



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Agenda

Monday, July 8, 2024 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

Join Zoom Meeting

<https://us02web.zoom.us/j/83581274154?pwd=5VyHLf549J8CgMnay4BbX142bahSEE.1>

Meeting ID: 835 8127 4154

Passcode: 974877

Dial In Toll-Free: 833 548 0276 US Toll-free

#	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"> a. Meeting Minutes: June 17, 2024 b. Town Accountant Warrants: June 13, 2024; June 18, 2024; June 21, 2024; June 27, 2024 c. Common Victualler License for J & O Baking Company, DBA Concord Teacakes, located at 59 Commonwealth Avenue to acknowledge the change of ownership of the business d. One Day Liquor Licenses: <ul style="list-style-type: none"> i. Malt Beverages Only for Jennifer Verrill for the True West Beer Dinner on Saturday, July 13, 2024 from 1:00 PM – 6:00 PM at Verrill Farm, 11 Wheeler Road ii. Wines & Malt Beverages Only for Jennifer Verrill for the Farm to Table Dinner on Thursday, July 18, 2024 from 6:00 PM – 8:00 PM at Verrill Farm, 11 Wheeler Road e. Revised 2025 Town Meeting Schedule f. Select Board Committee Nominations: <ul style="list-style-type: none"> i. Paul Peterson to the Trustees of Town Donations for a term to expire May 31, 2027 ii. Kristen Dahlmann as an associate member of the Historic District Committee for a term to expire January 1, 2025 iii. Andrea Foncerrada to the Concord Center Cultural District Task Force for a term to expire May 31, 2027, with an exemption from APP10VII

		<ul style="list-style-type: none"> iv. Rebecca Bearse of 1295 Main Street Unit 2 to the Concord Cultural Council for a term to expire May 31, 2027 v. Glen Burlamachi of 43 Thoreau Street to the Economic Vitality Committee for a term to expire May 31, 2027
	6:15 PM	<p>Select Board Appointments:</p> <ul style="list-style-type: none"> i. Jill Block of 50 Everett Street to the Hugh Cargill Trust Committee for a term to expire May 31, 2027 ii. Dan Gainsboro of 12 Mill Run Lane and Patrick McCurdy of 1100 Monument Street as Co-Chairs to the MCI Concord Advisory Board iii. Brian Waterson of the Town of Carlisle to the Financial Audit Advisory Committee for a term to expire May 31, 2025 as the Concord-Carlisle Regional School Committee Representative <p>Town Manager Appointments:</p> <ul style="list-style-type: none"> i. Brad Dye of 1019 Main Street to the Climate Action Committee for a term to expire May 31, 2027 ii. Kathryn Hopkins of 444 Strawberry Hill Road to the Climate Action Committee for a term to expire May 31, 2027
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>Update on Sister City Nanae, Japan Delegation Visits</p> <p>Presenter: Michael Lawson, John Cratsley and Nancy Mc Jennett; Concord Nanae Network</p>
VII.	7:10 PM	<p>Public Hearing for a Grant of Location Request for a Gas Main Petition for National Grid located at 1-150 Lexington Road</p> <p>Presenter: Mary Mulroney, Permit Representative for National Grid</p>
VIII.	7:25 PM	<p>Budgetary Update from the Concord250 Executive Committee and Discussion of the Creation of a Concord250 Town Gift Account</p> <p>Presenter: Gary Clayton, Chair of the Concord250 Executive Committee</p>
IX.	7:35 PM	<p>Joint Meeting with the Select Board and Finance Committee</p> <ul style="list-style-type: none"> - Discuss Recreation Revolving Fund and Recreation Strategic Plan - Discuss Revenue Generation through PILOT Payments - Review of Town-owned Property - Review Capital Process <p>Presenters: Mary Hartman, Select Board Chair; Eric Dahlberg, FinCom Chair</p>

X.	8:35 PM	Discuss and Vote on Fiscal Year 2025 Select Board Goals Presenter: Mary Hartman, Select Board Chair
XI.		Adjournment

**Times are approximate and subject to change*

<p>Upcoming Meetings:</p> <p style="text-align: center;">Monday, July 22, 2024 Monday, August 5, 2024 Monday, August 19, 2024</p>
<p>Upcoming Events and Celebrations:</p> <p style="text-align: center;">TBD</p>



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 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
Office of the Town Manager
Town House
P.O. Box 535
Concord, Massachusetts 01742

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: July 8, 2024

Re: Common Victualler License Application – Concord Teacakes

Included in your meeting packet is a Common Victualler License application for Concord Teacakes, located at 59 Commonwealth Avenue. This application is to acknowledge the change of ownership of Concord Teacakes, which will now be taken over by two long-tenure employees. There will be no renovations, no equipment changes, and no menu changes, so the business is effectively operating exactly how it has been, but must acknowledge the change of ownership in the Common Victualler License.

This application has been reviewed by the Building Department, Health Department, and Treasurer/Collector's Department, and there are no adverse comments. The application is complete with payment, and the additional required information such as proof of General Liability and Workers Compensation Insurance and the State Tax Affidavit.

Please reach out to me if you have any questions.

 **COMMON VICTUALLER LICENSE**
APPLICATION DETAILS

Application #:	<u>CVL-24-49168</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u> </u>
Fee Payable: (\$)	<u>50.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u> </u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>COMMONWEALTH AVE</u>	Map Block Lot	<u>2205-59</u>
Street Number	<u>59</u>	Zone	<u>NA</u>
Unit No.	<u> </u>		

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name	<u>J&O Baking Company</u>		
Street Number	<u>30</u>	Street Name	<u>Domino Drive</u>
City	<u>Concord</u>	State	<u>MA</u>
		Zip Code	<u>01742</u>
Telephone	<u>508-954-9043</u>	Email	<u>olivia@concordteacakes.com</u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Olivia Strauss</u>		
Street Number	<u>40</u>	Street Name	<u>Hampshire Road</u>
City	<u>Wayland</u>	State	<u>MA</u>
		Zip Code	<u>01778</u>
Telephone number	<u>508-954-9043</u>	Email	<u>olivia@concordteacakes.com</u>

SECTION 4 - MAILING ADDRESS

Street Number 30 Street Name Domino Drive
 City Concord State MA Zip Code 01742
 Telephone 508-954-9043

SECTION 5 - BUSINESS DETAILS

Name of Business Concord Teacakes
 Street Number 59 Street Name Commonwealth Ave
 City CONCORD State MA Zip Code 01742
 Telephone 978-369-7644 Federal Tax No. (if applicable) : 99-2544776

SECTION 6 - MANAGER INFORMATION

Manager Name Olivia Strauss
 Street Number 40 Street Name Hampshire Road
 City Wayland State MA Zip Code 01778
 Telephone 508-954-9043 Email olivia@concordteacakes.com

SECTION 7 - OTHER INFORMATION

Note: Please indicate A.M. or P.M.

Proposed Hours of Business	From	To
Monday	<u>7A.M.</u>	<u>5P.M.</u>
Tuesday	<u>7A.M.</u>	<u>5P.M.</u>

Proposed Hours of Business	From	To
Wednesday	<u>7A.M.</u>	<u>5P.M.</u>
Thursday	<u>7A.M.</u>	<u>5P.M.</u>
Friday	<u>7A.M.</u>	<u>5P.M.</u>
Saturday	<u>7A.M.</u>	<u>5P.M.</u>
Sunday	<u>8A.M.</u>	<u>2P.M.</u>

Proposed Seating Capacity 12

Do you plan to have a jukebox / pinball machine etc? Yes No

Are you planning to file for an alcoholic beverage license? Yes No

STATE TAX AFFIDAVIT

STATE TAX AFFIDAVIT PDF **Please click this button to print out the required form. Once you have submitted this application please fill out the form and upload it to the checklist in the transaction panel.**

SECTION 8 - DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 05/23/24



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 Specialist

Date: July 8, 2024

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

Included in your meeting packet are two One Day Liquor License application for Jen Verrill of Verrill Farm. These applications are for:

- Malt Beverages Only for the True West Beer Dinner on Saturday, July 13, 2024 from 1:00 PM – 6:00 PM
- Wines and Malt Beverages Only for the Farm to Table Dinner on Thursday, July 18, 2024 from 6:00 PM – 8:00 PM

Both events will take place at Verrill Farm, 11 Wheeler Road.

