



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

1

Call to Order Joint Select Board, Finance Committee & School Committee Meeting

Requested by: SB Chair

Action Sought: Call to Order

Proposed Motion(s)

Open Joint Meeting: Select Board, Finance Committee, and School Committee

Presentations

- a. Discuss and Review FY26 Capital Improvement Plan
Presenters: Anthony Ansaldi, Chief Financial Officer
- b. Discuss Doug White Field
Presenter: Kerry Lafleur, Town Manager
- c. Discuss and Review Land Use Matrix
Presenter: Megan Zammuto, Deputy Town Manager

Additional Information

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

Joint Select Board, Finance Committee, & School Committee Agenda

Monday, December 16, 2024 at 6:00 PM
 Town House, Public Hearing Room, 22 Monument Square

Join Zoom Meeting

<https://us02web.zoom.us/j/87277386322?pwd=O8bvyTzusruUJ551E9C0cZCMGpFtG.1>

Meeting ID: 872 7738 6322

Passcode: 281674

Dial In Toll-Free: 833 928 4608

#	Time *	Agenda Item
I.	6:00 PM	<p>Joint Meeting – Select Board, Finance Committee, & School Committee</p> <p>Discuss and Review Capital Plan Presenter: Anthony Ansaldi, Chief Financial Officer</p> <p>Discuss Doug White Field Presenter: Kerry Lafleur, Town Manager</p> <p>Discuss and Review Land Use Matrix Presenter: Megan Zammuto, Deputy Town Manager</p>
II.	7:00 PM	<p>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.</p>
III.	7:15 PM	<p>Consent Agenda:</p> <ul style="list-style-type: none"> i. Town Accountant Warrants: November 15, 2024; November 27, 2024; Dec 2, 2024 ii. Gift Acceptances: <ul style="list-style-type: none"> - Concord Free Public Library Corporation to the Concord Free Public Library in the amount of \$30,000.00 - Nashoba Brooks School to the Concord250 Gift Account in the amount of \$2,000.00 for the purpose of the 250 Memorial Trees - Elizabeth Wilczeck to the Concord250 Gift Account in the amount of \$1,000.00 iii. One Day Liquor Licenses: <ul style="list-style-type: none"> - <i>Ratify</i> the One Day Liquor License for Wines & Malt Beverages Only for Cathleen Moore for a Holiday Party on Monday, December 16, 2024 from 5:30 PM – 8:00 PM at the Concord Scout House, 74 Walden Street

		- Wines & Malt Beverages for Jennifer Albanese of the Concord Youth Theatre for Concord Youth Theatre Annual Fundraising Cabaret on Saturday, January 4, 2025 from 6:30 PM – 9:30 PM at 53 Church Street
IV.	7:20 PM	Select Board Nominations: i. Justin Huff of 76 Pine Street to the Public Ceremonies and Celebrations Committee for a term to expire May 31, 2027
V.	7:20 PM	Town Manager's Report
VI.	7:30 PM	Chair's Report
VII.	7:35 PM	Discuss Select Board Correspondence Policy Presenter: Mary Hartman, Select Board Chair
VIII.	7:40 PM	Discuss Select Board Liaison Reports
IX.	7:50 PM	Review and Discuss 2229 Main Street Advisory Task Force Final Report Presenter: Paul Boehm, 2229 Main Street Advisory Task Force Chair
X.	7:55 PM	Discuss and Vote to Approve 15-Minute Parking Space at Thoreau Depot Presenter: Mimi Graney, Economic Vitality Manager
XI.	8:00 PM	Discuss and Vote to Approve West Concord Cultural Council sites for est. 130 decals Presenter: Mimi Graney, Economic Vitality Manager
XII.	8:05 PM	Review and Discuss Concord250 Budget with a focus on Public Safety Presenters: Gary Clayton and Rob Munro, Co-Chairs, Concord250 Executive Committee; Fred Ryan, Concord250 Public Safety Subcommittee Chair; Chief Tom Mulcahy
XIII.	8:25 PM	Review and Discuss MCI Concord Proposed Budget Presenter: Dan Gainsboro and Patrick McCurdy, MCI Concord Advisory Board Co-Chairs
XIV.	8:45 PM	Vote to Approve 2025 Annual License Renewals (Batch #2) Presenter: Shannon McAndrew, Management Specialist
XV.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:

Monday, January 6, 2025

Monday, January 27, 2025

Monday, February 10, 2025



The Town of Concord endeavors to make public meetings accessible to all members of the community. To request a meeting accommodation or modification, please contact our ADA Coordinator Jessica Porter at jporter@concordma.gov or at 978-318-3028. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled meeting.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

1a

Discuss and Review FY26 Capital Improvement Plan

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

- a. Discuss and Review FY26 Capital Improvement Plan
Presenters: Anthony Ansaldi, Chief Financial Officer

Additional Information

Board Action

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



THE TOWN OF
CONCORD
MASSACHUSETTS

FY26 Capital Improvement Plan

Meeting of the Select Board, Finance Committee, and School Committee
Monday, December 16, 2024



THE TOWN OF
CONCORD
MASSACHUSETTS

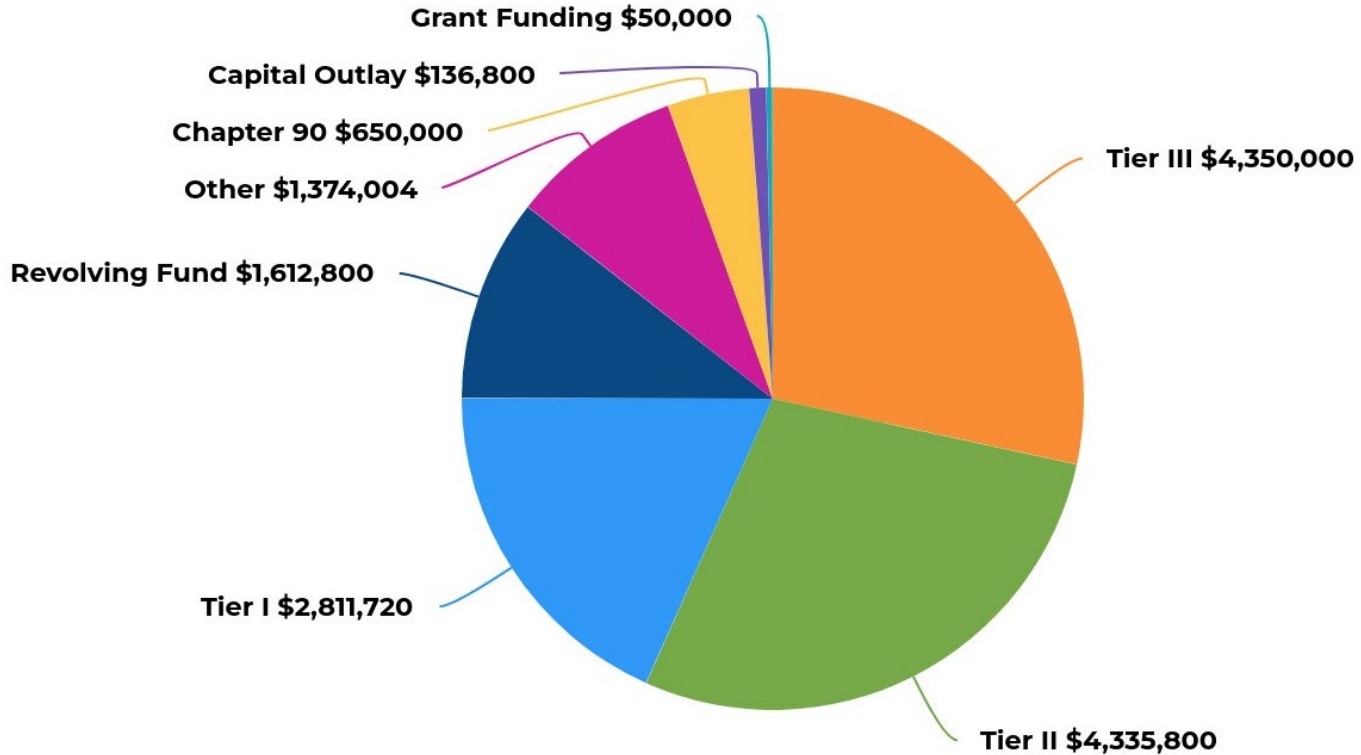
Agenda

- Overview of the FY26 Capital Improvement Plan
 - Funding Source Summary
 - Projects by Department
 - ✓ Capital Outlay
 - ✓ Tier I
 - ✓ Tier II
 - ✓ Tier III
 - ✓ Chapter 90
 - ✓ Revolving Funds
 - ✓ Grants
 - ✓ Other



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 MASSACHUSETTS

Funding Source



Department	Capital Outlay (within operating budget) - 2026	Tier I (>\$10,000 - \$250,000) - 2026	Tier II (>\$250,000 - \$2,500,000) - 2026	Tier III (>\$2,500,000) - 2026	Community Preservation Funds - 2026	Retained Earnings - 2026	Chapter 90 (MGL Ch 90, Section 34) - 2026	Revolving Fund Balance - 2026	Grant Funding - 2026	Other - 2026	Total 2026
Total Funding Sources	\$ 136,800	\$ 2,811,720	\$ 4,335,800	\$4,350,000	\$ -	\$ -	\$ 650,000	\$1,612,800	\$50,000	\$ 1,374,004	\$ 13,844,550
Grand Total		\$ 2,948,520	\$ 4,335,800	\$4,350,000	\$ -	\$ -	\$ 650,000	\$1,612,800	\$50,000	\$ 1,374,004	\$ 13,844,550

Department	Request Title	Capital Outlay (within operating budget) - 2026	Tier I (>\$10,000 - \$250,000) - 2026	Tier II (>\$250,000 - \$2,500,000) - 2026	Tier III (>\$2,500,000) - 2026	Community Preservation Funds - 2026	Retained Earnings - 2026	Chapter 90 (MGL Ch 90, Section 34) - 2026	Revolving Fund Balance - 2026	Grant Funding 2026	Other - 2026	Total 2026
Cemetery	Cemetery Wall Restoration	-	-	-	-	-	-	-	-	-	\$ 360,000	\$ 360,000
	Miscellaneous Cemetery Improvements	-	-	-	-	-	-	-	-	-	\$ 30,000	\$ 30,000
	Grave Marker Restoration	-	-	-	-	-	-	-	-	-	\$ 10,000	\$ 10,000
Total Cemetery		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000
Engineer	Asset Management Tools	-	\$ 105,000	-	-	-	-	-	-	-	-	\$ 105,000
	Traffic Improvements	-	420,000	-	-	-	-	-	-	-	-	\$ 420,000
	Pedestrian & Bicycle Safety	-	-	\$ 935,800	-	-	-	-	-	\$50,000	-	\$ 985,800
	Road Pavement Management	-	-	2,000,000	\$4,350,000	-	-	\$ 650,000	-	-	-	\$ 7,000,000
	Parking Lot Rehabilitation	-	\$ 231,900	-	-	-	-	-	-	-	-	\$ 231,900
	Culverts & Bridges	-	\$ 250,000	-	-	-	-	-	1,062,800	-	-	\$ 1,312,800
	Landfill Monitoring	\$ 29,800	-	-	-	-	-	-	-	-	-	\$ 29,800
	Traffic Signals and Signage	-	366,300	-	-	-	-	-	-	-	-	\$ 366,300
	Roadside Safety	-	\$ 179,600	-	-	-	-	-	-	-	-	\$ 179,600
	Street Pavement Markings	-	\$ 107,100	-	-	-	-	-	-	-	-	\$ 107,100
Total Engineer		\$ 29,800	\$ 1,659,900	\$ 2,935,800	\$4,350,000	\$ -	\$ -	\$ 650,000	\$1,062,800	\$50,000	\$ -	\$ 11,138,300
Facilities	Building Repairs & Renovations	-	-	\$ 750,000	-	-	-	-	-	-	-	\$ 750,000
	Site Improvements & Playing Fields	-	-	-	-	-	-	-	-	-	-	-
Total Facilities		\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Fire	Fire Alarm Receiver(s)	-	\$ 30,000	-	-	-	-	-	-	-	-	\$ 30,000
	Ambulance Replacement	-	-	-	-	-	-	-	\$ 550,000	-	-	\$ 550,000
	Fire Apparatus Refurbishment	-	53,000	-	-	-	-	-	-	-	297,000	\$ 350,000
	Town Wide Public Access Defibrillators	-	\$ 42,000	-	-	-	-	-	-	-	-	\$ 42,000
	Turnout Gear Replacement	-	\$ 60,000	-	-	-	-	-	-	-	-	\$ 60,000
Total Fire		\$ -	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ 297,000	\$ 1,032,000
Highway Maintenance	Replace vehicle tire balancing machine	-	\$ 35,000	-	-	-	-	-	-	-	-	\$ 35,000
	Replace H23 2012 Freightliner 35,000 GVWR Dump with 11-foot plow	-	\$ 415,000	\$ -	-	-	-	-	-	-	-	\$ 415,000
	Small Equipment Highway	\$ 10,000	-	-	-	-	-	-	-	-	-	\$ 10,000
Total Highway Maintenance		\$ 10,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,000
Library	Library RFID Technology Replacements	-	\$ 15,000	-	-	-	-	-	-	-	-	\$ 15,000
	Library Delivery Cargo Van Replacement	-	\$ 58,250	-	-	-	-	-	-	-	-	\$ 58,250
	Library Computer Replacements	-	\$ 17,000	-	-	-	-	-	-	-	-	\$ 17,000
Total Library		\$ -	\$ 90,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,250
Natural Resources	Conservation Land Improvements	\$ 15,000	-	-	-	-	-	-	-	-	-	\$ 15,000
Total Natural Resources		\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Parks & Trees	Small Equipment Park & Tree	\$ 10,000	-	-	-	-	-	-	-	-	-	\$ 10,000
Total Parks & Trees		\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Police	Mobile Radios for Police Cruisers	\$ 25,000	-	-	-	-	-	-	-	-	-	\$ 25,000
	Motorola Portable Radios	\$ 23,000	-	-	-	-	-	-	-	-	-	\$ 23,000
	Body Worn and In car Camera Systems	-	-	-	-	-	-	-	-	-	\$ 50,000	\$ 50,000
	FORD Police Interceptor Utility AWD Hybrid	-	\$ 60,000	-	-	-	-	-	-	-	-	\$ 60,000
	Body Armor Vests	\$ 24,000	-	-	-	-	-	-	-	-	-	\$ 24,000
Total Police		\$ 72,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 182,000
Resource Sustainability	Climate Action And Resilience Plan Update	-	\$ 75,000	-	-	-	-	-	-	-	-	\$ 75,000
Total Resource Sustainability		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Concord Public Schools		-	\$ 291,570	650,000	-	-	-	-	-	-	627,004	1,568,574
Total - Concord Public Schools		\$ -	\$ 291,570	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 627,004	\$ 1,568,574
Total Funding Sources		\$ 136,800	\$ 2,811,720	\$ 4,335,800	\$4,350,000	\$ -	\$ -	\$ 650,000	\$1,612,800	\$50,000	\$ 1,374,004	\$ 13,844,550
Grand Total		\$ -	\$ 2,948,520	\$ 4,335,800	\$4,350,000	\$ -	\$ -	\$ 650,000	\$1,612,800	\$50,000	\$ 1,374,004	\$ 13,844,550



THE TOWN OF
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Concord Public Schools

Concord Public Schools
FY26 - FY35 Capital Plan - DRAFT
Revised 12-4-2024

Key	
	yellow shaded sections are totals by school
	green shaded sections are ideally funded by state or federal grants, energy perf mgmt contract, or green community development grant
	brown shaded items may be eligible for MSBA

School / Category	FY26	FY27	FY28	FY29	FY30	FY31 - 35	FY26 Requests
Alcott	630,904	-	284,492	1,357,009		2,178,000	
ADA Accessibility	-					-	ADA Accessibility Panels in multiple locations for safety and compliance; seek grant funding
Asphalt / paving				1,119,993		-	
Boilers - Perf Mgmt						240,000	
Building Exterior	-					16,000	Defer or do via operating budget
Cafeteria Equipment						80,000	
Doors / Locks						136,000	
Flooring			12,012	55,016		524,880	
HVAC - Perf Mgmt	94,500	-		182,000		312,000	Replace heating controls system which are 20 years old, outdated and do not allow the building to be adequately controlled; \$15K of this is to replace an old split system computer classroom
Lighting - Perf Mgmt	517,504					-	Replace all fluorescent lighting across the entire building with energy efficient lighting
Lighting Controls			156,000			-	
Plumbing - Perf Mgmt						32,000	
Roofing	18,900		116,480			837,120	Replace damaged sections of roofing
CMS	400,000						
Exterior site improvements	400,000						Irrigations for new CMS athletic fields
District	60,000	31,000	16,000	16,500	17,000	170,000	
Office Equipment	60,000	31,000	16,000	16,500	17,000	170,000	Copier replacement plan
Knox Trail	56,000						
Vehicle fleet / equipment	56,000						Replace old pneumatic lifts in Knox Trail garage
Ripley	15,000	667,245	634,566	451,100	1,311,890	856,798	
Asphalt / paving					1,153,940	-	
Boilers			50,000				
Boilers - Perf Mgmt			157,500			-	
Building Exterior		93,945		335,920		26,000	Repairs to various sections of the façade and exterior
Doors / Locks					125,450	-	
Electric				97,500		-	

