



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**1**

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## Call to Order

**Requested by: SB Chair**

**Action Sought: Open Meeting**

### Proposed Motion(s)

None anticipated

### Additional Information

Open Public Comment

### Board Action

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |



OLD NORTH BRIDGE

**TOWN OF CONCORD**

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

**Select Board Agenda**

Monday, October 21, 2024 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

Join Zoom Meeting

<https://us02web.zoom.us/j/81308493455?pwd=LUWa353PDFohlObL44bzwhaRj3nsAO.1>

Meeting ID: 813 0849 3455

Passcode: 488613

US Toll-free 888 475 4499

| #    | 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: September 9, 2024</li> <li>b. Town Accountant Warrants: October 2, 2024; October 10, 2024</li> <li>c. Gift Acceptances:               <ul style="list-style-type: none"> <li>i. From Nancy Nelson and Michael Lawson in the amount of \$500.00 to the Town 250 Gift Fund to be used for the 250 Memorial Trees</li> <li>ii. From Judith Perkins in the amount of \$500.00 to the Town 250 Gift Fund to be used for the 250 Memorial Trees</li> <li>iii. From Charles Davidson and Julie Davidson in the amount of \$1,100 for the purpose of 250 Discover Concord Ad Campaign</li> </ul> </li> <li>d. One Day Liquor Licenses:               <ul style="list-style-type: none"> <li>i. Wines &amp; Malt Beverages Only for Jennifer Manickam of Emerson Hospital for the Leadership Donor Event on Wednesday, October 23, 2024 from 6:30 PM to 8:30 PM at Nashoba Brooks School</li> </ul> </li> </ul> |
| III. | 6:15 PM | <p>Select Board Appointments:<br/>         Committee Appointments and Reappointments:</p> <ul style="list-style-type: none"> <li>a. 2229 Main Street Oversight Committee Reappointments for a term to expire May 31, 2027:               <ul style="list-style-type: none"> <li>i. Raymond Bruttomesso of 1001 Main Street</li> <li>ii. Leonard Rappoli of 34 Everett Street Apt 10D</li> <li>iii. Pamela Rockwell of 1810 Main Street</li> <li>iv. Frederick Seward of 158 Spencer Brook Road</li> </ul> </li> </ul>  |

|       |          |   |
|-------|----------|---|
|       |          | <p>Election Officer Appointments</p> <p>b. Request on behalf of the Board of Registrars Pursuant to MGL Chapter 54: Section 12, appointment of the following 19 voters (list of appointees in Select Board packet) as Election Officers for terms to expire July 31, 2025.</p> <p>Appointments by Town Manager with Approval of the Select Board:</p> <p>c. Reappointed Retroactively to the Commission on Disability for a term to expire May 31, 2025:</p> <ul style="list-style-type: none"> <li>i. Jennifer Brooke of 31 Oxbow Road</li> <li>ii. Lloyd Price of 152 Holdenwood Road</li> <li>iii. Meryl Schwartz of 1471 Main Street</li> </ul> |
| IV.   | 6:20 PM  | Town Manager's Report   |
| V.    | 6:30 PM  | Chair's Report  |
| VI.   | 6:35 PM  | Select Board Liaison Reports  |
| VII.  | 6:50 PM  | <p>Discuss and Vote on Select Board 2025 Calendar</p> <p>Presenter: Mary Hartman, Select Board Chair</p>  |
| VIII. | 6: 55 PM | <p>Discuss 2229 Main Street Advisory Task Force Update</p> <p>Presenter: Paul Boehm, 2229 Main Street Advisory Task Force Chair</p>   |
| IX.   | 7:15 PM  | <p>Discuss Select Board Goals</p> <p>Presenter: Mary Hartman, Select Board Chair</p>  |
| X.    | 7:40 PM  | <p>Discuss ARPA Report Update</p> <p>Presenter: Kerry Lafleur, Town Manager</p>   |
| XI.   | 8:05 PM  | <p>Discuss Update on Finance Audit Fiscal 2023</p> <p>Presenter: Wendy Rovelli, Liaison</p>   |
| XII.  |          | Adjournment   |

*\*Times are approximate and subject to change*

### Upcoming Meetings:

Monday, November 4, 2024

Monday, November 18, 2024

Monday, December 2, 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.



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**2**

## Consent Agenda

**Requested by: SB Chair**

**Action Sought: Approve**

### Proposed Motion(s)

Motion to Approve Consent Agenda:

- a. Meeting Minutes: September 9, 2024
- b. Town Accountant Warrants: October 2, 2024; October 10, 2024
- c. Gift Acceptances:
  - i. From Nancy Nelson and Michael Lawson in the amount of \$500.00 to the Town 250 Gift Fund to be used for the 250 Memorial Trees
  - ii. From Judith Perkins in the amount of \$500.00 to the Town 250 Gift Fund to be used for the 250 Memorial Trees
  - iii. From Charles Davidson and Julie Davidson in the amount of \$1,100 to the Town 250 Gift Fund to be used for the 250 Memorial Trees
- d. One Day Liquor Licenses:
  - i. Wines & Malt Beverages Only for Jennifer Manickam of Emerson Hospital for the Leadership Donor Event on Wednesday, October 23, 2024 from 6:30 PM to 8:30 PM at Nashoba Brooks School

### Additional Information

**Town of Concord  
Select Board  
Minutes  
September 9, 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 September 9, 2024.

Mary Hartman announced that Wendy Rovelli is participating remotely and asks Mark Howell to take a Roll Call.

**Roll Call:**

Ms. Ackerman: Present  
Mr. McKennitt - Here  
Ms. Hartman - Here  
Ms. Rovelli – Present via Zoom  
Mr. Howell - Present

**Call to Order**

Select Board Chair Mary Hartman called the meeting to order at 6:01 PM.

Mr. Howell confirmed that all members are present, with Wendy Rovelli (via Zoom) and invited Public Comment.

**Public Comment**

Ray Bruttomesso of 1001 Main Street raised concerns about the new trash and recycling program. Further stating the challenge for elderly or mobility-challenged residents in moving the new barrels, as well as snowbanks during winter months and the need to consider smaller receptacles as an option for this population.

Mary Hartman thanked Mr. Bruttomesso for his comments and asked if there are any other comments from the public. No further comments from the room or online participants.

Ms. Hartman moves to the Consent Agenda

**Consent Agenda**

- a. Meeting Minutes: August 5, 2024
- b. Town Accountant Warrants: August 22, 2024; August 31, 2024
- c. Gift Acceptance from Concord Lumber for a cache of tools to the Concord Fire Department, valued at \$1,760.43
- d. Grant Acceptance from Mass Office of Travel and Tourism Destination Capital Grant for \$27,000 for benches.
- e. One Day Liquor Licenses:
  - i. Wines & Malt Beverages Only for Betsy Parrot of Belmont Hill School for the HBS Golf Tournament for Financial Aid on Monday, September 23, 2024, from 6:00 PM – 8:00 PM at Concord Country Club, 246 ORNAC

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- ii. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for a Company Lunch on Friday, September 27, 2024, from 11:00 AM –3:00 PM at Verrill Farm, 11 Wheeler Road
- iii. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for a Cornhole Tournament on Sunday, October 6, 2024, from 1:00 PM –5:00 PM at Verrill Farm, 11 Wheeler Road
- iv. Wines & Malt Beverages Only for Richard D. Briggs Jr. of Provisors for the Annual Golf Outing on Monday, October 7, 2024, from 11:00 AM – 6:30 PM at Concord Country Club, 246 ORNAC
- v. All Alcoholic Beverages for Pam Reed of the Concord Chamber of Commerce for the Taste of Concord Event on Tuesday, October 15, 2024, from 6:00 PM – 8:00 PM at Nashoba Brooks School, 200 Strawberry Hill Road
- vi. Wines & Malt Beverages Only for Jennifer Albanese of the Nature Connection for the Nature Connection Inspire Fundraiser on Thursday, October 24, 2024, from 5:30 PM – 9:30 PM at the Concord Scout House, 74 Walden Street

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to approve the Consent Agenda with minor edits to the minutes and with acknowledgment of Concord Lumber’s gift of tools to the Fire Department.

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Mr. McKennitt - Aye  
Ms. Rovelli - Aye  
Mr. Howell - Aye

- f. Select Board Committee Nominations:
  - i. Chris LaFrance, of 805 Barrett’s Mill Rd, to the Economic Vitality Committee for a term to expire May 31, 2027
- g. Select Board Appointments:
  - i. Ellen Glendon, of 64 Stone Root Lane to the Conservation Restriction Stewardship Committee for a term to expire May 31, 2027
  - ii. Roseann Scimone, of 10 Dana Road to the Agriculture Committee as an Associate member for a term to expire May 31, 2027

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Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the Select Board Committee Appointments.