Jen Verrill keeps an active file of TIPS Certifications for bartenders from SimplyServe (currently 9 bartenders) with the Town Manager's Office, which I have confirmed is up to date. These applications are complete with payment.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, June 26, 2024 3:20:11 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	Massachusetts
Zip Code	01742
Phone Number	9788355638
Name of Event	True West Beer dinner
Activity Is	For Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	7/13/2024 1:00 PM
End Time	6:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 2

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**

(Section Break)

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

I acknowledge and 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

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attended under 21 y ears 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
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, June 26, 2024 3:23:06 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	Massachusetts
Zip Code	01742
Phone Number	9788355638
Name of Event	Farm To Table Dinner
Activity Is	For Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	7/18/2024 6:00 PM
End Time	8:00 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? No

If NO, number of years licensed? 10 plus

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

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2025 Annual Town Meeting and Town Election Calendar

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

Annual Town Meeting Schedule

Thursday, December 5, 2024	Finance Committee Public Forum on Capital Planning
Monday, December 16, 2024	Joint Select Board/School Committee 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: TMSubmissions@concordma.gov) 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
Thursday, April 10, 2025 7PM	Finance Committee-Town, Concord Public Schools, CC Regional School District
Monday, April 14, 2025 7PM	Select Board
Tuesday, April 15, 2025 7PM	Finance Committee-Minuteman, Community Preservation Committee and others
Thursday, May 1, 2025, 7PM	Finance Committee – Enterprise Funds
Tuesday, May 6, 2025, 7PM	Planning Board
Thursday, May 8, 2025, 4PM	Deadline for Final Motions (submit to TMSubmissions@concordma.gov)

Monday, May 12, 2025	Deadline for Select Board and Finance Committee Recommendations on Articles
Monday, May 12, 2025	Select Board Meeting to provide input on draft Consent Calendar to Moderator
Tuesday, May 13, 2025, 4PM	Motions Review Meeting with Town Counsel
Wednesday, May 14, 2025	Deadline for Finance Committee Completion of Finance Committee Report
Friday, May 16, 2025, 9AM	Moderator's Town Meeting Coordination Meeting (All Article Sponsors and Town Meeting Coordinator)
Monday, May 19, 2025	Finance Committee Report mailed to households
Friday, May 23, 2025	Deadline to submit PowerPoint Presentations and Paper Handouts for review and approval (submit to TMSubmissions@concordma.gov)
Friday, May 23, 2025	Voter Registration Deadline for Annual Town Meeting
Wednesday, May 28, 2025	Moderator's Staff Meeting (location, format and time TBD)
Monday, June 2, 2025 at 7PM	Annual Town Meeting at Concord Carlisle High School
Tuesday, June 3, 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

Town Election Schedule

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DRAFT Annual Town Meeting Schedule

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Wednesday, April 2, 2025	Warrant Mailed to Households
Thursday, April 24, 2025, 7PM	Public Hearing #1 (hybrid): Finance Committee – Enterprise Funds
Monday, April 28, 2025, 7PM	Public Hearing #2 (hybrid): Select Board
Tuesday, April 29, 2025, 7PM	Public Hearing #3 (hybrid): Planning Board
Thursday, May 1, 2025, 7PM	Public Hearing #4 (hybrid): Town, Concord Public Schools, C-C Regional School District
Tuesday, May 6, 2025, 7PM	Public Hearing #5 (hybrid): Minuteman Regional Voc-Tech District, Community Preservation Committee, and any other articles with financial impact
Thursday, May 8, 2025, 4PM	Deadline for Final Motions (submit to TMSubmissions@concordma.gov)

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
Tuesday, May 13, 2025, 4PM	Motions Review Meeting with Town Counsel
Wednesday, May 14, 2025	Deadline for FinCom Completion of Finance Committee Report
Friday, May 16, 2025, 9AM	Moderator's Town Meeting Coordination Meeting (All Article Sponsors and Town Meeting Coordinator)
Monday, May 19, 2025	FinCom Report mailed to households
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Town of Concord

Weekly Operations Report

2024 Volume 24/June 28th, 2024

Town Manager's Office

Sustainability

The Sustainability Roundtable met for the first time on July 26. Sustainability Director Erik Simms led a group representing town departments, as well as representatives from boards and committees and members of the public. Concord has a long history of taking action on climate change. While we have made positive progress, we all know there is so much more to be done to continue these efforts and we know the key to advancing these goals is the continued integration of sustainability across all sectors of Town operations. That requires collaboration, and efforts like the roundtable are an effective tactic to harness the expertise and perspective of Town staff, leadership, boards, committees and other members of the community. The group will meet regularly to receive updates on progress towards reaching sustainability goals as well as to solicit ideas and feedback on strategic action across operations.

Police Department

Calls for Service

Thursday, June 20th - Wednesday, June 26th, 2024

- Log items: **620**
 - Traffic enforcement: **45**
 - Motor vehicle stops: **83**
 - Motor vehicle crashes and/or paper exchanges: **7**
 - Arrests: **2**
-

Officers assigned to NEMLEC in various roles responded as part of mutual aid to Boston to assist with the Celtics celebratory parade held on June 21st as part of winning the world championship.

Officers assisted with the Concord Pridefest and March that took place in Monument Square on June 22nd.

Officers were assigned to and assisted at each polling location for the Town Elections on June 25th.

On June 25th, Sergeant O'Connor attended the 250th Public Information working group at MEMA in Framingham.

Fire Department

Calls for Service

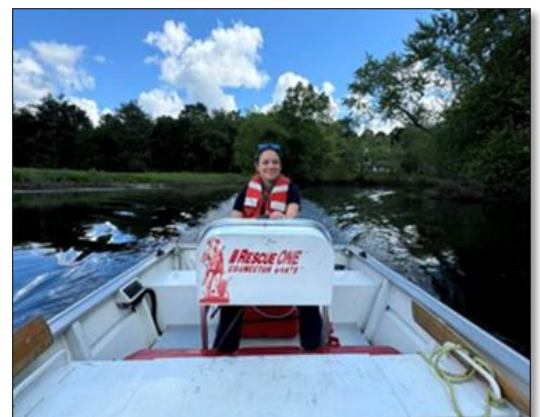
July 15 - 28

During the two-week period between June 15 and June 28, the Concord Fire Department responded to 161 calls for service including a multiple-alarm fire on Tuesday, June 18th. Temperatures in the 90's with high humidity made it necessary to call for 4 alarms to provide relief crews. Fortunately, no one was inside the home. Two firefighters were transported to Emerson Hospital for heat related injuries, and another sustained a foot injury.



Training

Over the past couple of weeks, crews have training on water rescue techniques, boat operation, and working on completing cybersecurity training



Planning and Land Management

Tourism

Concord and Lexington worked with the GMVCVB on a Coop campaign with WCVB which was released today and is live. We will at least have a 1.5 million reach through this campaign. We also will have a 15-second promo playing twice on WCVB every day now through April 2025. The new Lexington Visitors Center is open to the public for guided tours, history rooms, and informational dioramas. The full story can be read [here](#) and more information on the town and things to do can be found [here](#).

