



OLD NORTH BRIDGE

**TOWN OF CONCORD**

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

**Select Board Agenda**

Monday, June 3, 2024 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81993238529?pwd=QXF0bU82R1VhNzhKRDFwR29WdFVNQT09>

Meeting ID: 819 9323529

Passcode: 209225

Dial In Toll-Free: 833 548 0282

#	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: May 13, 2024; May 20, 2024</li> <li>b. Town Accountant Warrants: May 22, 2024; May 30, 2024</li> <li>c. Tour Guide License: Mark Ostrander</li> <li>d. One Day Liquor Licenses:               <ul style="list-style-type: none"> <li>i. Wines and Malt Beverages Only for Merrill Genoa of Concord Academy for the Concord Academy Reunion and Alumni Weekend on Friday, June 7, 2024 from 5:30 PM – 10:00 PM at 166 Main Street</li> <li>ii. Wines and Malt Beverages Only for Merrill Genoa of Concord Academy for the Concord Academy Reunion and Alumni Weekend on Saturday, June 8, 2024 from 5:15 PM – 10:00 PM at 166 Main Street</li> <li>iii. Wines and Malt Beverages Only for Jennifer Verrill of Verrill Farm for a 50<sup>th</sup> Wedding Anniversary on Saturday, September 14, 2024 from 3:00 PM – 7:00 PM at 11 Wheeler Road</li> </ul> </li> <li>e. Disband the Bruce Freeman Rail Trail Advisory Committee due to completion of work outlined in the Committee Charge</li> <li>f. Proclamations:               <ul style="list-style-type: none"> <li>i. Celebrating Juneteenth on June 19, 2024</li> <li>ii. Celebrating Concord Pride Fest on June 21 – June 23, 2024</li> </ul> </li> <li>g. Committee Nominations:               <ul style="list-style-type: none"> <li>i. Courtland Booth 144 Wright Road of to the Financial Audit Advisory Committee for a term to expire on May 31, 2027</li> <li>ii. Andrew Hercheck of 12 Garland Road to the Concord Middle School</li> </ul> </li> </ul>

		<p>Building Committee as School Committee Representative for a term to expire at the completion of the project.</p> <p>iii. Louis Calderella of 37 Hubbard Street as an Associate Member for the Concord Museum to the Historic Districts Commission for a term to expire January 1, 2027</p> <p>iv. Natalia Sternberger of 788 Strawberry Hill Road to the Diversity Equity and Inclusion Commission for a term to expire May 31, 2027</p>
	6:15 PM	<p>Committee Appointments</p> <p>a. Greg Higgins of 51 Cottage Lane to the Economic Vitality Committee for an unexpired term to expire on May 31, 2025</p> <p>b. MCI Concord Advisory Board for a term to expire December 31, 2025, with the option of reappointment at the discretion of the Select Board:</p> <ul style="list-style-type: none"> <li>i. Linda Miller of 300 Main Street</li> <li>ii. Patrick McCurdy of 1100 Monument Street</li> <li>iii. Peter Lowitt of 5 Westvale Drive</li> <li>iv. Scott Bates of 52 Indian Spring Road</li> <li>v. Lee Smith of 1836 Main Street</li> <li>vi. John Boynton of 72 Chestnut Street</li> <li>vii. Erin Cusker of 61 Commerford Road</li> <li>viii. Emily Rush of 122 Upland Road</li> <li>ix. Elizabeth Akehurst-Moore of 86 Holden Wood Road</li> <li>x. Dan Gainsboro of 12 Mill Run Lane</li> </ul>
III.	6:20 PM	Town Manager's Report
IV.	6:30 PM	Chair's Report
V.	6:35 PM	Select Board Liaison Reports
VI.	6:55 PM	<p>Vote to Remove Non-Binding Advisory Questions from the Special Town Election Ballot for the Special Town Election on June 25, 2024</p> <p>Presenter: Mark Howell, Select Board Clerk</p>
VII.	7:00 PM	<p>Review and Approve Request for Food Trucks (3) for Concord Pride Fest on June 22, 2024</p> <p>Presenter: Mimi Graney, Economic Vitality Manager</p>
VIII.	7:05 PM	<p>Review and Approve Request of Flying Juneteenth Flag in Monument Square on June 19, 2024 and Request of Flying Pride Flag in Monument Square on June 22, 2024</p> <p>Presenter: Joe Palumbo, DEI Commission Co-Chair</p>
IX.	7:15 PM	<p>Discuss Options for 2025 Annual Town Meeting Calendar</p> <p>Presenter: Carmin Reiss, Town Moderator</p>
X.	7:30 PM	Budget Update from Concord250 Committee and Consider an Amended Charge

		Presenter: Gary Clayton, Committee Chair
XI.	7:50 PM	Update on Cell Service/Timetable for Issuance of Request for Proposals  Presenter: Megan Zammuto, Deputy Town Manager
XII.		Adjournment

*\*Times are approximate and subject to change*

<b>Upcoming Meetings:</b>
Monday, June 17, 2024      Monday, July 8, 2024      Monday, July 22, 2024
<b>Upcoming Events and Celebrations:</b>
Race Amity Day, June 8, 2024      Juneteenth, June 19, 2024      ConcordPride Fest, June 21-23, 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 Jessica Porter at [jporter@concordma.gov](mailto:jporter@concordma.gov) or at 978-318-3028. 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  
May 13, 2024**

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 6:00 PM on May 13, 2024.

Present: Mary Hartman, Chair; Mark Howell, Clerk; Terri Ackerman, Cameron McKennitt, and Wendy Rovelli

**Call to Order**

Select Board Clerk Mary Hartman called the meeting to order at 6:00 PM.

Mr. Howell confirmed that all Select Board members were present.

**Elect Select Board Officers**

Upon a motion duly made and seconded, it was UNANIMOUSLY.  
**voted:** to nominate Mary Hartman as Chair of the Select Board.

Upon a motion duly made and seconded, it was UNANIMOUSLY.  
**voted:** to nominate Mark Howell as Clerk of the Select Board.

Chair Hartman welcomed Mr. Howell as Clerk of the Select Board and all newly elected members. Chair Hartman directed attendees to the agenda for tonight's meeting, most notably Public Comment is to be reserved for comments that do not relate to specific agenda items, as Ms. Harman intends to permit comment at the time that an agenda item is being discussed at her discretion not to exceed three minutes allocated for each speaker.

**Public Comment**

Chesley Chan of 196 Williams Road commented in favor of the renaming of the middle school Ellen Garrison Middle School and continued by commenting on the reputation of Concord and keeping a positive reputation of inclusion.

Michael Williams of 1284 Sudbury Road commented and thanked the Select Board for their support of Article 22 at Annual Town Meeting and asked the Select Board to use whatever authority they feel they have to have the vote of Article 22 carried out.

Pat Brewer of 132 Wright Road commented and thanked the Select Board for their support of Article 22 at Annual Town Meeting and noted that the School Committee voted for a different process in December 2023 that overrode the Administrative Policy and Procedure #43: Naming of Town Property.

Craig Almillier of 27 Lang Street commended and thanked the Select Board for their support of Article 22 at Annual Town Meeting and voiced concern about negative press that the School

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Committee's decision could attract instead of positive press for renaming the middle school for Ellen Garrison.

Deborah Dorphin of 27 Lang Street commented and thanked the Select Board for their support of Article 22 at Annual Town Meeting and expressed that she is disappointed in how the process of the outcome of the vote from Town Meeting is being handled by the School Committee.

Tooy Rogers of 30 Elsinore Street commented and thanked the Select Board for their support of Article 22 at Annual Town Meeting and noted that with the 250<sup>th</sup> American Revolution celebrations taking place in Concord next year, this is the opportunity to do something for a resident and educator of Concord like Ellen Garrison.

**Chair's Report**

Chair Hartman noted that she would like to take a moment to read a statement in response to the public comments received by the Select Board both in writing and at the meeting this evening:

*The Select Board notes that Town Meeting 2024 voted affirmative action on Article 22 by an overwhelming majority. Although the vote was not counted, it is generally agreed that most of the 973 voters who had checked into Town Meeting for that evening were still present at the time of the vote.*

*This vote of Town Meeting asks the School Committee to reconsider their decision on naming the new middle school building. The naming decision is completely within the purview of the School Committee.*

*While we appreciate that citizens are sharing their views on this topic with us, the Select Board has consulted Town Counsel and confirmed that it has no formal or informal role in the naming decision. Accordingly, the Select Board will not be acting on this matter.*

*Thank you for coming here and giving us the opportunity to hear you.*

Connie Levine of 149 Stow Street commented that she understands that the School Committee received the petition with over 1,000 signatures in support of renaming the middle school Ellen Garrison Middle School but that the School Committee did not take any action from this petition. Ms. Levine continued that she tried to read the School Committee meeting minutes in which they made decisions regarding the process for naming the middle school and that the minutes were not posted for several months.

**Consent Agenda**

- a. Town Accountant Warrants: April 24, 2024; May 1, 2024; May 8, 2024
- b. Meeting Minutes: April 1, 2024
- c. One Day Liquor Licenses:

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- i. Wines & Malt Beverages Only for Jen Verrill of Verrill Farm for a Graduation Party on Sunday, June 2, 2024 from 12:00 PM to 4:00 PM at Verrill Farm, 11 Wheeler Road
  - ii. Wines & Malt Beverages Only for Jen Verrill of Verrill Farm for a Member Outing for the Concord Chamber of Commerce on Thursday, June 13, 2024 from 5:00 PM to 7:00 PM at Verrill Farm, 11 Wheeler Road
  - iii. Wines & Malt Beverages Only for Jen Verrill of Verrill Farm for the Strawberry Cocktail Party on Thursday, June 20, 2024 from 6:00 PM to 8:00 PM at Verrill Farm, 11 Wheeler Road
  - iv. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Fall Member-Guest Day 3 on Saturday, September 7, 2024 from 11:00 AM to 11:00 PM at Concord Country Club, 246 ORNAC
  - v. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Men's Senior Member-Guest on Tuesday, September 17, 2024 from 12:00 PM to 10:00 PM at Concord Country Club, 246 ORNAC
  - vi. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Member 3-Guest on Friday, September 20, 2024 from 12:00 PM to 10:00 PM at Concord Country Club, 246 ORNAC
- d. Tour Guide Licenses:
- i. Punita R. Arora
  - ii. Thomas Jeffrey Driscoll
  - iii. Maria Stephens
- e. Antique Dealer License for Rebecca (Elle) Cipriano
- f. Committee Nominations:
- i. Joe Palumbo of 90 Blackhorse Place to the Concord 2025 Executive Committee for a term to expire December 31, 2026
  - ii. Pat Nelson of 52 Cottage Lane to the Planning Board for a term to expire May 31, 2029
  - iii. Linda Escobedo of 1783 Wedgewood Common to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2027

Mr. McKennitt asked if the Select Board could remove Item F. Committee Nominations off of the Consent Agenda for discussion.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda without the Committee Nominations.

**Committee Nominations**

- i. Joe Palumbo of 90 Blackhorse Place to the Concord 2025 Executive Committee for a term to expire December 31, 2026
- ii. Pat Nelson of 52 Cottage Lane to the Planning Board for a term to expire May 31, 2029
- iii. Linda Escobedo of 1783 Wedgewood Common to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2027

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Mr. McKennitt asked clarifying questions regarding the committee nomination and appointment process, such as if these were candidates that were nominated to fill vacant positions or if these were new positions created on the committees.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Committee Nominations.

**Select Board Appointments**

- i. Corrective appointment for Allison Aley of 47 Warner Street to the West Concord Advisory Committee as an Associate Member with term to expire May 31, 2027
- ii. Agriculture Committee:
  - a. Grace Scimone of 10 Dana Road (current Associate Member) as a Full Member for a term to expire May 31, 2027
  - b. Brian Cramer of 792 Monument Street as a Full Member for a term to expire May 31, 2027
  - c. Mark Congdon of 11 Heath Road, Shrewsbury as an Associate Member for a term to expire May 31, 2027 and to be exempt from the Concord residency requirements outlined in APP 10

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to correctively appoint Allison Aley of 47 Warner Street to the West Concord Advisory Committee as an Associate Member with term to expire May 31, 2027 and to appoint the following candidates to the Agriculture Committee: Grace Scimone of 10 Dana Road (current Associate Member) as a Full Member for a term to expire May 31, 2027; Brian Cramer of 792 Monument Street as a Full Member for a term to expire May 31, 2027; and Mark Congdon of 11 Heath Road, Shrewsbury as an Associate Member for a term to expire May 31, 2027 and to be exempt from the Concord residency requirements outlined in APP 10.