School / Category	FY26	FY27	FY28	FY29	FY30	FY31 - 35	FY26 Requests
Flooring		-				295,252	
HVAC - Perf Mgmt		-		-	32,500	119,250	
Lighting - Perf Mgmt						334,737	
Lighting Controls		-	100,421			22,048	
Miscellaneous	15,000	-	326,645			19,510	Split system needed for IT server room
Roofing		573,300		17,680		-	
Windows/ Glazing (interior)						40,000	
Thoreau	250,000	637,670	174,200	97,500	1,052,177	1,209,300	
Asphalt / paving					702,854	-	
Boilers - Perf Mgmt	-	91,000		97,500	312,000	-	
Building Exterior					23,400	-	
Cafeteria Equipment						80,000	
Doors / Locks						152,000	
Electric						41,600	
Flooring					13,923	700,500	
Lighting - Perf Mgmt		546,670	-			-	
Lighting Controls			97,500			-	
Miscellaneous						216,000	
Plumbing - Perf Mgmt			65,000			-	
Roofing	250,000		11,700			-	Thoreau roof is in the worst condition of elementary buildings, requires new roofing and new roof to address active leaks and constant repairs
Windows/ Glazing (interior)						19,200	
District Technology	66,670	70,000					Costs above operating budget to bring student devices current, and replace interactive boards
Vehicle	75,000	100,000		105,000		315,000	Pickup truck for bus mechanic for responding on the road; existing pickup is 15 yrs old
Willard	-	34,650	681,460	1,687,530	1,028,340	1,521,476	see building exterior below
Asphalt / paving				1,122,030		-	
Boilers - Perf Mgmt					292,500	-	
Building Exterior		34,650				16,000	Refurbish / Replace sections of building façade masonry and replace flashings, remove and re-caulk joints
Cafeteria Equipment						32,000	
Doors / Locks						88,000	
Exterior site improvements		-	74,620	409,500		-	
Flooring			25,090			430,276	

School / Category	FY26	FY27	FY28	FY29	FY30	FY31 - 35	FY26 Requests
HVAC - Perf Mgmt	-		39,000	58,500	642,500	24,000	
Lighting - Perf Mgmt			542,750			-	
Lighting Controls				97,500		-	
Roofing		-			93,340	931,200	
Grand Total	1,553,574	1,540,565	1,790,718	3,714,639	3,409,407	6,250,574	

Potential Energy Mgmt funded	612,004	637,670	804,250	338,000	1,279,500	1,061,987
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Total w/out Energy Mgmt items	941,570	902,895	986,468	3,376,639	2,129,907	5,188,587
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The bottom line figure shown is the amount being requested for FY26 capital

Tier 1	291,570	under \$250K
Tier 2	650,000	\$250K +
Total	941,570	

Item	FY26	Notes
ADA Accesibility signage - Alcott	(20,475)	Seek grant funding
Repairs to Alcott buidling exterior	(12,600)	Defer, or seek to fund via operating budget if funds available
CMS - Exterior Site Improvements	50,000	Irrigation - updated estimate received (includes design cost) Planned replacement of three copiers in FY25 has been deferred
Office equipment (copiers)	30,000	and needs to be added to FY26
Ripley - building exterior	(93,945)	Defer to FY27 High value equipment needs protection; this was moved out of
HVAC Split system for IT server room	15,000	Perf Mgmt category as it needs to be funded in FY26
Willard - building exterior	(34,650)	Defer to FY27
Thoreau roof - increase	33,560	Increase and move to Tier 2 Costs above operating budget to bring student devices current,
District Technology	66,670	and replace interactive boards
Subtotal - 12-4-24 Changes	33,560	



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MASSACHUSETTS

Thank you!

Questions?



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

1b

Discuss Doug White Field

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

- b. Discuss Doug White Field
Presenter: Kerry Lafleur, Town Manager

Additional Information

Board Action

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



Doug White Fields Update

TRI-BOARD MEETING - DECEMBER 16, 2024



Location Overview

- **Field Details:** Two artificial turf fields located at Concord-Carlisle High School
- **Current Surface:** Crumb rubber carpets/infill.
- **Primary Users:**
 - Concord-Carlisle Regional School District (CCRSB).
 - Friends of CC Playing Fields.
 - Other community sports organizations.
 - Concord-Carlisle Youth Soccer
 - Concord-Carlisle Youth Lacrosse
 - Concord-Carlisle Fields Adult Soccer – Concord United Adult Soccer
 - Other Rentals
 - United Cricket League



Current Conditions:

SOCCER FIELDS

Key Inspection Results:

- **Gmax Average*:**
 - 148 (safe but nearing unsafe levels in some zones)
- **Infill Depth:**
 - 29 mm (consistent but shows compression and aging)

Field Deterioration:

- **Tearing and Ripping:**
 - Turf damage prevents effective maintenance and accelerates wear
- **Accelerated Wear:**
 - Surface is compressing unevenly, leading to faster degradation

*Gmax: A measure of maximum force upon impact, reflecting the shock absorption of the field surface. Lower values indicate safer conditions.



Current Conditions:

FOOTBALL FIELD

Key Inspection Results:

- **Gmax Average*:**
 - 151 (approaching critical levels in high-use areas)
- **Infill Depth:**
 - 28 mm (shows significant signs of aging)

Field Deterioration:

- **Tearing and Ripping:**
 - Significant damage reduces maintenance effectiveness
- **Compression:**
 - High-use zones are deteriorating faster, increasing safety concerns

*Gmax: A measure of maximum force upon impact, reflecting the shock absorption of the field surface. Lower values indicate safer conditions.

Background on Governing Agreements

GOVERNING AGREEMENT:

JUNE 15, 2007

Intergovernmental Agreement (IGA) between Town & CCRSD:

Outlines permitted use, priority of use, original construction and maintenance:

- Maintenance: Town (CPW)
- Scheduling: Town (Recreation)
- Use: CCRSD and Friends of CC Playing Fields.

Silent on replacement of fields

PARTNERSHIP WITH FRIENDS:

AUGUST 15, 2008

Memorandum of Agreement (MOA) between Town & Friends:

Outlines field maintenance and funding:

- Town (CPW): Provides maintenance services.
- Friends: Funds both
 - ✓ Annual maintenance (minimum of \$50k)
 - ✓ Capital reserve to replace artificial turf field, based upon 16-year lifespan

Challenges and Considerations

Funding Dependencies

- Replacement relies on timely contributions from the Friends
- Current CIP (FY26–35) does not allocate funds for replacement

Long Lead Times

- Turf material and components require a 12–18-month lead time

Community Input

- Public input must be gathered while adhering to existing agreements (MOA/IGA)
- Balance sustainability goals and user needs with practical considerations

Coordination Among Stakeholders

- Alignment between the Town, CCRSD, CPW, Recreation, and Friends is critical to avoid delays and ensure success.

Turf Moratorium: 2022

Moratorium Overview: Adopted by a majority vote at the 2022 Annual Town Meeting under Article 16.

A **five-year moratorium** on the construction or installation of synthetic turf on Town-owned land.

Effective **May 1, 2022**, through **May 1, 2027**.

Exclusions: The moratorium does **not apply to private land**.

The **Doug White Fields** and the **Stadium Field** are excluded because they are under **joint jurisdiction with Carlisle**.

Path Forward:

PROCESS FOR FIELD REPLACEMENT



CPW Notification to Stakeholders:

CPW formally notifies IGA parties that the fields have reached the end of their useful life and can no longer be effectively maintained.



Notification to Friends:

Notification is sent to Friends of CC Playing Fields that funding for replacement is required, per Section 3 of the MOA.



Written Request from Users:

Users of the fields (CCRS and Friends) submit a formal request to commence replacement with artificial turf.



Town of Concord as Lead Agency:

The Town of Concord, as the lead agency, takes responsibility for procurement and project management.



Procurement Process:

The Town procures design and replacement services, aligning with timeline milestones and considering alternatives if needed.



Project Execution:

The lead agency oversees the construction and contract to ensure timely completion.

Proposed Timeline:

TARGET COMPLETION - SUMMER 2026

Notification & Preparation

Notify stakeholders (Town, CCRSD, Friends) and confirm funding commitments

Scope Development & Procurement

Finalize project requirements and issue RFPs for design-build services

Construction

Begin field replacement with the goal of completing construction by *Summer 2026*

Public Engagement

Host forums to gather community input on field replacement and design considerations

Design and Approval

Select and approve final design while coordinating stakeholder feedback





Key Takeaways

- The Doug White Fields require replacement as they near the end of their useful life.
- Expectation is that replacement will maintain artificial turf, consistent with the original field design and existing agreements (IGA and MOA).
- The fields are excluded from the 5-year synthetic turf moratorium under Article 16, as confirmed at the 2022 Annual Town Meeting.
- The Town is targeting field replacement for **Summer 2026**, with a focus on ensuring long-term community use.
- Community engagement and close coordination among stakeholders are essential for a successful project.
- The replacement plan aligns with existing agreements and the turf moratorium exclusion.



Released by:
Kerry A. Lafleur, Town Manager

Dated: 12.14.2024

PRIVILEGED AND CONFIDENTIAL: NOT A PUBLIC RECORD

MEMORANDUM

To: Kerry Lafleur, Town Manager
Town of Concord

From: Mina S. Makarious
Anderson & Kreiger LLP

Re: Town Obligations for Doug White Fields

Date: December 14, 2024

In 2007, the Town of Concord (the “Town”) entered into an intergovernmental agreement (“IGA”) with the Concord-Carlisle Regional School District (the “District”) regarding athletic fields at Concord-Carlisle High School, namely the Doug White Playing Fields. In 2008, the Town entered into a Memorandum of Agreement (“MOA”) regarding the fields with a non-profit group, the Friends of Concord-Carlisle Playing Fields.

You have asked me to review the IGA and MOA with respect to the following questions:

1. Is the Town required to replace the artificial turf on the fields at the end of the turf’s useful life?
2. Is the Town permitted to replace the fields with either artificial turf or grass, or is obligated to choose artificial turf?
3. Who is the appropriate party to act on the Town’s behalf under the IGA: the Town Manager, the Select Board, or another entity?

I address each question below.

I. The Town is Not Required to Replace the Turf Fields.

The IGA and MOA *permit*, but do not *require* the Town to replace the turf fields. Given that the Town has no obligation to replace the fields, and because they are on the District’s property, the District would ultimately have to replace the fields if they become unusable.

The introduction to the IGA states that the Town and District entered into the IGA “to **allow** the Town, in compliance with applicable law, to design, construct, utilize and maintain playing fields and accessory improvements” on the District’s campus. Other provisions of the IGA use similarly open-ended language leaving it to the Town to determine whether it would ultimately construct the fields.

Section 11(a), for instance notes that “the Town **intends** construct two artificial turf playing fields” and that the “Town shall have the **right, but no obligation, to construct, expand or renovate the Playing Fields.**” *See also* IGA, § 22 (“the Town shall be entitled to make alterations and improvements on the Premises”). Section 11(a) of the IGA also states, in two different places, that *if* “construction is undertaken by the Town”, it must meet certain minimum requirements and be completed by December 31, 2010. The District’s remedy if the Town chose not to construct new fields by December 2010, would have been to terminate the IGA. There is no remedy in the IGA pursuant to which the District could require the Town to build the fields.

Section 21(a) of the IGA does require the Town, at its cost, to “maintain and repair the Premises”. The District may argue that maintenance and repair obligation includes the obligation to replace turf that is beyond its useful life. However, that argument is unlikely to succeed. Replacement of turf is a capital improvement given its cost, rather than mere maintenance. Indeed, it is clear from the MOA that Concord Town Meeting had to separately appropriate funds to undertake the initial construction. MOA, § 1. The MOA also explicitly recognizes that the replacement of the turf surface was a capital expense requiring a reserve. *Id.* at § 3. Further, the Town arguably would have had no basis to obligate future Town Meetings to appropriate the funds necessary for a field replacement. Even if the Town had promised such a replacement (which we believe it did not), that promise has to be considered as subject to available appropriations at a later time. To the extent the Town expected to fund such a request from a gift by the Friends group under the MOA, that too would have required committing a future Select Board to *accepting* and using the gift, which the MOA and the IGA do not.

The District may also argue that the IGA’s 25-year term, longer than the generally expected life of a turf field, which is typically 10-15 years, suggests the Town obligated itself to replace the fields. However, where the Town was not even required to undertake one round of capital improvements, it is difficult to read into the term alone an intent to undertake multiple rounds of capital improvements. First, a 25-year term was likely chosen because it is the maximum term for an IGA pursuant to G.L. c. 40, § 4A. Second, a longer term would make sense in the event the Town had chosen a grass field, which would not require replacement, but would require maintenance. Third, given that the IGA grants the Town the right to install the fields on the District’s property, the 25-year term is better read as permitting the Town, at its option, to replace the fields during the Term, rather than requiring the replacement.

II. If the Town *Chooses* to Replace the Fields, it May Consider a Grass Field, But May Face Obstacles in Selecting that Choice.

As noted above, while the Town is not required to replace the turf fields, the Town continues to have the right to reconstruct the fields, at its option, throughout the term. Indeed, IGA, § 22 explicitly provides a process by which the Town can seek District consent to make a “material alteration or improvement” after the completion of the initial construction. The District may not “unreasonably” withhold or delay consent to that additional improvement.

The IGA does not, however, explicitly contemplate that another field project would occur during the term. That is left entirely to the Town’s discretion. Because of that, it does not appear that either the Town or the District considered, if the Town chose to undertake another field project, whether the Town could utilize a different surface (i.e., grass) rather than turf. However, where the Town had the original ability to choose a turf or grass field, the Town arguably retains the ability to make the choice now, subject to the District’s approval of the design, which, as noted above, may not be unreasonably withheld.

The District, could, in theory, object to a grass field if it cannot offer the District the same ability to use the fields for school activities as the turf field, or would cause other impacts to the District’s property beyond those caused by the installation of a new turf field. But the District would have the burden of showing the reasonableness of this position. The District may have difficulty meeting that burden where Town Meeting has expressed a clear preference for grass fields across Town, instituting at least two moratoria on turf fields in the Town. Although Town Meeting has excluded the Doug White Fields from that moratorium in the past, it did so after turf was installed and with no replacement by the Town contemplated. It is an open question whether Town Meeting would be willing to make the same exclusion if it meant Town funds would be spent on a new turf field. The District could be considered unreasonable for requiring the Town’s exercise of its rights to replace the fields be contingent on the District’s choice of surfaces, over Town Meeting’s objections.

As a practical matter, because the Town has no obligation to replace the turf field at all, the Town would ultimately have the discretion whether to decide to attempt to overcome the District’s objections by proving them unreasonable, asking Town Meeting to fund a turf field (notwithstanding prior moratoria), or simply not replacing the fields at all.

III. The Town Manager May Act on Behalf of the Town under the IGA.

Chapter 40, § 4A requires that an intergovernmental agreement be authorized by the “chief executive officer” of the Town, unless another official is authorized by law to do so. The Town’s Chief Executive Officer is the Select Board. G.L. c. 4, § 7 (cl. 5B). It is our understanding that Town Meeting explicitly authorized the Town Manager to act on the Town’s behalf with respect to the IGA. In fact, even if the Select Board had signed the IGA on its own, not through the Town Manager, the Town Manager would have been responsible for

management of the contract pursuant to the authority of the Manager under Section 9.E of the Town Charter to oversee both the maintenance and improvements of all buildings and grounds under the Town's control, as well as the Manager's supervision of contracts pursuant to Section 9.F. of the Charter.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

1c

Discuss and Review Land Use Matrix

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

c. Discuss and Review Land Use Matrix

Presenter: Megan Zammuto, Deputy Town Manager

Additional Information

FY25 Goal #12: 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.