Planning and Land Management

Planning

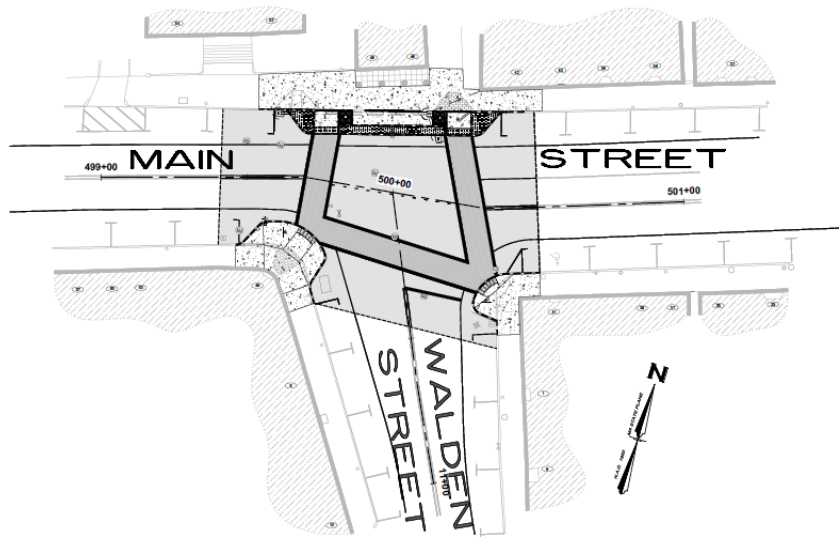
Through a grant with the Safe Routes to School Program, a Walk Assessment was completed for the Thoreau Elementary School. The walk assessment evaluates various routes to the school based on the concerns and improvements required to provide safe walking and biking facilities to students who currently use these streets to commute to Thoreau Elementary school. The Walk Assessment identifies issues and provides recommendations for improvements to curbing, crosswalks, sidewalk/multi-use paths, sidewalk maintenance, signage, and accessible ramps. The goal of the Walk Assessment is to assist the Town in prioritizing projects to ultimately create safe walking and biking infrastructure that will encourage parents/guardians to allow students to choose walking and biking modes to school instead of being driven. Click [HERE](#) to review the report.

Public Works

Engineering

Main Street and Walden Street

The Main Street and Walden Street intersection Improvements are tentatively scheduled to commence on July 8th. This project is designed for better traffic speed management through the intersection and to improve pedestrian safety. The work will include drainage improvements, sidewalk & ADA ramp improvements, installation of bump outs & curbing, and pavement markings. See project limits below. Partial lane closures and altered traffic patterns are expected for the duration of the project.



Street Paving

This week, Lazaro Paving began reclaiming and grading Deergrass Rd, Hayes Rd, North Branch Rd, and Highland St. In addition, they also performed drainage structure replacements (3 catch basins and 2 gutter inlets) on Highland St due to the structures being deteriorated. The stormwater structures were replaced with deep sumps to help improve storm water quality by removing sediments. Next week, Lazaro is scheduled to pave binder course on Deergrass Rd, Hayes Rd, and North Branch Rd starting on Monday and following with Highland St on Tuesday (7/2) and Wednesday (7/3).

Recreation

White Pond:

- Open as of June 17, seven days a week, 10am – 7pm
- We have seen 1807 check-ins from members and 407 guest passes
- Membership is looking good, a slight increase over last year 2024 = 522 Members; 2023= 476 Members
- We are currently only allowing resident members and daily passes, due to a smaller beach this year

Summer Camp:

- Summer Camp Three Rivers is underway!
 - It is fun to see several town staff members bringing in their children
 - Tons of smiles, loud noise, and laughter around Hunt
 - From all reports to date, children and families say it is going well
-

-
- Field Trips are a big hit during camp! Field Trips last week and this week included the below locations.
 - Water Country
 - Launch
 - Kimball's
 - Mel's Funway
 - Strone Zoo
 - Duck Boats & Animal Adventures
 - Below you'll see Lifeguards working to support Emerson pool fun, and campers enjoying their events. Photo credit: Adam Olivier



Pride Event - 6/22

- Recreation stepped up to coordinate and host Pride Day activities!
 - At Hunt Recreation Center's side lawn, we had bouncy houses, music, engaging activities, face painting, and fun.
 - We had a great band to play at Rideout Park, but it had to be canceled due to poor weather.



Beede Swim and Fitness

- June's Pride Pool Party 6/23 - Beede stepped up to support the community by hosting a pool party to celebrate Pride month. We saw roughly 30 participants
- Lifeguards are doing a great job hosting a busy summer at White Pond
- Staff are planning projects to take place during our traditional "August Shutdown"



Council On Aging

Ice Cream Social

Wednesday was Ice Cream Social day at the COA and over 100 senior residents signed up for sweet & creamy concoctions with all the extras.



Resident Nancy Allam forged a close connection with COA director, Dan Petitt.



Blue checks and blue hydrangeas reigned.



Mary Taylor (L) and Sylvia Favalaro enjoyed the cool HWCC auditorium.



The COA could not do it without volunteers like Mary Kaiser (R) and Nancy Chandler (L).



Waiting for the green light to head to the ice cream parlor.

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Concord** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To replace 1,650feet of 4-inch Coated Steel Main in Lexington Rd with 8-inch Plastic, from the existing 8-inch Plastic near #150 Lexington Rd to the existing 8 inch plastic main in Monument Sq.

Date: February 01, 2021
May 29, 2024

By: *Mary Mulroney*
Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date February 01, 2021 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Concord** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20____.

I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20____.

By: _____

Title

WO #1061921

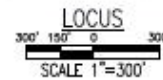
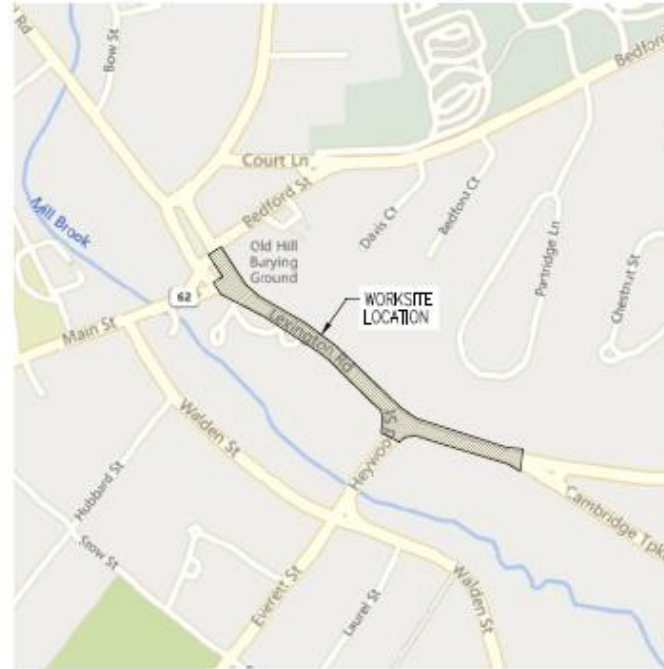
**RETURN ORIGINAL TO THE PERMIT SECTION
NATIONAL GRID
40 SYLVAN RD, WALTHAM, MA 02451
RETAIN DUPLICATE FOR YOUR RECORDS**

NATIONAL GRID

APPROX. 1,650' OF 8" MDPE (60 PSIG) GAS MAIN RELAY

1-150 LEXINGTON RD, CONCORD, MA

W.O. NO.: 1061921



INDEX OF SHEETS		
PAGE	NAME	TITLE
1	CON-1061921-01	COVER SHEET
2	CON-1061921-02	CONSTRUCTION NOTES
3	CON-1061921-03	BILL OF MATERIALS
4	CON-1061921-04	PROPOSED INSTALLATION PLAN OVERVIEW
5	CON-1061921-05	PROPOSED INSTALLATION PLAN SHEET 1 OF 4
6	CON-1061921-06	PROPOSED INSTALLATION PLAN SHEET 2 OF 4
7	CON-1061921-07	PROPOSED INSTALLATION PLAN SHEET 3 OF 4
8	CON-1061921-08	PROPOSED INSTALLATION PLAN SHEET 4 OF 4
9	CON-1061921-09	PROPOSED LOCATION DETAIL SHEET 1 OF 2
10	CON-1061921-10	PROPOSED LOCATION DETAIL SHEET 2 OF 2
11	CON-1061921-11	MISCELLANEOUS DETAIL 1 OF 4
12	CON-1061921-12	MISCELLANEOUS DETAIL 2 OF 4
13	CON-1061921-13	MISCELLANEOUS DETAIL 3 OF 4
14	CON-1061921-14	MISCELLANEOUS DETAIL 4 OF 4