**Roll Call Vote:**

Ms. Ackerman – Aye  
Ms. Hartman – Aye  
Mr. McKennitt – Aye  
Ms. Rovelli - Aye  
Mr. Howell – Aye

**Town Manager Report**

Kerry Lafleur. Town Manager provided updates on town activities:

- o Mosquito-Borne Illnesses: Reported on West Nile Virus and Triple E in the region, highlighting Concord’s moderate risk status and recommending precautions for residents.
- o Road Maintenance: Ongoing roadwork in town continues, including the town center area, with efforts to minimize disruption to residents.
- o Gerow Park: Nearing final stages of completion, with focus on pavers and landscape improvements, and additional collaboration with residents on landscape plan.
- o Attorney General Investigation: Reported on the closure of an investigation into the Gerow Recreation area project by the Attorney General’s office without findings.
- o State Primary Election Results: Reported that 25% of eligible voters participated in the state primary on September 3, 2024, with a majority voting early or by mail.

**Cell Service and Network Upgrade Update**

Megan Zammuto, Deputy Town Manger reported updates on cell service RFPs and recent network upgrades:

- o Umbrella Site RFP: Verizon Wireless team visited the site for inspection. Proposals are due on September 27, 2024. Post-submission review and internal discussions to follow.
- o Network Infrastructure Upgrade: Town’s IT team completed a major network upgrade over the weekend, improving system resilience and speed.

Ms. Zammuto thanked the IT team members for their efforts during the upgrade process.

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**Chair's Report**

Mary Hartman, Select Board Chair reported on:

- MCI Concord Property Update: Mentioned the negotiations related to the MCI Concord property and wastewater treatment plant acquisition:
- Negotiations with DCAMM ongoing talks focus on understanding plant capacity, investment needs, and permit transfers.
- Plant Capacity with current permitted capacity at 310,000 gallons per day, with about 60,000 to 80,000 gallons reserved for state facilities (police barracks, prison farm, etc.).

Mr. McKennitt requested clarification on how the reserved capacity affects the town's needs and future planning. Town Manager noted that the town is studying the plant's overall capacity to ensure it meets future demand.

Ms. Hartman announced the passing of Ms. Flood, a former Select Board member and lifelong Concord resident. We are so grateful for her commitment to the town.

**Liaison Reports**

Mr. McKennitt provided updates on multiple committees:

- Light Plant Director Search: Discussed interviews for the permanent director position of the Light Plant. Three finalists were considered, with input provided to the Town Manager, Kerry Lafleur, for the final decision expected later in the week.
- Town Meeting Study Committee: Upcoming plans for a survey to gather feedback from residents and potential public forums for more community input. The focus is on understanding residents' views regarding the town meeting process.
- Flag Policy Subcommittee: Mentioned that more details will be discussed with Ms. Rovelli later in the meeting.

Terri Ackerman updated on:

- HATS (Hanscom Area Towns Select Board): Noted that multiple neighboring towns are also conducting town meeting studies, exploring remote participation and voting options similar to Concord's study.
- 2229 Main Street Task Force - Ms. Ackerman participated in the meeting's continued efforts and focus on the site's cleanup and community engagement. Ms. Ackerman highlighted the positive progress in planning.

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Mark Howell reported on recent activities:

- 2229 Main Street Tour noted that on the tour of the remediation site, he highlighted the extensive cleanup efforts and long-term monitoring that will be needed. He also emphasized the environmental challenges and ongoing groundwater remediation.
- Middle School Building Committee, Mr. Howell discussed the new middle school's progress, including the completion of significant construction milestones. Also, reporting that the project remains on schedule for the February 2025 opening.
- Warner's Pond Task Force update, Mr. Howell mentioned the upcoming presentations on fisheries and updates from subgroups focused on potential solutions for the pond's future.

Ms. Rovelli added high praise of the presentation by Maximus and the progress involved in this cleanup effort. She also mentioned that the presentation materials from the tour will be available on the webpage for public reference.

Mark Howell provided additional information:

- MCI Concord property was discussed by Mr. Howell, explaining that the MCI Advisory Board is planning more public outreach sessions to gather input on the site's future. The next public outreach event is scheduled for November 1st at the League of Women Voters First Friday.

In addition, Town Manager Kerry Lafleur mentioned that Wesson & Sampson are conducting a condition assessment of the wastewater treatment facility, estimating that bringing it up to current standards could require around \$25M in investment. Ms. Hartman acknowledges the complexity of the project and the importance of ongoing discussions to ensure a beneficial outcome for the town.

Ms. Hartman moves to open public hearing for Grant of Location.

**Grant of Location - National Grid – 42-138 Crecent Road**

The Select Board opened a public hearing to discuss this request, with Mr. McKennitt recusing himself due to a conflict of interest (working for National Grid).

Ms. Mulroney of National Grid requested approval for a grant of location to replace approximately 805 feet of gas main from 42 to 138 Crescent Road, with additional replacements on other nearby roads. Ms. Mulroney further provided details on the project, emphasizing safety measures, expected minimal service disruptions, and the importance of updating aging infrastructure, some of which dates back to the 1930s. Ms. Mulroney assures us there will be no

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unexpected service interruptions and that National Grid will coordinate with residents for any necessary planned outages.

The public hearing is closed, and the Select Board approves the request for the grant of location with the outlined conditions.

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Ms. Rovelli - Aye  
Mr. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the Grant of Location for National Grid – 42-138 Crescent Road.

**Intermunicipal Agreement (IMA) for Opioid Settlement Authorization**

Kelli Calo of Great Meadows Public Health Collaborative – GMPHC presented follow up details about the IMA for a regional opioid settlement initiative. She elaborated on the GMPHC which includes 7 towns—Bedford, Concord, Carlisle, Lincoln, Sudbury, Weston, and Wayland—aiming to hire a regional substance use prevention coordinator. Further clarifying that six of the participating towns have already approved of the agreement, with Concord’s approval pending.

Ms. Rovelli and Ms. Ackerman express support for regional efforts and emphasize the value of collaborative resources.

Ms. Hartman acknowledged prior discussions and the thorough presentation of the program.

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Ms. Rovelli - Aye  
Mr. McKennitt - Aye  
Mr. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the IMA, focusing on furthering public health efforts with opioid settlement funds, authorizing the Town Manager signature for approval.

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**Concord Cultural Council Charge Update**

Ms. Graney opened the discussion stating that Concord has two cultural districts—West Concord and Concord Center. A task force had been tasked with finding a permanent home for overseeing the Concord Center district.

Ms. Hartman further explains that the recommendation is to place the oversight of the district under the umbrella of the Concord Cultural Council, which also offers small grants for individual artists. Mr. Dookran confirmed all preliminary reviews are complete. Questions were raised by Ms. Rovelli regarding the broad membership of 5-12 members, which could create an issue in raising quorum requirements.

The Select Board agreed on structure and timing, allowing the Cultural Council to proceed with the changes to the Charge while coordinating the recruitment of new members.

**250<sup>th</sup> Wayfinding Signage**

Mimi Graney and Di Clymer displayed the wayfinding signage. The detailed and colorful sign was very well received and appreciated. The sign is to be made of very durable materials of graphite to withstand the inclement weather and it will be delivered on time.

Select Board supported the continuation on the project.

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Mr. McKennitt - Aye  
Ms. Rovelli - Aye  
Mr. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the 250<sup>th</sup> Wayfinding Signage display project.

**250<sup>th</sup> Monthly Budget Update and Calendar of Events Review**

Gary Clayton and Rob Munro presented on the 250<sup>th</sup> Monthly Budget Update with a packet of materials and discussed some changes based on discussions at the last Select Board meeting. Added some clarification on “special projects” raising funds and many initiatives includes the funds that sollicitating funds from the Mass Office of Travel and Tourism, extending appreciation

to Mimi Graney and all town staff for their support. Mr. McKennitt inquired about any spending for a memorial.

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Mr. Clayton confirmed any memorial expense was included in the "Memorial Tree" category, and plans would be reviewed with the Historic District and Historic Commission. Mr. Clayton further discussed the updated details and how each line item was determined. Ms. Rovelli also clarified the trees' money appropriated in part from the community preservation fund.

**Discuss and Approve Issuing No Fly-Zone; ESPR Letters**

No Fly-Zone Letter: Terri Ackerman presented the No Fly-Zone, September 10<sup>th</sup>, short letter specifically requested for Rt 2 to the National Park area when the North Bridge ceremony is going on. The only exception would be if the President or Vice President arrive at Hanscom, that would expand the request. This short letter should be sent as soon as possible. The 250<sup>th</sup> Committee members approved this letter - stated Gary Clayton, he supports a move forward to distribute to FAA.

Ms. Ackerman stated the reason for this request is due to the history that during events in town, and the noise from air travel. Ms. Ackerman also stated that HATS may also support this initiative with their own letter.

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Mr. McKennitt - Aye  
Ms. Rovelli - Aye  
Mr. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the No Fly-Zone letter request for April 19, 2025.

Ms. Ackerman presented the ESPR Letter for discussion. She stated that she found parts of this offensive, specifically stating that for those who walk in the area, Hanscom using these beautiful spaces as a “buffer” area. The request all comments received by Thursday, September 12<sup>th</sup>. Ms. Ackerman offered to review with Eric Simms, Mark Howell supported the importance of the letter. Select Board members support this letter.

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Mr. McKennitt - Aye  
Ms. Rovelli - Aye  
Mr. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve conditional approval of the ESPR Letter for continued work as discussed by Ms. Ackerman.