**Town Manager's Report**

Deputy Town Manager Megan Zammuto stated that the Annual Town Meeting was held at the Concord-Carlisle High School on Monday, April 29, with 1,131 voters in attendance, continued on Tuesday, April 30, with 977 voters in attendance, and concluded on Wednesday, May 1, with 439 voters in attendance, and thanked all the staff and contributors to a very successful meeting. The full Weekly Operations Report for the week ending May 10, 2024 can be viewed on the Town Manager's webpage on the Town website here: [Concord, MA | Official Website \(concordma.gov\)](https://www.concordma.gov)

**Select Board Liaison Reports**

Ms. Ackerman reported on:

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- Bruce Freeman Rail Trail Advisory Committee – Entering a maintenance phase and currently, the committee is mostly inactive. As the work of their charge is near complete, the consensus of the committee and Town staff members are for the committee to disband, and that the Public Works Department will take over maintenance related issues of the trail and that the Transportation Advisory Committee will work on policy related issues of the trail.
- Concord250 Executive Committee – Recently purchased some of the 250 Commemorative Coins and they are available at the Concord Visitor’s Center and the Middlesex Bank for purchase. The Committee is working on amending their charge. Expecting an update from the Committee, including a one-page summary of their budget at the June 3, 2024 Select Board meeting. Recently requested that the Committee hold hybrid meetings to increase transparency.
- Working with Cynthia Rainey on the Capital Planning Task Force process, which was adopted in 2021, and now needs some tweaks. Working on a revised process together for approval for both the Select Board and School Committee in the coming months.
- 2229 Main Street Advisory Task Force – Hosting a community Forum on Tuesday, June 4, 2024 at 7:00 PM at the Town House, Public Hearing Room and via Zoom to provide a status update on information gathering this far and to answer questions/receive input from residents. The Task Force is working to provide a final report to the Select Board in October 2024.
- Transportation Advisory Committee – Revising the scope of the Town-wide Transportation Study. The bikeshare has been launched for the season.
- Public Works Commission – Annual Water and Sewer Hearing was held, with water rates increasing about 12% as a result of the Annual Town Meeting Article for PFAS mitigation and Nagog Pond improvements.
- Attended the Historic Corridor Announcement at the Old Manse, which was a well-attended and interesting event.

Mr. Howell reported on:

- Upcoming Concord250 Executive Committee event titled “The Life of Benjamin Ralph Kimlau” on Thursday, May 16, 2024 at 6:00 PM at the Concord Free Public Library, Goodwin Forum as May celebrates Asian American and Pacific Islander month.
- Upcoming event for Race Amity Day on Saturday, June 8, 2024 at 12:30 PM at the Alcott School.
- Upcoming DEI Commission event on Wednesday, June 19, 2024 in honor of Juneteenth Independence Day.
- Warners Pond Task Force – Encourages those residents who are interested in the details of dredging to review the recording of the last Task Force meeting.
- Attended the Holocaust Remembrance Day event on Sunday, May 5, 2024, which was a nice event hosted by the Concord-Carlisle Human Rights Council.

Ms. Hartman reported on:

- Planning Board – Discussed their goals for Fiscal Year 2024 – 2025 and encouraged them to shorten the list and to focus more on parking regulations.

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- Upcoming Chairs Breakfast on Wednesday, May 15, 2024 at 8:30 AM at the Town House, Select Board Room and via Zoom.
- Upcoming update from the 2229 Main Street Advisory Task Force at the June 17, 2024 Select Board meeting.

**Discuss and Vote to set the date of the Special Town Election in relation to the adoption of the Special Act Establishing a Permanent Senior Means Tested Property Tax Exemption in the Town of Concord**

Town Clerk Kaari Mai Tari appeared before the Select Board to present on the request for a Special Town Election to be held in order to complete the adoption of the Special Act Establishing a Permanent Senior Means Test Property Tax Exemption. Ms. Tari explained that she is still waiting on guidance from Town Counsel in relation to the election, so that she hopes to come back to the next Select Board meeting on May 20, 2024 to complete her request.

**Review and Approve Request to execute Public Art on Town-Owned Property in West Concord – Sidewalk Decals at the corner of Commonwealth Avenue and Beharrell Street**

Deputy Town Manager Megan Zammuto presented the request to execute Public Art on Town-Owned Property in West Concord, in which the request is specifically to install a temporary sidewalk decal to promote the also newly installed West Concord Poetry Phone at the corner of Commonwealth Avenue and Beharrell Street.

Member of the West Concord Junction Cultural District Committee, Sue Beck of 190 Prairie Street, appeared before the Select Board and noted that if this sidewalk decal works well, the hope is to have sidewalk decals installed to promote something like the “Freedom Trail” walk for the Concord250 celebrations in the spring.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the public art request for sidewalk decals on Town-owned property in West Concord to install one test sidewalk decal at the corner of Commonwealth Avenue and Beharrell Street to be removed no later than October 2024, pending approval by Concord Public Works.

**Grant of Location Request for Concord Municipal Light Plant and Verizon New England for the Pole Petition at 1053 Main Street**

Chair Hartman recused herself due to being an abutter of the project.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to reopen the Public Hearing for a Grant of Location request for Concord Municipal Light Plant and Verizon New England for a Pole Petition at 1053 Main Street.

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Lead Electrical Engineer at Concord Municipal Light Plant Jeff Cosgrove discussed the location of the pole and its new location within 15 feet of the original placement. Mr. Cosgrove clarified that it is a joint owned (J.O.) pole with Verizon New England. Mr. Cosgrove continued that the sidewalk will be extended in the area to comply with ADA requirements. The full pole petition and plans are included in the Select Board meeting packet.

Stephan Bader of 7 River Street asked about the sidewalks.

Mary Hartman of 16 Concord Greene Unit 6, speaking for herself, noted that the abutters notices could be clearer in the future, such as spelling out abbreviations to be better understood and including the plans.

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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Grant of Location request for a Pole Petition for Concord Municipal Light Plant and Verizon New England as included in the Select Board meeting packet.

**Endorsement of Appropriation of Minuteman's Excess and Deficiency  
Funds and Transfers Request**

Business Manager for the Minuteman Regional Vocational Technical School District Nikki Andrade appeared before the Select Board and presented on the request for an endorsement of appropriation of Minuteman's excess and deficiency funds and transfer requests. Ms. Andrade stated that the first request is to appropriate a total of \$771,211 from its certified Excess and Deficiency fund to: pay BAN principal and interest in the amount of \$614,914 related to its school building project and to deposit into Capital Stabilization fund in the amount of \$156,297 for future capital projects. Ms. Andrade noted that the second request is to reallocate unspent FY24 Budget in the amount of \$863,489 to: deposit into Capital Stabilization fund in the amount of \$463,489 for future capital projects and deposit into OPEB Trust fund in the amount of \$400,000 to fund future OPEB liability.

The Select Board concurred that they would like the School District to put more focus on the OPEB Trust fund moving forward.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to endorse the Minuteman School Committee appropriation of \$771,211 from its certified Excess & Deficiency Fund and reallocate unspent FY24 Budget in the amount of \$863,489.

**Post-Annual Town Meeting Debrief with the Town Moderator**

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Town Moderator Carmin Reiss appeared before the Select Board for a post-Annual Town Meeting debrief. Ms. Reiss noted that there was an internal debrief with Town staff, in which items discussed were: coordination of the shuttle buses, bottleneck of voter check-in and handout lines, motions and PowerPoint Presentations for warrant articles being made available on the Town's website more easily and earlier, and trying to reduce the amount of paper printed for the meeting.

Ms. Ackerman suggested that Police Details could start earlier next year to prevent confusion in the parking lot when residents arrive at the High School, as there are often extracurricular activities concluding at the same time.

Mr. Howell commented that if the PowerPoint Presentations for warrant articles could be individually linked as done in previous years is desirable for easy navigation on the website. Chair Hartman asked questions regarding process for next year's Annual Town Meeting, such as if the Select Board has authority regarding which proposed warrant articles are added to the final warrant.

Ms. Reiss confirmed that the Select Board is the gatekeeper of which warrant articles are added to the final warrant, but that there are some committees, like the Planning Board, who has statutory authority to add warrant articles to the final warrant.

Ms. Reiss concluded her remarks by noting that the Town Meeting Study Committee has been appointed and that their first meeting will be held on Wednesday, May 15, 2024 at 6:30PM at the Town House, Select Board Room and via Zoom and reminded the Select Board that the committee will report to Town Meeting with their findings in 2025.

**Discuss Fiscal Year 2025 Select Board Liaison Assignments**

Chair Hartman presented the proposed Fiscal Year 2025 Select Board Liaison Assignments as included in the meeting packet. Ms. Hartman noted that there are a few committees that still must be assigned, as Board members have not yet volunteered for them.

Ms. Rovelli volunteered for the Hugh Cargill Trust Committee and Trustees of Town Donations. Mr. McKennitt volunteered for the Retirement Board and Trails Committee. Mr. Howell volunteered for the Commission on Disability. Chair Hartman volunteered for the Agriculture Committee and the Board of Registrars.

Mari Weinberg of 26 Hillside Avenue asked a question regarding the Select Board Liaison to the School Committee's role.

Keith Bergman of 56 White Avenue noted that there is a vacancy on the Concord Municipal Affordable Housing Trust.

Elizabeth More of 25 Blueberry Lane asked whose responsibility it was to enforce ethics, Open Meeting Law, and production and posting of meeting minutes was.

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Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Fiscal Year 2025 Select Board Liaison Assignments as included in the meeting packet and as discussed during the meeting.

**Discuss Fiscal Year 2025 Select Board Goals**

Chair Hartman asked the Select Board members to begin thinking about their goals on the Board for Fiscal Year 2025. Ms. Hartman suggested Board members think about goals using the SMART methodology: specific, measurable, achievable, relevant, and time bound. Ms. Hartman noted that the Board will have a discussion at a later meeting regarding their goals.

**Discuss Select Board Correspondence Policy**

Chair Hartman noted that there are two Select Board Correspondence Policies included in the meeting packet: one approved in 2022 and one approved in 2023. Chair Hartman noted that she aligns more with the policy that was approved in 2022.

The Select Board concurred to use the 2022 Correspondence Policy as their starting point and that Chair Hartman was to collect and implement comments on the policy to bring back to the Select Board at their next meeting on May 20, 2024.

**Adjournment**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 8:46 PM.

**Meeting Materials:**

[Select Board Meeting Packet from May 13, 2024](#)

[Select Board Meeting Recording from May 13, 2024](#)

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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 6:00 PM on May 20, 2024.

Present were: Mary Hartman, Chair; Mark Howell, Clerk; Terri Ackerman, Cameron McKennitt, and Wendy Rovelli

**Call to Order**

Select Board Chair Mary Hartman called the meeting to order at 6:00 PM.

**Public Comment**

Michael Williams of 1284 Sudbury Road commented and thanked the Select Board Chair for her comments in the Concord Bridge, acknowledging that those comments were made on her behalf and not on behalf of the Board. Mr. Williams noted that he will continue to pursuing work with the School Committee on the topic of the renaming of the middle school.

Craig Almillier of 27 Lang Street commented and thanked the Select Board Chair for her comments in the Concord Bridge, acknowledging that those comments were made on her behalf and not on behalf of the Board.

Tooev Rogers of 30 Elsinore Street commented and thanked the Select Board Chair for her comments in the Concord Bridge, acknowledging that those comments were made on her behalf and not on behalf of the Board. Mr. Rogers continued and reflected on how the Town has two historic related commissions.

Deborah Dorphin of 27 Lang Street commented and thanked the Select Board Chair for her comments in the Concord Bridge, acknowledging that those comments were made on her behalf and not on behalf of the Board, but also thanked the full Board for continuing to listen to residents on this matter.

Joe Palumbo of 90 Blackhorse Place commented on the Concord250 Executive Committee event that took place on Thursday, May 16, 2024 at the Concord Free Public Library to celebrate Asian American and Pacific Islander month and highlight Concord WWII Veteran Benjamin Ralph Kimlau. Mr. Palumbo also commented on the letter that the DEI Commission sent to the School Committee on the naming of the middle school, but have not received a response and are hoping to receive a response at the School Committee meeting tomorrow evening.

**Consent Agenda**

- a. Town Accountant Warrants: May 15, 2024
- b. Meeting Minutes: April 10, 2024 (Concord Housing Roundtable); April 29, 2024
- c. One Day Liquor Licenses:
  - i. AMENDMENT OF ISSUED LICENSE – Runway for Recovery for Wines Only for the Love Local Concord Event on Thursday, May 23, 2024 from 6:30 PM to

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- 9:00 PM on Walden Street (between Main Street and Hubbard Street)
- ii. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for the Concord Rotary Dinner on Monday, June 27, 2024 from 5:00 PM – 8:00 PM at Verrill Farm, 11 Wheeler Road
  - iii. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Women’s Closing Harvest Dinner on Thursday, October 3, 2024 from 12:00 PM to 11:00 PM at Concord Country Club, 246 ORNAC
  - iv. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Wine Dinner on Thursday, October 24, 2024 from 3:00 PM to 11:00 PM at Concord Country Club, 246 ORNAC
  - v. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Closing Cocktail Party on Friday, November 1, 2024 from 3:00 PM to 11:00 PM at Concord Country Club, 246 ORNAC
- d. Sunday Entertainment License for Carole Wayland of 51 Walden Performing Arts Center for the Performance of an Opera on Sunday, June 9, 2024 from 2:00 PM – 5:00 PM
  - e. Gift Acceptance from the Middlesex Savings Bank to the Fire Department in the amount of \$1,000.00
  - f. Proclamation for Jerry Wedge, Executive Director of the Umbrella Arts Center
  - g. Committee Nominations:
    - i. Greg Higgins of 51 Cottage Lane to the Economic Vitality Committee to complete an unexpired term to expire on May 31, 2025

Mr. Howell read the proclamation for Jerry Wedge, Executive Director of the Umbrella Arts Center.