 Architecture Engineering Environmental Land Surveying	 James G. Condit Professional Engineer No. 12345 State of Massachusetts	 170 WATER STREET FALMOUTH, MA 02541	PROPOSED GAS MAIN RELAY AT MDPE (60 PSIG) LEXINGTON ROAD CONCORD, MA COVER SHEET	PAGE 1 OF 14	
				SHEET NO. CON-1061921-01	SHEET NO. G-001
		<div style="border: 2px solid red; padding: 2px; display: inline-block;">EPC</div>			

**TOWN OF CONCORD
SELECT BOARD**

PUBLIC HEARING NOTICE

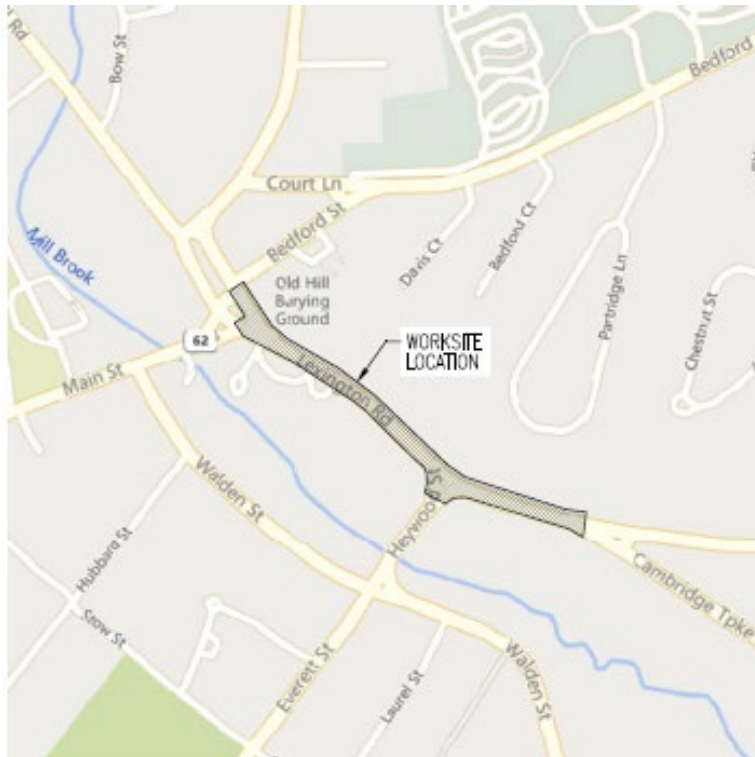
Notice is hereby given that a public hearing will be held at the Town House in the Select Board Hearing Room on the 2nd floor, 22 Monument Square, Concord, MA on Monday, July 8, 2024, at 7:10 PM to hear the petition of National Grid for Gas Main Location(s):

- To replace 1,650-feet of 4-inch coated steel main in Lexington Road with 8-inch plastic, from the existing 8-inch plastic near #150 Lexington Road to the existing 8-inch plastic main in Monument Square.

By Order of the Select Board

/s/ Mark Howell
Clerk

**MAP OF WORKSITE
LEXINGTON ROAD**



133 Keyes Road
Concord, MA 01742



DATE: 6/10/2024

MEMORANDUM

TO: Andrea Fountain, Executive Assistant to the Select Board
VIA: Kerry Lafleur, Town Manager
VIA: Alan Cathcart, Director of Public Works
FROM: Stephen Dookran PE, Town Engineer
PREPARED BY: Justin Richardson, PE, Assistant Town Engineer
SUBJECT: Petition by National Grid to replace 1,650-feet of 4-inch CS 60 psig main in Lexington Road with 8-inch Plastic, from the existing 8-inch Plastic near #150 Lexington Road to the existing 8-inch plastic main in Monument Square.

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by National Grid on Lexington Road. Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition dated February 1, 2021 and revised on May 29, 2024 and proposed plans with a most recent revision dated of May 14, 2024 from National Grid for the above referenced project in the Lexington Road public right-of-way in which National Grid requests to replace 1,650-feet of 4-inch main in Lexington Road with 8-inch Plastic, from the existing 8-inch Plastic near #150 Lexington Road to the existing 8-inch plastic main in Monument Square. CPW asks that if the Select Board approves the petition, the following understandings, conditions and recommendations are made part of the approval:

- 1. Historic District Notification.** This Project is located within the Town of Concord Historic District. National Grid shall contact the Historic Districts Commission to determine what, if any action is required for this project.
- 2. Grant of Location Expiration.** This Grant of Location (GOL) will expire on October 31, 2024. National Grid must complete all its work proposed in this petition including final paving restoration mentioned in comment #12 by that date to allow the Town to have the project area ready for the 250th celebration in April 2025. If National Grid determines that they cannot complete their work by the October 31, 2024 date, National Grid may withdraw this petition so that the Town can complete their work in the project area in preparation for the 250th. Work by the Town will include paving at the Monument Square/Main Street intersection, which will be subject to the five-year moratorium placed on newly paved streets under the Town's Private Digging of Roads bylaw.
- 3. Compliance with Applicable Laws.** National Grid shall comply with all Massachusetts State laws and requirements with respect to the replacement and/or removal of gas mains.

- 4. Failures due to Abandoned Gas Main and Services.** Should any issue, including but not limited to roadway settlement or collapse, gas leakage, groundwater, or storm water interference, etc. arise as a result of National Grid's abandoned mains, services, appurtenances or associated trenches, National Grid shall promptly respond to make all necessary repairs to the affected area as required by the road restoration standards set forth in D.T.E. 98-22. Failure to do so may result in a revocation, delay, or denial of any pending or future GOLs applied for by National Grid.
- 5. Conflicts with Abandoned Gas Mains.** If any of National Grid's abandoned mains, including the main to be abandoned under this petition for a GOL, present conflicts with future improvements to the public street infrastructure including but not limited to sidewalk, drainage or public utilities, National Grid will work with the Town to minimize the impacts of these conflicts including potentially using National Grid's resources to help with the following: (1) confirming or identifying the location of the mains (that may not be identified by Dig Safe), (2) confirming that the main has no residual gas, and (3) working with the Town to remove any obstructing facilities. Failure to do so may result in the revocation, delay or denial of any existing, pending or future GOLs applied for by National Grid. A National Grid Representative shall attend Town Project pre-construction meetings and other construction meetings as needed to provide information necessary to minimize conflicts with live and abandoned gas infrastructure.
- 6. Right of Way Permit** – A right of way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site. All work shall be performed in compliance with the conditions of this memorandum and D.T.E. 98-22. In the event that any provision of this grant of location is inconsistent with the standards set forth in D.T.E. 98-22, the Town and National Grid agree that National Grid shall be required to comply with all standards in D.T.E. 98-22.
- 7. Traffic Control Plan** – As part of the ROW permit a traffic mitigation plan meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department Traffic Safety Officer and CPW Engineering. It appears from the plan provided that the work will require, at a minimum, partial of the roadway and pedestrian paths. A sketch shall be provided detailing how the anticipated vehicular and pedestrian movements will be managed for the duration of the project. The construction hours shall be in conformance with the requirements of the ROW permit, and any changes to work hours and significant deviations from the traffic control plan shall be approved by the Town Engineer. The roadway and sidewalk shall

be secured at the end of each workday to ensure safe and adequate passage. The temporary pedestrian route shall conform to ADA Regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.