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Proposed Flag Policy Subcommittee Update**

Mr. McKennitt provided an update along with Ms. Rovelli (via Zoom) on the Flag Policy Subcommittee's work, with a discussion on the importance of setting consistent standards for flag displays on town properties. Mr. McKennitt continued discussing plans to engage with the public for feedback and finalize the policy based on input. Further discussion around ceremonial flags and the policy of how we fly flags in the town. Legal has reviewed and provided comments which have been incorporated. The intention is to cover what flags fly, US Military, Federal State and Local flags, United Nations and sister cities as well as ceremonial flags for parades and ceremonies. Some key highlights include:

- Set a process for ceremonial flags, requested by a Select Board Member
- Requests received and brought by Town Manager, and Select Board Member

Further discussion on three points:

1. Ceremonial Flag flying on the town flagpole or temporary flagpole
- 2, Duration for Ceremonial flag, one day
3. Flying in one location or flying on other locations

Ms. Rovelli further elaborated on temporary poles vs. permanent poles.

Discussion continued with the Select Board members. To view the entire discussion please visit the Select Board webpage recording link here: [Select Board Meeting - Sept 9 2024](#)

Mary Hartman thanked the subcommittee members for their efforts and emphasized the need for a balanced approach to the policy. Encouraging the ceremonial flags should be flown on the main flagpole. Mr. McKennitt clarified that this policy would be edited to state only flown on the Main flagpole for ceremonies.

Mary Hartman summarized key outcomes from the meeting, including progress on town projects and upcoming community engagement sessions.

Select Board agrees to delay approval vote and to revisit after further edits based on discussions with the subcommittee.

**Discuss and Vote for Preapproval on Presentation of the 2024 Bond Issue, and to give the Treasurer the authorization to accept the bonds on behalf of the Town.**

Anthony Ansaldi, Chief Financial Officer presented on the Bond Issuance discussion, regarding the issuance of bonds, totaling \$39,560,000. Anthony Ansaldi presented an overview of the bond issuance process, highlighting the collaboration with Hilltop Securities represented by Cinda McNerney, Senior Managing Director; and Lisa Driscoll, Senior Vice President, who join the meeting remotely to assist with the process.

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Mr. Ansaldi continued discussing the bond sale is aimed at funding six different capital projects for FY23, with a significant portion—\$35 million—allocated for the new middle school construction.

- The sale of the bonds is scheduled for September 19<sup>th</sup> 2024 at 11:00 AM.
- Moody’s AAA Rating was noted by Mr. Ansaldi, highlighting this key part of the process. This is a major achievement as it marks 22 consecutive years of holding this top rating. This rating places Concord among only 14 communities in Massachusetts, which is generally more challenging to obtain compared to other rating agencies.
- Highlighting the importance of maintaining strong reserves, highlighting ongoing efforts to build reserves like free cash and discussions about policies for debt stabilization and capital stabilization to support the town’s fiscal health and maintain the AAA rating.

Mr. Ansaldi continued by mentioning the consideration of market conditions for issuing bonds and the decision to delay the borrowing from May, resulting in more favorable interest rates.

Ms. Driscoll explained that the preliminary interest cost for the bonds, and Ms. McNerney added that the market has already adjusted for expected Federal Reserve rate cuts, which could potentially make this a favorable time for the town to proceed with the issuance.

Mr. Ansaldi discussed market dynamics, indicating that the market often anticipates and adjusts ahead of Federal Reserve decisions. And how the town is optimistic about attracting strong interest from buyers due to Concord’s high credit rating and the strategic timing of the issuance, especially given uncertainties like the upcoming Presidential election.

The Select Board is asked to vote on extending the maximum useful life of certain assets tied to the bond issuance:

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Mr. McKennitt - Aye  
Ms. Rovelli - Aye  
Ms. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve extending the maximum useful life of certain assets tied to the bond issuance.

**Discussion on Town Manager's FY25 Goals**

Town Manager, Kerri Lafleur began the discussion noting that the board members should have recently received a draft of the goals. Board members offer some feedback on the draft goals,

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highlighting aspects they appreciated, and highlighting the FY25 Goals have been streamlined compared to the previous year.

Ms. Rovelli and Ms. Ackerman note the heavier emphasis on DEI initiatives and suggest adding more focus on financial goals, including cost-saving measures and revenue generation opportunities.

The Select Board decided to provide their individual feedback via email to the Town Manager and expects to receive a revised version of the goals document within two weeks for further review.

Ms. Lafleur expresses her commitment to refining the goals to ensure alignment with the Select Board's priorities.

**Adjournment**

**Roll Call Vote:**

Ms. Ackerman - Aye  
Ms. Hartman - Aye  
Mr. McKennitt - Aye  
Ms. Rovelli - Aye  
Ms. Howell – Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**voted:** to adjourn the meeting at 8:30 PM.

**Meeting Materials:**

[Select Board Meeting Packet - September 9, 2024](#)

[Select Board Meeting Recording from September 9, 2024](#)



**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: October 21, 2024  
Re: Gift Acceptance to the Town 250 Gift Account

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The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Consent Agenda of your meeting packet is a donation from Michael Lawson and Nancy Nelson, 1695 Lowell Road, to the Town 250 Gift Account in the amount of \$500.00 for the purpose of the 250 Memorial Trees.

|                       |          |
|-----------------------|----------|
| Town 250 Gift Account | \$500.00 |
| 250 Memorial Trees    |          |

Accepted: \_\_\_\_\_  
Select Board Clerk

Date: \_\_\_\_\_



**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: October 21, 2024  
Re: Gift Acceptance to the Town 250 Gift Account

---

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Consent Agenda of your meeting packet is a donation from Judith Perkins, 322 Barretts Mill Road, to the Town 250 Gift Account in the amount of \$500.00 for the purpose of the 250 Memorial Trees.

|                       |          |
|-----------------------|----------|
| Town 250 Gift Account | \$500.00 |
| 250 Memorial Trees    |          |

Accepted: \_\_\_\_\_  
Select Board Clerk

Date: \_\_\_\_\_



**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: October 18, 2024

Re: Gift Acceptance to the Town 250 Gift Account

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The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Consent Agenda of your meeting packet is a donation from Charles Davidson and Julie Davidson, 282 Elm St, to the Town 250 Gift Account in the amount of \$1,100.00 for the purpose of the 250 Discover Concord Ad Campaign.

|                                  |            |
|----------------------------------|------------|
| Town 250 Gift Account            | \$1,100.00 |
| 250 Discover Concord Ad Campaign |            |

Accepted: \_\_\_\_\_  
Select Board Clerk

Date: \_\_\_\_\_



**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: October 21, 2024

Re: One Day Liquor License for Jennifer Manickam of Emerson Hospital

---

Included in your meeting packet is a One Day Liquor License application for Wines & Malt Beverages for Jennifer Manickam of Emerson Hospital for a Leadership Donor Event on Wednesday, October 23, 2024 from 6:30 PM – 8:30 PM at Nashoba Brooks School, 200 Strawberry Hill Road.

This application is complete with a Crowd Manager Certificate, bartender TIPS Certification and Photo ID, and payment. The applicant also coordinated a detail with the Police Department.

**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, October 7, 2024 10:01:36 AM

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## One Day Special Liquor Licenses

|                             |                                  |
|-----------------------------|----------------------------------|
| Company or Organization     | Emerson Hospital                 |
| Applicant Name              | Jennifer Manickam                |
| Email Address               | jmanickam@emersonhosp.org        |
| Applicant Address           | 133 ORNAC                        |
| City                        | Concord                          |
| State                       | MA                               |
| Zip Code                    | 01742                            |
| Phone Number                | 9782873001                       |
| Name of Event               | Leadership Donor Event           |
| Activity Is                 | Non-Profit                       |
| Event Type                  | Private Event in Rented Facility |
| Event Date & Start Time     | 10/23/2024 6:30 PM               |
| End Time                    | 8:30 PM                          |
| Premises to be Licensed     | Nashoba Brooks School            |
| 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? Yes

---

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 [jmanickam@emersonhosp.org](mailto:jmanickam@emersonhosp.org)

---

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

---

(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 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.

*Field not completed.*

---

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



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**3**

# Discuss and Approve Select Board Appointments:

**Requested by: SB Chair**

**Action Sought: Approve**

### Proposed Motion(s)

Motion to Approve Select Board Appointments and Reappointments:

Select Board Appointments:

Committee Appointments and Reappointments:

2229 Main Street Oversight Committee Reappointments for a term to expire May 31, 2027:

- i. Raymond Bruttomesso of 1001 Main Street
- ii. Leonard Rappoli of 34 Everett Street Apt 10D
- iii. Pamela Rockwell of 1810 Main Street
- iv. Frederick Seward of 158 Spencer Brook Road

Election Officer Appointments

Request on behalf of the Board of Registrars Pursuant to MGL Chapter 54: Section 12, appointment of the following 19 voters (list of appointees in Select Board packet) as Election Officers for terms to expire July 31, 2025.