Ms. Hartman thanked the Middlesex Savings Bank for their generous donation to the Concord Fire Department.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda

**Select Board Appointments**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Joe Palumbo of 90 Blackhorse Place to the Concord 2025 Executive Committee for a term to expire December 31, 2026; to appoint Pat Nelson of 52 Cottage Lane to the Planning Board for a term to expire May 31, 2029; to appoint Linda Escobedo of 1783 Wedgewood Common to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2026; to appoint Mary Hartman to the Concord Municipal Affordable Housing Trust as the Select Board Member for a term to expire May 31, 2025; to appoint Terri Ackerman to the Concord 2025 Executive Committee as the Select Board Member for a term to expire May 31, 2025; to reappoint Andrea Foncerrada of 41 Commonwealth Avenue to the DEI Commission for a term to expire May 31, 2027; to reappoint Jimi Two Feathers of 303 Commonwealth Avenue to the DEI Commission for a term to expire May 31, 2027; to reappoint Eric Macy of 1228 Lowell

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Road to the Trustees of Town Donations for a first full term to expire May 31, 2027; to reappoint Rick Miller of 300 Main Street to the Trustees of Town Donations for a partial third term to expire May 31, 2026 (shortened to continue staggered terms on the Trustees) and to be exempted from APP 10, Section VII b. 1.

**Town Manager's Report**

Deputy Town Manager Megan Zammuto presented the Weekly Operations Report for the week ending May 17, 2024. The full Weekly Operation's Report can be viewed on the Town Manager's webpage of the Town website here:

[https://concordma.gov/DocumentCenter/View/48620/051724\\_Weekly-Operations-Report](https://concordma.gov/DocumentCenter/View/48620/051724_Weekly-Operations-Report).

**Chair's Report**

Chair Hartman prepared a written statement for the Chair's Report:

*Some of you read my comments in the online version of The Concord Bridge regarding the naming of the new middle school.*

*The position of the Select Board remains unchanged: we recognize that the School Committee has the legal authority to name the new middle school.*

*Speaking as an individual, I am concerned about the unflattering publicity Concord is receiving but most importantly, I am concerned about the lack of trust in our town governance that some residents are expressing through letters and private conversations. This lack of faith is directed across several boards and commission, including the Select Board.*

*In the next few weeks, the Select Board will be developing our Goals. Goals are founded in principles. Going forwards, I commit to:*

- *Honesty*
- *Listening to and responding to community input*
- *Ensuring all residents are heard and included in our decisions*

*If I stray from or neglect these principles, I ask my colleagues and the public to remind me and I trust that you will.*

**Select Board Liaison Reports**

Ms. Rovelli reported on:

- West Concord Advisory Committee – Committee is reviewing their charge. Upcoming joint meeting with the Planning Board. Committee considering the impact that the MCI Concord closure announcement has on the West Concord Master Plan and potentially revising the plan.

**Town of Concord  
Select Board  
Minutes  
May 20, 2024**

- Zoning Board of Appeals – Continued Public Hearing for the 40B application for the Thoreau Residences, with an extension for the application until October 14, 2024 to perform additional geological studies and to address the driveway access. The next scheduled project review is targeted for July 25th. The waiver for the Concord Public Schools canopy setback was also approved.
- In response to citizen concern to the Select Board regarding the School Committee, she sent an email to the Chair of the School Committee and that there will be an agenda item on the Concord Middle School at the School Committee meeting tomorrow evening.

Ms. Ackerman reported on:

- PEG Access Advisory Committee – Noted that there are over 3,000 views of the recording of Annual Town Meeting on the Minuteman Media Network YouTube channel.
- Attended the ribbon cutting ceremony for the West Concord Poetry Phone.
- Attended the volunteer appreciation lunch for the Concord250, with a celebratory and unified tone moving forward.
- Concord250 Executive Committee – Presenting their budget at the June 3, 2024 Select Board meeting, and also discuss the process between the Committee and the Concord250 Corporation 501 (c) 3 non-profit organization.

Mr. Howell reported on:

- Town Meeting Study Committee – Committee held its first meeting and have an opportunity to weigh in on Town Meeting procedures right away. Eric Moore was elected Chair of the Committee.
- MCI Concord Advisory Board – Proposing a small amendment to their charge this evening and anticipate the Board to be appointed at the June 3, 2024 Select Board meeting.
- Warners Pond Task Force – Meeting tomorrow evening at the Harvey Wheeler Community Center to engage in a deep dive of the 2023 analysis report.
- Middle School Building Committee – Recently took a tour of the current progress and is very impressed.
- Chairs Breakfast Meeting – Meeting is back to being held hybrid and is recorded, so residents can view online on Minuteman Media Network's YouTube channel.

Mr. McKennitt reported on:

- Met with Alan Cathcart, Director of Public Works and discussed the Public Works Commission.
- Met with Emily Smith, Director of the Library and discussed the Library Committee.
- Touching base with the Planning Department regarding the Historical Commission and Historic Districts Commission.

Ms. Hartman reported on:

- Community Preservation Committee – Committee working to close out old projects so that leftover funds can be reallocated for other projects down the line. Committee

**Town of Concord  
Select Board  
Minutes  
May 20, 2024**

working to have better communication with the Finance Committee moving forward to avoid amendments at Town Meeting.

- Concord Municipal Affordable Housing Trust – Have been elected as Vice Chair of the Trust. Trust is working on updates to the Housing Production Plan in light of the MCI Concord closure announcement. The Governor’s Affordable Housing Act is making its way through the House Ways and means Committee.
- Finance Committee – A Finance Committee representative took notes from the Chairs Breakfast to share with their committee.

**Discuss Language of the Ballot and Vote to set the date of the Special Town Election in relation to the adoption of the Special Act Establishing a Permanent Senior Means Tested Property Tax Exemption in the Town of Concord**

Town Clerk Kaari Mai Tari appeared before the Select Board to present a memorandum requesting the Select Board approve the proposed language for the Special Town Election Ballot, to approve the proposed date of the Special Town Election to be June 25, 2024, and to designate the National Guard Armory building located at 91 Everett Street as the polling location for Precincts 4 and 5 for this election only. Ms. Tari’s full memorandum is included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to set the date of the Special Town Election for June 25, 2024 for the purpose of approving the adoption of a permanent Senior Means Tested Property Tax Exemption in the Town of Concord by including the language on the ballot as included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** that the polling place for precincts 4 and 5 be changed to the National Guard Armory located at 91 Everett Street for this election only.

Eric Moore, Chair of the Town Meeting Study Committee, appeared before the Select Board to present a memorandum requesting the Select Board approve three proposed non-binding advisory questions for the Special Town Election Ballot. Mr. Moore’s full memorandum is included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the three proposed non-binding advisory questions from the Town Meeting Study Committee on the Special Town Election Ballot for the election taking place on June 25, 2024 as included in the Select Board meeting packet.

Mr. Howell commented that he has an additional proposal for the Special Town Election Ballot, which is to include an additional non-binding advisory question regarding the naming of the middle school, using the language of Warrant Article 22 from Annual Town Meeting as the basis of the question.

**Town of Concord  
Select Board  
Minutes  
May 20, 2024**

Ms. Rovelli voiced support for this proposal.

Ms. Hartman noted that this proposal could be a way for residents to put the issue behind them in a way that could make all voices feel like they were heard, but feels like if the proposal moves forward, both the DEI Commission and the School Committee should cooperate with the results of the vote.

Ms. Ackerman voiced support for the proposal and noted that it feels like it gives the Select Board an option to have the maximum number of resident voices heard on the issue.

Mr. McKennitt voiced concern that it feels like the Board is circumventing colleagues (the School Committee) who they are supposed to work collaboratively with.

Concord-Carlisle Regional School Committee Chair Tracey Marano noted that the School Committee has a meeting tomorrow with the Concord Middle School on the agenda. Ms. Marano continued that this proposal comes as a total shock and the Board's vote on this tonight seems premature.

The Select Board asked the Town Clerk that if they added the question to the ballot this evening, depending on the results of the School Committee meeting tomorrow evening, if they could remove the questions.

Ms. Tari responded that she did not know.

Ms. Ackerman noted that the Select Board could call an emergency meeting if they needed to take action on the language of the ballot again this week.

Ms. Tari noted that the Select Board should number the advisory questions on the ballot.

Mr. Howell suggested that this question be Advisory Question 1 on the ballot, and that the three advisory questions proposed by the Town Meeting Study Committee follow in order as included in their memorandum.

Upon a motion duly made and seconded, it was **voted:** to approve the following proposed non-binding advisory question on the Special Town Election Ballot for the election taking place on June 25, 2024 –  
Would you be in favor of asking the School Committee to reconsider the name the publicly financed and owned property currently being built at 923 Old Marlboro Road in Concord, MA as Ellen Garrison Middle School?

The vote passed 4-0-1, with Mr. McKennitt abstaining.

**Review Request for Approval of North Bridge Trail Rehabilitation at Minuteman National  
Historic Park**

**Town of Concord  
Select Board  
Minutes  
May 20, 2024**

Superintendent of Minuteman National Historic Park Simone Monteleone appeared before the Select Board and presented a memorandum request for approval of North Bridge Trail rehabilitation. Ms. Monteleone noted that the plans have already been approved by the Town's Natural Resources Commission and Historic Districts Commission. The full memorandum request and plans for the rehabilitation are included in the Select Board meeting packet.

Ms. Hartman voiced concern about flooding near the North Bridge.

Ms. Monteleone noted that the improvements will improve the resiliency of the natural resources in the area but will not totally prevent flooding.

Ms. Rovelli asked about the reduction in width of the trail.

Ms. Monteleone responded that the path is currently 16 feet, which is a result of gravel traveling beyond its intended path, so they are reducing it back to 12 feet.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to approve the proposed plans for the trail rehabilitation at the Minute Man National Historic Park North bridge Trail as included in the Select Board meeting packet.

**Review Final Report of the Solar Implementation Task Force and Vote to Disband the Solar Implementation Task Force due to the conclusion of their work**

Chair of the Solar Implementation Task Force Dean Banfield appeared before the Select Board and presented the Final Report findings to the Select Board. Mr. Banfield's presentation and the full Final Report are included in the Select Board meeting packet.

There was discussion amongst Mr. Banfield and the Select Board about Town staff continuing to work from the report in coming years.

Chair Hartman noted that she will work with the Town Manager to determine relevant Town staff to continue working from the report and advancing its goals.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to accept the Final Report of the Solar Implementation Task Force and to disband the Solar Implementation Task Force due to the conclusion of work as outlined in their charge.

**Review and Approve Amended MCI Concord Advisory Board Charge and Nominate Candidates to the MCI Concord Advisory Board**

Mr. Howell presented the proposed amendment to the MCI Concord Advisory Board, which is to increase its total membership from nine members to up to ten members. The full revised charge is included in the Select Board meeting packet.

**Town of Concord  
Select Board  
Minutes  
May 20, 2024**

Mr. Howell also highlighted the requested nominations to the MCI Concord Advisory Board.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the amended MCI Concord Advisory Board Charge as included in the Select Board meeting packet and to nominate the following candidates to the MCI Concord Advisory Board for a term to expire December 31, 2025, with the option of reappointment at the discretion of the Select Board:

- i. Linda Miller of 300 Main Street
- ii. Patrick McCurdy of 1100 Monument Street
- iii. Peter Lowitt of 5 Westvale Drive
- iv. Scott Bates of 52 Indian Spring Road
- v. Lee Smith of 1836 Main Street
- vi. John Boynton of 72 Chestnut Street
- vii. Erin Cusker of 61 Commerford Road
- viii. Emily Rush of 122 Upland Road
- ix. Elizabeth Akehurst-Moore of 86 Holden Wood Road
- x. Dan Gainsboro of 12 Mill Run Lane

**Discuss potential Select Board Sign-On to the Conservation Law Foundation's Comment Letter regarding Hanscom North Airfield Proposed Expansion**

Chair Hartman opened the discussion on the potential Select Board Sign-On to the Conservation Law Foundation's comment letter regarding Hanscom North Airfield proposed expansion, noting that this letter is the product of her and former Select Board Chair Henry Dane working with the Foundation. Chair Hartman clarified that this conversation is not meant to discuss the content of the letter, but just if the Select Board would like to sign-on as Board members.

Mr. McKennitt asked if other neighboring towns are signing-on.

Ms. Ackerman, as Liaison to the Hanscom Area Town Select Boards and Hanscom Field Advisory Committee, noted that she would need to check with these bodies to see whether they plan to sign on. Both bodies will meet this week.

The Select Board concurred that they would like to sign-on as Select Board members individually and for the letter to be added to the Town website.

Executive Assistant Andrea Fountain and Management Analyst Shannon McAndrew will complete the sign-on requirements for the Board members.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to that the Select Board sign on to the Conservation Law Foundation's Comment Letter regarding Hanscom North Airfield Proposed Expansion as individual Select Board members.

**Town of Concord  
Select Board  
Minutes  
May 20, 2024**

**Review and Approve Select Board Correspondence Policy**

Chair Hartman presented the most recent draft of the Select Board Correspondence Policy, which is an amended version of the Correspondence Policy adopted by the Select Board in 2022.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Select Board Correspondence Policy as amended in the Select Board meeting packet and as discussed during the meeting.