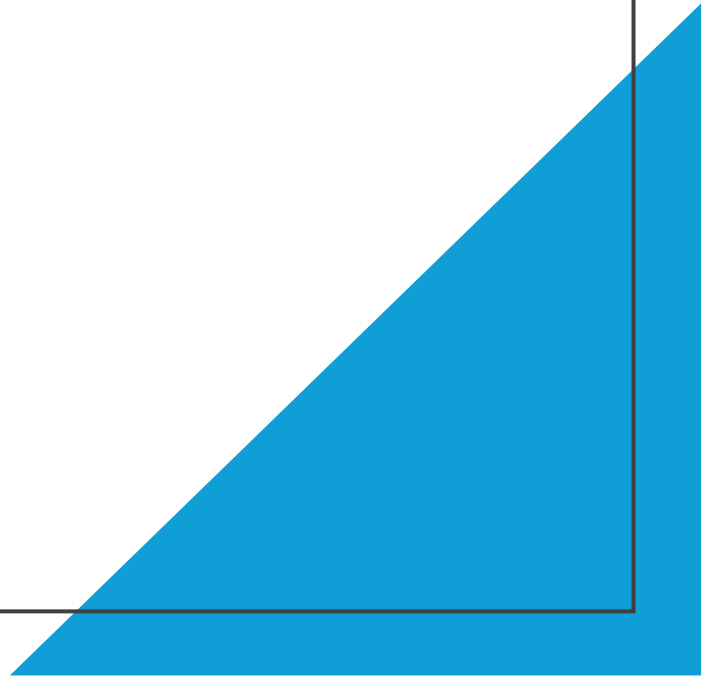
Board Action

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

Land Use Matrix Discussion

FY25 Goal #12: 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.

Select Board Discussion: December 16, 2024



Related FY25 Select Board Goals



MCI Concord: 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.



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 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.



Evaluate Town-owned properties for possible reuse or disposition.



Increase revenue generation



Protect and enhance the diversity of housing stock via continued focus on affordable housing.



CONCORD MUNICIPAL FACILITIES ASSESSMENT AND MASTERPLAN

TBA
ARCHITECTS

Plans and Guiding Documents

- Housing
- Recreation
- Climate
- Open Space
- Water and Sewer capacity
- Master Plans
- Analysis and Recommendations



A police workstation crammed into a corner. Photo: Betsy Levinson/The Concord Bridge



The Keyes Road garage barely contains all the equipment. Photo: Betsy Levinson/The Concord Bridge

‘Failure mode’: Boards tour cramped public works, safety buildings

September 9, 2024

Existing Conditions

Consolidated Town Offices

Envisions a unified campus for various town offices to enhance efficiency.

Commercial Development

Focuses on opportunities to convert municipal parcels for commercial use.

Housing Development

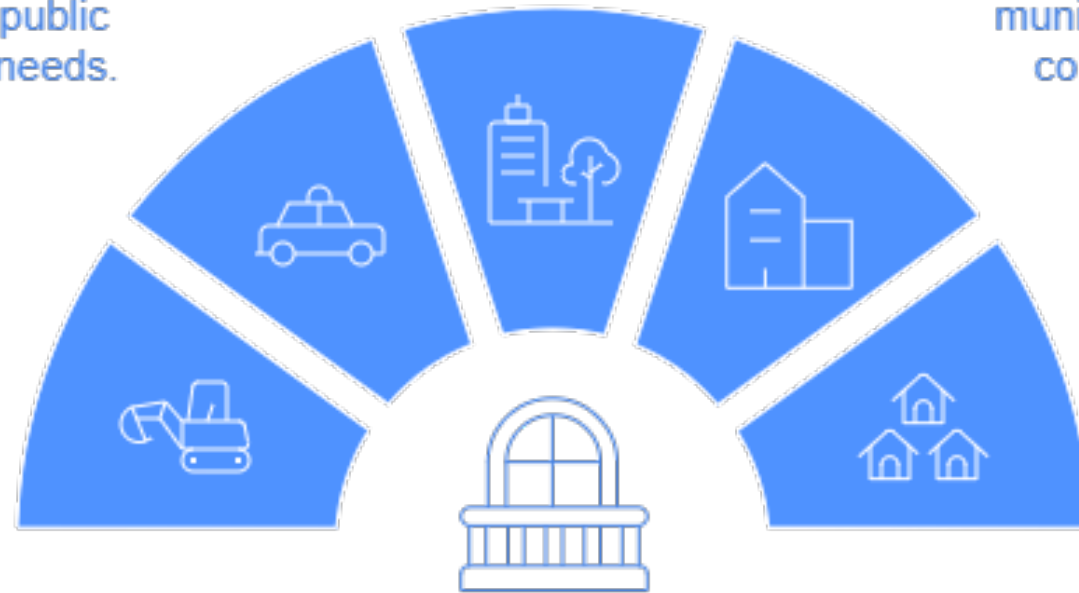
Aims to develop additional housing units in line with the Housing Production Plan.

Public Safety Space

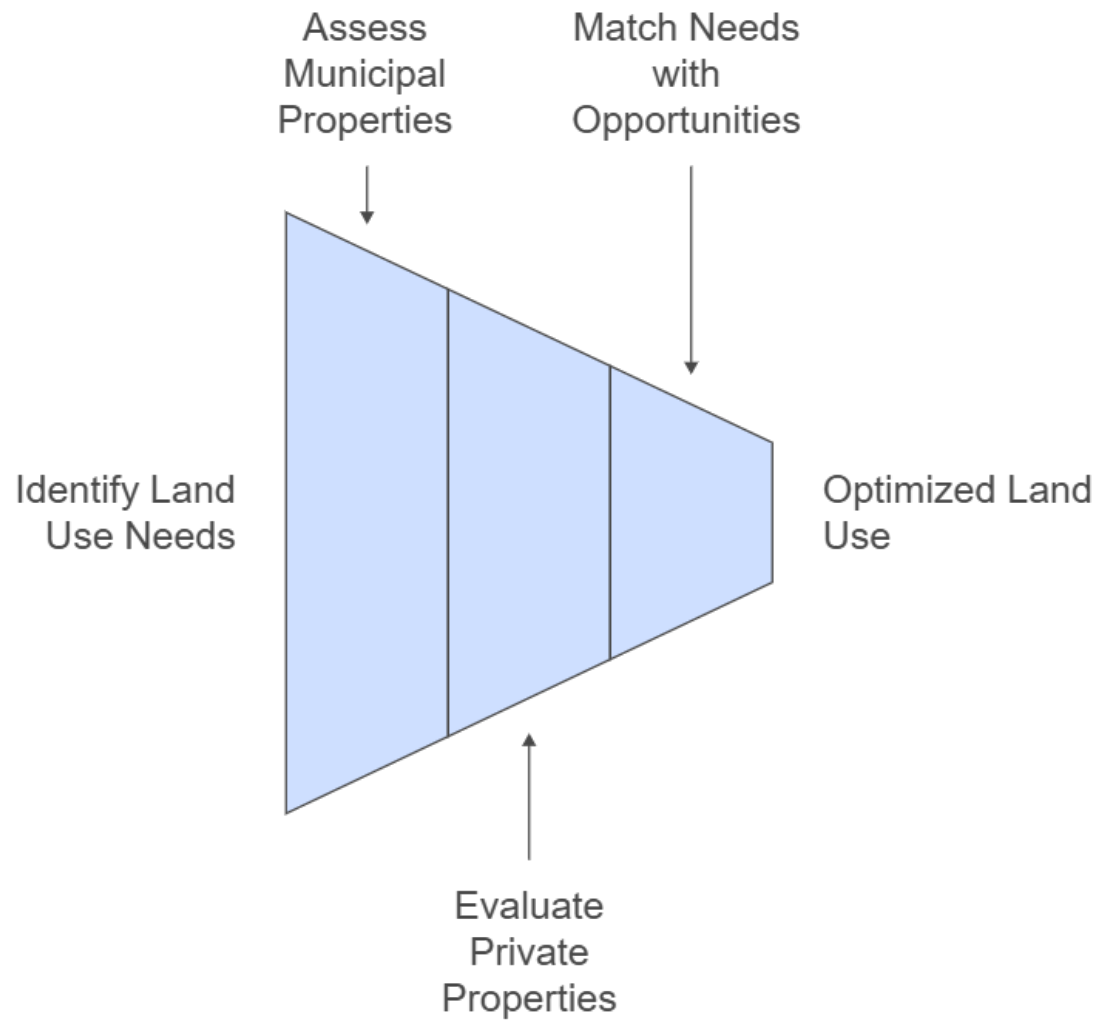
Highlights the requirement for more space to meet public safety program needs.

Public Works Space

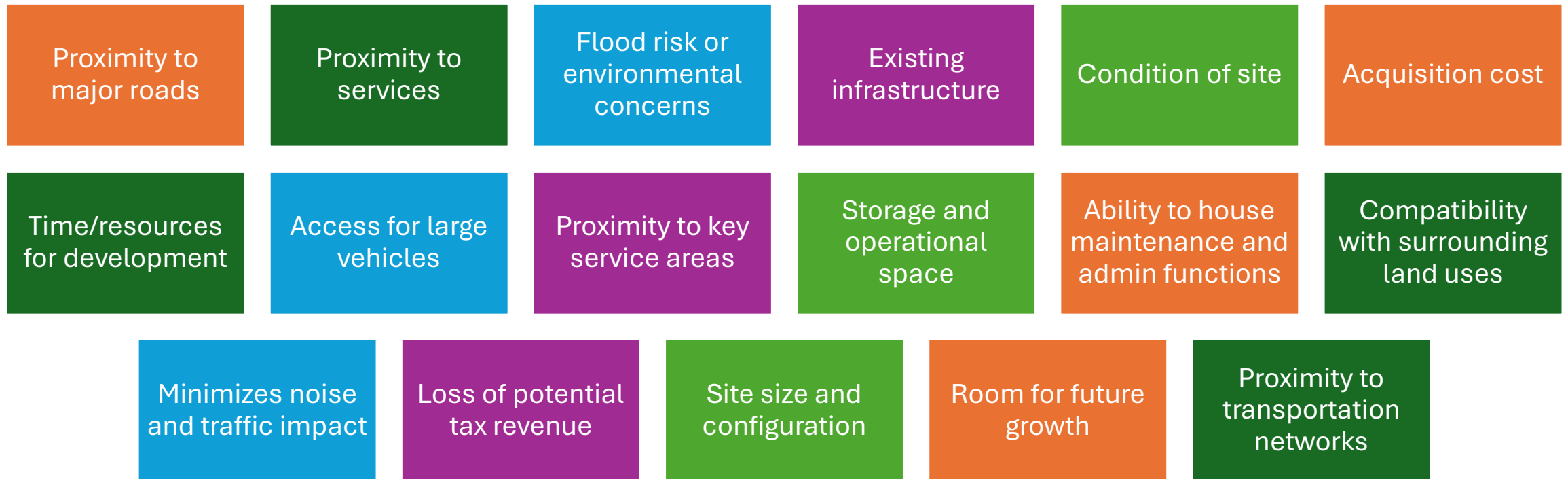
Represents the need for additional land to accommodate public works operations and storage.



Aligning Land Use with Opportunities









User Needs and Decision-Making Criteria








Town of Concord Land Use Matrix 12.11.24

Town owned properties, and properties of interest

Description	Concord Property	Photograph	Parcel Acentage	Exisiting Net Square Footage	Type of Use, Office or Garage, etc.	202 Facilities Report Findings
CMPL	1175 Elm St.		2.4 acres	43,257 Sq. Ft.	About 3/4 is used as a warehouse, and 1/3 is used as offices	Building is sufficient for hodling the existing staff and carrying out the daily work of the department
Visitors Center - Land owned by Middlesex Bank	58 Main St.		0.44 acres (on the same property as 64 Main St.)	5,204 Sq. Ft.	Offices, public restroons, and public service area	This building was recently renovated and meets the current and projected needs of the Visitors Center
Town House	22 Monument Sq.		0.35 acres	9,892 Sq. Ft.	Administrative Offices and public service center	Renovations were done recently to both floors - based on report recommendations to increase capacity. Unclear if these improvements have increased space enough to meet the program needs.
Assessor Division	24 Court Ln.			1,500 Sq. Ft.	Administative Offices	Currently meets the needs of the Assessor's Office.
Hunt Gym/ Recreation	90 Stow St.		0.62 acres	12,656 Sq. Ft.	Contemporary recreational use and offices	Facility fails to meet the requirements for a recreational facility. Shared changing facilities makes it impossible to serve adults and children at the same time. Reconfiguration was proposed in the report.
Public Safety	209-219 Walden St.		1.6 acres	20,407 Sq. Ft.	Offices, public service, and occupational areas	Building is outdated and undersized. The building is about 33% too small, or almost 10,000 square feet. The Fire Department is 5,000 square feet short of its needs and the Police Department is almost 5-% too small. Expansion of the building is complicated by a site that is too small for the parking and qiupment needs of a shared facility. Riverfront limits the ability to expand paving and to build additional space.





Town of Concord Land Use Matrix 12.11.24

Town owned properties, and properties of interest

Description	Concord Property	Photograph	Parcel Acerage	Exisiting Net Square Footage	Type of Use, Office or Garage, etc.	202 Facilities Report Findings
Beede Swim and Fitness Center	498 Walden St.		(Located on Concord-Carlisle High School's Campus)		Natatorium and fitness center	The building fails its program as it is too small to house both exercise and group activities.
West Concord Fire Station	1201 Main St.		0.34 acres	2,094 Sq. Ft.	Offices and equipment	The building fails its program as it is too small to house contemporary fire trucks. The turnout room is too small to contain all of the firefighters gear. Gear is stored in two different places causing firefighters response time to be longer as they prepare for an emergency call. Residential quarters are inefficient small and dated. No space for an adequate training area. Reconfiguration can improve the residential area but would not meet all program needs.
Facilities/RHSO/Other	37 Knox Trail		0.9 acres	Just under 3,000 Sq.	Offices	Suitable for swing space, the building is in good condition.
Harvey Wheeler Center	1276 Main St.		2.74 acres	12,496 Sq. Ft.	Offices and storage	The building fails its program due to the lack of space. The planned departure of the preschool will resolve most issues as the Council on Aging will gain four classrooms to provide more programming area. The eventual migration of some recreation functions to the Hunt Gymnasium will further ease the spatial
HR, Public Health Nurse, Archive	55 Church St.		0.4 acres	3,490 Sq. Ft.	Office spaces and exercise studio	The building generally serves its current program. Inefficiencies have more to do with the fact that several different departments have staff here, and so it may be better to rearrange staff so that members of the same department can be housed in the same building. Converting the third floor to office will add additional






Town of Concord Land Use Matrix 12.11.24

Town owned properties, and properties of interest

Description	Concord Property	Photograph	Parcel Acentage	Exisiting Net Square Footage	Type of Use, Office or Garage, etc.	202 Facilities Report Findings
Ripley School	120 Meriam Rd.		17.76 acres	45,332 Sq. Ft.	Primary School	Plan to locate Carousel Preschool here, currently holds the School Administration Staff
Peabody School - School Parcel	1231 Old Marlboro Rd.		7.99 acres	54,892 Sq. Ft.	Middle School	Current school building - no longer needed as a school when the new school comes online around February 2025.
Peabody School - Fields Parcel	78 Old Pickard Rd.		9.96 acres			
Peabody School Total			17.95 acres			
Preforming Arts Center	51 Walden St.		0.35 acres	9,442 Sq. Ft.	Public Service	
Concord Waste Water Treatment	509 Bedford Street					
Wheeler-Harrington House	249 Harrington Ave.		15.22 acres	2,031 Sq. Ft.	Historic Landmark	

Town of Concord Land Use Matrix 12.11.24

Town owned properties, and properties of interest

Description	Concord Property	Photograph	Parcel Agerage	Exisiting Net Square Footage	Type of Use, Office or Garage, etc.	202 Facilities Report Findings
CPW	133 Keyes Rd.		9.71 acres	16,800 Sq. Ft.	Offices and garage spaces	FAILS Fails its program as it is too small to house the town vehicles. Area is too small to maintain and repair vehicles, many vehicles are parked otuside, salt storage shed is undersized by half and floods, office area are inadequare and break room is undersized and do not meet requirements for union laborers.
CPW	135 Keyes Rd.		9.71 acres (Same Property as 133 Keyes Rd.)	16,800 Sq. Ft.	Offices and garage spaces	FAILS Fails its program - too small to house vehicles, and tool storage. Office space is not adequate for current staff and does nto allow room for future growth. The conference room is too small. Bathroom and locker room are inadequare for the size of the staff. The building lacks dormitory area for employees who work enough hours to require a break.
DPLM	141 Keyes Rd.		9.71 acres (Same Property as 133 Keyes Rd.)	16,800 Sq. Ft.	Administrative Offices	FAILS The building fails its program as it is too small to house the four divisions in the building efficiency and does not allow for future employee growth. Some new staff has been moved to other buildings due to lack of space. While reconfiguration is possible, it does not solve the problem of having the space within the current footprint in each division.
Former Starmet Site- Superfund	2229 Main St.		46.4 acres		Current Superfund Site - Active Clean Up Site	
MCI Concord	965 Elm St.		51 acres	22,927 Sq. Ft.	Former Prison	