Appointments by Town Manager with Approval of the Select Board:

Reappointed Retroactively to the Commission on Disability for a term to expire May 31, 2025:

- i. Jennifer Brooke of 31 Oxbow Road
- ii. Lloyd Price of 152 Holdenwood Road
- iii. Meryl Schwartz of 1471 Main Street

### Additional Information

### Board Action

| Motion | Second | In favor | Opposed | Disposition |
|--------|--------|----------|---------|-------------|
|        |        |          |         |             |



Town Clerk's Office  
22 Monument Square  
Concord, MA 01742

# Memo

**To:** Select Board  
**Cc:** Kerry Lafleur, Town Manager  
Board of Registrars  
**From:** Kaari Mai Tari, Town Clerk  
**Date:** October 16, 2024  
**Re:** Election Officer Appointments

---

Pursuant to MGL Chapter 54: Section 12, I would like to request, on behalf of the Board of Registrars, appointment of the following **19** voters (list of appointees on next page) as Election Officers for terms to expire July 31, 2025.

Party distribution among 123 Election Workers

Democrat: #60 / 50%  
Republican: #8 / 7%  
Unenrolled: #53 / 43%

Thank you for your consideration.

Kaari

|    | Last Name        | First Name      | Voting Precinct | Party | Address                   |
|----|------------------|-----------------|-----------------|-------|---------------------------|
| 1  | Baryjames        | Konstantinos    | 2               | U     | 149 Central St            |
| 2  | Bruton           | Margaret        | 4               | D     | 286 Lexington Rd          |
| 3  | Bryant           | Malcolm         | 2               | D     | 175 Conant St             |
| 4  | Bunch            | Carolyn         | 4               | D     | 470 Old Bedford Rd        |
| 5  | Clark            | Paul            | 1               | D     | 85 Walden St              |
| 6  | Daniel           | Bathany         | 4               | D     | 286 Lexington Rd          |
| 7  | Feshbach-Meriney | Paul            | 3               | U     | 208 Old Marlboro Rd       |
| 8  | French Goyette   | Jessica         | 5               | R     | 20 Ledge Rd               |
| 9  | Horne            | Christine       | 1               | D     | 2 Shagbark Rd             |
| 10 | Kelly            | Doris           | 5               | U     | 1674 Monument St          |
| 11 | Killelia         | Ann             | 1               | D     | 44 Saw Mill Rd            |
| 12 | Leclaire         | Kristina        | 2               | R     | 18 Cranberry Ln           |
| 13 | McCutcheon       | Charles (Scott) | 5               | U     | 861 Barretts Mill Rd      |
| 14 | McCutcheon       | Linda           | 5               | U     | 861 Barretts Mill Rd      |
| 15 | Mendelsohn       | Janet           | 3               | D     | 1030 Sudbury Rd           |
| 16 | Peterson         | Seema           | 2               | D     | 70 Beharrell St, Unit 315 |
| 17 | Schelzi          | Sandra          | 4               | U     | 9 Edmonds Rd              |
| 18 | Stanley          | Marion          | 5               | D     | 138 Hubbard St            |
| 19 | Wells            | Richard         | 1               | U     | 368 Laws Brook Rd         |



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**4**

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## Town Manager's Report

**Requested by: SB Chair**

**Action Sought: None**

### Proposed Motion(s)

None Anticipated

### Additional Information

### Board Action

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |



## *Town of Concord*

# Weekly Operations Report

2024 Volume 35/October 18th, 2024

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### **General Administration**

#### **Cell Service Update**

The Town issued a Request for Proposals (RFP) for cellular infrastructure in the cupula of 40 Stow Street. Proposals were due on September 27<sup>th</sup>. We received one proposal from Cellco Partnership d/b/a Verizon Wireless. The proposal that was received did not meet the proposal submittal requirements as detailed in the RFP. The submission was deemed non-compliant and nonresponsive and was rejected from the Town's consideration. We are working with Town Counsel and our RF consultant to review the RFP and plan to post a second version within the next few weeks. While we are disappointed that this RFP did not result in a viable project, we know there is interest in this location to improve cellular service in Concord Center and we remain committed to solving this public safety problem.

#### **FY25 ARPA**

The Town Manager received departmental ARPA requests for over \$7.7 Million for FY25, which exceeded the US Treasury Department's total ARPA award to the Town. Of the many well-considered requests for ARPA funds in FY25, the Town was only able to award about \$2.7 Million, which represents the balance of uncommitted ARPA funds. The Town is pleased to announce the following awards (in no particular order):

1. Finance Department: \$100,000 for payroll conversion to Munis
2. 250<sup>th</sup> Committee: \$125,000 for tree plantings to match CPC funds
3. Concord Municipal Affordable Housing Trust: \$500,000 for affordable housing
4. Public Works: \$50,000 for technical review of the Rt. 2 corridor study
5. Public Works: \$9,400 for Lowell Road sidewalk improvement
6. Planning Department: \$125,000 on a multi-modal path design for path between National Park Service and Thoreau Farm
7. Police Department: \$100,000 for replacement body-cameras

- 
8. Public Works: \$100,000 for options analysis for replacement of Doug White field
  9. Public Works: \$1,000,000 for Baker Ave. replacement of failing culvert
  10. Public Works: \$450,000 for Main Street/Baker Ave. road improvements
  11. Public Works: \$75,000 for White Pond drainage study.
  12. Fire Department: \$150,000 for ALS startup costs

The Town's investment in infrastructure improvements as reflected in the FY25 ARPA allocations speak to the critical need of infrastructure improvements and current interest by both the State Government and Federal Government in cost-sharing infrastructure development projects.

The US Treasury Department requires that every dollar of the Town's \$5,654,719 be obligated by December 31, 2024. The US Treasury Department has issued subsequent guidance that interdepartmental grant agreements fulfill this obligation requirement. The Town Manager's Office is in the process of contacting each ARPA recipient to coordinate the execution of these interdepartmental agreements. Any ARPA funds not obligated by December 31, 2024 and any ARPA funds left unspent by December 31, 2026 will be returned to the US Treasury Department.

### **MMA Legislative Breakfast**

Deputy Town Manager Megan Zammuto, Risk & Compliance Manager and Legislative Aide Chris Carmody, and Concord Select Board member Wendy Rovelli attended the MMA Legislative Breakfast on October 18th, 2024 in Maynard to hear summaries of: (i) legislative bills passed during the last session, (ii) current legislative activity during the informal legislative sessions, and (iii) plans for a formal session to debate the proposed Economic Development Bill before the legislature opens their next legislative session. Attendees heard updates from MMA and the legislators pictured above, (from left to right) including Representative Kate Hogan (speaking), Representative Dan Sena, Representative Simon Cataldo, Representative Carmine Gentile, and Senator Jamie Eldridge.



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## Supreme Court Cases and Impact on Municipal Operations

The National League of Cities has [published](#) a roundup of US Supreme Court cases decided during the 2023-2024 term that impact municipal operations, including these highlighted cases below:

1. *Grants Pass vs. Johnson*: preserves the authority of local governments to regulate health and safety of their residents related to the public camping of involuntarily homeless individuals.
2. *Lindke vs Freed*: clarifies that government employees that post government business on their private social media platforms cannot ban or restrict access to those posts.
3. *United States vs. Rahimi*: allows for the prohibition of possession of firearms by persons subject to domestic violence restraining orders.
4. *Muldrow vs. City of St. Louis*: per NLC, this case “lowers the bar” for Title VII plaintiffs regarding employee transfers.
5. *Loper Bright Enterprises vs. Raimondo*: per NLC, “the court determined that the Administrative Procedure Act requires courts to exercise independent judgment in determining whether an agency has acted within their statutory authority for ambiguous laws, and courts should not defer to an agency’s interpretation alone but may still “seek aid” from the agency in their determination.” This ruling overturns decades of judicial deference to content matter experts embedded in government agencies. It is unclear how this ruling will impact Massachusetts municipalities.
6. *Scheetz vs. El Dorado County*: per NLC, “In a unanimous decision, the court narrowly determined that legislatively enacted impact fees are not exempt from the requirements listed above. As such, local governments that impose impact fees are now subject to a standard requiring them to demonstrate the relationship and relative impact of the development on the community.”
7. *Gonzalez vs. Trevino*: per NLC, “the decision means that more plaintiffs may be able to bring a retaliatory arrest claim under the *Nieves* exception by utilizing any form of objective evidence.”
8. *Chiaverini vs. City of Napoleon*: per NLC, “probable cause for one charge in a criminal proceeding does not defeat a claim for malicious prosecution under the Fourth Amendment as that claim relates to another baseless charge. In other words, valid charges cannot insulate a local government from a Fourth Amendment malicious prosecution claim related to invalid charges.”

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## Human Resources

### GEM Winner

Congratulations to our September GEM Lottery Award winner Victor Sencion from CMLP!

For **G**oing the **E**xtra **M**ile with his tireless efforts and work on network design, which made troubleshooting easier and in town network access faster and more efficient, Victor will receive a \$25.00 gift certificate to a local business to enjoy. Follow this link to learn more about the GEM Program: [Town of Concord \(concordma.gov\)](https://www.concordma.gov)

If you know someone who has gone the extra mile and deserves recognition, nominate them at [GEM-Form \(concordma.gov\)](https://www.concordma.gov) Completed forms can be submitted to Magnolia Begley, Human Resources, [mbegley@concordma.gov](mailto:mbegley@concordma.gov).