**Adjournment**

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

**Meeting Materials:**

[Select Board Meeting Packet for May 20, 2024](#)

[Select Board Meeting Recording for May 20, 2024](#)

DRAFT



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

To: Concord Select Board

From: Shannon McAndrew, Management Analyst

Date: June 3, 2024

Re: One Day Liquor License for Merrill Genoa of Concord Academy

---

Included in your meeting packet are two One Day Liquor License applications for Merrill Genoa of Concord Academy. These applications are both for events in relation to the Concord Academy Reunion and Alumni Weekend, for Wines and Malt Beverages Only, on Friday, June 7, 2024 from 5:30 PM – 10:00 PM and Saturday, June 8, 2024 from 5:15 PM – 10:00 PM at Concord Academy, 166 Main Street.

These applications are complete with payment and TIPS Certifications for three bartenders. These applications have also been reviewed by the Concord Police Department, with no further concerns, and the Concord Fire Department, who required a Crowd Manager Certification, which has been received, as the events are both anticipated to have more than 100 attendees.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Monday, January 22, 2024 3:27:19 PM

---

## One Day Special Liquor Licenses

Company or Organization	Concord Academy
Applicant Name	Merrill Genoa
Email Address	merrill_genoa@concordacademy.org
Applicant Address	166 Main Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9784022248
Name of Event	Concord Academy Reunion and Alum Weekend
Activity Is	Non-Profit
Event Type	Party in Residential Home
Event Date & Start Time	6/7/2024 5:30 PM
End Time	10:00 PM
Premises to be Licensed	Concord Academy
City	166 Main Street
State	Concord
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

---

1st one-day license for Organization? No

---

If NO, number of years licensed? 5+

---

More than 100 in attendance? Yes

---

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

---

I acknowledge and accept the above statement of liability Merrill Genoa

---

APPLICATION FEE \$75.00

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

---

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

---

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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(Section Break)

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TIPS TRAINING

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

---

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of  
Concord's TIPS  
Training Policy as  
outlined above.

Manager's Office

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(Section Break)

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#### UNDER 21 POLICY

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

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

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

---

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Monday, January 22, 2024 3:30:38 PM

---

## One Day Special Liquor Licenses

Company or Organization	Concord Academy
Applicant Name	Merrill Genoa
Email Address	merrill_genoa@concordacademy.org
Applicant Address	166 Main Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9784022217
Name of Event	Concord Academy
Activity Is	Non-Profit
Event Type	Party in Residential Home
Event Date & Start Time	6/8/2024 5:15 PM
End Time	10:30 PM
Premises to be Licensed	Concord Academy
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

---

1st one-day license for Organization? No

---

If NO, number of years licensed? *Field not completed.*

---

More than 100 in attendance? Yes

---

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

---

I acknowledge and accept the above statement of liability Merrill Genoa

---

APPLICATION FEE \$75.00

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

---

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

---

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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(Section Break)

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TIPS TRAINING

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---

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of  
Concord's TIPS  
Training Policy as  
outlined above.

Manager's Office

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(Section Break)

---

**UNDER 21 POLICY**

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

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

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

---

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

To: Concord Select Board

From: Shannon McAndrew, Management Analyst

Date: June 3, 2024

Re: One Day Liquor License for Jen Verrill of Verrill Farm

---

Included in your meeting packet is a One Day Liquor License application for Jen Verrill of Verrill Farm. This application is for Wines and Malt Beverages Only for a 50<sup>th</sup> Wedding Anniversary Celebration on Saturday, September 14, 2024 from 3:00 PM – 7:00 PM at Verrill Farm, 11 Wheeler Road.

Jen Verrill keeps an active file of TIPS Certifications for bartenders from SimplyServe (currently 8 bartenders) with the Town Manager's Office, which I have confirmed is up to date. This applications are complete with payment.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Monday, May 20, 2024 2:32:31 PM

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## One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Barbara Moran
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	Massachusetts
Zip Code	01742
Phone Number	9788355638
Name of Event	50th Wedding Anniversary
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/14/2024 3:00 PM
End Time	7:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

---

1st one-day license for Organization? Yes

---

If NO, number of years licensed? *Field not completed.*

---

More than 100 in attendance? No

---

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

---

I acknowledge and accept the above statement of liability Jennifer Verrill

---

APPLICATION FEE \$75.00

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

---

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

---

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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(Section Break)

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---

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Manager's Office

---

(Section Break)

---

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

To: Concord Select Board

From: Shannon McAndrew, Management Analyst

Date: June 3, 2024

Re: Tour Guide License – Mark Ostrander

---

Included in your meeting packet is one new application for a Tour Guide License for Mark Ostrander. The application has been reviewed and is complete with payment.

Each spring, the Concord History Course offered by the Concord-Carlisle Adult and Community Education and taught by Victor Curran is held, which is a requirement of the Tour Guide License application. Following the conclusion of the course, Victor shares with me a list of participants who pass the course, further making them eligible for a Tour Guide License. Following receiving this list, the Town Manager's Office typically receives a handful of new applications.

**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: MARK OSTRANDER  
Address: 114 WEBSTER ST., ARLINGTON, MA 02474  
Company or companies employed with: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Telephone Number: 617.407.4759  
Email Address: markostrander@gmail.com  
Year Concord History Course Taken: 2024  
Signature: Mark Ostrander

**This application also requires a copy of a valid state issued identification card or driver's license and a Criminal Offender Record Information (CORI) Acknowledgement Form.**

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

Office Use Only

Paid: Check  Cash

Check # N/A

Date: 5/16/2024

License expires on December 31, 2024

(OVER)

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CONCORD  
SELECT BOARD

*PROCLAMATION*

Juneteenth National Independence Day  
on June 19, 2024

- WHEREAS** For the 2nd time, The Town of Concord is honoring the Juneteenth holiday through in collaboration with various local groups. This town supported celebration is a formal recognition of the dignity and importance of this holiday for all residents of Concord and those who visit. and
- WHEREAS** Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans. Deriving its name from combining "June" and "nineteenth", it is celebrated on the anniversary of the order, issued by Major General Gordon Granger on June 19, 1865, proclaiming freedom for the enslaved in Texas. The last to be freed. and
- WHEREAS** We honor all those who struggled during the War of the Rebellion to end the stain of enslavement in our nation including African American Concordian and native son Pvt. George Washington Dugan who served in the 54<sup>th</sup> Massachusetts Volunteer Infantry Regiment and gave his life at the Battle of Fort Wagner; and
- WHEREAS** The Massachusetts 54<sup>th</sup> one of the first Black regiments to serve in the U.S. Civil War. Through their heroic, yet tragic, assault on Battery Wagner, South Carolina in July 1863, the 54th helped inspire the enlistment of more than 180,000 Black soldiers...a boost in morale and manpower that Lincoln recognized as essential to the victory of the United States and the destruction of enslavement throughout the country; and
- WHEREAS** The Town of Concord recognizes its connection with Juneteenth, and its African American residents and families who each in their own way contributed to our nation's ongoing struggle for freedom as Patriots of Color, Union Soldiers, Abolitionists and Civil Rights Advocates. This includes Brister Freeman, Caesar Robbins, and the Robbins, Garrison, Hutchinson and Dugan families;
- WHEREAS** Originating in Galveston, Juneteenth has since been observed annually in various parts of the United States, often broadly celebrating African American culture. The day was first recognized as a federal holiday in 2021, when President Joe Biden signed the Juneteenth National Independence Day Act; and
- WHEREAS** Juneteenth National Independence Day commemorates the day of freedom for African Americans and acknowledges the resilience and determination of African Americans while honoring all those who have paved the road to freedom; and Juneteenth is a second Independence Day for our Nation, a celebratory day of African American culture to recognize the many contributions and influence that the African American community has made to our Nation; and
- WHEREAS** The emancipation of enslaved Black Americans was not the end of the Nation's work to deliver on the promise of equality — it was only the beginning. On Juneteenth, we recommit to our shared work to ensure racial justice, equity, and

equality in America. We commemorate the centuries of struggle and progress led by abolitionists, educators, civil rights advocates, and everyday Americans who have brought our Nation closer to fulfilling its promise and

***NOW, THEREFORE*** We, as the Select Board for the Town of Concord, do hereby proclaim June 19th, 2024, as Juneteenth National Independence Day, and we invite the Concord community to join us for celebratory events that honor our history and our community, as we encourage our community to celebrate Juneteenth National Independence Day 2024.

Proclaimed this 3rd day of June, 2024.



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**Concord Select Board**

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CONCORD  
SELECT BOARD

**PROCLAMATION**

**Celebrating CONCORDPRIDE  
June 21 - June 23, 2024**

**WHEREAS** For the first time this year The Town of Concord is celebrating Concord Pride in collaboration with various local groups and in unison with neighboring communities and

**WHEREAS** ConcordPride is being celebrated for the first time in Concord, MA with joy and excitement and the intention of lifting up the LGBTQIA community. Concord Pride demonstrates the town’s explicit commitment to affirming the lived experiences and celebrations related to the LGBTQIA+ community that take place annually during the month of June and

**WHEREAS** ConcordPride is a month-long series of events and activities sponsored by local organizations that provide fun and educational ways to learn and celebrate during the month of June culminating in a weekend of festivities June 21-23 and

**WHEREAS** ConcordPride Fest begins with a flag raising in Monument Square, a rally and march down Main St followed by events, music, crafts , entertainment and food throughout the day in both Concord and West Concord. The event is fun, free, family friendly and welcomes all. Visit **ConcordPride.org**

**THEREFORE** We, as the Select Board of the Town of Concord, Massachusetts, do hereby proclaim June 21 – June 23, 2024 as ConcordPride Fest and encourage Concord citizens to recognize the vital role the ConcordPride Fest plays in the life of our town and to wish members of the ConcordPride success in their ConcordPride Fest.



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**CONCORD SELECT BOARD**

*Proclaimed this 3rd day of June, 2024*

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Monday, January 22, 2024 3:27:19 PM

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## One Day Special Liquor Licenses

Company or Organization	Concord Academy
Applicant Name	Merrill Genoa
Email Address	merrill_genoa@concordacademy.org
Applicant Address	166 Main Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9784022248
Name of Event	Concord Academy Reunion and Alum Weekend
Activity Is	Non-Profit
Event Type	Party in Residential Home
Event Date & Start Time	6/7/2024 5:30 PM
End Time	10:00 PM
Premises to be Licensed	Concord Academy
City	166 Main Street
State	Concord
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

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1st one-day license for Organization? No

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If NO, number of years licensed? 5+

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More than 100 in attendance? Yes

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

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I acknowledge and accept the above statement of liability Merrill Genoa

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APPLICATION FEE \$75.00

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

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

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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(Section Break)

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TIPS TRAINING

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

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I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of  
Concord's TIPS  
Training Policy as  
outlined above.

Manager's Office

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(Section Break)

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**UNDER 21 POLICY**

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

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

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

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

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**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Monday, January 22, 2024 3:30:38 PM

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## One Day Special Liquor Licenses

Company or Organization	Concord Academy
Applicant Name	Merrill Genoa
Email Address	merrill_genoa@concordacademy.org
Applicant Address	166 Main Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9784022217
Name of Event	Concord Academy
Activity Is	Non-Profit
Event Type	Party in Residential Home
Event Date & Start Time	6/8/2024 5:15 PM
End Time	10:30 PM
Premises to be Licensed	Concord Academy
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

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1st one-day license for Organization? No

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If NO, number of years licensed? *Field not completed.*

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More than 100 in attendance? Yes

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

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I acknowledge and accept the above statement of liability Merrill Genoa

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APPLICATION FEE \$75.00

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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(Section Break)

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(Section Break)

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**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Monday, May 20, 2024 2:32:31 PM

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## One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Barbara Moran
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	Massachusetts
Zip Code	01742
Phone Number	9788355638
Name of Event	50th Wedding Anniversary
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/14/2024 3:00 PM
End Time	7:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

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1st one-day license for Organization? Yes

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If NO, number of years licensed? *Field not completed.*

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More than 100 in attendance? No

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I acknowledge and accept the above statement of liability Jennifer Verrill

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APPLICATION FEE \$75.00  
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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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(Section Break)

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(Section Break)

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COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CONCORD  
SELECT BOARD

*PROCLAMATION*

Juneteenth National Independence Day  
on June 19, 2024

- WHEREAS** For the 2nd time, The Town of Concord is honoring the Juneteenth holiday through in collaboration with various local groups. This town supported celebration is a formal recognition of the dignity and importance of this holiday for all residents of Concord and those who visit. and
- WHEREAS** Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans. Deriving its name from combining "June" and "nineteenth", it is celebrated on the anniversary of the order, issued by Major General Gordon Granger on June 19, 1865, proclaiming freedom for the enslaved in Texas. The last to be freed. and
- WHEREAS** We honor all those who struggled during the War of the Rebellion to end the stain of enslavement in our nation including African American Concordian and native son Pvt. George Washington Dugan who served in the 54<sup>th</sup> Massachusetts Volunteer Infantry Regiment and gave his life at the Battle of Fort Wagner; and
- WHEREAS** The Massachusetts 54<sup>th</sup> one of the first Black regiments to serve in the U.S. Civil War. Through their heroic, yet tragic, assault on Battery Wagner, South Carolina in July 1863, the 54th helped inspire the enlistment of more than 180,000 Black soldiers...a boost in morale and manpower that Lincoln recognized as essential to the victory of the United States and the destruction of enslavement throughout the country; and
- WHEREAS** The Town of Concord recognizes its connection with Juneteenth, and its African American residents and families who each in their own way contributed to our nation's ongoing struggle for freedom as Patriots of Color, Union Soldiers, Abolitionists and Civil Rights Advocates. This includes Brister Freeman, Caesar Robbins, and the Robbins, Garrison, Hutchinson and Dugan families;
- WHEREAS** Originating in Galveston, Juneteenth has since been observed annually in various parts of the United States, often broadly celebrating African American culture. The day was first recognized as a federal holiday in 2021, when President Joe Biden signed the Juneteenth National Independence Day Act; and
- WHEREAS** Juneteenth National Independence Day commemorates the day of freedom for African Americans and acknowledges the resilience and determination of African Americans while honoring all those who have paved the road to freedom; and Juneteenth is a second Independence Day for our Nation, a celebratory day of African American culture to recognize the many contributions and influence that the African American community has made to our Nation; and
- WHEREAS** The emancipation of enslaved Black Americans was not the end of the Nation's work to deliver on the promise of equality — it was only the beginning. On Juneteenth, we recommit to our shared work to ensure racial justice, equity, and

equality in America. We commemorate the centuries of struggle and progress led by abolitionists, educators, civil rights advocates, and everyday Americans who have brought our Nation closer to fulfilling its promise and

***NOW, THEREFORE*** We, as the Select Board for the Town of Concord, do hereby proclaim June 19th, 2024, as Juneteenth National Independence Day, and we invite the Concord community to join us for celebratory events that honor our history and our community, as we encourage our community to celebrate Juneteenth National Independence Day 2024.