Next Steps



CONSIDERATION OF A
SELECT BOARD APPOINTED
WORKING GROUP



OUTLINE PROGRAM
SPECIFIC DECISION-
MAKING CRITERIA



CONSIDER HOW TO WEIGH
VARIOUS CRITERIA



ANALYZE OPTIONS AND
PROVIDE
RECOMMENDATIONS



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

2

Open Select Board Meeting Public Comment

Requested by: SB Chair

Action Sought: Open Meeting

Proposed Motion(s)

Open Select Board Meeting
Public Comment

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, December 16, 2024

3

Consent Agenda

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Consent Agenda:

- i. Town Accountant Warrants: November 15, 2024; November 27, 2024; December 2, 2024
- ii. Gift Acceptances:
 - Concord Free Public Library Corporation to the Concord Free Public Library in the amount of \$30,000.00
 - Nashoba Brooks School to the Concord250 Gift Account in the amount of \$2,000.00 for the purpose of the 250 Memorial Trees
 - Elizabeth Wilczeck to the Concord250 Gift Account in the amount of \$1,000.00
- iv. One Day Liquor Licenses:
 - *Ratify* the One Day Liquor License for Wines & Malt Beverages Only for Cathleen Moore for a Holiday Party on Monday, December 16, 2024 from 5:30 PM – 8:00 PM at the Concord Scout House, 74 Walden Street
 - Wines & Malt Beverages for Jennifer Albanese of the Concord Youth Theatre for Concord Youth Theatre Annual Fundraising Cabaret on Saturday, January 4, 2025 from 6:30 PM – 9:30 PM at 53 Church Street

Additional Information

Board Action

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



Town of Concord
Finance Department
Town House
P.O. Box 535
Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: December 4, 2024

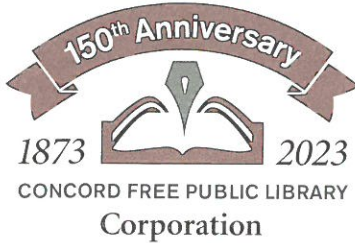
Re: Gift Acceptance to the Concord Free Public Library – William Munroe Special Collections

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 the Concord Free Public Library Corporation in the amount of \$30,000.00.

Concord Free Public Library	\$30,000.00
-----------------------------	-------------

Accepted: _____
Select Board Clerk

Date: _____



129 Main Street, Concord, MA 01742
978-318-3355
development@CFPLCorp.org
CFPLCorp.org

November 12, 2024

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

Attention: Anthony Ansaldi
Chief Financial Officer

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

Dear Select Board:

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

The Library Corporation expects that (a) the Work will be performed under the supervision of the Curator of Special Collections, (b) the entire principal and income from this grant will be allocated to the purpose stated, and (c) the Work will be commenced and completed as soon as possible from the date of this grant and can be carried over if not completed in FY2024-25.

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

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

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

BOARD OF TRUSTEES

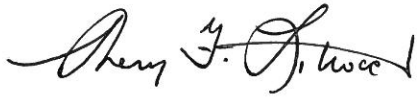
Sherry F. Litwack, President | Pamela M. Gannon, Vice President | Richard D. Briggs, Jr., Treasurer | Theodore F. Hanselman, Clerk
Jeffrey W. Adams | John W. Boynton IV | Yumi Yasutake Suarez | Elise F. Woodward

TRUSTEES EMERITI

Walter Birge | Diana W. Clymer | O. Mario Favorito | Frederick Lovejoy | Melissa Saalfield

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

Sincerely,

A handwritten signature in cursive script that reads "Sherry F. Litwack". The signature is written in black ink and is positioned above the printed name.

Sherry F. Litwack
President, Concord Free Public Library Corporation

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

Encl: check



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

To: Concord Select Board
From: Shannon McAndrew, Management Specialist
Date: December 16, 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 Nashoba Brooks School to the Town 250 Gift Account in the amount of \$2,000.00 for the purpose of the 250 Memorial Trees.

Town 250 Gift Account	\$2,000.00
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: December 2, 2024

Re: One Day Liquor License for Cathleen Moore

Included in your meeting packet is a One Day Liquor License application for Wines & Malt Beverages only for Cathleen Moore for a Holiday Party on Monday, December 16, 2024 from 5:00 PM – 8:00 PM at the Concord Scout House, 74 Walden Street.

This application is complete with bartender TIPS Certification and payment.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Monday, November 25, 2024 10:42:17 AM

One Day Special Liquor Licenses

Company or Organization	Coldwell Banker Realty
Applicant Name	Cathleen Moore
Email Address	cathleen.moore@nemoves.com
Applicant Address	11 Main Street
City	Concord
State	Massachusetts
Zip Code	01742
Phone Number	6179019064
Name of Event	Cathleen Moore
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	12/16/2024 5:00 PM
End Time	8:00 PM
Premises to be Licensed	The Scout House
City	74 Walden Street 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? No

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

I acknowledge and accept the above statement of liability MA

APPLICATION FEE \$75.00

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

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

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

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

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

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

Manager's Office

(Section Break)

UNDER 21 POLICY

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

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

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

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



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: December 16, 2024

Re: One Day Liquor License for Jennifer Albanese of Concord Youth Theatre

Included in your meeting packet is a One Day Liquor License application for Wines and Malt Beverages only for Jennifer Albanese of the Concord Youth Theatre for the Concord Youth Theatre Annual Fundraising Cabaret on Saturday, January 4, 2024 from 6:30 PM to 9:30 PM at 53 Church Street.

This application is complete with bartender TIPS Certification and payment.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Thursday, November 21, 2024 12:55:39 PM

One Day Special Liquor Licenses

Company or Organization	Concord Youth Theatre
Applicant Name	Jennifer Albanese
Email Address	jenndalbanese@gmail.com
Applicant Address	700 Autumn Lane
City	Carlisle
State	MA
Zip Code	01742
Phone Number	978-413-9200
Name of Event	Concord Youth Theatre Annual Fundraising Cabaret
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	1/4/2025 6:30 PM
End Time	9:30 PM
Premises to be Licensed	Concord Youth Theatre
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? Yes

1st one-day license for Organization? Yes

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

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Jennifer Albanese

APPLICATION FEE \$75.00

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

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

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

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Manager's Office

(Section Break)

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

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



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

4

Select Board Nominations

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Move to Approve Select Board Nominations:

- a. Justin Huff of 76 Pine Street to the Public Ceremonies and Celebrations Committee for a term to expire May 31, 2027

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, December 16, 2024

5

Town Manager's Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: 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, December 16, 2024

6

Chair's Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: 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, December 16, 2024

7

Discuss Select Board Correspondence Policy

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: To Enact A Moratorium on Posting Letters to the Select Board Website

Additional Information

Board Action

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

Concord Select Board Citizen Correspondence Publication Policy

Approved: May 20, 2024

Amended: June 17, 2024

Purpose

Letters from Concord citizens to the Select Board enhance participation in town government and sharpen the debate on current issues. Citizen correspondence complements other input, such as verbal public comment during Select Board and committee meetings, citizen feedback in public forums and informal discussions between members of the public and individual Select Board or committee members.

According to the Commonwealth's Division of Open Government, the manner that a public body chooses to receive and disseminate public comment is at its discretion. There is no requirement in the Open Meeting Law requiring distribution of the meeting packet in advance of a meeting. Nonetheless, publishing citizen correspondence is a recommended practice. It increases the transparency of government by sharing information used in Select Board and committee decision making.

Scope

Any letter or document sent to Select Board members or town staff in their capacity as municipal employees is a public record. Public records law already allows anyone to request and review these materials. However, many citizen communications are not of general public interest. This policy clarifies when to publish letters addressed from members of the public to the Select Board and supporting town staff.

To be published, correspondence must be from a Concord resident or business owner, and include the author's name and physical address.

Letters and emails should be addressed to:

- The Select Board by name,
- A quorum of Select Board members, or
- To a town staff person with an explicit request to distribute the letter to Select Board members.

The correspondence should also discuss matters related to a recent, current, or potential future agenda topic that is within the scope of the Select Board charge.

Process

Correspondence will be posted to the Select Board's webpage on the Town website, which can be found here: <https://concordma.gov/3636/Select-Board-Correspondence>. Correspondence should be submitted by 12:00 PM on Monday to be included for the past week's correspondence online. Correspondence will be posted every Monday by 4:30 PM. The Select Board and Town staff will coordinate correspondence received to be posted online.

Paper-based correspondence will be scanned and shared online as image files. Messages will be printed in their entirety, including any typographical errors.

The maximum length for publication is two pages (800 words). Shorter letters are preferred and are usually more effective.

Exceptions

Letters will not generally be published¹ that:

1. Do not relate to a recent, current or potential future agenda topic that is within the scope of the Select Board charge.
2. Are sent to individual Select Board members who collectively form less than a quorum (three or more members) of the Select Board.
3. Exceed 3 letters by the same individual on the same issue.
4. Exceed 15 letters per year from the same individual.
5. Are “form” letters sent by many individuals, however, we will publish a representative sample.
6. Are sent to town staff, and do not include a request to distribute the letter to the Select Board.
7. Contain personally identifiable information (PII) of individuals other than the writer.
8. Discuss the reputation, character, physical condition, mental health or professional competence of an individual.
9. Recommend discipline or dismissal of a town employee, or make complaints or charges against them.
10. Make threats to the Select Board, town staff, or the town, or any other person.
11. Relate to Executive Session matters, such as litigation or collective bargaining.
12. Letters from Town Boards, Committees, Commissions, and Task Forces and other Town groups will only be posted if the matter addressed in the letter is relevant to the group’s primary mission.

The Select Board chair and/or the Town Manager or their designee may make the determination not to publish any letter when they fall into one or more of the above categories. In this case, the Select Board chair or their designee may inform the letter writer of the reason and invite resubmission of the letter without the disqualifying material if the author still desires its publication.

¹ Note, however, that these are still public records.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

8

Discuss Select Board Liaison Report Updates

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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

Mary Hartman Liaison Report for

Dec 16, 2024 Select Board meeting

Concord Municipal Affordable Housing Trust (12/10)

The trust members voted unanimously to sign the Inter-Agency agreement that earmarks \$500K of ARPA for affordable housing $\leq 120\%$ AMI with a preference for surplus state property at 91B Main St.

Will apply for a TAP study to define roles among housing groups and develop spending priorities.

Community Preservation Committee (12/10)

CPC members voted unanimously to approve the \$740k application for housing. Considered setting an additional \$240k in reserve for housing. Did not discuss the \$500k application for playing fields at Thoreau since no one from the school was there to answer questions.

First Amendment Training (12/3)

Legal counsel advised board/committee members how to develop policies and procedures that avoid running afoul of the right to free speech. The Select Board should re-evaluate its Correspondence Policy considering this new information. The training also included a refresher on adherence to Open Meeting Laws.

Housing Roundtable (12/10)

The roundtable discussion was cancelled because the ZOOM link on the published agenda was incorrect, and people were unable to participate remotely. The roundtable will be re-scheduled to mid-January.

The CMAHT will ask the Select Board to sponsor 2 warrant articles for Home Rule Petitions to re-authorize the Local Real Estate Transfer Fee and Building Permit Surcharge. Both articles have been approved at the 2019 ATM and the 2023 STM.

Community Development Manager interviews (12/5)

At the invitation of our town manager, I joined a group of 6 community leaders to conduct final round interviews for the Community Development Manager position.

Sustainability Roundtable (12/11)

Eric Simms, Sustainability Director and Jason Bulger, CMLP Director gave updates on progress toward the town's sustainability goals including a briefing on potential Energy Performance Savings Contract.

Tourism Staff Mtg (12/9)

Addressed group of 25+ tour guides to thank them for keeping the history of Concord interesting and alive, adding unheard voices to the story of Concord's history and supporting the Select Board goal of increasing revenue generation through tourism.

We Are Concord DEI event (12/11)

Articulated the Select Board goal in support of socio-economic diversity through workforce housing.

.

- Library Committee received an excellent presentation from Assistant Chief Latte and Captain Goldman on 250th plans, with discussion of library impacts
- At the Light Plant board meeting, rates for 2025 were approved. The impact to the average residential customer will be a 4.9% increase in their electricity bills. With these rates, Concord will have the third highest residential rates of all municipal utilities in MA. If both battery projects proceed, debt service will increase from \$500K in 2024 to \$2.5M in 2028, which could further pressure rates.

Liaison Report-Terri Ackerman-12/16/24

Transportation Advisory Committee:

- Very informative presentation by Trans Action Associates related to provision of Public Transit services, including history and status of how the Cross Town Connect regional association. TAC members asked for follow-up information including cost estimates.
- Mothers Out Front presented the results of their bicycle and pedestrian safety audit. The presentation is attached.

First Amendment Issues and the Open Meeting Law: Attended session



CONCORD CHAPTER MASSACHUSETTS

2024 Bike & Pedestrian Safety Report Executive Summary

This presentation outlines the findings and recommendations from a Bike/Pedestrian Safety Audit in Concord, highlighting both the current conditions and the urgent need for improvements to ensure safe, low-carbon mobility options for all.

Key Points:

- **Community Priorities:** Concord residents value active transportation—walking and biking—for health, quality of life, and environmental benefits. Surveys show significant interest in safer cycling routes and more opportunities to walk.
- **Alignment with Broader Goals:** The push for improved bike/pedestrian safety aligns with the town's Climate Action & Resilience Plan and state-level climate goals and Vision Zero principles aimed at eliminating traffic fatalities and severe injuries.
- **Recent Progress:** Concord has implemented various measures—such as crosswalk improvements, bump-outs, and participation in Safe Routes to School programs—and continues to expand resources like the Bruce Freeman Rail Trail and community bike rentals.
- **Rising Demand for Active Transportation:** More residents and visitors are biking, including seniors, children, and families, facilitated by e-bikes and other emerging modes. Increased usage underscores the need for safer infrastructure.
- **Key Problem Areas:** Several high-traffic routes and trail crossings, such as intersections along Route 62 and the Reformatory Branch Trail, lack adequate safety measures. Speeding, poor visibility, narrow sidewalks, inconsistent signage, and challenging road conditions pose risks to both cyclists and pedestrians.
- **Data Collection & Findings:** Through speed studies, near-miss observations, and community audits, the presentation identifies that:
 - Many crashes and “near misses” go unreported.
 - Vehicle speeds often exceed posted limits, reducing drivers’ reaction times and increasing crash severity.
 - Inconsistent or unclear signage and difficult trail conditions (e.g., uneven surfaces, flooding) limit safe accessibility for all, particularly children and those with mobility challenges.
- **Recommendations:** Suggested interventions include:
 - Installing flashing crosswalk signs, radar feedback signs, and consistent speed-limit signage.

- Narrowing perceived roadway width with temporary measures like flexposts.
- Improving sidewalks, trail surfaces, and drainage.
- Integrating bike-friendly street design features guided by federal and state best practices (AASHTO, MassDOT).
- **Long-Term Vision:** The town should adopt a “Safe System” approach, proactively plan for safety in all transportation projects, and allocate dedicated funding for safety improvements rather than waiting for serious injuries to occur.

Conclusion: By addressing identified danger zones, enforcing lower speeds, improving infrastructure, and embracing proactive policies, Concord can significantly enhance safety, encourage active transportation, and support its environmental and public health goals.