- 8. Tree Protection** – Contractors shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
- 9. Construction Notifications** – The applicant shall notify emergency services, the school district, the post office, and CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The applicant shall also notify neighborhood residents and businesses two weeks prior to the start of construction via certified mail or door hanger notifications. Additionally, the applicant is required to give prior notice to CPW Engineering regarding daily work in the ROW as specified in the ROW permit.
- 10. Preconstruction Meeting** - National Grid shall schedule a preconstruction meeting with all pertinent Town Divisions, other utility companies and stakeholders two weeks prior to the commencement of construction. National Grid shall also schedule a neighborhood meeting for residents, immediately adjacent to the project, to attend where National Grid shall answer questions related to the construction.
- 11. Separation from Existing Utilities in Roadway and Excavation Requirements** - National Grid shall maintain the following minimum offsets from existing infrastructure with its new mains.
 - Minimum of 3’ from all other existing utilities and utility structures
 - Minimum of 1’ vertical separation to any utility crossingAll water main and service crossings shall be vacuum truck excavated in the are of the crossings. National Grid or their subcontractor shall notify CPW Engineering of all anticipated utility crossings 24 hours in advance of the excavation.
- 12. Trenching, Patching, and Pavement Restoration** – National Grid must backfill the trench with suitable material, in 6-inch lifts, and compact with mechanical vibratory devices such as vibratory roller, plates, or rammer (pogo stick). Suitable backfill material will mean an imported product meeting the gradation specification for MassDOT M1.03.1 Processed Gravel for sub-base. The gravel material delivered must pass a three (3) inch square mesh sieve and shall not contain frozen material. National Grid or its subcontractor must submit material data sheets to the Engineering Division prior to commencing work. No work shall commence until Engineering has completed its review of the material data sheet. National Grid shall have a Geotechnical Engineer

certify that the material inside the trench and the compaction of the material meets Town of Concord Design and Construction Standards. The material data and the Geotechnical Engineer certification can be omitted if National Grid provides the Town with a five-year warranty for the pavement in the area of their trench.

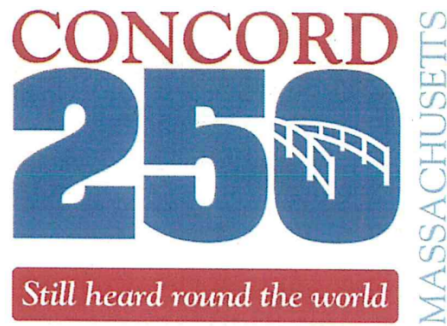
The patch shall be considered temporary until National Grid completes the final repaving of the project area. During this period any settlement or delamination of pavement within the patch or unacceptable deterioration of adjacent pavement caused by the construction shall be rectified by National Grid or its subcontractors within two days of notice of defect.

Asphalt binder (a minimum of 5.5-inches or existing depth, whichever is greater) patching shall be placed in two lifts at all trenched locations in preparation for a mill and fill of the area described next.

The pavement on the section of Lexington Road is in good condition and this project will result in significant destruction of the pavement. National Grid is required to mill the top 2” of the width of the travel lane (center line to edge of curb/edge of pavement) where the gas main is proposed. This mill and fill shall start 50-feet northwest of the relay connection of the proposed main in Monument Square and go down Lexington Road and end at the granite edge at the brick crosswalk at the intersection of Cambridge Turnpike and Lexington Road. All service patches that cross into the travel lane which is not being fully milled and filled shall be milled across the travel lane (center line to edge of curb/edge of pavement) a minimum of 10-feet wide over each patch and repaved. All pavement markings that are disturbed by the trenching and/or final paving shall be reapplied to the roadway. All construction including final paving must occur in the fall of 2024 prior to October 31, 2025, and cannot be pushed to spring of 2025 due to a major Town event in Spring 2025.

13. Trench Plates – CPW understands that work can potentially be performed during the winter snow events but during this time no steel plates will be permitted to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified, and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure. Use of Plates during the Town’s regular ROW Permit season shall strictly conform to the requirements in the ROW Permit.

14. As-Built Plans – An as-built plan of the new main and all appurtenances as well as a record drawing of the Abandoned Main and all its appurtenances shall be provided to CPW Engineering prior to the final closeout of the ROW Permit.



To: Concord Select Board and Town Manager

From: Gary Clayton and Rob Munro, Co-Chairs, Concord 250 Executive Committee

Date: July 1, 2024

Subject: Monthly Report (June, 2024) of the Concord 250 Executive Committee

Administrative Updates

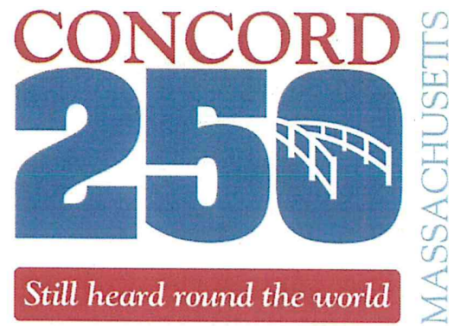
Gary announced that following Sue McCrory's completion of her term on the Public Ceremonies and Celebrations Committee that her membership on the Executive Committee would also terminate. She will continue to serve, however, on the Parade Subcommittee for which we are very grateful. The vacant position left on the Executive Committee can be filled if at some point it is deemed appropriate or necessary but going forward only one member of the parade committee will be needed on the Executive Committee..

Gary requested an election of Executive Committee officers, an annual requirement for Town Committees. Gary Clayton Chair, Rob Munro Co-Chair, Rick Loughlin Treasurer and John Arena, Clerk were nominated and approved unanimously. Mary Harmon was nominated and approved by the Executive Committee as a member of the Events Subcommittee.

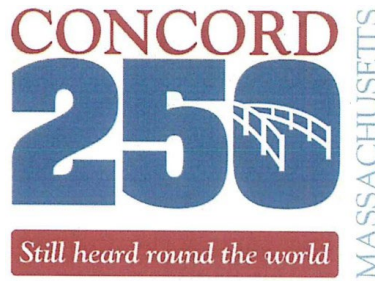
Future Meeting Dates of the Executive Committee are July 18, 2024 and August 15, 2024.

Subcommittee Reports and Actions

1. Gary reminded everyone of the public interest and oversight with regard to the Concord 250 Executive Committee budget. Current sources of funding are thanks to support from both the Town and State with some specific designations for public safety, (Town Meeting Article 13), and Commemorative Memorial trees (Town Meeting Article 40). He outlined the process for payments that must be adhered to so as to ensure money is disbursed from the proper account and subject to all the necessary approvals. An updated budget summary is attached.
2. A list of Programs and Events is attached. This list will be reviewed and updated regularly. In January, there will be a reception for current owners of 1775 houses when the "witness flags" will be presented. A commemorative postmark is planned to be issued in Concord by the US Postal Service. News of a national Commemorative stamp issue for the 250 celebration may be announced by the end of the year.
3. Gary asked Committee members for ideas to present to the 250 Corporation for first-round funding opportunities that might be supported by the Corporation, a nonprofit entity. Ideas that were discussed including a history education program developed and offered through the Concord Museum; a collaboration with the Wright Tavern Legacy to reenact the 1774 Provincial Congress; the development and publication of a Concord 250 souvenir booklet; musical programs provided by the Concord Chorus, Concord Women's Chorus, Concord Orchestra and the high school; and, a high school essay contest. All were advised to write a 1-page proposal outlining a budget and description of the event for the next Committee meeting on July 18th. The 250 Corporation's next meeting is in mid-August. Gary also suggested the Concord Cultural Council may have an interest in funding some of these events and requested that program and event subcommittee chairs meet with the current chairperson of the Council.



4. The “250 Days and Counting” event will be held in Concord Center on August 11th. Executive Committee members are working with The Concord Bridge to publicize this event. Suggested plans for this event include a BYO picnic with a couple of food trucks and a wine truck. Reenactors will lead a march to Monument Square where lanterns will be placed at dusk. There may be a keynote speaker, raffles and a tree planting and the Concord Museum will be open to the public for free that day.
5. Gary reported to the Executive Committee that the Select Board had asked if the Committee would want to establish a Town gift account for 250th private gifts. Subsequent communication with Chief Finance Officer Anthony Ansaldi indicated it was a straightforward process to establish such an account. The Town procurement process must be followed for disbursements from this account. After considerable discussion among Committee members a motion was offered to ask the Select Board to set up a Town gift account for Concord 250 gifts although decisions regarding the means by which the Executive Committee will manage such a fund will be deferred to a later date. The motion passed with 6 yeas and 3 nays.
6. A brief update was offered regarding the potential for a military aircraft flyover as part of the April 19, 2025 celebration as well as preparing a request from the Concord Select Board (and other Battle Road towns) to Massport to halt commercial and private aircraft flights from Hanscom Field on the same day. More details must be addressed on these matters.