## Tourism

### Concord Chamber of Commerce Annual Taste of Concord event

On Tuesday October 15<sup>th</sup>, Concord tourism staff Stefanie Cloutier worked at the Concord Chamber of Commerce Annual Taste of Concord event at Nashoba Brooks School.

We sponsored a Concord250 table selling merchandise and partnered with West Concord Wine and Spirits so that they could offer samples of the new Concord250 wine.

The event had over 300 attendees and lots of Concord250 merchandise was sold.

Stefanie will also host our table at Discover West Concord Day on October 19<sup>th</sup>



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## Concord Public Works

### Curbside Collection Roll Out

During the week of October 14<sup>th</sup>-October 20<sup>th</sup>, 35-gallon solid waste and 96-gallon recycling carts were delivered to all current subscribers. This is the beginning of a new Curbside Collection Solid Waste & Recycling program with automated collection and single stream recycling. Since the Public Works Commission approved the programmatic updates in June, Concord Public Works staff have been working to educate residents, town officials, and town staff on these changes-the first of its kind in over 20 years. Residents will begin using these carts next week, October 21<sup>st</sup>-October 25<sup>th</sup>. They are able to drop off their old plastic barrels and recycle bins for recycling at the Compost Site at 755 Walden Street on Wednesdays from 3-6 and Saturdays from 9-3 through November. We are excited for residents to participate in this updated, more sustainable, and fiscally responsible program.



### Drop Off/Swap Off

On Saturday, October 5<sup>th</sup>, Concord Public Works staff and the volunteers with REUSIT once again hosted the semi-annual DropOff/SwapOff. In 5 ½ hours, over 540 residents participated in dropping off items for disposal or recycling. Among those items were: (5) 30-yard roll offs full of metal; over 430 pounds of batteries, including lead acid, nickel cadmium and lithium ion; over 800 bulbs, including CFLs and incandescent bulbs; 56 mattresses, and 50 air conditioners. The Swap portion of the event was also successful, with residents shopping for their "new" items from 12:00 PM-3:00 PM.



## Engineering

### Street Paving

Highland St – final paving layer completed. Finishing work is taking place.

---

Several streets reclaimed last week and prepared for paving – Channing Rd, Isaac Davis Rd, Temple Rd, Martin Rd, Bartlett Hill Rd. Paving is expected to be scheduled in the coming days.

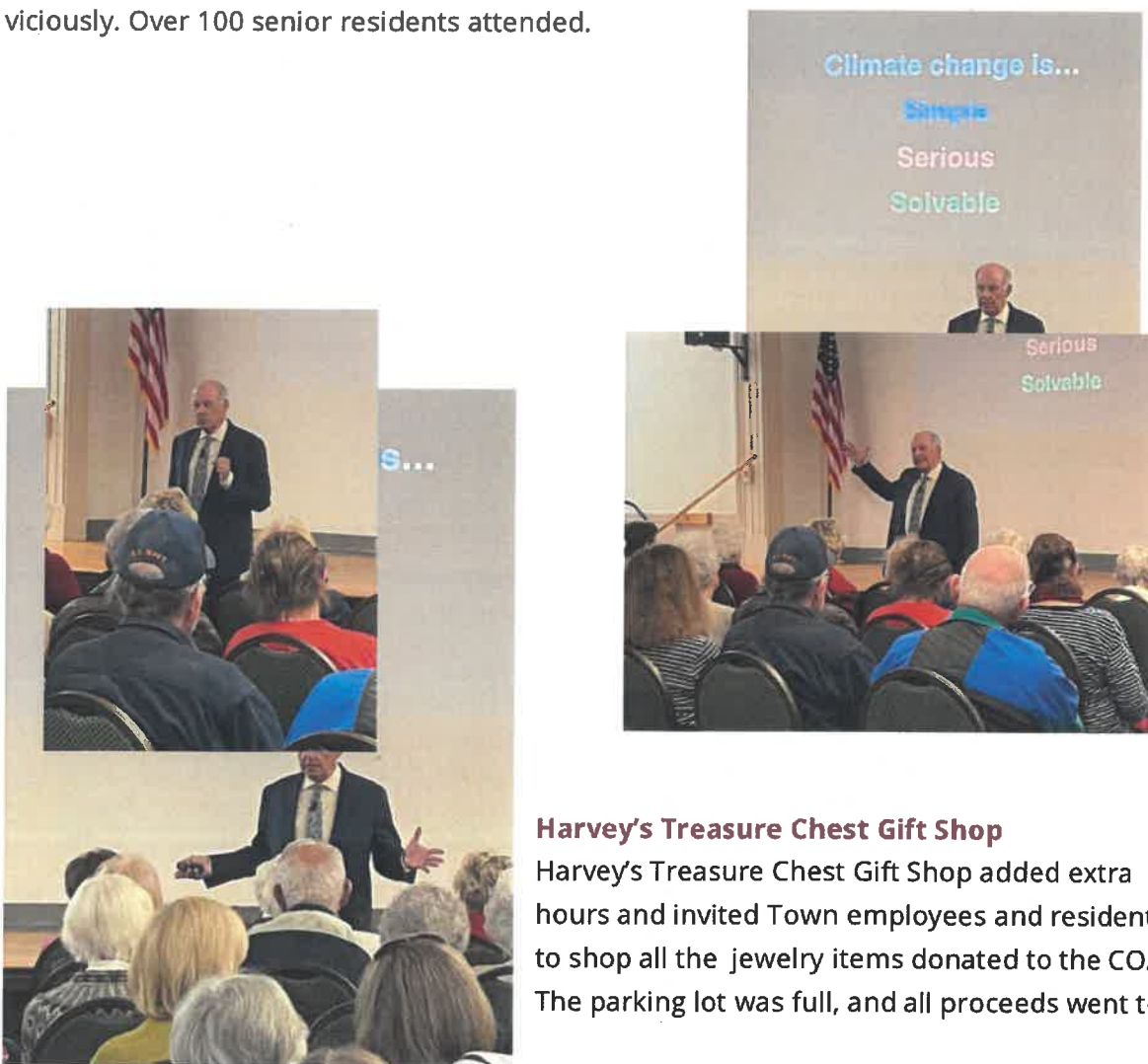
### **Silver Hill Neighborhood Water Main Replacement**

Work started last week on Turning Mill Rd and is progressing well. Water main work will continue on Silver Hill Rd and Cress Brook Rd with the goal of getting the streets reconstructed by the end of the year.

### **Council on Aging**

#### **Climate Change Talk**

Meteorologist Harvey Leonard visited the COA to talk about climate change and why hurricanes like Helene and Milton entered the U.S. so viciously. Over 100 senior residents attended.



#### **Harvey's Treasure Chest Gift Shop**

Harvey's Treasure Chest Gift Shop added extra hours and invited Town employees and residents to shop all the jewelry items donated to the COA. The parking lot was full, and all proceeds went to

---

support the programs, activities, and services the COA provides. THANK YOU!





**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**5**

## Chair's Report

**Requested by: SB Chair**

**Action Sought: None**

### Proposed Motion(s)

None Anticipated

### Additional Information

### Board Action

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**6**

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## Select Board Liaison Reports

**Requested by: SB Chair**

**Action Sought: None**

### Proposed Motion(s)

None Anticipated

### Additional Information

### Board Action

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**7**

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## **Discuss and Vote on Select Board 2025 Calendar**

**Requested by: SB Chair**

**Action Sought: Approve**

### **Proposed Motion(s)**

Move to Approve Select Board 2025 Calendar

### **Additional Information**

### **Board Action**

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |

# 2025 Annual Select Board 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                                 |

## Meeting Schedule

|                           |  |
|---------------------------|--|
| Monday, November 4, 2024  | Select Board Meeting   |
| Monday, November 18, 2024 | Joint Select Board/Finance Committee/School Committee Capital Planning Meeting<br>Tax Classification Hearing |
| Monday, December 2, 2024  | Select Board Meeting   |
| Monday, December 16, 2024 | Joint Select Board/Finance Committee/School Committee Capital Planning Meeting -                             |
| Monday, January 6, 2025   | Select Board Meeting   |
| Monday, January 27, 2025  | Select Board Meeting (Caucus)  |
| Monday, February 10, 2025 | Select Board Meeting   |
| Monday, February 24, 2025 | Select Board Meeting   |
| Monday, March 3, 2025     | Select Board Meeting to vote order of Warrant Articles   |
| Monday, March 17, 2025    | Select Board Meeting   |
| Monday, March 31, 2025    | Select Board Meeting   |
| Monday, April 14, 2025    | Select Board Meeting   |
| Monday, April 28, 2025    | Select Board Meeting   |
| Monday, May 12, 2025      | Select Board Meeting   |
| Monday, May 19, 2025      | Select Board Meeting (if needed)   |
| Tuesday, May 27, 2025     | Select Board Meeting   |
| Monday, June 2, 2025      | Select Board 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    |
| Monday, May 26, 2025                | Memorial Day                             |