Planning Board (12/3)

- MBTA Communities Site Plan Regulations - Incorporated board member edits. The plan is to have final internal staff review and rereview on Dec 17th and submit by end of year
- Bylaws - Seven warrant articles are being targeted for Town Meeting. Three are likely candidates for the consent calendar (Sign bylaw update, floodplan maps, housekeeping updates). The remaining 4 include:
 1. Planned Residential Development: proposal to modify density bonus to be based on inclusion of units for work force housing (between 110-150% of AMI) vs Affordable housing units (80% of AMI)
 2. Accessory Dwelling Unit: Incorporates Affordable Homes Act requirements and allow up to a 1000 sq ft by right.
 3. Parking Requirements - Update Table IV Minimum Parking to add footnote "In Commercial Districts, a change in use from one permitted use to another permitted use shall not be required to provide additional parking"
 4. Accessory Retail Store - The proposed bylaw amendment would allow retail as a secondary, complementary use in industrial districts. Currently, retail is only permitted for items manufactured on-site. The amendment would expand this to include related products, such as a soapmaker selling both soap and soap dishes or a guitar maker offering recordings of performers playing their instruments.
- The board is concerned about the Planning Board Public Hearing date of May 6th which may not provide enough time to consider public comments and make related amendments prior to Town Meeting. The board will make a request to the Select Board to move their Public Hearing to April 9th, knowing that they will need to provide additional public outreach given that the warrant is scheduled to be mailed on April 2nd.

West Concord Advisory (12/4)

- Completed status review of West Concord master plan. Agreed to add standardized classification to worksheet for 1. Level of completeness, 2. Current Priority, 3. MCI Relevant, and 4. Funding status. Goals is to forward to MCI Committee following final review by committee and planning staff in January.

Trustees of Town Donations (12/5)

- The treasurer of the Hugh Cargill Trust (HGT), Katharine Berger, presented an overview of the use of funds for the HGT and Silent fund. The Trustees conveyed that

there is more funding available than what the HGT has planned for this fiscal year. The HGT will consider whether they need to make changes in family gift limits and make additional outreach to caregivers to educate them on availability of funds.

- Trustees have established an online form for fund contacts to request funds when needed. The form will be added to the web site along with the criteria on when the committee is asked to come before the Trustees of Town Donation, which is based on size of funding request). Additional background of funds managed by the Trustees will also be added to the web site.

ZBA (12/5) - The 12/5 meeting was dedicated to a review of the Thoreau Residence 40B project

- The developers presented information regarding their traffic study. The project is estimated to add 1,076 additional daily trips onto Main St. 88 and 92 trips during peak morning and afternoon hours respectively. A traffic signal at Forest Ridge and Main St. was not deemed necessary
- Peer reviews on Architecture and Civil Engineering were presented. The site plan is dominated by parking and there are pedestrian circulation concerns. Many comments were provided by the committee including a recommendation to include underground parking, particularly given how much fill is needed in the area of Building A
- An extension for the review was verbally granted until March 2025. The next project review will occur on Jan 23rd, with subsequent meetings anticipated for Feb 27th and Mar 13th. A final vote would be expected on Apr 3rd.

School Committee (12/10)

- The current policy for CCHS METCO representative to the Concord and Concord-Carlisle School Committees was reviewed. Recruitment for the open CCHS METCO representative will be led by Ayesha Lawton (the current Concord School METCO representative).
- Amenities Building - The committee reviewed the options presented for the amenities building and authorized the administration to enter into a design phase for option 3A - CMU design/bid/build building. Cost estimate for this building design was \$1,550K-\$1,850. This concrete option is expected to be more durable and have less maintenance cost than the comparable wood frame option. The committee discussed using the concession area as a shared space for the athletic trainer during practice time.
- Additional research into CPC criteria revealed some possibility for funding of the amenities building if it was determined to be part of a recreational facility. The CPC in Westford funded 100% of their amenities building. Follow-up with Concord CPC leadership was expected.

- The Finance Committee will issue its final guideline on 12/19 before seeing actual budget proposals by the schools. The school committee will attempt to provide feedback to the Finance Committee on the implication of the preliminary guideline, prior to their meeting.
- The superintendent's contract was renewed for up to a 5-year term. A salary increase of 5% with an additional 3% COLA will be implemented with the 1st year of the contract.
- \$270K in fundraising has been collected from 41 donors for the Thoreau school campus improvements.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

9

Review and Discuss 2229 Main Street Advisory Task Force Final Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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

Analysis and Recommendations for Possible Acquisition of the 2229 Main Street Site Property

Executive Summary

A Report to the Concord Select Board

December 16, 2024

by

2229 Main Street Advisory Task Force

Task Force Members

Paul Boehm, Chair
Carrie Flood, Vice Chair
Frank (Rich) Feeley, Clerk
Court Booth
Kurt Herman
Pamela Hill
Gary Kleiman
Pamela Rockwell
David Ropeik
Karl Seidman

Town Staff

Christopher Carmody
Megan Zammuto

Select Board Liaison

Terri Ackerman





Aerial photo of the 2229 Main Street Site November 11, 2024

Conservation area including the sphagnum bog in the foreground. Site cleanup (excavation, filling, and holding basin construction) shown in the clearing. Powder Mill Woods to the left.

Dedication

The report is dedicated to the late Carrie Flood, a long-time resident of Concord who provided over 35 years of dedicated service to the Town, and who served on this Task Force until her passing in August 2024. We honor her civic passion, her long service to the Town, and her contribution to the Task Force as Vice Chair.

Executive Summary

Purpose and The Assignment

In May 2023, the Concord Select Board appointed 9 members to the newly formed, 2229 Main Street Advisory Task Force (the Task Force) and charged the Task Force with making a recommendation on whether the Town should acquire the property at 2229 Main Street also referred to as the NMI/Starmet Superfund site. As stated in the Select Board's charge to the Task Force (see Appendix 1 for full text):

"The purpose of the 2229 Main Street Advisory Task Force is to recommend to the Select Board whether the Town should acquire the property at 2229 Main Street. Would this be a sensible business decision, and if so, how, when, and under what conditions should the Town acquire it?"

Although a Special Town Meeting in April 2015 authorized the Select Board *"..to acquire or take the Site by eminent domain, under terms and conditions agreeable to the Selectmen"*... at a future time, if and when the Select Board voted to do so, much additional information and detail was needed in several areas to support such a decision. The Select Board directed the Task Force to investigate and report on several important sets of issues providing the foundation for its recommendation:

"...to consider potential uses for the site as well as potential risk, liability, timing, costs, institutional controls, liens and other legal matters. The job of the Task Force is to thoroughly research these matters, seek public input, and then make recommendations to the Select Board".

The Work

To undertake this assignment the Task force focused and organized its work around four major topics.

- Legal Aspects – considered the potential legal pathways to acquisition and legal mechanisms by which the Town can reduce liabilities and risks of ownership.
- Human Health Risk analysis - worked with the Town's consultant hired to complete an independent Human Health Risk Assessment to assess remaining health risk after cleanup
- Reuse considerations - researched the potential for municipal uses of the site, private market interest in new uses and community needs to inform reuse options and scenarios.
- Ownership issues – researched the Town's obligations as an owner, estimated Town infrastructure and services costs under different reuse scenarios and potential funding sources and tools to help address these costs.

Work in these areas built on the foundation provided by the [NMI-Starmet-Re-use-Planning-Committee-Final-Report---April-2021](#), but the additional engagement of Town Counsel on legal issues and an outside consultant, Roux Associates for human health risk, enabled a much more detailed investigation of each of these areas. Task Force members were assigned to thoroughly research each of these four workstreams and bring those results to the entire Task Force for discussion. In doing so each workstream developed sets of questions that they needed to address and to develop methods to gather information. These questions, methodologies and sources of information are described in Sections 4 through 8 of this report.

As examples, methods of data collection included:

- Accessing publicly available information
- Relying on information from previous Town committee reports
- Consulting with Town of Concord officials
- Discussions with contractors and potentially interested private developers
- Consulting with officials from other Towns, which had acquired and developed remediated Superfund sites
- Consultations with Town counsel
- Others

The Task Force met bimonthly from May 11, 2023 until October 15, 2024; a total of 35 times.

The Bottom Line- Our Recommendation

On October 15, 2024, the Task Force voted unanimously to make the following recommendation to the Select Board:

“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, include the Site in a multi-site planning process through which the specific uses and costs of development at the 2229 Main Street property can be determined.”*

This is essentially a “conditional recommendation” to acquire the Site at a later date to be determined and under certain conditions, i.e., when all of the legal, financial, and other determinative detail become fully known and are acceptable to the Select Board. These details can only be fully clarified through proceeding with formal discussions and negotiations with the Federal and State agencies and potentially with private parties.

How and why did the Task Force arrive at this recommendation? The purpose of this report is to present the findings and rationale for this recommendations of the Task Force.

Summary of Findings and Basis of Our Recommendation

After conducting extensive work by the four workstreams aligned with the above topics, the Task Force developed and considered a set of *decision criteria* (described in Section 9) to support the strength of any potential recommendation and then evaluated several possible recommendations (Section 10). Our work led to the following overarching conclusions in each of the major topical areas, which, in turn led us to the positive recommendation, cited above:

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. These issues include understanding, identifying, or resolving/negotiating:

- Site ownership-Property Title
- Property Liens
- Potential Methods of Town acquisition
- Liability Issues and risks, which may relate to:
 - known pollutants on the site,
 - presently unknown ‘legacy’ pollutants,
 - maintenance of Institutional Controls,
 - the possibility of future claims or regulatory developments,
 - and other liabilities that exist on all Town properties
- Legal risk mitigation methods

The Task Force found that strong liability protections can be available to the Town through several mechanisms that the EPA affords municipalities who acquire Superfund sites. Such protections are only established and enforceable as a result of legal negotiations.

Details of these issues and pathways to resolution are described in Section 4.

Safety and Health Risks: Through a rigorous independent study conducted by Roux Associates, the consultant to the Town, with oversight by the Task Force, a “post-cleanup” human health risk assessment (HHRA) was conducted (see Sections 5 and Appendix 5.1). Roux used projected post-cleanup conditions at the Site and actual data from areas that have been cleaned up. After review of results, the Task Force concluded that, assuming the cleanup proceeds as planned, all parts of the site - with certain use restrictions in place based on “Institutional Controls” (see Sections 7 and 12 and Appendix 7.1) - will meet all state and federal health and safety standards for human health risks based on residential reuse.

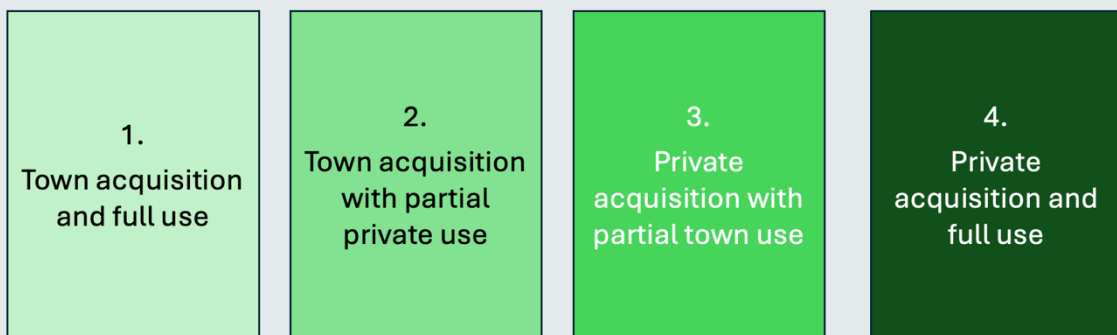
The HHRA process builds in many layers of “conservatism” to assess whether Site cleanups are highly protective of human health. The HHRA methodology purposefully includes conservative assumptions unlikely to actually occur. The Task Force is confident that the HHRA was performed using well-established methodologies to evaluate potential human health exposures and risks.

Needs and Reuses: Through extensive interviews, conducted research, updating information, and building on to the “Master Plan” from the 2021 “Reuse Report”, the Task Force identified numerous important needs of the Town and the public, some of which can be satisfied by reuse and development of the 2229 Main Street property. The findings of HHRA supported the additional conclusion that, once cleanup is sufficient for Town acquisition, the vast majority of the developable site would be safe for reuse and development.

The Task Force assessed both public and private sector need/demand for various uses to ensure that options would not only be feasible, but also desirable. Possible uses include both municipal

and private development to meet these needs as well as a large unique ecological habitat that would provide conservation areas for passive recreation. In its recommendation, the Task Force suggested that, even though current estimates are that the Site will not be available for development until 2029/2030, planning for Site reuse should begin in the near future in parallel with the legal negotiations.

A range of reuse scenarios



Building on the ‘Master Plan’ concept in the 2021 report, the 2229 Main Street Task Force also considered how current and potential zoning considerations could influence reuse decisions.

Several different ownership scenarios are possible, depending on the Task Force’s recommendations and on the Select Board’s decisions on acquisition. The acquisition decision and details about subsequent ownership would probably have the largest impact on potential redevelopment uses.

Further details are provided in Section 6 of this report and in Appendices 6.1 and 6.2.

Ownership: In order to determine and report on the Town’s obligations and potential costs of ownership, the Task Force examined:

- The responsibilities of managing and ensuring compliance with the Institutional Controls (ICs) established as part of the site’s clean-up plan.
- The estimated costs in managing the ICs as described in Section 12 of this report.
- The likely infrastructure improvements needed and associated costs for Concord to prepare the site for reuse regardless of the specific uses that are derived from Site

planning (i.e., roads and sidewalks stormwater and wastewater systems, and distribution networks to connect to water, electric and telecommunication services).

- Additional Town operating costs to maintain new town-owned infrastructure at the site and to provide town services to uses at the site.
- Potential tax revenues from private reuse; and
- Grant and other funding sources that Concord might be able to access to offset any costs associated with acquiring and owning the site.

Through an understanding of obligations and responsibilities the Task Force is confident that the Town can responsibly become a good steward and manager of the site after taking ownership, including, but not limited to safeguarding the remediation systems that will be left in place at the site as defined by the Institutional Controls (see Section 7) that will be part of the final cleanup of the Site. The Task Force developed a proposal for how the Town might organize and assign responsibilities to ensure that these Institutional Controls in place were well-managed. (see Section 12).

In addition, we have jump-started the budgeting process, should the Town move to acquire the site, by estimating some of the initial infrastructure costs needed for development of the site. These preliminary estimates will need to be updated as more detailed reuse plans are developed.

Cleanup Status: Final remediation of the Site is well underway, as briefly summarized in Section 2 of the report. And will take place over the next 4-5 years with all aspects of the remediation related to reuse of the Site completed by ca. 2029 and turnover to a new owner at that time. In the Task Force's opinion, as well as that of our sister committee, the 2229 Main Street Oversight Committee, through its close scrutiny of plans and progress, we are confident that the site will be remediated to residential standards as required by the Consent Decree binding all responsible parties. That progress needs to be monitored and confirmed. The site will be turned over to the new owner only after cleanup goals have been met.

Additional Comment: Through informal conversations with EPA and DOJ staff the Task Force is confident 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.

Structure of the Report

This report has three basic parts. The first is *Introduction*. Sections 1,2,3 (above) provide an overall introduction to and context for the Task Force's work and presents brief, summarized background information on the NMI/Starmet site (2229 Main Street), the Town's involvement, and remediation activities to date.

The *Findings* of the Task Force, representing the result of our research and consultations with others is then presented in the second part of the report - Sections 4-8 - through details of the four areas of investigation, relevant to meeting the goals set by Select Board for the Task Force.

The third part of the report includes the Task Force's *Recommendations and Next Steps*. This final group presents not only our recommendations to the Select Board, addressing the overall charge to the Task Force, but also provides advice on a series of recommended next steps including suggested Institutional Control Management and Risk Communication Plans.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

10

Discuss and Vote to Approve 15-Minute Parking Space at Thoreau Depot

Requested by: SB Chair

Action Sought: Approve

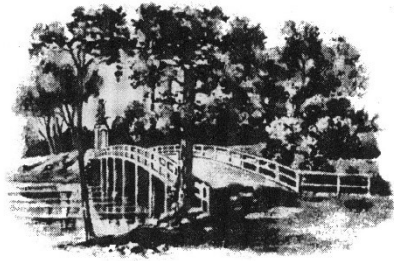
Proposed Motion(s)

Motion: Vote to Approve 15-Minute Parking Space at Thoreau Depot

Additional Information

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

To: Select Board

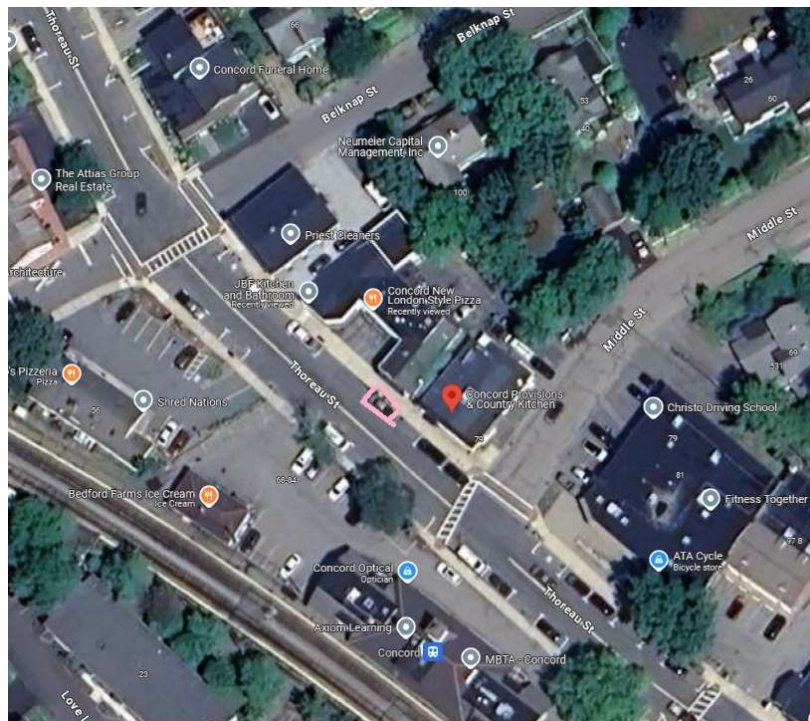
From: Mimi Graney, Economic Vitality Manager

Date: November 26, 2024

Re: Special Parking Designation – 15-minute space for Thoreau Depot

Request for special designation of one existing curb-side public parking space for 15-minute Parking proximate to 71 Thoreau Street, mid-block between Belknap Street and Middle Street.