Concord 2025 Executive Committee
Budget Plan – Version 9
July 8, 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
Total	\$ 1,300,000

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

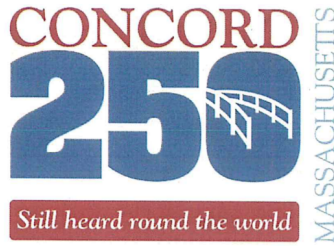
** Free Cash is restricted to Public Safety per 2024 Annual Town Meeting vote under Article 13.

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

Concord250 Expenses	SC Code	Budgeted Funds	Funds Expended	Remaining Balance
Communications & Publicity	CP	\$ 90,000	\$ 62,898	\$ 27,102
Events & Programs *	EP	\$ 130,000	\$ 3,344	\$ 126,656
Hospitality & Invitations	HI	\$ 20,000	\$ 1,763	\$ 18,237
Memorial Trees	T	\$ 275,000	\$ 327	\$ 274,673
2025 Parade **	P	\$ 60,000	\$ 0	\$ 60,000
Public Safety	PS	\$ 725,000	\$ 0	\$ 725,000
Total		\$ 1,300,000	\$ 68,332	\$ 1,231,668

* 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.



CONCORD 250 EXECUTIVE COMMITTEE LIST OF EVENTS

These are events that are funded through the Executive Committee budget and/or take place in collaboration with the Town of Concord. The list on page one is not inclusive of other events that complement the work of Concord250 and that may receive additional funding or promotional support. The list on page two and beyond features events requiring additional financial and planning support from entities outside of Concord250:

(\$\$) denotes currently allocated from Concord250 Executive Committee budget

(Ongoing) Historical and Educational Interpretive Trunks (\$\$)

July - 2024 - August 11, 2024:

Lantern Project introduction (\$\$)

Art for All will run 4 workshops for all ages and abilities to make small lanterns decorated with themes related to the 250th. (\$\$) The 4 Workshops will be held at Main and Fowler Libraries, Art for All Workshop and 4th workshop will take place at Concord Museum the evening of August 11, 250 Countdown.

Sunday, August 11th, 2024:

250 Days to the 250th (\$\$)

Free admission at the Concord Museum for 250th programming (\$\$)

Fall, 2024

250th essay contest event (\$\$)

January, 2025:

Reception for owners of 1775 houses.

Distribution of witness flags

Saturday & Sunday, March 22nd and 23th, 2025:

250th Quilt Show and Quilting History lecture - Concord Academy

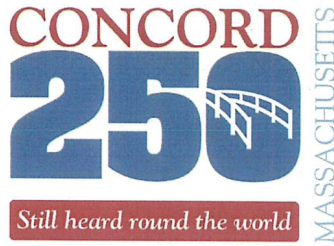
Spring, 2025:

Bike Ride to Freedom

Decoration of downtown Concord Lamp Posts

Version 2

Date 07/01/2024



Saturday April 19th, 2025:

6:00am: Dawn Salute
8:30am: Parade Step Off
9:30am: Old North Bridge Ceremony
11:00am: Parade Ends
2:00: Memorial Ceremony
2:00pm-8:00pm: Family Music Festival

Events being considered but not yet fully planned. These are planned in collaboration with Concord nonprofits and organizations:

(Date TBD) **River Regatta scholarships**

(Date TBD) **Transcendental Concord:** Parade: A Walking Tour offering a recorded audio walking tour delivered on a podcast platform leading the listener through Concord center and several centuries of history, this tour is expected to give a unique experience of history and complement current walking tours.

(Academic Year, 2024-'25) **Youth Poetry Project**

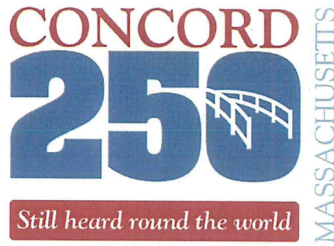
(July 18 and August 15, 2024) **Concord Museum** : Two episodes of a play that explores the enigmatic and compelling friendship between Ralph Waldo Emerson and Margaret Fuller, set in today's world.

(September 8, 2024) **51 Walden and the Concord Orchestra** : A concert with Canadian pianist, Louise Bessette featuring the Charles Ives' Concord Sonata.

(March 14, 2025) **Concord Conservatory of Music:** A commissioned piece by composer Aaron May Meyers titled Do Not Comply based on the 250th theme, "Still heard round the world" will be performed at the West Concord Union Church.

(March 27, 2025) **Concord Art:** A curated exhibition titled Liberation Textiles will take place in their gallery spaces showing many types of liberation expressed through contemporary artwork.

(April 20th, 2025) **Tough Ruck 2025:** A march to honor fallen service members, police, fire fighters, and EMTs



(April 21, 2025 through May 3, 2026) **Call to Poets**: A competition for adult poets with the theme, Reimagining America's 1775 Independence. Eligible submissions will be original poems from poets whose primary abode is Massachusetts.

(April school vacation week 2025) **Concord Museum** : A program titled Women in the Revolution: A Conversation with Martha Washington and Mercy Otis Warren portrayed by reenactors discussing the roles that women took on during the Revolution.

(May 10, 2025) **Concord Women's Chorus and Concord Chorus**: A joint concert with 105 voices will be performed with music related to the 250th theme, "Still heard round the world."

(June 2-6, 2025) **Concord Art**: Plein Air Art Making at the North Bridge and all around Concord will host artists to draw, paint, collage, photograph, write poems, etc. with an event and exhibition of all the work June 7 and 8.

(Spring and Fall 2025) **Concord Art**: Storytelling partnering with other organizations with a working theme of Personal Freedoms that may include The Moth.

(October 23, 2025) **Concord Art** : A curated exhibition titled Memorials and Monuments offering a contemporary art lens on monuments and memorials.

From: Anthony Ansaldi <aansaldi@concordma.gov>
Sent: Thursday, May 16, 2024 3:59 PM
To: Terri Ackerman <tackerman@concordma.gov>
Cc: Kerry Lafleur <klafleur@concordma.gov>
Subject: RE: town donations

Hi Terri,

I am not aware of any “current” account that is set up for people who want to donate directly to the Town for the 250th celebration.

As you may know, MGL Chapter 53A ½ (Gifts of tangible personal property; acceptance) states “...*a board of selectmen...may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the town from the federal government, a charitable foundation, private corporation, individual, or from the commonwealth or any political subdivision thereof, and may, in its sole discretion and authority, use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable.*”

If the Select Board so chooses, they can create a 250th celebration gift account under this section of the law.

For the second part of your question, charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

Please let me know if you have any further questions.

Best,
Anthony

Anthony M. Ansaldi, Jr.
Chief Financial Officer
Town of Concord
22 Monument Square
Concord, MA 01742
978-318-3095

FY25 Schedule and Milestones | DRAFT Version 4 (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 FY25 guidelines process and preview FY26

Meeting date(s):
Thu 6/20

Jul 2024

Priorities:

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

Meeting date(s):
Mon 7/8 (w/ SB)
Thu 7/18

Aug 2024

Priorities:

- Review FY26 guideline inputs/metrics

Meeting date(s):
Thu 8/22

Sep 2024

Priorities:

- Approve FY26 guideline inputs/metrics
- Finalize and send FY26 request letters (request responses in early Nov)

Meeting date(s):
Thu 9/26

Oct 2024

Priorities:

- Check in on guidelines process
- Review estimated FY26 revenue
- Review five-year revenue and cost projections
- Kick-off planning for annual report

Meeting date(s):
Thu 10/24

Nov 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**

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

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

FY25 Schedule and Milestones | DRAFT Version 4 (2 of 2)

Dec 2024

Priorities:

- Review long-term capital plan (public forum 12/5)
- Review revised five-year revenue and cost projections
- Review tax impact of final FY26 guidelines
- **Approve final FY26 guidelines**

Meeting date(s):
Thu 12/5
Thu 12/19

Jan 2025

Priorities:

- Review revised Town, CPS, CCRSD FY26 budgets
- [FYI: Deadline for issuing guidelines: 1/15]

Meeting date(s):
Thu 1/9

Feb 2025

Priorities:

- Review FinCom-relevant warrant articles (warrant closes 2/19)
- Draft annual report
- Prepare for public hearings

Meeting date(s):
Thu 2/27

Mar 2025

Priorities:

- Conduct public hearings (specific dates TBD):
 - Town
 - CPS
 - CCRSD (with Carlisle FinCom)
 - CPC and Minuteman
 - Enterprise funds
- Continue drafting annual report

Meeting date(s):
Thu 3/20
Thu 3/27

Apr 2025

Priorities:

- Continue public hearings (specific dates TBD)
- **Vote on FinCom-relevant warrant articles**
- Continue drafting annual report

Meeting date(s):
Thu 4/3
Thu 4/10
Thu 4/24

May 2025

Priorities:

- **Finalize and mail annual report** (deadline for completion 5/14)
- Final preparations for ATM

Meeting date(s):
Thu 5/8
Thu 5/22

Jun 2025

Priorities:

- Participate in ATM

Meeting date(s):
Mon 6/2 (ATM begins)

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

Adopted 12/18/07

Amended 6/28/2011

The Town of Brookline Payment In Lieu of Tax (PILOT) Policy

Brookline is home to, and welcomes a diverse mix of property owners: residential, commercial, governmental and non-profit charitable and educational. The Town's vibrant and growing non-profit sector both contributes to and benefits from the Town's overall quality of life. The Town provides a variety of critical services to all segments of the community, whether they are residents, businesses or non-profit organizations. While these services provide benefits to all, funding for town departments and services relies heavily on property tax revenues. In order to maintain the high standard of municipal services that Brookline has historically provided, the Board of Selectmen believes that all property owners should contribute a fair share toward the cost.

Overview

“Increasing the overall fiscal capacity of cities and towns turns out to be central to the future prosperity of the Commonwealth... providing communities with the resources to deliver the services and amenities is critical to the state's future development and prosperity ... (and) equally important is making sure that local municipalities have the ability to provide the economic and social environment that is attractive....” Revenue Sharing and the Future of the Massachusetts Economy by the Northeastern University Center for Urban and Regional Policy (2006)

The Town of Brookline, through its various departments, provides a variety of services to its residential and commercial taxpayers and non-profit organizations located or conducting business within the Town. While municipal service requirements vary among these diverse groups, all benefit from the overall enhanced quality of life enjoyed by the community. However, the cost of municipal services is substantial, and the Commonwealth of Massachusetts has limited the sources of revenue available to municipalities. The property tax provides approximately 75% of municipal revenue used to support services. Revenue generated from property taxes is determined by law (Proposition 2 ½), mix of land uses, and geography.

The Town is approximately 6.8 square miles in size and is fully built out; therefore any development is based almost entirely on re-use. The current makeup of the Town based on land use is approximately 55% taxable land and 45% non-taxable. The largest share of the non-taxable land is owned by the Town and used for public buildings, streets/sidewalks, open space and other public uses. Other owners include the state and federal government, a foreign government (Japan), the MBTA, private educational and religious institutions, and charitable and benevolent organizations.

A taxable parcel that becomes tax-exempt does not reduce the Town's total tax levy. Instead, it shifts the tax burden to all remaining taxable parcels. It is a primary goal of the Town to preserve its taxable land, while at the same time continuing to support its rich cultural diversity. It is also a primary goal of the Town to have the cost burden of providing services borne by and shared among all residents, taxpayers, commercial entities and non-profit institutions, to the extent possible and reasonable.

The Commonwealth of Massachusetts and its political sub-divisions, including the Town of Brookline, have historically been recognized as leaders in the area of higher education, arts and culture, public health and religious freedom, and have encouraged non-profits to organize in the state to enrich the quality of life of its residents. The General Court of the Commonwealth created a series of property tax exemptions within the General Laws (M.G.L. Chapter 59 Section 5) as an incentive to support the often vital work of non-profit organizations.

The Town's location adjacent to Boston, and its easy access to mass transportation and major roadways, makes it attractive for non-profit institutions to locate in Brookline. This demand for land and buildings to operate non-profit organizations has absorbed taxable property in Brookline at an alarming rate. The Town is concerned that a continuing shift in tax burden to a diminishing tax base will have a negative impact on residents, local businesses and the overall Brookline community. In order to maintain a fair balance between the cost of town services and payment for those services, the Town has developed a policy to address the need for a payment-in-lieu-of-tax (PILOT) program for tax exempt properties.

Policy

Brookline recognizes that non-profit organizations contribute directly to the quality of life within the community and welcomes them to the town. In order to maintain the financial health of the community so as to continue to provide a range of quality services, the Town must preserve its existing tax base and expand that revenue source where reasonably possible. It is the Town policy to distribute the burden of cost in a fair method among all users of services: citizens, taxpayers and non-profit institutions.

M.G.L. Chapter 59 section 5 enables the granting of tax exempt status to certain non-profit organizations. Once an organization is granted an exemption, the Town can not legally require that organization to pay a property tax or bind that organization to give up the rights to these legal exemptions. Therefore:

1. The Town will seek voluntary PILOT Agreements with all tax exempt institutions within the community that own real property, or that rent real property from the Town (pursuant to MGL Chapter 59 section 5, sub-section 2B);
2. These PILOT Agreements should be based upon fair market value and tax levy. PILOT Agreements should be established on the basis that the non-profit organization's payment amount is equal to the percentage of tax levy that supports the critical services of the Town's Police, Fire and Public Works operations. The Town has determined that this share is equal to at least 25% of the full levy;

3. In the event that a non-profit organization enters into a voluntary PILOT agreement, the Town may offer to phase in the impact over a period of time. The Town expects to negotiate PILOT agreements, whereby once the payment target is reached, the payment will annually increase by an escalation factor generally equal to the average historic growth in annual tax levy;
4. For smaller, community-based non-profit organizations with controlling interests in properties assessed at less than \$ 5 million in FY 2007 dollars, consideration for community service may be granted as part of an approach to establish the basis for a PILOT Agreement. This value ceiling would be inflated by 2.5% per year in subsequent years. The Town may base such a PILOT Agreement on less than 25% of the full levy.
5. A PILOT Agreement will remain in force for the entire tenure of its contractual term as long as the use and value established in the PILOT Agreement have not changed. All property under a PILOT Agreement must still meet all the requirements for eligibility for exempt status.
6. A PILOT Agreement does not replace the requirement that each organization seeking property tax exemption must file a "Return of Property Held for Charitable Purposes" form (State Tax Form #3ABC) with the Board of Assessors on or before March first of each year;

Guidelines for PILOT Agreements

- Recognizing the financial limitations of non-profit organizations, the Town expects to initiate PILOT discussions with non-profit organizations when they are in the process of acquiring property or considering an expansion of existing real estate holdings or planning of new construction on existing property. This approach has the pragmatic advantage of allowing exempt institutions to include the cost of any PILOT Agreement in the financial planning of the new or expanded facility. Further, the Town may waive this approach in the event that a non-profit organization suffers an extraordinary or catastrophic loss, resulting in a financial hardship.
- In the event that a non-profit organization acquires property and plans new construction or substantial reconstruction, the eligibility for tax exemption cannot be determined until the construction is completed and eligible exempt use is determined. The exemption would then be applied to the next fiscal year.
- In the case of a significant physical change in the property resulting in a change in the property's fair market value that occurs after a PILOT Agreement has been established, the Town will adjust the PILOT Agreement to include a phased in change of the payment on the addition, per the agreement or per an agreed upon schedule.
- In the event that there is a change in the use of property under a PILOT Agreement, the Town may review the eligibility of the exemption, and the terms and conditions of the PILOT Agreement and propose such changes as may be needed to reflect the change in the value of the property.
- In the event that the non-profit gives up ownership of the parcel, the parcel will revert back to a taxable status. In the event that a non-profit organization purchases a parcel from a non-profit organization that has agreed to a PILOT Agreement, the parcel will revert back to a taxable status, pending submission of the state tax form (#3ABC), a determination by the Board of Assessors of its tax exemption eligibility, and the completion of a PILOT Agreement with the new owner. In this instance, the Town may elect to seek a voluntary PILOT agreement with the new non-profit acquirer of property.