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**8**

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## **Discuss 2229 Main Street Advisory Task Force Update**

**Requested by: SB Chair**

**Action Sought: None**

### **Proposed Motion(s)**

None Anticipated

### **Additional Information**

### **Board Action**

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |

# **2229 Main Street & The Advisory Task Force:**

**Select Board Briefing on Final Results and  
Recommendations**

**Paul D. Boehm, Ph.D.  
On behalf of the Task Force**

**October 21, 2024**

# Task Force Voted on its Recommendation on October 15, 2024

---

## Overall Recommendation

Based on the Task Force's research and evaluation of what we know, our application of best judgement, and with a comfort that uncertainties can be fully known and/or resolved going forward, the Task Force voted affirmatively on the following recommendation at the October 15, 2024 Task Force meeting:

*The 2229 Main Street Task Force recommends that the Select Board **move forward on the path towards potential acquisition of the 2229 Main Street property.** In order to both take advantage of the opportunities for meeting the multiple needs of the Town as well as to more fully control the use of the property, the Task Force recommends that, while final remediation is still underway at the site, the Select Board should:*

- 1) Formally express to the EPA an interest in potentially acquiring the property,*
- 2) Direct Town Counsel to enter into negotiations with the EPA and DOJ and other parties to determine whether terms and conditions regarding financial matters and liability protections that the Select Board deem favorable to the Town can be achieved.*
- 3) In parallel to the legal negotiations, initiate a multi-site planning process through which the specific uses and costs of development at the 2229 Main Street property can be determined.*

We refer to this as a  
“Conditional Recommendation”  
to Acquire the Site

# Why “Conditional”?

---

- ▶ There are important “known unknowns” that can only be fully known and resolved through formal conversations and negotiations with EPA, DOJ, MADEP, and other parties to determine
  - ▶ Best method of acquisition
  - ▶ Financial terms and costs to acquire
  - ▶ Superfund (legacy) liability protections
  - ▶ Ownership costs and obligations
  - ▶ Insurance coverage
- ▶ But, if these can be resolved satisfactorily to the benefit of the Town then this would constitute a “good business decision” and the property will be of great and lasting value

# Summary of Findings

---

- ▶ **Needs and Reuses:** Through extensive interviews and research we have determined that there are numerous important needs of the Town and the public for suitable property for reuse and development.
- ▶ **Safety and Health Risks:** Through a rigorous independent study we have concluded post-cleanup conditions at the Site will meet all state and federal health and safety standards for human health risks based on residential reuse.
- ▶ **Legal Issues:** With Town Counsel's assistance we have identified all of the important legal issues that need to be resolved and found that there are suitable pathways for their resolution to the benefit of the Town.
- ▶ **Ownership:** Through an understanding of obligations and responsibilities we are confident that the Town can responsibly become good stewards and managers of the site after taking ownership; we have estimated initial costs of development.
- ▶ **Cleanup:** Through close scrutiny of plans and progress we are confident that the site will be remediated to residential standards, but progress needs to be monitored and confirmed. The site will be turned over to the owner only after cleanup goals have been met.
- ▶ **Additionally:** Through informal conversations with EPA and DOJ staff we are comfortable that the relationship with the Federal and State agencies and their desire to see the Town take ownership of the Site can lead to a favorable set of conditions for acquisition.

# There are Many Possible Suitable Uses of the Site After Acquisition

## ► Possible Municipal Uses:

- DPW Facilities
- Conservation with Passive Recreation and Trails
- Active Recreation - Playing Fields
- Solar Energy Production
- Battery Storage
- Town offices
- Transit Node

## • Possible Private Development:

- Suitable Housing
- Minuteman ARC housing or other facilities
- Assisted living
- Recreation facilities/Field House
- **Mixing Priority Uses Together**

Figure E-1. NMI/Starmet Site "Master Plan" reuse concept



# The Task Force Has Developed Key Items for the Select Board's Near-Term and Longer-Term Considerations

- ▶ A list of Initial (2025) Steps to help the Select Board to plan and budget for the processes leading towards acquisition and taking ownership.
- ▶ Other key steps and time periods (2026-2030) including actual acquisition at a time TBD and reuse by the end of the decade.
- ▶ A Plan to manage the Institutional Controls (i.e. protections of the remediation and ongoing systems) that will be part of the owner's obligations.
- ▶ A Plan to have ongoing communications with the public on risks associated with ownership of and uses of the property.

| <b>Action/Milestone</b>   | <b>Timing</b> |
|---|---------------|
| <b>2025 (Initial Steps)</b>   |               |
| 1. Select Board Considers Recommendations                                       | Q1, CY 2025   |
| 2. Select Board Issues "Letter of Interest" to EPA                              | Q1, CY 2025   |
| 3. Select Board Estimates Costs of Negotiations                                 | Q1, CY 2025   |
| 4. Select Board Directs Town Counsel to Begin Negotiations                      | Q1, CY 2025   |
| 5. Select Board Initiates Site Reuse Planning                                   | 2025          |
| <b>2026-2027 (Actions)</b>  |               |
| 6. Select Board Implements Public Communication/Outreach Plan                   | 2026-2027     |
| 7. Town Manager Develops Initial Site IC Management Plan and Budget             | 2026-2027     |
| 8. Town Manager pursue quotes for liability insurance                           | 2026-2027     |
| 9. Town develops site preparation suggestions for <i>de maximis</i>             | 2026          |
| 10. Develop warrant articles through the planning board to adopt revised zoning | 2026-2027     |
| 12. Site development budget and capital plan                                    | 2026          |
| 13. Town begins outreach to interested 3 <sup>rd</sup> parties                  | 2026-2027     |
| 14. Decision on Acquisition Made (Pending Completion of Cleanup)                | 2026-2027     |
| <b>2025-2030 (Ongoing and Milestones)</b>                                       |               |
| 15. Negotiations and Planning Continue  | 2025-2027     |
| 16. Site Cleanup Continues  | 2025-2029     |
| 17. 2229 MSOC Monitors Cleanup  | 2025-2029     |
| 18. "Remediation Completion" Report by EPA                                      | 2028/29       |
| 19. Institutional Controls Finalized by RPs and EPA                             | 2028/29       |
| 20. Insurance policy in place   | 2029          |
| 21. Town concludes negotiations and acquires the site                           | 2029          |
| 22. Site development initiated  | 2030          |

# Next Steps, Milestones and Timeline (DRAFT)

# Our Report is In Progress - For December Completion

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**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**9**

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## Discuss Select Board Goals

**Requested by: SB Chair**

**Action Sought: None**

### Proposed Motion(s)

None Anticipated

### Additional Information

### Board Action

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |

## 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 integrate between Select Board, Town Boards, Committees, Staff, and town departments.
  - 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.
- Improve Select Board Processes
  - Ensure good process and governance; utilize data to make decisions; consider different viewpoints; delay decisions for one meeting whenever possible to enable community input.
  - Revise the Town flag policy.

### II. Land Use Opportunities

- Engage the community, legislative delegation, and state agencies in a robust planning process that ensures 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 that outlines the disposition process for most of the land area.
  - The outline visioning and planning with broad community input.
- 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 and action plan 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, funding and improvements (intersections, trails, curb bump outs, etc.).
- 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 and establish revised recommendations for 2025-2030 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 (circle back)
  - Evaluate Town-owned properties for possible reuse or disposition.
  - Support Concord business community to enhance local receipts.
  - Support tourism and programs sponsored by arts and culture groups in town.
  - Update Revolving and Enterprise fees to reflect value of service.
- 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.

#### **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 program and committees.



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**10**

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## **Discuss ARPA Report Update**

**Requested by: SB Chair**

**Action Sought: None**

### **Proposed Motion(s)**

None Anticipated

### **Additional Information**

### **Board Action**

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |



# Town of Concord

American Rescue Plan Act  
State and Local Fiscal Recovery Funds

## Progress Report #1

Dated October 21, 2024

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act (ARPA), delivered \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. Of the \$350 billion, \$8.7 billion was appropriated to the Commonwealth of Massachusetts and of that, \$3.4 billion was distributed to cities, towns, counties, and other forms of local government. The ARPA award to the Town of Concord for \$5,654,719.44 was based on the 2019 population (reportedly 18,918 residents) and a per capita rate of \$299. US Treasury classified Concord as: (i) a non-entitlement unit (NEU), a local government serving a population under 50,000, and (ii) a Tier 5 reporting entity, a metropolitan city or county with a population below 250,000 residents and a receipt of less than \$10 Million in SLFRF funds.