Proclaimed this 3rd day of June, 2024.



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**Concord Select Board**

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CONCORD  
SELECT BOARD

**PROCLAMATION**

**Celebrating CONCORDPRIDE  
June 21 - June 23, 2024**

**WHEREAS** For the first time this year The Town of Concord is celebrating Concord Pride in collaboration with various local groups and in unison with neighboring communities and

**WHEREAS** ConcordPride is being celebrated for the first time in Concord, MA with joy and excitement and the intention of lifting up the LGBTQIA community. Concord Pride demonstrates the town’s explicit commitment to affirming the lived experiences and celebrations related to the LGBTQIA+ community that take place annually during the month of June and

**WHEREAS** ConcordPride is a month-long series of events and activities sponsored by local organizations that provide fun and educational ways to learn and celebrate during the month of June culminating in a weekend of festivities June 21-23 and

**WHEREAS** ConcordPride Fest begins with a flag raising in Monument Square, a rally and march down Main St followed by events, music, crafts , entertainment and food throughout the day in both Concord and West Concord. The event is fun, free, family friendly and welcomes all. Visit **ConcordPride.org**

**THEREFORE** We, as the Select Board of the Town of Concord, Massachusetts, do hereby proclaim June 21 – June 23, 2024 as ConcordPride Fest and encourage Concord citizens to recognize the vital role the ConcordPride Fest plays in the life of our town and to wish members of the ConcordPride success in their ConcordPride Fest.



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**CONCORD SELECT BOARD**

*Proclaimed this 3rd day of June, 2024*



## Town of Concord

# Weekly Operations Report

2024 Volume 18/May 24th, 2024

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### General Administration

#### Town Manager Office

Much thanks to Aaron Miklosko & Steve Dookran from CPW and Communications Manager Donna McIntosh for their assistance to the West Concord Junction Cultural District's installation of the Poetry Phone on the Bruce Freeman Rail Trail! The new piece of public artwork was unveiled at the Spring Into West Concord event on May 18<sup>th</sup> and is anticipated to remain on site for a period of about three years.

Like the much-loved murals on this side of town, West Concord's Poetry Phone provides pedestrians of all ages a spontaneous opportunity to pause to experience place-centered art. The Poetry Phone builds the identity of West Concord as a cultural center and fosters a unique, vibrant neighborhood. The Poetry Phone structure is comparable to an old phone booth. All are invited to enter the booth, lift the handset of the repurposed payphone, and to hear a recording of an original poem.

A number of other dial-a-poem projects across the country have been successful. For Concord's effort, Jennifer Hurley-



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Wales enlisted local artists Mike Sprague to design and construct the booth and Ed Feather to facilitate the electronics for the repurposed phone. Original poems by students and the general public were selected by representatives of writing programs within local organizations, schools, and the public library, then passed on to the Poetry Phone team. The team was inspired by artist Ryan McGuire's creation, The Smile Phone in Granville, Ohio. McGuire provided technical support to the Concord team.



## **Police Department**

### **Calls for Service**

Thursday, May 16th - Wednesday, May 22nd, 2024

- Log items: **669**
- Traffic enforcement: **52**
- Motor vehicle stops: **103**
- Motor vehicle crashes and/or paper exchanges: **10**
- Arrests: **5**

Inspector Holsinger, Officer Brady, and Officer Lordan assisted with Bike to School for the Alcott School on May 16th.

Officers Lordan, Sellards, and Miller assisted the Massachusetts State Police and Acton Police on May 17th with an OUI Checkpoint.

Officers assisted with the traffic detours for the annual Drop-Off-Swap-Off events on Keyes Road on May 18th.

On May 18th, SRO Detective Rodriguez accompanied CCHS students at the Senior Prom in Boston.

Officer Mailloux assisted with the National Brain Tumor Society bike ride through Town held on May 19th.

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After successfully graduating from the Merrimack College policing program, Officer Athlyn “Attie” Wood was sworn in on May 20th by Town Clerk Kaari Tari.

Chief Mulcahy and Captain Goldman attended a training and exercise design meeting at MEMA on May 21st for the upcoming 250<sup>th</sup> Celebration.

## **Planning and Land Management**

### **Planning**

#### Historical Commission

The Town of Concord and the Concord Historical Commission is looking for feedback from residents *and* non-residents as they develop a community-wide Historic Preservation Plan for the 21<sup>st</sup> century. As a part of the Historic Preservation Planning process (now in the public outreach phase) the Town has posted a [survey](#) to get feedback on people’s favorite historic resources, what they cherish, value & take pride in, historic preservation goals, and other key questions for the community. The Commission is working with a historic preservation consultant, holding several focus group sessions and planning meetings on Natural Resources, Economic Vitality & Tourism, Education, Archeology, and Historic Preservation stakeholders.

The National Trust for Historic Preservation recognized Minute Man National Historic Park and Concord historic sites through their America’s 11 Most Endangered Historic Places program, bringing national attention to Concord.

#### Planning Board

At the May 21<sup>st</sup> meeting, the Planning Board held a joint meeting with the West Concord Advisory Committee to discuss ways to improve the coordination between the PB and WCAC, changes to the WCAC Charge & geographic area of interest, and whether to pursue updating the West Concord Village Master Plan & Design Guidelines. The Board also finalized their goals and project for the next year, which includes MBTA Communities Zoning Site Plan Rules & Regulations, updates to the Subdivision Rules & Regulations,

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updates to the Tree Preservation Bylaw Rules & Regulations, further analyzing the Zoning Bylaw parking requirements & potential Zoning Bylaw amendments for Industrial Zoning Districts, Additional Dwelling Units, combined business/residence, and various housekeeping amendments.

### Zoning Board of Appeals

At the May 16<sup>th</sup> meeting, the ZBA continued the public hearing without discussion for the Comprehensive Permit application at 275 Forest Ridge Road – Residences at Thoreau to July 25<sup>th</sup> at 7 p.m. The Chair noted that the applicant was in the process of redesigning the project based on issues and concerns raised at the first public hearing and at the site visit.

### Planning Division

Senior Planner Ann Clifford has gathered and synthesized updates on all 38 open Community Preservation Committee projects and finances. Of those 38 projects, five were completed and closed. Updates for each project have been uploaded to the [CPC Current Meeting Documents](#) webpage. Now that Town Meeting approved funding for 19 new CPA applications, Ms. Clifford has begun drafting the required MOUs for Town projects and Grant agreements for non-profit applicants.

## **Concord Public Works**

### **Water/Sewer**

#### Water Use Restriction: Level 1 Update

With the warm weather this week, Concord Public Works wanted to remind water customers that we are currently in a Level 1 – Water Use Restriction which limits lawn watering to 1 day per week.

**Why?** One of our water supplies (Nagog Pond) continues to need work on the intake (the pipe which brings the water from the pond to the treatment plant). We are working hard to complete the necessary work. **When can I water?** One day a week before 9 am or after 5 pm. Your watering day is based on the municipal trash pickup schedule. You can find your



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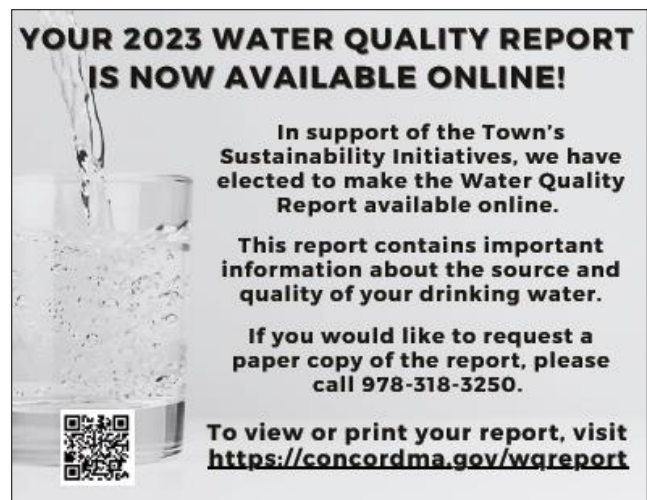
watering day and more information about the watering restrictions at <https://concordma.gov/irrigation>. Thank you for your support.

### Annual Water Quality Report: Now Available

The Safe Drinking Water Act (SDWA) requires Public Water Systems like Concord Public Works' Water & Sewer Division to prepare and deliver an Annual Water Quality (WQ) Report to all customers to inform them of important health and safety issues associated with their drinking water. To view Concord's 2023 Annual WQ Report, please visit

<https://concordma.gov/wqreport>. This report is available in PDF format, which can be easily viewed, downloaded, or printed from your computer or smartphone. Not only does electronic delivery allow for easy access, it also enables Concord Public Works to see the number of web page hits and evaluate which outreach methods are most effective for reaching out to our customers.

This is the twelfth year that Concord has used the electronic distribution approach, resulting in increased readership and a cost savings of over \$4,000 in printing and distribution costs. While these savings are meaningful, it is most important that we reach as many customers as possible with the information provided. As such, Concord Public Works has made a concerted effort to make our water customers aware of this electronic delivery method for the Annual WQ Report by providing notice in the Concord Bridge, as well as by sending a mailing with the direct link to the report to all postal patrons in town.



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A limited number of paper copies have been printed and are available to those interested upon request. Additionally, hard copies of the Annual WQ Report can be found at the following locations:

- Concord Post Office and West Concord Post Office
- Crosby's Marketplace (211 Sudbury Road)
- Concord TownHouse (22 Monument Square)
- Concord Free Public Library, Main & Fowler Branches
- Concord Public Works' Offices, including the Water & Sewer Division (135 Keyes Road)
- Concord Health Department (141 Keyes Road)
- Beede Fitness Center (498 Walden Street)
- Concord Social Services (55 Church Street)
- Concord Council on Aging (1276 Main Street)

If you would like to request a paper copy be mailed to you, please call 978-318-3250.

## **Council On Aging**

### **New England Botanic Garden at Tower Hill**

All aboard for the New England Botanic Garden at Tower Hill in Boylston, MA. A van load of Concord residents headed out on a Thursday morning to experience the wonder of plants and cultivate friendship. COA program director Tina Close led the group for only a half day adventure because the rain came. Better luck next year!





COA regulars and supporters, Marcia and Paul White (front) and Betsy Spaulding and Linda Benua (back) took in as much of the grounds as they could before the thunder rolled in.



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

To: Concord Select Board

From: Shannon McAndrew, Management Analyst

Date: June 3, 2024

Re: Non-Binding Advisory Questions – Special Town Election Ballot

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**Background**

Over the course of the last two Select Board meetings, the Board has been in discussion with the Town Clerk regarding the need for a Special Town Election to complete the adoption of the Senior Means Property Tax Exemption Program as approved during the 2024 Annual Town Meeting through Article 15.

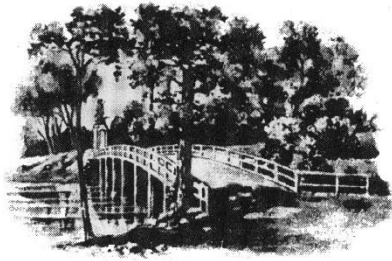
At this time, since an election was to already be taking place, the Town Meeting Study Committee took this opportunity to propose three non-binding advisory questions to add to the ballot. Similarly, the Select Board proposed one non-binding advisory question for the ballot, though already formally removed by the Select Board on Friday, May 24, 2024.

Upon further investigation, we learned that a technical provision of state law is interpreted by the Elections Division at the Secretary of State to prohibit non-binding questions on a Special Town Election ballot, and they are only permitted on a regular Town Election ballot.

As such, all three remaining non-binding advisory questions on the ballot must be removed.

**Recommended Action**

That the Select Board vote to remove the three remaining non-binding advisory questions on the Special Town Election Ballot for the Special Town Election to be held on June 25, 2024.



OLD NORTH BRIDGE

## TOWN OF CONCORD

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

To: Select Board

From: Mardi Hutchinson, Recreation Supervisor

Date: May 22, 2024

Re: Request for Three (3) Trucks to Participate in Concord Pride Fest on Saturday, June 22, 2024

[Concord's Food Truck regulations](#) require the attendance of more than two food trucks to receive Select Board Approval.