- At the request of nearby merchants, one short term parking space requested to encourage frequent turnover parking on a block of high demand.
- Space would directly serve three nearby businesses (Concord Provisions, Concord New London Style Pizza, Priest Cleaners) who all have quick-visit customers.
- The single space would be available to anyone and not reserved for use by any specific business.
- Location was reviewed and approved by Engineering of Concord Public Works.
- Signage would be at the discretion of Concord Public Works (Highway and Grounds). Mounting on the existing light pole or a new sign pole are options.
- No special traffic enforcement would be employed beyond what is already deployed by Concord Police for the district.





Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

11

**Discuss and Vote to Approve West
Concord Cultural Council sites for est. 130
decals**

Requested by: SB Chair

Action Sought: Approve

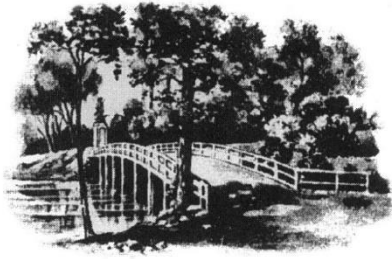
Proposed Motion(s)

Motion: Vote to Approve West Concord Cultural Council sites for est. 130 decals

Additional Information

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

To: Mary Hartman, Select Board Liaison to West Concord Junction Cultural District

From: Mimi Graney, Economic Vitality Manager

Date: December 11, 2024

Re: Public Art Proposal – **Sidewalk Decals**

Request for Preliminary Approval of Public Art - "Sidewalk Decals" - on town-owned property in West Concord.

Sponsor:

The West Concord Cultural District wishes to execute a Sidewalk Decals Art project for West Concord. Anne-Catherine Mauk is the project lead for the WCJCD with Chris Randall, Amy Noordzij and other Committee members assisting.

Purpose:

Sidewalk decals within the commercial areas of West Concord village provide an opportunity to share artwork by residents, promote the 250th in this section of Concord, and focus attention on the area's retail businesses. The decals will draw pedestrians to some of the further reaches of the district where retailers report lower foot traffic.

This art will enrich the quality of life for citizens and visitors by enhancing the beauty of West Concord and creating exciting public spaces through visual art. The commissions provide an opportunity to support emerging local artists. This art fits within the charge of the WCJCD to foster a vibrant cultural community to sustain West Concord as an enjoyable place to live, work and play.

Site(s):

Proposal is for up to 130 custom printed pavement floor graphics, sized 18" x 22" affixed to the sidewalks of the retail business district of West Concord. See Attachment D for a map of the locations and an image of a true-scale mock up on the sidewalk.

The deals would be temporarily affixed to sidewalks in West Concord Village on both sides of Commonwealth Ave from Main to intersection to Laws Brook Road. Placement has been calculated for every third sidewalk square, avoiding parking lot entrances and any slanted surfaces leading to crosswalks.

To test the decals for ease of placement, clean removal, response to foot traffic, fading, etcetera, Public Works placed a single decal sized 18" x 24" on the sidewalk on Commonwealth Ave outside the driveway

to 70 Beharrel Street in the summer. This test decal has held up well to the elements and has also served as a wayfinding resource for the Poetry Phone. See Attachment A.

Project Description:

Background: This project was inspired by a sidewalk decal project featuring artwork by local youth executed by the Winchester Cultural District. Similar municipal sponsored, custom sidewalk decals have been successfully implemented in a number of Massachusetts communities including [Worcester](#), [Boston](#), and Newton.

Artist Selection: Decals will feature art from local students and other residents. Applications will be received through a Call for Art and selected by a panel comprised of members of the West Concord Junction Cultural District Committee and local artists and art educators. Artwork will be submitted digitally via a Google Form. See Attachment B.

Artist Agreements: An agreement with the artists has been incorporated into the Call for Art Form delineating the terms for use. No further contracting with the individual artists is anticipated. See Attachment C.

Funding & Budget: WCJCD funds are provided by a Mass Cultural Council Cultural District grant administered by the Committee.

Decals, set-up fee and printing:	\$2,200
Installation, 3 days @ \$760/day:	\$2,280
Contingency @ 15%:	\$672
 Total Project Estimate:	 \$5,152

Site constraints: None known. Installation and removal of the decals can be executed within minutes so there will be minimal impacts on passersby. No decals will be placed within three feet of business entrances or exits.

Materials: The decals are professionally printed on weather-proof floor wrap designed for outdoor use on concrete. (Not appropriate for asphalt.) The decal is produced with a non-skid heavy texture matte overlamine so that the surface is not slippery.

The decals will be produced by [Sticker Genius](#).

Installation: Concord Public Works is not available to do the installation so a local independent contractor, experienced in flooring projects, Chuck's Home Services, is being secured to do the work.

Term & Maintenance: The intention is for the decals to remain for appropriately six months. Based on the test decal, we do not foresee any issues with longevity, but any decals in poor repair before that time will be removed either by WCJCD volunteers or, if required, the assistance of a contractor will be secured.

Schedule:

June 2024: Test decal installed
Summer 2024: Test decal monitored
Mid-December 2024: Test decal removed
Mid-December 2024: Call for Art issued
February 2025: Deadline for submission. Selection of designs
March 2025: Decal production
April 2025: Decals placed on sidewalks
October 2025: Decals removed from sidewalks

Community:

Collaborations with Concord partners to distribute the Call for Art will result in artwork that reflects the community. Community representatives participate in art selection group.

Administration and Town Responsibilities:

- The WCJCD will commission an outside contractor to install the decals, as the installation is considered under public procurement to be construction in the public way.
- Economic Vitality Manager Mimi Graney is the staff liaison to the WCJCD and will assist the committee with executing the artist contract and the pass-through of the MCC grant funding.
- Aaron Miklosko of Highway & Grounds advised on installation and contract related requirements.
- Public Works will be consulted when scheduling the date of installation to ensure there are no negative impacts on other work happening in the area.

Attachments:

- A - Sample Decal
- B – Call for Art
- C – Artist Application
- D – Map of approximate locations and image of true-scale on-site mock-up
- E – Examples from other communities
- F – Support letters from West Concord neighbors

ATTACHMENT A – SAMPLE DECAL



Sample decal in West Concord

Call For Art

Dear Arts Educator,

We would like to invite your students to participate in an upcoming community art project! The West Concord Junction Cultural Committee (WCJCC) is organizing a walkable Art Loop in downtown West Concord, which will showcase artwork from local students and residents. This is a wonderful opportunity for your students to contribute to a public art display that celebrates their creativity and enhances our local community.

Project Overview: The Art Loop will run from April to October 2025, with approximately 130 sidewalk decals featuring art from Concord’s elementary, middle, and high schools as well as adult community members. Artworks will be produced as 24” x 36” weatherproof sidewalk decals that will be installed along Commonwealth Avenue.

How to Participate: We invite you to submit original artworks from your students that you feel best represent their creativity and skill. Students (or their guardians) may also submit their work directly via the [Google Submission Form](#).

Submission Details:

- **Submission Deadline:** February 14, 2025
- **Requirements:** Artists must live, work, or attend school in Concord. Original art pieces only; all photographable mediums will be accepted for consideration.
- **Submission Link:** Please upload images and basic details for each submission through this [Google Submission Form](#)

A panel of local artists will select the artworks to be featured, and we’ll notify artists in March if their work is chosen. We hope you’ll encourage your students to participate in this unique project, which aims to showcase and celebrate young artists’ talents as part of a community-wide 250th celebration!

Thank you very much for considering this opportunity for your students. If you have any questions or need further details, feel free to reach out.

Warm regards,
Anne-Catherine Mauk
West Concord Junction Cultural Committee Member
westconcordartloop@gmail.com

West Concord Art Loop

As part of Concord’s 250th Celebration, the West Concord Junction Cultural Committee (WCJCC) is curating an outdoor art exhibit marked by a series of sidewalk art decals. The installation will run half a mile along both sides of Commonwealth Avenue and include approximately one hundred and thirty 18" x 24" decals featuring photos of original works created by local residents.

Anyone who lives, works, or attends school in Concord is eligible to submit their original works for consideration. Artists will be credited on the project's website alongside a photo of their work.

The outdoor exhibit will run for six months, from April through October 2025.

Artists may upload submissions using the form below. Each artist may submit up to three unique entries.

Questions may be directed to westconcordartloop@gmail.com

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email*

Full Name of Artist*

Email Address*

Phone Number*

Do you live, work, or attend school in Concord?*

Yes

No

Age Group*

Youth (5 - 12)

Teen (13 - 18)

Adult (18 - 55)

Senior (55 +)

Please upload up a high-resolution PDF of your original art here. If selected, this photo will be used to create an Art Loop decal. Photo may be subject to cropping to meet printing constraints.

*

Upload 1 supported file: PDF. Max 100 MB.

I certify that this piece is my original work and I hereby grant the West Concord Junction Cultural District Committee permission to reproduce it for the purposes of the Art Loop, including, but not limited to, creating a decal of the artwork and using the artwork for marketing and publicity of the Art Loop.

*

Agree

If you are submitting this form on behalf of a minor, please note your full name and relationship to the artist.

Your answer

Send me a copy of my responses.

Submit

ATTACHMENT D – MAP OF LOCATIONS

- Orange circles indicate approximate locations. Will be on every 3rd square on the concrete, avoiding business entrances and crosswalk ramps

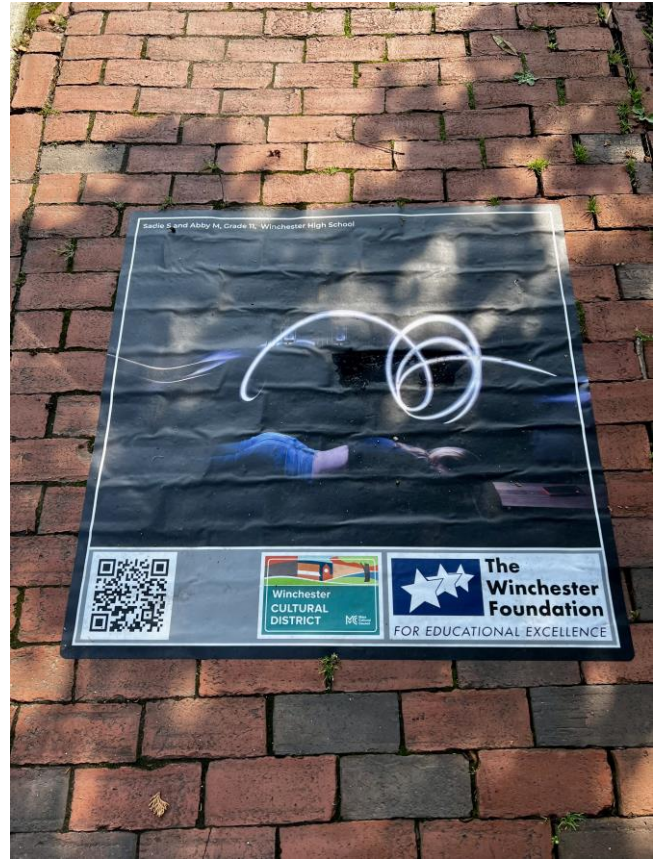


DECAL SPACING MOCK UP

True scaled mock up on the sidewalk showing size and placement of the decals on the concrete sidewalks



Attachment E - Examples from other communities



F – Support Letters from neighbors

- Clay Art
- Concord Flower Shop
- Debra’s Natural Gourmet
- Doe + Fawn
- Joy Street
- Loveday

Clay Art + Concept

114 Commonwealth Ave, Concord, MA 01742

November 29, 2024

To Whom It May Concern:

I would like to express my enthusiastic support for the decal project. There is a decal near my storefront that was placed there the summertime and I would like to see more like it featuring various artworks from the community. In my opinion, there is not enough public art in West Concord. I think that this loop could help to bring foot traffic by my store and enhance the artistic climate of the downtown.

Sincerely,
Michal Adar-Orgad
Ceramic Artist & Owner

To Whom It May Concern,

I am writing to express support for the West Concord Cultural District’s Sidewalk Decal Art project proposal. As a small business owner in Concord for 40+ years, an active participant in the West Concord Business Community and a member Concord Chamber of Commerce, I know that creative projects like this set our shopping district apart from the “big box” stores and malls. West Concord as a Cultural District is the perfect location for such a unique and artistic endeavor. In addition, this will help bring visitors to our side of town during the 250th celebrations, which should increase much needed business for our shops and restaurants. Thank you for your consideration.

Sincerely,

Helen Halloran
Concord Flower Shop
135 Commonwealth Ave
West Concord MA 01742
978-369-2404



98 Commonwealth Avenue
West Concord, MA 01742
978-371-7573
www.DebraNaturalGourmet.com



Home of the
REFILLERY
Reducing Reusing Recycling



To whom it may concern:

As a business owner right in the heart of West Concord these last 35 years, let me just say: I love public art. I enthusiastically support the West Concord Junction District Cultural Council initiative to put art and poetry stickers on the sidewalks in our town, and really anything else they (or *anyone* else!) does to decorate and put art and light and poetry all over town. As long as nobody trips over it – why not? Let's make our streets beautiful and engaging.

Sincerely,

Adam Stark
2nd-Generation Owner
Debra's Natural Gourmet
98-106 Commonwealth Ave.

Doe+Fawn

105 Commonwealth Ave
Concord MA
amy@doefawn.com

December 7, 2024

To Whom it may concern,

As a small business owner and community member of Concord, I fully support the sidewalk art installation project presented by WCJCC and its diverse ways the installation connects the community. I happened to see something similar in Winchester and it stopped me in my tracks. Not only did I admire the artist's work (in this case it was all students) but it also led me to learn more about the Winchester cultural district and its partners. These installations not only connect the community but highlight the artist talent within our community and allow pedestrians a walking tour of West Concord. I can only imagine the pride a child or adult would feel seeing their art for public display in a fun and creative way!

With some recent closures of long standing businesses in West Concord (Reasons to be Cheerful, Phillips Paint, New Leaf) I think encouraging foot traffic for businesses is a supportive endeavor and what better way to get people out exploring all the wonderful things West Concord has to offer while on a path of art installations!

Sincerely,

Amy Noordzij

Owner, Doe+Fawn



Dear Select Board Members,

On behalf of Joy Street Life + Home, I am writing to express my enthusiastic support for the Art Loop project, which will be a wonderful addition to the cultural landscape of our community. As a local business owner, I see immense value in this initiative as an opportunity to enhance the vibrancy and economic vitality of West Concord.

The Art Loop will transform Commonwealth Avenue into a walkable gallery, showcasing the creative talents of our local residents. This unique public art installation will be a draw for tourists and art lovers. It is the perfect blend of education, creativity, and community spirit.

I anticipate the project will bring increased foot traffic to West Concord, which will directly benefit local businesses like ours. By attracting more visitors to our area, the Art Loop creates a platform for us to engage with new customers and share in the pride of hosting a meaningful and visually engaging public display.

Projects like the Art Loop highlight what makes West Concord a special place to live, work, and visit.

Sincerely,

Jen McGonigle
Joy Street Life + Home
49 Commonwealth Ave.
West Concord, MA 01742

store: 978-341-8613
mobile: 978-505-3099
www.joystreetgifts.com



Hello Anne,

I'm thrilled to hear that the Sidewalk Decal Art Project has gathered momentum since I last heard about it when it was in the initial idea stage.