US Treasury granted ARPA recipients a one-time option to choose between “lost revenue” and “project based spending” for reporting purposes. The Town selected the “lost revenue” option for various reasons including ease of reporting and the ability to spend ARPA funds on any “government service.” US Treasury has encouraged specific uses of ARPA funds for the items included but not limited to listed below:

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Provide emergency relief from natural disasters or their negative economic impacts
- Support surface transportation projects

While the Town is reporting on an annual “lost revenue” basis, the Town has awarded ARPA projects that align with the purposes above. The US Treasury’s “ARPA Dashboard” may be accessed here to review types of ARPA expenditures by various governmental entities:

<https://app.high.powerbigov.us/view?r=eyJrjoiNGMyNGVmMGEtNzAxMS00Y2Q4LWI5YTMtNzFkZDMzYTNkNzc2liwidCI6jU4ZjFlM2ZhLTU4Y2ltNGNiNi04OGNjLWw5MWNhYzlwN2YxOCJ9>

The Town is required to submit annual ARPA expenditure reports by April 30 for the previous twelve month period ending March 31. A schedule of required annual reports can be found below.

| Annual Report | Period Covered                    | Due Date               |
|---------------|-----------------------------------|------------------------|
| 1             | April 1, 2021 – March 31, 2022    | April 30, 2022 (filed) |
| 2             | April 1, 2022 – March 31, 2023    | April 30, 2023 (filed) |
| 3             | April 1, 2023 – March 31, 2024    | April 30, 2024 (filed) |
| 4             | April 1, 2024 – March 31, 2025    | April 30, 2025         |
| 5             | April 1, 2025 – March 31, 2026    | April 30, 2026         |
| 6             | April 1, 2026 – December 31, 2026 | April 30, 2027         |

More information about the State and Local Fiscal Recovery Fund program and associated reporting requirements are located at [www.treasury.gov/SLFRP](http://www.treasury.gov/SLFRP).

The Town’s proposed ARPA program expenditures were presented by the Town Manager on the following dates:

1. To the Select Board on June 23, 2022 for Fiscal Years 2022 and 2023:  
<https://concordma.gov/DocumentCenter/View/37218/Select-Board-Meeting-Packet-June-27-2022>
2. To the Finance Committee on March 1, 2023 for Fiscal Year 2024:  
<https://concordma.gov/DocumentCenter/View/41164/Article-9-FY24-Budget>

3. To the Select Board on September 9, 2024 for Fiscal Years 2025 & 2026:  
<https://youtu.be/QORn51eXZEY?si=D0LHbZHE8fUX-XqV&t=10018>; Board packet:  
<https://concordma.gov/3757/September-9-2024>

*[Project Inventory Listed Below]*

**PROJECT INVENTORY**

FY22:

| Budgeted Fiscal year | Description                   | Approved Amount | expended      | balance to return to unobligated account |
|----------------------|-------------------------------|-----------------|---------------|--|
| FY22                 | Parking meter lost revenue    | \$ 400,000.00   | \$ 103,000.00 | \$ -                                     |
| FY22                 | Trolley Demonstration Project | \$ 100,000.00   | \$ 73,101.40  | \$ 22,325.67                             |
| FY22                 | Hazard Pay                    | \$ 300,000.00   | \$ 223,685.00 | \$ 76,315.00                             |

FY23:

| Budgeted Fiscal year | Description   | Approved Amount | expended      | balance to return to unobligated account |
|----------------------|---|-----------------|---------------|--|
| FY23                 | COVID supplies (masks etc)                                      | \$ -            | \$ 53,940.00  | \$ (53,940.00)                           |
| FY23                 | contribution to Concord Municipal Affordable Housing Trust      | \$ 500,000.00   | \$ 500,000.00 | \$ -                                     |
| FY23                 | Public Works: sidewalk plow                                     | \$ -            | \$ 29,016.60  | \$ (29,016.60)                           |
| FY23                 | cell service due diligence                                      | \$ 25,000.00    | \$ 8,842.50   | \$ -                                     |
| FY23                 | economic development initiatives (consultant or staff position) | \$ 125,000.00   | \$ 125,000.00 | \$ -                                     |
| FY23                 | transportation initiatives                                      | \$ 200,000.00   | \$ 188,345.31 | \$ -                                     |
| FY23                 | cultural arts   | \$ 20,000.00    | \$ -          | \$ -                                     |
| FY23                 | develop inventory of SHI potential units                        | \$ 30,000.00    | \$ 5,000.00   | \$ 25,000.00                             |

FY24:

| Budgeted Fiscal year | Description   | Approved Amount | expended      | balance to return to unobligated account |
|----------------------|---|-----------------|---------------|--|
| FY24                 | municipal strategic planning  | \$ 25,000.00    | \$ 1,750.00   | \$ -                                     |
| FY24                 | GIS - additional data gathering   | \$ 40,000.00    | \$ -          | \$ 40,000.00                             |
| FY24                 | feasibility of joining MWRA   | \$ 50,000.00    | \$ -          | \$ 50,000.00                             |
| FY24                 | DEI initiatives   | \$ 75,000.00    | \$ 5,085.61   | \$ -                                     |
| FY24                 | evaluate feasibility of creation of stormwater fund                                 | \$ 100,000.00   | \$ 100,000.00 | \$ -                                     |
| FY24                 | municipal buildings energy audit  | \$ 100,000.00   | \$ -          | \$ -                                     |
| FY24                 | Emerson basketball and tennis courts, Rideout Basketball and tennis courts          | \$ 130,000.00   | \$ -          | \$ -                                     |
| FY24                 | level 3 charging, public safety facilities study for Public Works and Public Safety | \$ 150,000.00   | \$ -          | \$ -                                     |
| FY24                 | pay for expenses by 250th committee   | \$ 500,000.00   | \$ 2,567.00   | \$ -                                     |
| FY24                 | Concord Fire Dept. new ambulance upgrade  | \$ -            | \$ 20,414.67  | \$ -                                     |

FY25:

| Budgeted Fiscal year | Description  | Approved Amount | expended | balance to return to unobligated account |
|----------------------|--|-----------------|----------|--|
| FY25                 | munis payroll implementaion  | \$ 100,000.00   | \$ -     |  |
| FY25                 | 250th tree initiatives   | \$ 125,000.00   | \$ -     |  |
| FY25                 | affordable housing; purchase of 91B Main Street  | \$ 500,000.00   | \$ -     |  |
| FY25                 | Rt. 2 corridor study   | \$ 50,000.00    | \$ -     |  |
| FY25                 | Lowell Road at Concord Market sidewalk improvement                                     | \$ 9,400.00     | \$ -     |  |
| FY25                 | design and permitting of multi-modal path connecting MinuteMan Park to Town-owned land | \$ 125,000.00   | \$ -     |  |
| FY25                 | Concord Police body worn cameras   | \$ 100,000.00   | \$ -     |  |
| FY25                 | CFD transition to ALS  | \$ 150,000.00   | \$ -     |  |
| FY25                 | options analysis for replacement of Doug White field                                   | \$ 100,000.00   | \$ -     |  |
| FY25                 | Baker Avenue culvert replacement   | \$ 1,000,000.00 | \$ -     |  |
| FY25                 | design at Main Street and Baker Ave. intersection                                      | \$ 450,000.00   | \$ -     |  |
| FY25                 | White Pond drainage study  | \$ 75,000.00    | \$ -     |  |



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

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## **Discuss Update on Finance Audit Fiscal 2023**

**Requested by: SB Chair**

**Action Sought: None**

### **Proposed Motion(s)**

None Anticipated

### **Additional Information**

### **Board Action**

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |

**Financial Audit Advisory Committee  
Report to the Select Board  
September 18, 2024**

The Financial Audit Advisory Committee (“FAAC”) is completing its work for the current auditing cycle and, as required in its charge, is reporting to the Select Board. This scope includes review of auditing reports for the Municipal Light Plant, the Concord Carlisle Regional School District (CCRSD) and the Town. This letter is our report regarding the audit of the Town for the year ended June 30, 2023.

**Reporting Structure**

The Municipal Light Plant, a department of the Town, is separately audited on a December 31 fiscal year basis for the purpose of its required reporting to the Massachusetts Department of Public Utilities. The Town is audited on a June 30 fiscal year reporting basis, in accordance with state law. The audited financial statements of the Municipal Light Plant are incorporated into the Town’s annual financial statements. The Concord Public School Department is also a part of the Town’s annual audit and financial statements. There are no other component units of the Town.

The CCRSD is a separate governmental jurisdiction and is responsible for its own annual audit examination and issuance of audited financial statements on a June 30 fiscal year basis. The CCRSD agreed to be included in the responsibilities of the FAAC and we will review the audit of the District and report our findings to the Regional School Committee.

**External Auditor**

The firm of Marcum LLP currently is engaged to perform the annual audit examination of the Municipal Light Plant, CCRSD and the Town of Concord.

**Duties of the Town of Concord FAAC**

As a reminder, the duties of the FAAC are:

- Review the arrangements for the scope and progress of the annual audit;
- Review the draft audited financial statements and consider the management letter recommendations and management’s response;
- Review internal accounting and control procedures as necessary;
- Participate in presentation of the annual audited financial statements by the external auditor at a public meeting of the Select Board and the Concord Carlisle Regional School Committee;
- Prepare such reports and recommendations to the Select Board and the Concord Carlisle Regional School Committee from time to time, within its assigned scope, as it may deem to be in the best interest of the Town; and
- Recommend to the Town Manager the selection of the independent external auditor.

We believe that with the submission of this report and the future attendance at a Select Board meeting, and with a submission to the Regional School Committee at a date to be determined, the committee will have discharged its duties for the FY23/CY23 audit cycle.