Category

Concord Properties

Address

PROPERTIES IN TRANSITION

Peabody Middle School
Historic House
Friends of Performing Arts in Concord

1231 Old Marlboro Road
249 Harrington Ave
51 Walden Street

ACTIVE TOWN OFFICE FACILITIES

Police/Fire
Fire Station (West Concord)
Town Office
Harvey Wheeler
CPW Office
CPW Garage
CPW Highway Department
CPW Water & Sewer Garage
Planning and Land Management
Municipal Light Plant
Information Center
Office Building
Office Building
Office Building
Main Library (Books and Personal Property)
Fowler Branch Library
Concord Swim and Fitness Facility

219 Walden
1201 Main Street
22 Monument Sq
1276 Main Street
133 Keyes Road
133 Keyes Road
133 Keyes Road
135 Keyes Road
141 Keyes Road
1175 Elm
58 Main Street
37 Knox Trail Road
55 Church Street
24 Court Lane
129 Main Street
1322 Main Street
498 Walden Street

Category

Concord Properties

Address

AGRICULTURE

Farmhouse Marshall (2 structures)
Farm Stand Marshall
Farm House - McGrath
Red Barn McGrath
Farm Stand and Green House - McGrath
Greenhouses
White Barn - McGrath

169 Harrington Avenue
169 Harrington Avenue
449 Barretts Mill Road
52A Barretts Mill Road
449 Barretts Mill Road
169 Harrington Avenue
449 Barretts Mill Road

RESTROOM FACILITIES

White Pond Beach Area Bathroom Facilities
Gerow Park Restroom
Restroom Facility CCRSD

Plainfield Road
369 Commonwealth Avenue
500 Walden Street

SUB STATIONS

Sub Station 479
Sub Station /Outdoor Switchgear
Sub Station 223
Forest Ridge Light Sub Station

Williams Road
Williams Road West
Main Street
Forest Ridge Road

Category

Concord Properties

Address

PUMP STATIONS

Lowell Road Sewer Pump Station
Nagog Water Pump Station
Park Lane Pump Station
Pilgrim Road Pump Station
Walden Street Pump Station
Main/Assabet Pump Station
Gifford Lane Pump Station
Cousins Park Pump Station
Old Bedford Road Pump Station

157 Keyes Road
300 Great Road
Park Lane
Pilgrim Road
Laurel Street
1149 Main Street
Gifford Lane
Cousins Park
419 Old Bedford Road

WELLS

Deaconess Well
Jenny Dugan Well
Second Division Well
White Pond Well
Hugh Cargill Well
Robinson Well

363 Old Road to Nine Acre
Corner
977 Old Marlboro Road
27A Border Road
205 Hemlock Street
416 Walden Street
645 Sudbury Road

WASTE WATER TREATMENT AND CELL TOWERS

Nagog Ozone/Hazelnut Water Treatment Plant
Waste Water Treatment Plant incl. Cell Tower
Radio Transmitter Site
Cell Tower

13 Hazelnut Drive
Bedford Street
Anurnsnac Hill
40Y Annurnsnac Hill Road

Category

Concord Properties

Address

RESERVOIRS

Water Tower - Reservoir w/Dome
Pine Hill Reservoir

Anurnnac Hill Road
Walden Street

STORAGE

Hunt Gym outdoor pool and shed
CPW Storage Area
Police Department Storage
Gun House
Cemetery Bldg (shed)
Chlorine Bldg
Salt Shed
LandfillStorage Bldg/Attendants' Structure
Storage Shed
HVAC Equipment
Knoll Storage Building
Planning and Land Management Shed
Fire Department Trailer
Planning and Land Management Storage Shed
Storage Sheds
Field House

90 Stow Street
133 Keyes Road
203 Walden Road
150 Cambridge Turnpike
Bedford Street
Bedford Street
Keyes Road
755 Walden Street
Bedford Street and the Knoll
30 Monument Square
34A Bedford Street
141 Keyes Road
209 Walden Street
141 Keyes Road
98 Stow Street
Lawsbrook Road

Category

Concord Properties

Address

SCHOOL BUS FACILITY

School Bus Facility Including Fueling System

214Y Main Street

SCHOOL PROPERTY

Ripley School and Addition
Sanborn Middle School
Alcott School
Thoreau School
Willard School

120 Meriam Road
835 Old Marlboro Road
93 Laurel Street
29 Prairie Street
185 Powder Mill Road

2024 – 2025 Select Board Goals

I. Effective and Transparent Governance

- Align Boards, Committees, and Senior Management Team of the Town whenever possible.
 - Establish goals that align and integrated between Town Boards, Committees, and Staff.
 - Conduct periodic joint Finance Committee and Select Board and joint School Committee and Select Board meetings.
 - Recommit to an annual capital planning process between the Select Board, School Committee, and Finance Committee that includes Tier II and Tier III.
- Improve Committee Processes
 - Periodic topical forums, such as housing, sustainability, planning, arts & culture.
 - Committee training, such as procurement, ethics, sexual harassment, etc.
- Increase participation in Town Government – Is this under the purview of the Select Board?
 - Fully represent the community; get more people involved; reduce reliance of people on multiple committees/on for a very long time.
- Improve Select Board Processes
 - Ensure good process and governance; utilize data to make decisions; consider different viewpoints; delay decisions whenever possible to enable community input.

II. Land Use Opportunities

- Engage the community, legislative delegation, and state agencies in a robust planning process that endure that Concord's interests are expressed and prioritized during the disposition of the MCI Concord property. Measurable outcomes:
 - Agreement(s) between the Town and the state exists that outlines the disposition process for the majority of the land area.
 - The outline of a re-zoning plan is under development with broad community
- Utilize the expertise of the 2229 Main Street Advisory Task Force and input from the community to determine the next steps for the 46-acre parcel at 2229 Main Street
- Work with State Representatives and MassDOT to advance design and implementation of Route 2 rotary improvements
- Work with the Senior Management Team to develop a land-use matrix to determine the best matches between municipal needs and potential land available.

III. Town Infrastructure and Planning

- Review Zoning Bylaw Parking Requirements to make sure that they are consistent with industry standards and address local business concerns; propose recommended zoning amendments for 2025 Town Meeting
- Warner's Pond Road Map

- Review and update West Concord Master Plan by June 2025 to reflect new and evolving residential, business, and industrial changes and opportunities including MCI Concord
- Take action to improve Town infrastructure:
 - Cell phone service.
 - Road maintenance
- Ensure progress on major projects.
 - Sustainability plans for electric, water, sewer
 - Town capital projects
- Conduct review of Climate Action Plan, document GHG reductions and progress against original blueprint recommendations (by October 2024) and establish revised recommendations for 2025-2030 (by January 2025) to achieve targeted GHG reductions for 2030 (Article 31 in 2024 Town Meeting strives for a 50% reduction in GHG emissions)

IV. Financial Planning and Stability

- Increase Revenue Generation
 - Pursue PILOT Agreements
 - Evaluate Town-owned properties for possible disposition.
 - Support Concord business community to enhance local receipts.
 - Support tourism and programs sponsored by arts and culture groups in town.
 - Adopt local options enabled by the Municipal Empowerment Act including increases to excise, lodging and meals tax.
- Endorse and update Financial Stability Goals
 - Clarify 5-year priorities and expected financial impact.
 - Work to cut costs and tighten the Town's budget in FY2026.
 - Review and outline of the Town Manager and Town Department FY2025 goals.

V. Diversity, Equity, and Inclusion

- Create a welcoming, diverse, and inclusive community.
 - Protect and enhance the diversity of housing stock via continued focus on affordable housing.
 - Review impact and implications of the Residential Tax Exemption
 - Expand underrepresented voices in Town-sponsored arts and culture programs.
 - Revise the Town flag policy.