I think having a community generated art project that is easily accessible to all will be a huge benefit to our West Concord retail businesses, especially those of us who are situated at the outer edges of the main pedestrian flow. It will be a welcome addition to the creative identity of West Concord and will hopefully be another reason for residents to make the very short journey over from the main part of town. I'm certain it will be welcomed by our local families who will be able to enjoy an intergenerational, enriching activity.

Looking forward to seeing the project take shape.

Best regards,

Kirsten

Kirsten Ball
Loveday
115 Commonwealth Avenue
Concord, MA 01742
t-978-254-5375

www.lovedaylifestyle.com



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

12

Review and Discuss Concord250 Budget with a focus on Public Safety

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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

CONCORD
250
MASSACHUSETTS



April 2025 Public Safety Planning

Concord250 Public Safety
Subcommittee

Public Safety Planning Assumptions

Public Safety = Fire, Police, Public Works, Public Health and other Municipal Assets



April 19th regional celebrations impact four host communities and the Minute Man National Historic Park and requires significant ongoing (**daily/weekly**) Federal, State, County & Municipal public safety planning meetings and resources.

*Federal/state resources will already be deployed to the Boston Marathon.

Planning Assumptions:

- ~100k spectators, major increase in vehicle traffic/parking and parade participants:
 - The venues will be open to the public and difficult to secure. In 1975 the town sought to contain the crowd to 120,000
 - Dignitaries and/or celebrities will be in attendance. About 50 VIP's have been invited including the Office of the President of the U.S., MA Congressional Delegation, the MA Governor, etc.
 - National media coverage
 - Potential for protestors and counter protestors. The National Park Service estimated that there were 12,000 protesters from the Peoples Bicentennial Commission demonstrating in 1975
 - Traffic/Crowd control measures begin on April 18, 2025 at about 6:00 PM

Tentative April 19, 2025 Major Event Schedule

Concord Events Schedule

April 18, 2025

- 7:00 PM Event Honoring Congressional Medal of Honor Recipients (tentative)

April 19, 2025 Concord Events Schedule

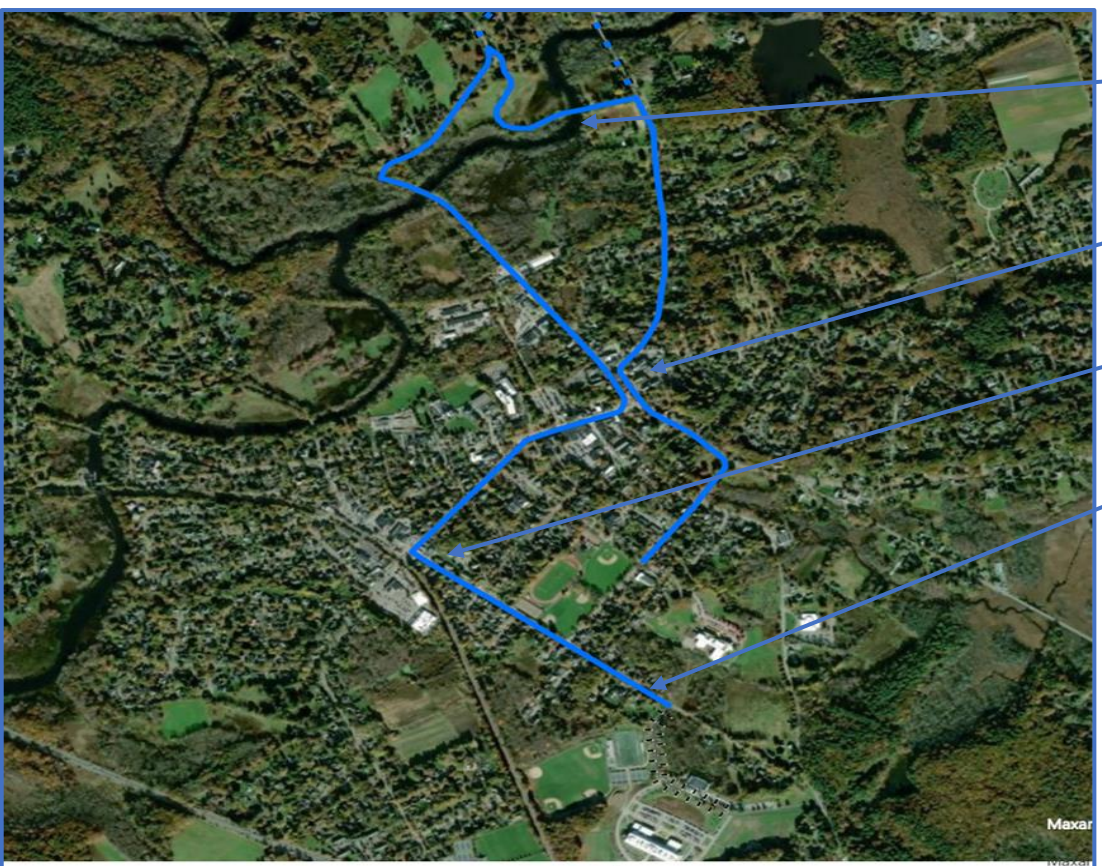
- 6:00 AM Dawn Salute
- 8:30 AM Parade Step Off
- 9:30 AM Old North Bridge Ceremony
- 10:00 AM Military Flyover (tentative)
- 1:00 PM Parade Ends (approximate time)
- 2:00 PM Monument Sq Community Activities (sing alongs, exhibits, etc.)
- Dusk – Parade Light drone show (tentative)

April 20, 2024

- 7:00 AM Tough Ruck Begins at Fenn School Campus

Parade Route April 19, 2025

Major Road Closures – Expect Delays



■ Proposed Parade Route (3.5 miles)
■ Alternative Parade Route (3.6 miles)
■ Parade Staging

0 0.25 0.5 Miles

- Old North Bridge
- Monument Square
- Thoreau St @ Sudbury Rd
- Concord-Carlisle High School

- Parade begins/stages @ CCHS/Thoreau St
- Proceeds Thoreau St to Sudbury Rd – turns right
- Proceeds to Main St into Monument Square
- Proceeds northbound on Lowell Rd to Liberty St – turns right
- Proceeds Liberty St to National Historic Park entrance*
- Proceeds to Old North Bridge Ceremony/Flyover
- Proceeds to Monument St (inbound)
- Proceeds to Monument Sq to Reviewing Stand Ceremony
- Proceeds out Lexington Rd to Heywood St
- Proceeds Heywood St to Everett St/Emerson Field

Department of Homeland Security Special Event Assessment Rating



Special Event Assessment Rating (SEAR)

Level 3 Determination

- Event has been deemed by the Department of Homeland Security (DHS) to be a Level 3 Event.
- Examples of submitted events include Super Bowl, Indianapolis 500, and, etc.
- DHS applies a risk-based methodology and assigns a SEAR rating.

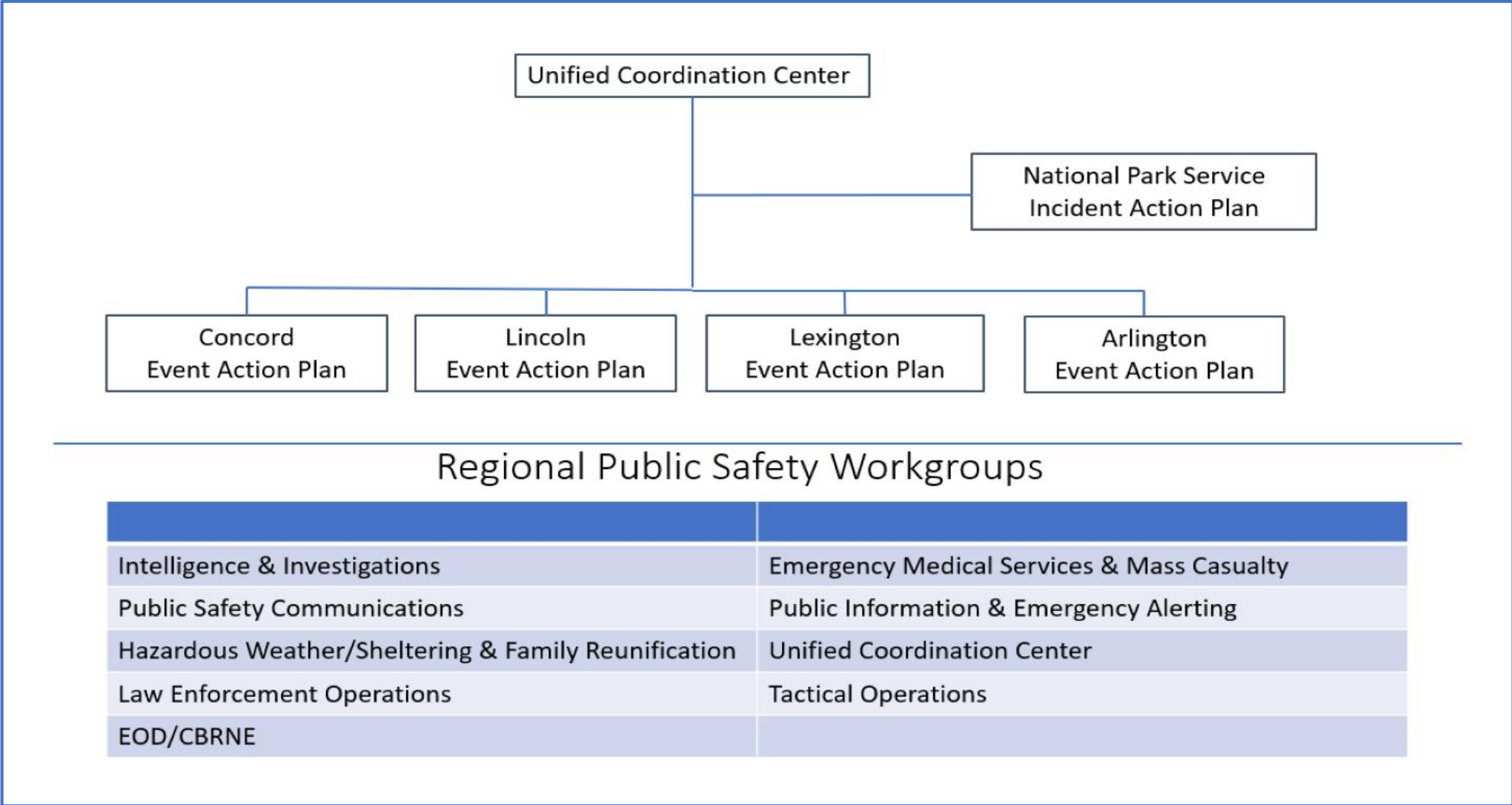
Level	Description
1	Significant events with national and/or international importance that require <i>extensive</i> federal interagency support.
2	Significant events with national and/or international importance that may require some level of federal interagency support.
3	Events of national and/or international importance that require only limited federal support.
4	Events with limited national importance that are managed at the state and local levels.
5	Events that may be nationally recognized but generally have local or state importance.

The federal government supports state and municipal officials.

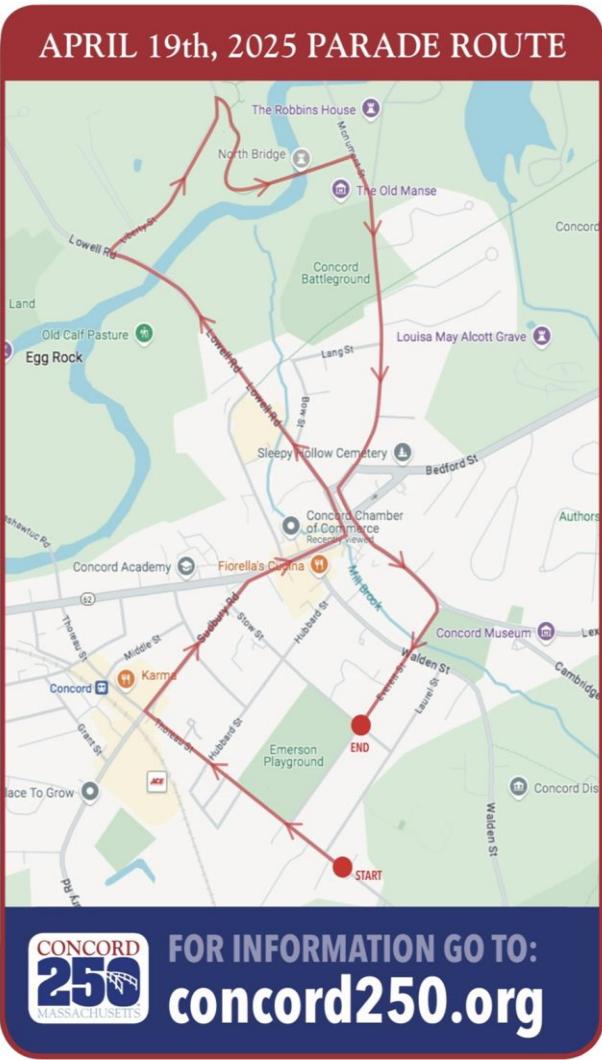
For past SEAR events, assistance has included:

- Explosive canine teams;
- Cyber risk assessments;
- Venue screening and field intelligence teams; and
- Air security and tactical operations support.

Incident Command Structure



Key Public Service Messages Communications Plan



- Comprehensive communication plan includes Concordma.gov, Concord250.org, MA250, America250, social media, News and Notices, town wide newsletters, Chamber of Commerce, Visitor Center and a March tax bill insert.
- Key messages include, but are not limited to:
 - List of April 19th events
 - Parade Logistics - traditional annual parade route except staging will be on Thoreau St. near CCHS
 - Transportation & Parking – “Special Event” schedule of the MBTA commuter rail has been approved. Designated satellite parking (Middlesex School, Virginia Rd, Baker Ave, etc.) and shuttles to parade venue. Credentialed parking behind perimeter will be available for town staff, local business staff and mobility impaired persons
 - Major Road Closures - portions of town North of Rt.2 will be closed to non-residents starting Friday April 18th around 6 PM until Sunday
- Unique messaging and ongoing communication on event impact on all audiences - Residents, Visitors, Businesses, Institutions of Faith (e.g. Easter) and local schools.



Questions





Concord 2025 Executive Committee
Budget Plan – Version 14
December 16, 2024

Concord250 Funding Sources	
Community Preservation Committee (CPC) *	\$ 125,000
American Rescue Plan Act (ARPA)	
- Memorial Trees	\$ 125,000
- Concord250 (General Expenses)	\$ 500,000
▪ Public Safety	(376,000)
▪ Events & Programs	(124,000)
Unrestricted State Grant	\$ 200,000
Free Cash **	\$ 350,000
Other ***	
- Concord 250 Corporation	\$ 24,600
- Town 250 Gift Account	\$ 70,586
- Restricted State Grants	\$ 52,000
Total	\$ 1,447,186

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

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

*** Other funds that may be received through the Town 250 Gift Account, Restricted and Unrestricted State Grants, and/or the Concord250 Corporation, non-profit 501 (c) 3.