**Report on the activities of the FAAC**

Our report has two components: 1) comments on the audit process and management letter for the Town; and 2) any additional items associated with the Town.

### Audit Process and Management Letter for the Town

The Independent Auditor's report for the Town (page 1) indicates:

"In our opinion, based on our audit, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Concord, Massachusetts, as of June 30, 2023, (except for the Concord Contributory Retirement System and Concord Municipal Light Plant, which are as of December 31, 2022) and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

The auditor's Management Letter for the Town contained four prior year recommendations and five new recommendations (two of which are informational related to future accounting standards)

#### CURRENT YEAR RECOMMENDATIONS:

##### 1. Implement Budget Reconciliation Process

In fiscal year 2023, the budget reported in the general ledger was the original amount of the Town Meeting warrant article rather than the amount voted. As a result, the budget in the general ledger was overstated by \$176,259. We recommend that the Town implement a process to reconcile the budget included in the general ledger to the Town Meeting votes. This will ensure the accuracy of the budget and support accurate budget versus actual comparisons.

##### *Management Response:*

The Town implemented MUNIS in fiscal year 2024. We will be utilizing the budget module to streamline the entering and balancing of the budget. We will ensure that the budget entered reconciles to the Town Meeting voted budget. We will request certified votes for the budget warrant article from the Town Clerk's office.

##### 2. Include Trust Funds in the Town's General Ledger

The Town is the custodian of numerous trust funds which are not accounted for in the general ledger. As a result, transactions related to these funds (involving over \$10 million in assets) are not subject to the Town's normal internal controls. We recommend that the Town establish accounts within their chart of accounts to include the trust funds and their activities in the general ledger. This will ensure that all Town activities are maintained in one centralized general ledger.

##### *Management Response:*

The Town understands the importance of including all trust funds in the general ledger. The Town Accountant and Deputy Treasurer/Collector worked together to bring over all the trust fund balances to the general ledger in fiscal year 2024. All activity within the trust funds is now recorded on the general ledger.

##### 3. Comply with Massachusetts General Laws (MGL)

In accordance with MGL Chapter 41, Section 56, all bills should be provided to the Town Accountant for review and placement on a warrant to be paid. In fiscal year 2023, it was determined that the School Department provided the Town Accountant with a warrant to be paid, however they

did not provide bills to be reviewed in conjunction with the warrant. As a result, the Town is not in compliance with the MGL noted above. We recommend that the School Department provide bills to the Town Accountant for review with each warrant. This will ensure that the Town is in compliance with MGL.

*Management Response:*

The Town Accountant will be requiring the School Department to provide all invoices that are placed on the vendor warrant in fiscal year 2025. All invoices will be audited by the Accounting Department prior to the checks being issued. We understand the importance of following Massachusetts General Laws and we will enforce them. We will be working with the schools to develop a process.

4. Prepare for Governmental Accounting Standards Board (GASB)

Statement Number 100 The GASB has issued GASB Statement No. 100, Accounting Changes and Error Corrections (an amendment of GASB Statement No. 62), effective for the Town's fiscal year ending June 30, 2024. This statement enhances accounting and financial reporting requirements for accounting changes and error corrections. We recommend the Town prepare to implement GASB Statement No. 100 by evaluating the impact on its financial statements.

*Management Response:*

The Town understands the importance of being prepared to implement new GASB statements. We are gathering the information necessary for the implementation of GASB 100. The Town will work towards ensuring that the information provided from our financial management system is both relevant and reliable for financial statements.

5. Update Accounting for Compensated Absences and Prepare for GASB Statement Number 101

The GASB has issued GASB Statement No. 101, Compensated Absences, effective for the Town's fiscal year ending June 30, 2025. This statement updates the recognition and measurement guidance for compensated absences. The Town currently manually tracks compensated absences at the department level, which is cumbersome and inherently prone to errors.

We recommend that the Town look into having compensated absences tracked within MUNIS as part of the transition to MUNIS payroll. An evaluation of GASB 101 should be completed as part of this process.

*Management Response:* The Town is in the process of implementing MUNIS payroll for January 2025. It is expected that all accruals will be updated and tracked within MUNIS for fiscal year 2025. By implementing Munis payroll, we will be reducing the number of errors by manually tracking these figures on a spreadsheet.

## PRIOR YEAR RECOMMENDATIONS

6. Improve Reconciliation of Utility Receivables (Significant Deficiency) – FY 2021 and FY2022

The Town implemented a new utility billing system in the spring of 2019. The process of bringing the existing accounts receivable balances to the new system resulted in variances with amounts from the prior system. In addition, the new system does not consistently cut off at month end making the reconciliation process cumbersome. At June 30, 2023, the variances (approximately \$113K and \$129K for sewer and water, respectively) remained unresolved and have continued into fiscal year 2024.

We recommend that the Town continue to work with the software provider to resolve the issues noted and develop formal (documented) reconciliation procedures. The benefits of the reconciliation process are: (1) to provide a means of identifying recurring differences in the way transactions are processed within the accounting system(s), and (2) to ensure that financial statement balances (general ledger) are supported by detail accounts maintained separately.

*Management Response:*

The CFO will work with the Public Works Director to address this matter in fiscal year 25. The Town continues to work on balancing all the utility receivables between accounting and the Water/ Sewer department. Variances will be identified and tracked monthly. The Town of Concord anticipates that the implementation of a new, more comprehensive reconciliation process will be in place by the end of Fiscal Year 2025 (June 30, 2025)

7. Centralize Lease Accounting – FY 2022

During the implementation of Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, it was noted that the Town does not have leases centrally maintained and expired leases are still actively receiving payments. As a result, the implementation of GASB 87 was cumbersome and the amounts received/paid by the Town may no longer be appropriate if lease terms have not been updated. We recommend that the Town consider outsourcing the accounting for leases or at a minimum having all leases be centrally maintained. We further recommend that leases be reviewed at least annually to ensure that terms are current and that amounts being received/paid are in accordance with the leases.

*Management Response:*

The Town will look into establishing a lease accounting policy to ensure all material leases are properly identified, and all terms are up to date. We will record and maintain all leases on a spreadsheet. Currently, we are looking into lease reporting software.

8. Align the Encumbrance Policy and Practice – FY2021 and FY 2022

The Town's policy regarding carrying forward unspent appropriations at year-end states that the encumbrance shall be for a specific purpose at some later date. The Town's practice is not aligned with the current policy as the practice has been to encumber certain funds without a specific vendor or purpose. Over time, these unspecified amounts had grown to almost \$2M. In fiscal year 2023, the Town closed out many of the specified encumbrances, however approximately \$670K were still on hand on June 30, 23. We recommend that the Town review the encumbrance procedures and ensure that the policy and practice are aligned. We understand that the Town is aware of the consistency noted above and is in the process of implementing corrective action, which will likely take multiple fiscal years to phase in. We will consider this matter resolved if subsequent years adherence to the policy is maintained.

*Management Response:*

The Town is in the process of closing out the stagnant balances. The Town continues to develop and update policies and procedures regarding carry over encumbrances. We will have all old encumbrances closed in fiscal year 2025.

9. Analyze Withholding Accounts - FY2021 and FY2022

The Town's general ledger contains certain payroll withholding accounts with credit balances that appear to be growing rather than zeroing out. Another account has a debit balance that has also grown from the prior year. We continue to recommend that the Town analyze all withholding balances to ensure their accuracy and, if necessary, adjust the general ledger balances

accordingly. We further recommend that all withholding accounts be reconciled monthly to supporting documentation, including FICA and health insurance contracts.

*Management Response:*

The Town Accountant and Financial Analyst reconcile the withholding accounts monthly. Reconciliations are currently tracked on an excel spreadsheet. All reconciling items are identified and tracked monthly. The Town is still carrying balances from the old withholding accounts. We are analyzing the historical data to address the old variances and hope to have this resolved in fiscal year 2025.

Additional Items Associated with the Town

No additional items of any significance were identified by the Committee members for further review and/or action.

The FAAC would like to thank Scott McIntire, Marcum LLP, for the presentations to the committee. The FAAC would also like to thank the Town's Chief Financial Officer, Anthony M. Ansaldi and the entire finance team of the Town and the Municipal Light Plant for their attention to the committee's requests and in assisting us in understanding both the audit process and the financial statements report.

The Financial Audit Advisory Committee:

Wendy Rovelli, Select Board Representative, Chair  
Cynthia Rainey, School Committee Representative  
Brian Waterson, CCRSD Committee Representative  
Bianca Taylor, CMLB Representative  
Court Booth, At-large member  
Bruce Button, At-large member  
John Flaherty, At-large member



**Concord Select Board Meeting**  
AGENDA ACTION REQUEST

**Monday, October 21, 2024**

**12**

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## Adjournment

**Requested by: SB Chair**

**Action Sought: Approve**

### Proposed Motion(s)

Move to adjourn

### Additional Information

### Board Action

| <i>Motion</i> | <i>Second</i> | <i>In favor</i> | <i>Opposed</i> | <i>Disposition</i> |
|---------------|---------------|-----------------|----------------|--------------------|
|               |               |                 |                |                    |