Seeking approval for three trucks as part of a community celebration reviewed as part of the usual Use of Town Land Permitting process by town staff. As per Concord Food Truck policies two licensed food trucks may be included and approved within the scope of the event. Any additional mobile vendors beyond two require Select Board approval

### 1. Event

[Concord Pride Fest](#)

Saturday, June 22, 2024

10:30 to 7 pm

Various locations across Concord Center

### 2. Selected Food Trucks

- Twisted Pickle
- Juniper Farms Ice Cream
- Moo-licious Cookies

### 3. Location

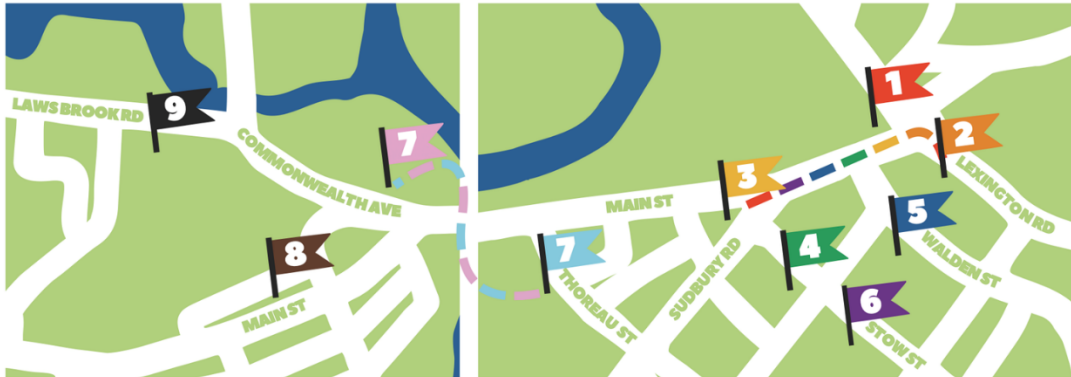
Pride Fest activities will be taking place nine sites across Concord. There is a cluster of six sites across Concord Center with a small scale parade route from Monument Square to the library.

2 of the food trucks would be sited in the westerly public parking lot off Keyes Road within the hours of the event. The ice cream truck will be in front of the Hunt building on 90 Stow St.

Pride Fest Map for overview of the event as a whole

# CONCORD PRIDE FEST

## SATURDAY, JUNE 22



- |   |  |   |
|---|--|---|
| <b>1</b> <b>FLAG RAISING</b><br>10:30 AM<br>Monument Square                           | <b>4</b> <b>FAMILY DAY</b><br>12-3 PM<br>Umbrella Arts Center, 40 Stow St.           | <b>7</b> <b>PRIDE TRAIN</b><br>3:15 PM<br>Concord Station, 90 Thoreau St.       |
| <b>2</b> <b>RALLY &amp; MARCH</b><br>10:30 AM<br>First Parish, 20 Lexington Rd.       | <b>5</b> <b>TRICON PRIDE</b><br>12-3 PM<br>Trinitarian Congregational, 54 Walden St. | <b>8</b> <b>RAINBOW CRAFTS</b><br>3:30 PM<br>Fowler Library, 1322 Main St.      |
| <b>3</b> <b>LIBRARY PRIDE</b><br>12-3 PM<br>Concord Free Public Library, 129 Main St. | <b>6</b> <b>CONCORD REC PRIDE</b><br>11-3 PM<br>Hunt Recreation Center, 90 Stow St.  | <b>9</b> <b>PRIDE IN THE PARK</b><br>4-7 PM<br>Rideout Field, 61 Laws Brook Rd. |

Food Truck Proposed Location – Keyes Road lot and curbside to Rec property at 90 Stow Road



## **2024 Honoring The Federal Holiday Juneteenth National Independence Day in Concord**

### **What New**

For the 2nd time , The Town of Concord is honoring the Juneteenth holiday through in collaboration with various local groups

### **Why It Matters**

This town supported celebration is a formal recognition of the dignity and importance of this holiday for all residents of Concord and those who visit.

Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans. Deriving its name from combining "June" and "nineteenth", it is celebrated on the anniversary of the order, issued by Major General Gordon Granger on June 19, 1865, proclaiming freedom for the enslaved in Texas. The last to be freed. Originating in Galveston, Juneteenth has since been observed annually in various parts of the United States, often broadly celebrating African-American culture. The day was first recognized as a federal holiday in 2021, when President Joe Biden signed the Juneteenth National Independence Day Act

The emancipation of enslaved Black Americans was not the end of the Nation's work to deliver on the promise of equality — it was only the beginning. On Juneteenth, we recommit to our shared work to ensure racial justice, equity, and equality in America. We commemorate the centuries of struggle and progress led by abolitionists, educators, civil rights advocates, and everyday Americans who have brought our Nation closer to fulfilling its promise.

### **What is Next**

**Concord's Diversity, Equity and Inclusion Commission would like to formally request that the select board acknowledge the celebration of Juneteenth and grant permission that the Juneteenth flag be flow on June 19,20 and 21 2024.**

The Juneteenth flag is a symbol for the Juneteenth holiday in the United States. The colors and symbols on the flag are representative of freedom and the end of slavery. The date on the flag represents that of General Order No. 3 issued in Galveston, Texas in 1865. In 2020 the Boston Red Sox raised the Juneteenth flag over Fenway Park and in 2021, many states began recognizing Juneteenth by flying the flag over their state capitol buildings, especially after Juneteenth was declared a federal holiday in June 2021.

The flag uses the colors of red, white and blue from the American flag. The red, white, and blue colors were meant to convey the message that all enslaved people and their descendants are American.



**Bottom Line**

Upon approval of the Select board of this activity interested collaborators may wish to participate /view the raising of the flag in June 19, 2024 at 9am.

Respectfully Submitted

Joe Palumbo

Andrea Foncerrada

**Co-Chairs Town of Concord Diversity, Equity and Inclusion Commission**



# **Celebrating ConcordPride**

## **What New**

## **Why It Matters**

This town supported celebration is a formal recognition of the dignity and importance of this celebration for all residents of Concord and those who visit.

ConcordPride is a month-long series of events and activities sponsored by local organizations that provide fun and educational ways to learn and celebrate during the month of June culminating in a weekend of festivities June 21-23.

ConcordPride Fest begins with a flag raising in Monument Square, a rally and march down Main St followed by events, music, crafts , entertainment and food throughout the day in both Concord and West Concord. The event is fun, free, family friendly and welcomes all. **ConcordPride.org**

## **The Planning Team**

Town of Concord Recreation Department  
The Concord Free Public Library  
Town of Concord Diversity Equity and Inclusion Commission  
Trinitarian Congregational Church  
First Parish in Concord  
Concord Art  
Concord Museum  
Concord Visitor Center  
The Robbins House

## **What is Next**

Concord's Diversity, Equity and Inclusion Commission would like to formally request that the Select Board acknowledge the celebration of ConcordPride and grant permission that the Pride Progress flag be flow on June 22 and 23 , 2024.

## Progress Pride Flag

The Progress Pride Flag evolved from the Philadelphia Pride Flag and was created by Daniel Quasar. Quasar added a white, pink, and light blue stripe to represent the Trans community. While the black and brown stripes still represented communities of color, the black stripe is also a nod to the thousands of individuals that we lost during the HIV/AIDS crisis in the 1980s and 1990s. Since its creation, the flag has become very popular and it is the flag flown by Red Sox during Pride Celebrations at Fenway Park.



## **Bottom Line**

Upon approval of the Select board of this activity everyone is welcome to participate /view the raising of the flag in June 22, 2024 at 10:30 am to launch the celebration of ConcordPride Fest.

Respectfully Submitted

Joe Palumbo

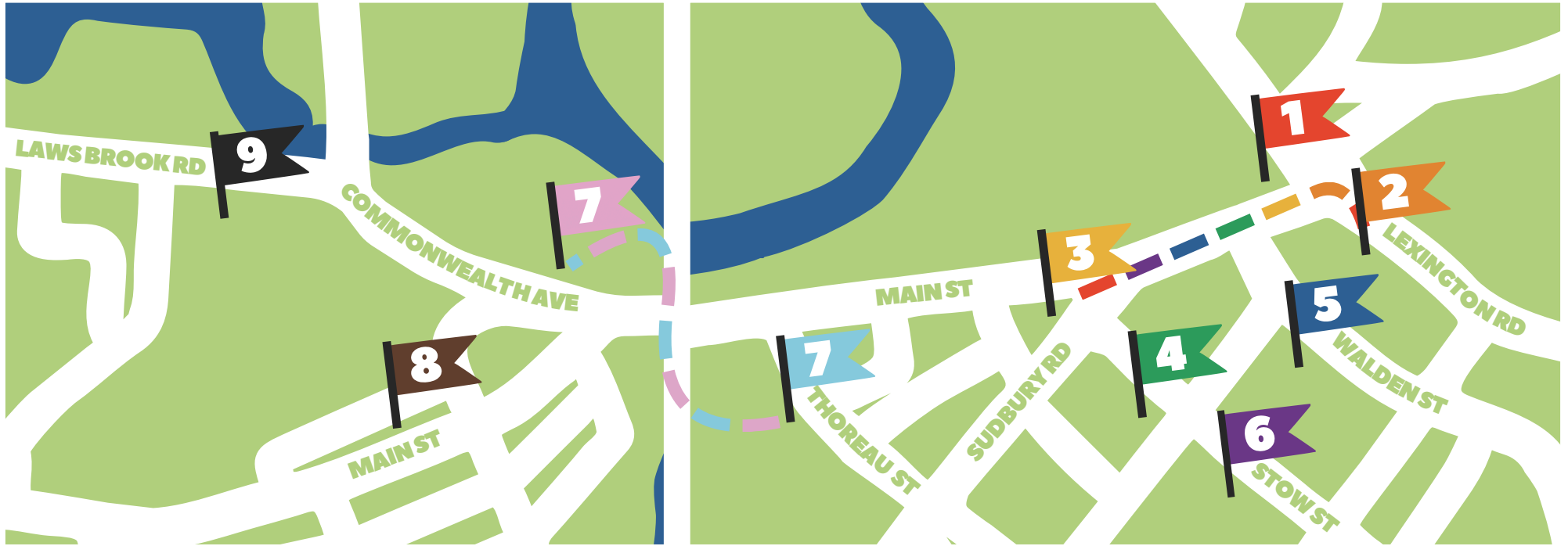
Andrea Foncerrada

**Co-Chairs Town of Concord Diversity, Equity and Inclusion  
Commission**



# CONCORD PRIDE FEST

SATURDAY, JUNE 22



## 1 FLAG RAISING

10:30 AM  
Monument Square

## 2 RALLY & MARCH

10:30 AM  
First Parish, 20 Lexington Rd.

## 3 LIBRARY PRIDE

12-3 PM  
Concord Free Public Library, 129 Main St.

## 4 FAMILY DAY

12-3 PM  
Umbrella Arts Center, 40 Stow St.

## 5 TRICON PRIDE

12-3 PM  
Trinitarian Congregational, 54 Walden St.

## 6 CONCORD REC PRIDE

11-3 PM  
Hunt Recreation Center, 90 Stow St.

## 7 PRIDE TRAIN

3:15 PM  
Concord Station, 90 Thoreau St.

## 8 RAINBOW CRAFTS

3:30 PM  
Fowler Library, 1322 Main St.

## 9 PRIDE IN THE PARK

4-7 PM  
Rideout Field, 61 Laws Brook Rd.

# CONCORD PRIDE MONTH

## JUNE 2024

### CONCORD SOCIAL JUSTICE ROUNDTABLE MAY 29 | 5:30 PM | ADULTS

Concord Free Public Library, 129 Main St.

### CARLISLE PRIDE MAY 29 | AFTERNOON | ALL AGES

Carlisle Town Common, 27 School St.

### BAGLY FORUM SUN 02 | 11 AM | ALL AGES

Trinitarian Congregational, 54 Walden St.

### PRIDE ART NIGHT MON 03 | 5:30 PM | ALL AGES

Concord Free Public Library, 129 Main St.

### MAKE-IT! CLUB: RAINBOW EDITION EVERY WED | 3:30 PM | KIDS

Concord Free Public Library, 129 Main St.

### MACRAMÉ RAINBOWS THU 06 | 6 PM | ALL AGES

Concord Free Public Library, 129 Main St.

### PRIDE SHABBAT FRI 07 | 7:30 PM | ALL AGES

Kerem Shalom, 659 Elm St.

### MAYNARD PRIDE FRI 07 TO SUN 09 | ALL AGES

Schedule and locations at [maynardpride.org](http://maynardpride.org)

### DEMOCRACY FESTIVAL SAT 08 | 11-2 PM | ALL AGES

First Parish, 20 Lexington Rd.

### TRANSGENDER STORIES SUN 09 | 1:30 PM | ALL AGES

Trinitarian Congregational, 54 Walden St.

### A BOSTON MARRIAGE THU 13 | 5:30 PM | ALL AGES

Concord Art, 37 Lexington Rd.

### BUTCH HEROES THU 13 | 7 PM | TEENS & ADULTS

Concord Museum, 53 Cambridge Tpke.

