%	\$34,005,561.00	3.84%
Capital, Tier 1 (Town Only)	\$ 1,725,000.00	\$ 2,180,000.00	26.38%	\$2,180,000.00	0.00%
Total	\$33,436,833.00	\$34,925,639.00	4.46%	\$36,185,561.00	3.60%



## FY 2025 Spending Drivers

- Salary Reserve-\$113,000.00 Unsettled Collective Bargaining Agreements
- Ceremonies & Celebrations-\$100,000.00 reflects 250<sup>th</sup> Celebration.(to be funded outside the guidelines)
- Inspections-\$140,000.00 increase reflects additional hours for Plumbing Inspector and a part-time Building Inspector.



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 MASSACHUSETTS

# FY25 Tier I (cash) Capital Improvement Plan

General Government			Amount
1C	Information Technology	Computers	\$ 120,000
1C	Information Technology	Security Improvements	\$ 50,000
1C	Information Technology	Public Safety computers & modems	\$ 10,000
1C	Information Technology	Evaluate Building Security	\$ 50,000
1C	Information Technology	Copiers and Multi-function printers	\$ 28,000
<b>Finance</b>			<b>Amount</b>
3E	Town Clerk	Poll Place Scanner and Tabulator	\$ 10,000
<b>Planning &amp; Land Management</b>			<b>Amount</b>
4B	Planning & Land Management	Natural Resources	\$ 20,000
4C	Planning & Land Management	Building & Inspections	\$ 100,000
<b>Human Services</b>			<b>Amount</b>
5A	Library	Computer Equipment	\$ 15,000
5B	COA	Transport Vehicle	\$ 113,000
5E	Veterans Agent	Electric Vehicle	\$ 25,000
<b>Public Safety</b>			<b>Amount</b>
6A	Police	Tasers	\$ 65,000
6A	Police	Cruiser Laptops	\$ 70,000
6A	Police	Public Safety Equipment	\$ 30,000
6A	Police	Patrol Cruisers - Hybrid	\$ 220,000
6A	Police	Policy & Training Mgmt Software Upgrade	\$ 16,000
6A	Police	Communications Center Upgrades	\$ 18,200
6D	Fire	Public Safety Equipment	\$ 34,825
6D	Fire	Turnout Gear (9 sets per year - change in FY25)	\$ 40,000
6D	Fire	Medical Equipment upgrade	\$ 15,675
<b>Public Works</b>			<b>Amount</b>
7A	Public Works - Engineering	Street Pavement Markings	\$ 102,000
7A	Public Works - Engineering	Roadside Safety & Guardrail Improvements	\$ 171,000
7A	Public Works - Engineering	Landfill Monitoring	\$ 28,300
7A	Public Works - Engineering	Culvert & Bridge Repairs	\$ 25,000
7A	Public Works - Engineering	Stormwater Mgt (MS4 compliance)	\$ 50,000
7A	Public Works - Engineering	Pedestrian Safety & Bike Improvements	\$ 163,000
7C	Public Works - Highway Maintenance	Small Equipment - Highway	\$ 10,000
7C	Public Works - Highway Maintenance	Falcon Hotbox Trailer	\$ 47,000
7C	Public Works - Highway Maintenance	H14 2009 Ford F-550 Dump/Plow	\$ 120,000
7C	Public Works - Highway Maintenance	74,000 lbs Capacity Mobile Vehicle 11ft.	\$ 80,000
7C	Public Works - Highway Maintenance	Upgrade Fuel Master System	\$ 37,000
7E	Public Works - Parks & Trees	Small Equipment - Parks & Trees	\$ 10,000
7E	Public Works - Parks & Trees	Tree Planting - Public Shade Trees & Setback Trees	\$ 50,000
7E	Public Works - Parks & Trees	Completion of Updated tree Inventory	\$ 136,000
7I	Public Works - Facilities	Facilities replace miscellaneous tools & equipment	\$ 25,000
7I	Public Works - Facilities	Facilities additional vehicle	\$ 75,000
<b>Tier I Capital Improvement Plan Total</b>			<b>\$ 2,180,000</b>



## FY25 Tier II (debt) Capital Improvement Plan

DEPARTMENT	ITEM(S)	Amount
Police	Records Management System Upgrade	\$ 350,000
Police	Communications Center Upgrades	\$ 418,200
Public Works - Engineering	Parking Lot Rehabilitation	\$ 336,500
Public Works - Engineering	Road Pavement Management	\$ 2,120,300
Public Works - Engineering	Traffic Improvements	\$ 500,000
Public Works - Highway Maintenance	H23 2012 Freightliner 35,000GVWR	\$ 375,000
<b>Tier II Capital Improvement Plan Total</b>		<b>\$ 4,100,000</b>



# Timetable to Final FY 2025 Budget Recommendation

- Update to the Select Board on January 2, 2024
  - Further Discussion on any additional consideration above guidelines.
  - Further Discussion on proposed fee structure increases. (Ambulance, Building Permits etc.)
- Final Update to Select Board on January 16, 2024
- Update to Finance Committee on January 18, 2024