### ACTON-WESTFORD PRIDE FRI 14 - SAT 15 | ALL AGES

Acton NARA Amphitheater, 25 Ledge Rock Way

### INTERPRETING THE QUEER PAST FRI 21 | 5:30 PM | ADULTS

Concord Museum, 53 Cambridge Tpke.

### PRIDE STORYTIME FRI 21 | 10:30 AM | KIDS

Concord Free Public Library, 129 Main St.

### CONCORD PRIDE FEST SAT 22 | 10:30-7 PM | ALL AGES

Schedule and locations on reverse!

### PRIDE BRUNCH SUN 23 | 8-2:30 PM | ALL AGES

The Colonial Inn, 48 Monument Sq.

### PRIDE WORSHIP SUN 23 | 10 AM | ALL AGES

First Parish with TriCon, 20 Lexington Rd.

### LAVENDER WALKING TOUR SUN 23 | 1:30 PM | ALL AGES

Concord Art, 37 Lexington Rd.

### PRIDE POOL PARTY SUN 23 | 4 PM | ALL AGES

Beede Center, 498 Walden St.

### FELTED RAINBOW PATCHES MON 24 | 3:30 PM | TEENS & ADULTS

Concord Free Public Library, 129 Main St.

### PRIDE: THE EXPIRATION DATE THU 27 | 6:30 PM | ADULTS

Concord Free Public Library, 129 Main St.

### NPS, QUEER HISTORY & LONGFELLOW HOUSE SAT 29 | 10-4 PM | ALL AGES

The Wayside, 455 Lexington Rd.



# **DRAFT 2025 Annual Town Meeting and Town Election Calendar OPTION 1**

## **Town Election Schedule**

Monday, January 27, 2025	Town Caucus
Friday, March 28, 2025	Voter Registration Deadline for Annual Town Election
Tuesday, April 8, 2025	Annual Town Election

## **DRAFT Annual Town Meeting Schedule**

Thursday, December 5, 2024	Finance Committee Public Forum on Capital Planning
Saturday, December 14, 2024	Annual Town Meeting Overview Meeting
Monday, December 16, 2024	Joint SB/SC Capital Planning Forum
Saturday, January 18, 2024, 9AM	Annual Town Meeting Overview Meeting
Monday, January 20, 2025	Annual Town Meeting Warrant Opens
Wednesday, February 5, 2025, 4PM	Due Date for Draft Warrant Articles [internal Town staff deadline] (submit to: <a href="mailto:TMSubmissions@concordma.gov">TMSubmissions@concordma.gov</a> )  Note: Citizen Petition articles must be submitted to the Town Clerk before closing of the Warrant at 4:00 PM on February 19, 2025 and are not required to be submitted earlier in draft.
Wednesday, February 19, 2025, 4PM	Annual Town Meeting Warrant Closes
Monday, March 3, 2025	Select Board Meeting to vote order of Warrant Articles
Wednesday, March 12, 2025, 4PM	Warrant Review Meeting with Town Counsel [Town officials and staff only]
Wednesday, March 19, 2025	Deadline to submit Warrant to the printer
Wednesday, April 2, 2025	Warrant Mailed to Households
Monday, April 7, 2025, 7PM	Public Hearing #1 (hybrid): Select Board
Tuesday, April 8, 2025, 7PM	Public Hearing #2 (hybrid): Planning Board
Thursday, April 10, 2025, 7PM	Public Hearing #3 (hybrid): Finance Committee – Town, Concord Public Schools, C-C Regional School District
Tuesday, April 22, 2025, 7PM	Public Hearing #4 (hybrid): Finance Committee – Minuteman Regional Voc-Tech District, Community Preservation Committee, and any other articles with financial impact
Thursday, April 24, 2025, 7PM	Public Hearing #5 (hybrid): Finance Committee – Enterprise Funds
Monday, May 5, 2025	Deadline for SB and FinCom Recommendations on Articles

Monday, May 5, 2025	Select Board Meeting to provide input on draft Consent Calendar to Moderator
Friday, May 9, 2025	Deadline for FinCom Completion of Finance Committee Report
Friday, May 9, 2025	Deadline for Final Motions (submit to <a href="mailto:TMSubmissions@concordma.gov">TMSubmissions@concordma.gov</a> )
Thursday, May 15, 2025, 4PM	Motions Review Meeting with Town Counsel
Friday, May 16, 2025	FinCom Report mailed to households
Friday, May 16, 2025, 9AM	Moderator's Town Meeting Coordination Meeting (All Article Sponsors and Town Meeting Coordinator)
Friday, May 23, 2025	Deadline to submit PowerPoint Presentations and Paper Handouts for review and approval (submit to <a href="mailto:TMSubmissions@concordma.gov">TMSubmissions@concordma.gov</a> )
Thursday, May 22, 2025	Voter Registration Deadline for Annual Town Meeting
Wednesday, May 28, 2025	Moderator's Staff Meeting (location, format and time TBD)
<b>Sunday, June 1, 2025 at 1PM</b>	<b>Annual Town Meeting at Concord Carlisle High School</b>
Monday, June 2, 2025 at 7PM	Subsequent Additional Days as needed to conclude Annual Town Meeting

### Relevant Holidays

December 25, 2024 – January 2, 2025	Hanukkah
Wednesday, December 25, 2024	Christmas Day
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	President's Day
February 18-21, 2025	Concord Public Schools February Vacation
March 1-30, 2025	Ramadan
Sunday, April 20, 2025	Easter
April 12-20, 2025	Passover
Monday, April 21, 2025	Patriot's Day (observed)
April 22-25, 2025	Concord Public Schools April Vacation

# **DRAFT 2025 Annual Town Meeting and Town Election Calendar OPTION 2**

## **Town Election Schedule**

Monday, January 27, 2025	Town Caucus
Friday, March 28, 2025	Voter Registration Deadline for Annual Town Election
Tuesday, April 8, 2025	Annual Town Election

## **DRAFT Annual Town Meeting Schedule**

Thursday, December 5, 2024	Finance Committee Public Forum on Capital Planning
Monday, December 16, 2024	Joint SB/SC Capital Planning Forum
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Tuesday, April 29, 2025, 7PM	Public Hearing #3 (hybrid): Planning Board
Thursday, May 1, 2025, 7PM	Public Hearing #4 (hybrid): Finance Committee – Minuteman Regional Voc-Tech District, Community Preservation Committee and any other articles with financial impact
Tuesday, May 6, 2025, 7PM	Public Hearing #5 (hybrid): Finance Committee – Enterprise Funds

Thursday, May 8, 2025, 4PM	Deadline for Final Motions (submit to <a href="mailto:TMSubmissions@concordma.gov">TMSubmissions@concordma.gov</a> )
Monday, May 12, 2025	Deadline for SB and FinCom Recommendations on Articles
Monday, May 12, 2025	Select Board Meeting to provide input on draft Consent Calendar to Moderator
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March 1-30, 2025	Ramadan
Sunday, April 20, 2025	Easter
April 12-20, 2025	Passover
Monday, April 21, 2025	Patriot's Day (observed)
April 22-25, 2025	Concord Public Schools April Vacation

## 6. Finance Committee FY25 Goals and Priorities | Tentative Schedule (1 of 2)

**May 2024**

**Priorities:**

- Kick-off FY25
- ATM debrief
- Review mission, roles and responsibilities
- Make liaison assignment picks
- Start goals and key issues discussion

**Meeting date(s):**  
Thu 5/23

**Jun 2024**

**Priorities:**

- Finalize liaison assignments
- Finalize goals and key issues to monitor
- Recap FY24 guidelines process and preview FY25
- FY24 line item transfers (if applicable)

**Meeting date(s):**  
Thu 6/20

**Jul 2024**

**Priorities:**

- Draft FY26 informational request letters to Town, CPS, CCRSD, and Minuteman to be sent in August.
- Notify Town, CPS, CCRSD, and Minuteman that FY26 requests are coming.

**Meeting date(s):**  
Thu 7/18

**Aug 2024**

**Priorities:**

- Review FY26 guideline inputs/metrics
- Finalize and send FY26 informational request letters to Town, CPD, and CCRSD

**Meeting date(s):**  
Thu 8/22

**Sep 2024**

**Priorities:**

- Approve FY26 guideline inputs/metrics
- Review estimated FY26 revenue
- Review five-year revenue and cost projections

**Meeting date(s):**  
Thu 9/12  
Thu 9/26

**Oct 2024**

**Priorities:**

- Review preliminary Town, CPS, CCRSD (with Carlisle FinCom), and Minuteman FY26 budgets
- Review estimated tax impact of preliminary FY26 guidelines
- Approve FY26 preliminary guidelines
- Kick-off work on annual report

**Meeting date(s):**  
Thu 10/10  
Thu 10/24

**Note: For planning purposes only. All dates are tentative at this time.**

## 6. Finance Committee FY25 Goals and Priorities | Tentative Schedule (2 of 2)

**Nov 2024**

**Priorities:**

- Review revised five-year revenue and cost projections
- Review tax impact of final FY26 guidelines
- Approve final FY26 guidelines
- Review long-term capital plan (public hearing)

**Meeting date(s):**  
Thu 11/7  
Thu 11/21

**Dec 2024**

**Priorities:**

- Review revised Town, CPS, CCRSD FY26 budgets

**Meeting date(s):**  
Thu 12/19

**Jan 2025**

**Priorities:**

- Review FinCom-relevant warrant articles
- Draft annual report

**Meeting date(s):**  
Thu 1/16

**Feb 2025**

**Priorities:**

- Prepare for public hearings
- Continue drafting annual report

**Meeting date(s):**  
Thu 2/13

**Mar 2025**

**Priorities:**

- Conduct public hearings:
  - Town, CPS, CCRSD
  - CPC and Minuteman
  - Enterprise funds
- Vote on FinCom-relevant warrant articles recommendations
- Finalize annual report

**Meeting date(s):**  
Thu 3/6, Thu 3/13, Thu 3/20, Thu 3/27

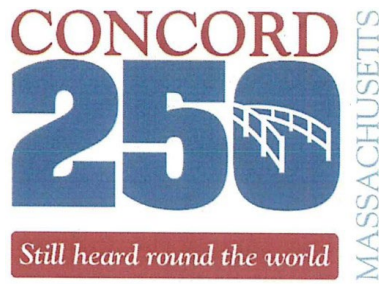
**Apr 2025**

**Priorities:**

- Mail annual report
- Final preparations for ATM (to be scheduled – may fall in June)

**Meeting date(s):**  
Thu 4/17

**Note: For planning purposes only. All dates are tentative at this time.**



**To:** Concord Select Board  
Concord Town Manager

**From:** Gary Clayton, Chair, Concord250 Executive Committee

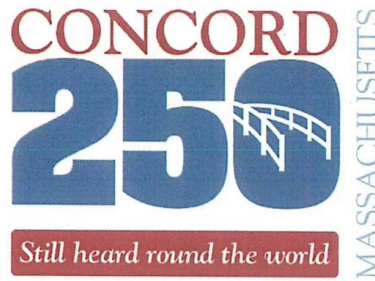
**Date:** June 3, 2024

**Subject:** Information regarding Concord250 Budget, State Funding Support and Proposed Revisions to the Select Board charge for the 250 Executive Committee

On behalf of the Concord250 Executive Committee, I am providing information regarding an updated budget plan, state funding support, and proposed amendments to Concord250 Executive Committee charge.

- 1) An updated budget plan and associated financial management guidelines are included in this informational package. This budget plan reflects the significant changes from what was presented to the Board and Finance Committee in November 2023 as a result of the 2024 Town Meeting support of Article 13 and Article 40. The revised budget plan identifies the various sources of public funds – some of which are restricted to a specific purpose – that are presently available for implementing the Town’s course of action for the 250 celebrations.
- 2) A summary of efforts by the Committee and town staff in securing state funds to support the 250 celebrations is included in this informational package.
- 3) A redlined version of the current charge that presents the proposed amendments is included in this informational package. The purpose and function of the Concord250 Executive Committee was first established by the Select Board in 2022. In doing so, the Board recognized that circumstances regarding the implementation of this complex, multi-town endeavor were likely to require modifications of the charge from time to time. This has indeed proven to be the case with the charge having been revised three times since 2022. We now present a final iteration of the charge to reflect more clearly the function of this interdisciplinary committee as we proceed with the implementation of a wide array of activities in preparation for April 19, 2025.

We thank the Board and Town Manager for your past and ongoing support of the Concord250 Executive Committee and look forward to our meeting with you on June 3.



Concord 2025 Executive Committee  
Budget Plan – Version 8  
June 3, 2024

Concord250 Revenues	
Community Preservation Committee (CPC) *	\$ 125,000
American Rescue Plan Act (ARPA)	\$ 625,000
State	\$ 200,000
Free Cash **	\$ 350,000
Other ***	\$ TBD
<b>Total</b>	<b>\$ 1,300,000</b>

\* Community Preservation Funds are restricted to Commemorative Memorial Tree Planting per 2024 Annual Town Meeting vote under Article 40.

\*\* Free Cash is restricted to Public Safety per 2024 Annual Town Meeting vote under Article 13.

\*\*\* Other funds that may be received through the Concord250 Corporation, non-profit 501 (c) 3.

Concord250 Expenses	SC Code	Budgeted Funds	Funds Expended or Committed to be Expended
Communications & Publicity *	CP	\$ 90,000	\$ 59,900
Events & Programs **	EP	\$ 130,000	TBD
Hospitality & Invitations	HI	\$ 20,000	TBD
Memorial Trees	T	\$ 275,000	TBD
2025 Parade ***	P	\$ 60,000	TBD
Public Safety	PS	\$ 725,000	TBD
<b>Total</b>		<b>\$ 1,300,000</b>	

\* This budgeted item includes Concord’s share of \$50,000 regarding the implementation of the Intermunicipal Agreement between Arlington, Concord, Lexington, and Lincoln, which was approved by the Select Board on December 4, 2023. This budgeted item also includes an existing contract not to exceed \$9,900 to fund a Social Media Consultant.

**OVER**

\*\* Events and programs include activities developed and coordinated by the Arts, Music, and Literature Subcommittee, the Community Engagement Subcommittee, the Events Subcommittee, and the History and Education Subcommittee.

\*\*\* The estimated cost for the 2025 Parade is \$120,000. The Town's proposed FY2025 Budget will cover \$60,000 of this expense. The Concord250 Budget will cover the remaining \$60,000 as reflected in the budget above.



*Updated as of 05/28/2024*

1. Advocated for and received: FY23 State budget earmark of \$200K; the Town has contracted with Executive Office of Economic Development to implement this earmark;
2. Advocated for and pending: Simon Cataldo has co-sponsored a FY25 state budget amendment which provides \$1.7 Million in public safety funding to the "battle road" towns of Concord, Arlington, Lexington, and Lincoln. This bill is going to conference committee and we won't know about the legislative approval until once the House and Senate have ironed out their budget proposals (this was not included in the Senate budget);
3. Competitive grant and pending: MA Office of Travel and Tourism FY25 Destination Development Capital Grants. Town staff are working on grant submission proposals to support new amenities for visitors and residents. Application deadline is Friday, May 31st;
4. Competitive grant and rejected: MassDOT innovation grant for \$2M for transportation within and between communities;
5. Received: Transportation Bond bill received \$2M allocation in 2022, continuing to lobby for appropriation/disbursement;

Version 1 Approved February 8, 2021  
Version 2 Approved July 12, 2021  
Version 3 Approved March 20, 2023

**Concord ~~2025~~250  
Executive Committee**

**Purpose and Duties**

The year 2025 will mark the 250th anniversary of the historic battles of Concord and Lexington. 2026 will mark the 250th anniversary of the signing of the Declaration of Independence. To mark these significant anniversaries, the Select Board will create the Concord ~~250~~2025 Executive Committee (Committee). The purpose of the Committee is to identify and evaluate opportunities and needs ~~evaluate~~ and make recommendations as to how the Town should organize for this event and to serve as the ~~Executive~~ Committee to oversee subcommittees ~~other committees~~ to be created to assist with this effort; and, to encourage, manage, and/or implement in coordination with the Town Manager ~~oversee~~ activities to be held to commemorate the 250th Anniversary of the Battle of Concord and other historical events related to the founding of our Country.

The ~~Executive~~ Committee will also coordinate the Town's events with the other Battle Road ~~our sister~~ communities of Lincoln, ~~Bedford~~, Lexington, and Arlington; ~~(Battle Road 2025)~~; Minute ~~M~~an National Historical Park, Hanscom Air Force Base; ~~Hanscom Air Force Base~~ as well as with other local, state, regional and federal partners and private organization events.

As the 200th celebration in 1975 was a grand celebration including multiple events across several months/years planned by numerous subcommittees and entities well in advance of an accepted invitation from President Ford and other dignitaries, the ~~C~~committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale. Given the scope of the ~~C~~committee's charge, it may be necessary for the ~~C~~committee to request from time to time an amended charge ~~an amended charge~~ from the Select Board; ~~once the landscape of the numerous celebration related Federal, State and local communities' plans is initially surveyed and the Concord 2025 Executive Committee outlines its own preliminary plans. The Select Board recognizes that immediate advance planning/outreach will be needed for specific components of the preliminary plan.~~

As part of its duties, the ~~C~~committee shall:

1. develop a comprehensive course of action plan ~~for celebrating and promoting the 250th anniversary of the Battle of Concord and other historical events leading to the founding of our Country which includes reference to new historical research and the contributions of native and Bblack Concordians in the e founding and development of our country at history~~;
2. identify funding needs and a plan for both Town and private funding including establishing a 501(c)(3) non-profit organization that will provide monthly reports to the Select Board regarding how all of the funds the organization receives and distributes align with the opportunities and needs established by the Committee (which would require a 501(c)3 entity);
3. develop a plan for one or more a commemorative permanent ~~memorials; and recommend its placement~~;
4. appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the ~~Executive~~ Committee and/or other individuals; ~~residents of the~~

Version 1 Approved February 8, 2021  
Version 2 Approved July 12, 2021  
Version 3 Approved March 20, 2023

Town;

- 5. 5. identify and encourage opportunities for individuals or private organizations and businesses to participate in celebrations of the anniversary;
- 6. 6. ensure that activities represent a commitment to diversity and inclusiveness, and

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create opportunity at all levels and activities for citizen participation, especially youth;  
~~7. 7. develop and implement a robust public outreach program for individuals, businesses and organizations that disseminates information utilizing a variety of media venues including video recordings, websites, social media, public meetings, newspapers and magazines, hold public hearings from time to time in order to gain input from the residents of Concord, including at least three in the first eighteen months of the committee's formation;~~

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~~8. report its activities to the Select Board on a periodic basis, including monthly, but no less often than on a quarterly basis; and,  
8. financial reports,~~

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9. file a final summary report of committee activities and events with the Select Board on/ or before December 31, 2026, and subsequently with the Town Municipal Archives including associated celebration memorabilia.

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### Membership

The Committee shall be a 9-member committee with appointments made by the Select Board for the period of July 2021-June 2022 and may be subsequently expanded thereafter by the Select Board to no more than 15 members. Members of the Committee will represent a mix of public and private interests, experience, and expertise. ~~expanding to 12 members in July 2022. In March 2023, the committee shall expand to 15 members. The initial representatives will be 9 individuals selected from any of the following groups, with all identified groups to be represented in March 2023:~~

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- ~~☐ Select Board or appointee (1)~~
- ~~☐ Town (1)~~
- ~~☐ Concord Public Schools/Concord Carlisle Regional High School/Minuteman Technical High School (1)~~
- ~~☐ Business Community (1)~~
- ~~☐ Public Ceremonies and Celebrations Committee (PCCC) or Reenactment Community (1)~~
- ~~☐ Community members with a background in American history (1)~~
- ~~☐ Event planning and/or logistics expertise (1)~~
- ~~☐ Community leaders with fundraising experience (1)~~
- ~~☐ Civic or Community groups (1)~~
- ~~☐ Literature, Music, and the Arts Community (1)~~
- ~~☐ Concord Museum (1)~~
- ~~☐ Concord Library (1)~~
- ~~☐ At Large (3)~~

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### Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town. Given the number of citizens that may be asked to participate in committee-related activities for their particular interest, expertise, and community connection, APP #10 Section 7c, d, e and g will not apply to this committee or its subcommittees.

## **Concord250 Executive Committee**

### **Purpose and Duties**

The year 2025 will mark the 250th anniversary of the historic battles of Concord and Lexington. 2026 will mark the 250th anniversary of the signing of the Declaration of Independence. To mark these significant anniversaries, the Select Board will create the Concord250 Executive Committee (Committee). The purpose of the Committee is to identify and evaluate opportunities and needs and make recommendations as to how the Town should organize for this event and to serve as the Committee to oversee subcommittees to be created to assist with this effort; and, to encourage, manage, and/or implement in coordination with the Town Manager activities to be held to commemorate the 250th Anniversary of the Battle of Concord and other historical events related to the founding of our Country.

The Committee will also coordinate the Town's events with the other Battle Road communities of Lincoln, Lexington, and Arlington; Minute Man National Historical Park, Hanscom Air Force Base as well as with other local, state, regional and federal partners and private organizations.

As the 200th celebration in 1975 was a grand celebration including multiple events across several months/years planned by numerous subcommittees and entities well in advance of an accepted invitation from President Ford and other dignitaries, the Committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale. Given the scope of the Committee's charge, it may be necessary for the Committee to request from time to time an amended charge from the Select Board.

As part of its duties, the Committee shall:

1. Develop a comprehensive course of action for celebrating and promoting the 250th anniversary of the Battle of Concord and other historical events leading to the founding of our Country which includes reference to new historical research and the contributions of native and Black Concordians in the founding and development of our country;
2. Identify funding needs and a plan for both Town and private funding including establishing a 501(c)(3) non-profit organization that will provide monthly reports to the Select Board regarding how all of the funds the organization receives and distributes align with the opportunities and needs established by the Committee;
3. Develop a plan for one or more commemorative memorials;
4. Appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the Committee and/or other individuals;
5. Identify and encourage opportunities for individuals or private organizations and businesses to participate in celebrations of the anniversary;
6. Ensure that activities represent a commitment to diversity and inclusiveness, and

create opportunity at all levels and activities for citizen participation, especially youth.

7. Develop and implement a robust public outreach program for individuals, businesses and organizations that disseminates information utilizing a variety of media venues including video recordings, websites, social media, public meetings, newspapers and magazines.
8. Report its activities to the Select Board on a periodic basis including monthly financial reports.
9. File a final summary report of committee activities and events with the Select Board on/ or before December 31, 2026, and subsequently with the Town Municipal Archives including associated celebration memorabilia.

### **Membership**

The Committee shall be a 9-member committee with appointments made by the Select Board for the period of July 2021-June 2022 and may be subsequently expanded thereafter by the Select Board to no more than 15 members. Members of the Committee will represent a mix of public and private interests, experience, and expertise.

### **Other Considerations**

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town. Given the number of citizens that may be asked to participate in committee- related activities for their particular interest, expertise, and community connection, APP #10 Section 7c, d, e and g will not apply to this committee or its subcommittees.



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

To: Concord Select Board  
From: Megan Zammuto, Deputy Town Manager  
Date: June 3, 2024  
Re: Cell Tower Request for Proposals (RFP) Update

The improvement of cellular coverage in Concord has been identified as a priority goal by the community in recent years. The Town's current strategy is to improve coverage by contracting with private sector vendors on municipal property in the Concord Center, South/Central Concord, and West Concord areas. Below please find a description of the priority site in each area, as well as sites that have been studied and considered in recent years.

**Concord Center**

**The Emerson Umbrella**, located at 40 Stow Street has been identified as the priority site for an RFP in this area. Analysis was done in previous years to indicate that the cupola is technically feasible, and the location was attractive to wireless companies. Staff is working toward issuing an RFP for this site in June 2024. Below please find a summary of other sites that have been considered in recent years.

***Previous/Alternative Sites  
Considered***      ***Description***

<i>TriCon Church</i>	Operated a Sprint wireless facility for 25 years, vacated in October 2022. Currently monitoring private negotiations between a vendor and property owner. Could require a special permit application, depending on timing.
<i>141 Keyes Road</i>	The Town issued RFP #402 in 2019. After evaluating the proposals, concerns were raised about the plan's significant impact to the Concord Public Works operations. Concerns were also raised about sightlines from the North Bridge. A citizen's petition to ask for a third RFP on this site was not moved during the 2024 Annual Town Meeting. The Public Works Commission and Concord Public Works staff have concerns about the impact on operations with limited space.
<i>Emerson Umbrella</i>	The site was studied, and RFP #376 was issued in 2017. The topic was discussed during the Select Board Meetings in 2017 and 2018. The Town awarded the bid to Verizon, but the parties did not move forward to finalize a lease agreement.

*Public Safety Building* | RFP #402 included two Town parcels: 141 Keyes Road and the Public Safety Building at 219 Walden Street. There were three respondents. Due to subsequent discussions about space constraints at both locations, the work on this RFP was suspended.

**South/Central Concord (Concord Carlisle High School/Route 2/Landfill Area)**

**The Concord Landfill**, located at 755 Walden Street has been identified as the priority site for an RFP in this area after an affirmative vote for Article 38, Citizen Petition: Citizen Support for a New Cell Tower Located at the Landfill at 755 Walden Street. This site previously held an AT&T tower in the early 2000’s. Records show the tower was removed around 2003/2004. Staff is reviewing the site to identify a potential location for a tower, while considering how the tower can coexist with the current and anticipated future uses of the site. An RFP is expected to be issued at this location in July/August 2024.

<i><b>Previous/Alternative Sites Considered</b></i>	<i><b>Description</b></i>
<i>CCHS Property</i>	The regional school district expressed interest and pursued siting options with a carrier last year. After several discussions and a visit from Town Staff to update them on options, the School Committee took no action on further exploration and has not issued an RFP.
<i>Private Property</i>	The Town is monitoring negotiations between a private property owner and a wireless provider in this area.
<i>Landfill</i>	This area previously held an AT&T tower. Upon installation, AT&T became aware of area conservation efforts led by the Walden Woods Project. AT&T decided to make the location a temporary site. The tower was removed between 2003 and 2004. Current concerns include viewshed issues, poor cell coverage for the high school, MassDEP issues and conservation restrictions.

**West Concord**

A site has not yet been selected to improve the coverage concerns in this area. Currently, staff is working with our independent wireless system consultant to generate coverage maps in this area. Once the maps have been reviewed, staff will work to identify municipal property in the area that could host a tower, and subsequently issue an RFP.