Concord250 Expenses	SC Code	Budgeted Funds	Funds Committed	Funds Expended	Remaining Balance
Communications & Publicity	CP	\$ 90,000	\$ 0	\$ 68,820	\$ 21,180
Events & Programs	EP	\$ 130,000	\$ 114,930	\$ 15,070	\$ 0
Hospitality & Invitations	HI	\$ 20,000	\$ 0	\$ 2,147	\$ 17,853
Memorial Trees	T	\$ 250,000	\$ 248,523	\$ 1,477	\$ 0
2025 Parade *	P	\$ 60,000	\$ 0	\$ 0	\$ 60,000
Public Safety	PS	\$ 725,000	\$ 0	\$ 0	\$ 725,000
Special Projects **	SP	\$ 76,600	\$ 76,600	\$ 0	\$ 0
Total		\$ 1,352,000	\$ 440,053	\$ 87,514	\$ 824,033

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

** Massachusetts Office of Travel and Tourism Grants to fund age-friendly benches in Thoreau Depot to Concord Center and to the North Bridge and to fund Concord's program initiative, "A Fight for Freedom: Honoring Patriots of Color" and grants from the Concord 250 Corporation to support History and Education Subcommittee programs in partnership with the Concord Museum and the Wright Tavern Legacy Trust.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

13

Discuss Review and Discuss MCI Concord Proposed Budget

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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

MCI Concord Planning

Proposed Budget for FY25

12/12/2024

Expenses	Entity	FY25	Description
Consultant for Planning, Economic, Market Analysis	MCI Advisory Board	\$350,000	Develop concept plans along with economic and market analysis to guide redevelopment opportunities and ensure alignment with community goals
Wastewater Treatment: Field Effort and Desktop Reivew	CPW	\$80,000	Additional field effort of filter beds including two days of test pitting and monitoring well installation, revise conceptual model/analytical modeling, detailed report place of memorandum. Desktop review of re-commissioning abandoned filter beds including regulatory review, conceptual hydrogeologic model development, analytical modeling, memorandum documenting findings
Wastewater Treatment: Review Development Initatives and MCI Concord Sewer Capacity	CPW	\$60,500	Weston and Sampson coordination with DPLM on Planning and Housing Initatives, review of MCI WWTF, MCI Concord Sewer Capacity Evlautation
Wastewater Treatment: System Conditions and Demand Assessment	CPW	\$25,000	Collection system conditions and additional demand assessment
Wastewater Treatment: Soil Evaluation	CPW	\$40,000	Analysis of soil around the MCI WWTP
Wastewater Treatment: Sewage Flow Metering in West Concord	CPW	\$24,500	install flow meters to evaluate catchment trends for flow diversion planning
Wastewater Treatment: Integration Analysis	CPW	\$100,000	Integration of MCI and municipal system - feasibility and conceptual design for diverting flows
Conceptual Plan for CPW Facility	CPW/TMO	\$45,000	Create a conceptual plan for relocating the CPW facility to the MCI campus, including site feasibility and preliminary designs.
Total		\$725,000	

Description of Funding Source

FY25 is funded with a \$725,000 legislative earmark, requiring all spending by June 30, 2025.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

14

Vote to Approve 2025 Annual License Renewals (Batch #2)

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Vote to Approve 2025 Annual License Renewals (Batch #2)

Additional Information

Board Action

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



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: December 16, 2024

Re: 2025 Annual License Renewals – Batch #2

Enclosed please find the second batch of local licenses to be renewed for the 2025 calendar year. As you will remember, the first batch of licenses were renewed at the Select Board meeting on December 2, 2024, and as such are *not included* in the list below.

Last year, we launched the Select Board module on PermitEyes, the Town's online permitting system. All Select Board licenses are now available on PermitEyes and are reviewed by applicable departments online, such as the Building Department, Fire Department, Health Department, Police Department, and Treasurer/Collector, who are required to sign-off on the application before it moves forth to the Select Board for approval.

Additionally, here is some data regarding business activity during 2024:

- I. There was one new business that opened this year, which was:
 - Bandoleros
 - o All Alcoholic Beverages Liquor License
 - o Common Victualler License

- II. There was one business that *transferred* their Liquor License, which *does not change the Town's license quota*, but for record was:
 - The Cheese Shop
 - o Wines & Malt Beverages Liquor License
 - o Common Victualler License

- III. There was one business that closed this year and as such, did not renew their license:
 - Reasons to Be Cheerful
 - o Common Victualler License

A breakdown of the Town's Liquor License quota heading into 2025 is:

On-Premise:

- All Alcoholic Beverages – will remain the same at five (5)
- Wines and Malt Beverages Only – will remain the same at one (1) available, which is tied to Special Legislation (dictates location of licensed premise)

Off-Premise:

- All Alcoholic Beverages – will remain the same at zero (0) available
- Wines and Malt Beverages Only – will remain the same at 1 (one) available

As always, please reach out to me directly if you have any questions.

Class II Licenses:

1. Benzden Corporation – DBA Village European Sales and Service
2. Douglas Macone – DBA Macone Truck Sales
3. Nano's Auto Service Body, LLC – DBA Nano's Auto
4. Second Chance Cars, Incorporated
5. Swedish Motor Works and Repairs, LLC – DBA Concord Foreign Motors
6. William J. McGonagle – DBA Bill's Auto Sales

Common Victualler Licenses:

1. 12 LLC – DBA Comella's
2. 42 Main Street's Market and Café – DBA Main Street's Market and Café
3. A & S Walden, Incorporated – DBA Walden Italian Kitchen
4. Bedford Farms Ice Cream Concord, Incorporated
5. Campbell Scott LLC – DBA Haute Coffee
6. Concord's Colonial Inn One Corporation – DBA The Colonial Inn
7. Concord Country Club
8. Concord Restaurant Group LLC – DBA Woods Hill Table
9. Concord Teacakes Etcetera, Incorporated – DBA Concord Teacakes
10. CRG Fresh LLC – DBA Adelita
11. Farfalle, Incorporated – DBA Farfalle Italian Market
12. Feng Ji, Incorporated – DBA Karma
13. Fiorellamore LLC – DBA Fiorella's Concord
14. Helen's Restaurant
15. Joslyn Food Cooperative – DBA The Cheese Shop
16. Melendez Magana Incorporated – DBA Bandoleros
17. Nashoba Brook Bakery, LLC – DBA Nashoba Brook Bakery
18. New London Pizza
19. North Bridge Inn, Incorporated – DBA North Bridge Inn
20. RMBV Incorporated – Club Car Café

21. Saltbox Kitchen LLC – DBA Saltbox Kitchen
22. Susie’s Sweet Shop, Incorporated – DBA Sorrento’s Restaurant
23. Twin Seafood, Incorporated – DBA Twin Seafood
24. Verrill Farm LLC – DBA Verrill Farm

Innholder/Lodging Licenses:

1. North Bridge Inn, Incorporated – DBA North Bridge Inn

Liquor Licenses:

1. 12 LLC – DBA Comella’s
2. 42 Main Streets Market and Café Incorporated – DBA Main Street’s Market and Café
3. Arianna Incorporated – DBA Concord Provisions
4. Concord Restaurant Group LLC – DBA Woods Hill Table
5. Concord Rod and Gun Incorporated
6. CRG Fresh, LLC – DBA Adelita
7. Crosby’s Marketplace Incorporated – DBA Crosby’s Marketplace
8. Emerson Umbrella Incorporated – DBA The Umbrella
9. Farfalle Incorporated – DBA Farfalle Italian Market
10. Feng Ji, Incorporated – DBA Karma
11. Fiorellamore, LLC – DBA Fiorella’s Concord
12. Joslyn Food Cooperative – DBA The Cheese Shop
13. Musketaquid Sportsmens Club Incorporated
14. Raunak Enterprise, Incorporated – DBA Walden Liquors
15. Saltbox Kitchen LLC – DBA Saltbox Kitchen
16. West Concord Liquor Store Incorporated – DBA Concord Wine and Spirits

Tour Guide Licenses:

1. Bonnie Albright
2. Mary Bierman
3. Lisa Blumstein
4. Anna Marie Bracco
5. Elissa Brown
6. Debra Canally
7. Elizabeth Clayton
8. Stefanie Cloutier
9. Amy Cole
10. Elizabeth Copley
11. Ann E. Corkum
12. Steve Dawson
13. Douglas Ellis
14. Bernice Fousek
15. James Hagerstrom
16. Sandra Haper
17. Peter Healey
18. Jamie Leigh Joroff

19. Denise Picard Lindgren
20. Kristi Lynn Martin
21. Dave Macintosh
22. Diane Morel
23. Dr. James Nager
24. Ronni Olitsky
25. Mark Ostrander
26. Joan Pagliuca
27. Richard Piccarreto
28. Frances Sacco
29. Philip C. Swain
30. Edward Wirtanen

Weekday Entertainment Licenses:

1. 42 Main Street's Market and Café Incorporated – DBA Main Street's Market and Café
2. Concord Restaurant Group – DBA Woods Hill Table
3. CRG Fresh, LLC – DBA Adelita
4. Saltbox Kitchen LLC – DBA Saltbox Kitchen
5. Trail's End Café LLC – DBA Nosh by Concord Market



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, December 16, 2024

SM

Supplemental Materials

XII: Review and Discuss Concord250 Budget with a focus on Public Safety

Concord250 and the Intermunicipal Agreement Team

1. 250th Summary
2. 250th Press Release DRAFT 12.9.24
3. IFB 25-3011 IMA Transportation

Additional Information

Board Action

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

December 9, 2024

250th@theanthemgroup.com



Celebrate 250 Years of American Spirit Across Four Historic Towns

A week of historical reenactments, marquee events, and community celebrations

WHAT:

Patriots' Day 2025 will bring a once-in-a-lifetime celebration to the towns of Arlington, Concord, Lexington and Lincoln. Honoring 250 years since the first armed conflicts of the American Revolution including the iconic Battles of Lexington and Concord, this historic milestone will be marked with over 30 events, reenactments and parades. These towns, united by their pivotal role in the American Revolution, will welcome nearly one million visitors from all 50 states and over 100 countries, offering a unique blend of history, entertainment and community spirit.

Attendees can immerse themselves in a diverse lineup of activities, including:

- **Reenactment of the Battle of Lexington (April 19, 2025, 5:30 AM - Lexington):** Witness the historic battle that sparked the Revolution in a stunning live reenactment
- **Concord Parade (April 19, 2025, 8:30 AM - Concord):** March through history in this time-honored tradition
- **Menotomy Beer Hall (April 19, 2025, 12:00 PM - Arlington):** Relax with craft brews, local cuisine and community cheer
- **Lexington Parade (April 19, 2025, 2:00 PM - Lexington):** A vibrant celebration showcasing the town's rich heritage
- **Patriots Light: Concord250 Drone Show (April 19, 2025, 7:45 PM - Concord):** A modern spectacle blending technology and history with captivating aerial displays
- **Battle of Menotomy Reenactment (April 20, 2025, 2:00 PM - Arlington):** Experience a dramatic recreation of one of the Revolution's lesser-known but impactful battles
- **Alarm and Muster Reenactment (April 20, 2025, 7:00 PM – Lincoln):** The Lincoln Minute Men reenact the alarm and muster of the original Lincoln minute men on April 19, 1775.
- **Dawn Tribute and March to Concord (April 21, 2025, 6:45 AM – Lincoln):** A moving and public ceremony designed more recently to commemorate the Revolutionary Patriots buried next to Bemis Hall.
- **Ride of Paul Revere and William Dawes on Horseback from Boston (April 21, 2025, 11:00 AM - Arlington):** Follow in the footsteps of the midnight riders who carried the call to arms

Throughout the weekend, visitors can also enjoy live entertainment and family friendly activities. The celebrations will span historic landmarks like Minute Man National Historical Park, offering a chance to walk the same roads traveled by America's earliest patriots.

The 250th anniversary of the historic battles of Concord and Lexington is approaching on April 19, 2025. The battle road towns of Concord, Lexington, Arlington and Lincoln commemorate the semiquincentennial, or 250th anniversary of the American Revolution, which began here in New England. Two hundred fifty years ago, the men and women of what is now Massachusetts secured their independence from Britain and created a new nation dedicated to the ideals of liberty, equality, natural and civil rights and responsible

citizenship. We honor our first 250 years and inspire Americans to imagine our next 250 years. To mark this significant anniversary, residents, friends, and neighbors are invited to commemorate and celebrate this anniversary throughout the entire year.

Don't miss this historic celebration that bridges the past and future. Visit <https://massachusetts250.org/> for a full schedule of events and to plan your trip. Be part of the American story—come celebrate 250 years of history and imagine the next 250!

WHEN: April 19, 2025 – April 21, 2025

WHERE: Various locations across Arlington, Concord, Lexington and Lincoln, MA

WHO: The celebrations are free and open to the public, with events for all ages.

HOW: For additional information, please email 250th@theanthemgroup.com. A full schedule and details for each town are available online at:

Arlington: <https://www.visitarlingtonma.org/arlington-250/>

Concord: <https://concordma.gov/3319/Concord250-Events>

Lexington: <https://lex250.org/events/>

Lincoln: <https://www.lincolntown.org/1476/Lincoln250-Events>

Minuteman National Historical Park: <https://www.nps.gov/mima/mima250.htm>

The Anthem Group – 250th Celebrations Summary of Work (September 1, 2024 – November 7, 2024)

The Anthem Group is contracted by the IMA to assist with organizing and coordinating events for the 250th Celebrations occurring on and around Patriots' Day Weekend 2025. Beginning in March 2024, Anthem began the process of attending in-person meetings, Zoom calls and having conversations to get to further familiarize itself with the IMA leadership, community stakeholders, the four communities themselves and their individual needs, as well as the overarching needs and goals of the IMA. This included assessing areas for Anthem's expertise and impact, while keeping the immediate objectives of the IMA and the 250th Celebrations in mind.

Key members of Anthem's team attended events during Patriots' Day Weekend 2024 in all four towns to observe what transpired for the most recent non-250th celebration in each town. From March through early June, at least one member from Anthem's team attended all 250th executive committee meetings for each town, whether in-person or via Zoom, as well as the regional IMA meetings in April and June. Additionally, starting in June, Anthem commenced an in-depth role with a variety of local and state public safety agencies that range from MEMA to local police, fire, DPW and other departments. Anthem was also present and available to help shape and contribute to the IMA's in-person meeting and transportation related requests to the MBTA office in downtown Boston.

Anthem continues to act as a liaison on behalf of the IMA at regional meetings with local and state law enforcement and public safety, and meets with the IMA on a monthly basis.

Below please find a high-level summary of work from September 1, 2024 – November 7, 2024.

Meetings/Calls

- Anthem attends a combination of in-person and Zoom meetings, as well as participates in calls at the town level, IMA level and state/regional level with law enforcement and public safety. Anywhere from one to four representatives of Anthem are involved in each meeting/call.
 - September: two (2) in-person meetings, seven (7) Zooms/calls
 - October: six (6) Zooms/calls
 - November 1st-7th: three (3) Zooms/calls
 - A detailed list of meeting dates is supplied in a separate document
- Since the June 20th IMA meeting, Anthem has shifted focus from individual town meetings to IMA and regional/state focused meetings:
 - One (1) IMA meeting per month
 - Two (2) MEMA meetings per month at varying intervals (Public Info Working Group)
 - One (1) Law Enforcement Working Group meeting per month
 - One (1) Transportation Working Group meeting per month
 - Weekly coordination with state/federal agencies to field/answer questions as they arise

Meetings/Calls (continued)

- In addition to the above meetings and calls:
 - Anthem's President, Chris Sinclair and Rob Munro (IMA/Concord250) have an average of three conversations a month (sometimes more) to ensure that organizational and operational needs are being met
 - Chris and Anthem's Managing Partner, Ashley Mercurio routinely speak via email and phone with Capt. Goldman (Concord PD) and Sara Zalieckas (MEMA) to field questions and support public safety and law enforcement objectives
 - Anthem conducts internal calls/meetings at a minimum of once per week to discuss immediate needs, timelines and deliverables
 - Chris conducted internal 250th related workshop for Anthem team members regarding on-site experience and logistics

Event Coordination/Marketing/Sponsorship

IMA

- Three senior-level Anthem representatives attending monthly meeting on 3rd Thursday of each month

Media

- Conducted media sponsorship check-in call with Beth Williams and Sandhya Iyer
- Media kit/deck
 - Anthem created a media kit/deck complete with pitch email that was revised after check-in call with Beth and Sandhya in early September
 - Following September 19th IMA meeting another round of revisions was made to produce final media kit the end of September
- Chris Sinclair has connected with a moderate list of journalists (nine individuals) that are either independent and/or with a publication
- Media partnerships
 - Introduced the event to multiple radio entities
 - Conducted follow up meeting with Audacy
 - Follow up meetings with Bloomberg and iHeart pending
 - Meeting with the Audacy Market Manager to talk media partnership (a third meeting would bring in Beth and Sandhya)
- Introduced idea to NBC10
- Participated in WGBH call with Beth and Sandhya
- Outlined next steps with Rob Munro regarding media outreach
 - Anthem is working on a first draft press release and media release timeline

Marketing

- Reviewed MOTT's MA250 website and notified Rob Munro of missing event info from the calendar
- Anthem designed a graphic in mid-September of the 250th Celebrations event schedule for the month of April 2025, inclusive of events across all four towns and NPS to be utilized for both web/social media and print
 - Presented graphic at September 19th IMA meeting
 - Email coordination between all four towns and NPS to streamline edit requests and request QR codes to include in graphic
 - QR codes were not sent so Anthem created QR codes to link to each respective towns' and NPS' websites

Marketing (cont.)

- The event graphic went through several rounds of revisions in the months of September and October to include event changes/additions from the towns and NPS, as well as design changes
- Final graphic was produced November 6th after last round of revisions

Arlington

- Communication with Katie Luczai regarding having Chris Sinclair sit on marketing panel for Arlington Business Summit on November 20th

Lexington

- Conversation with JGPR about media sponsorship and their openness to assist with those efforts overall, not just for Lex250
- Continued communication and Zoom meetings with three companies regarding quotes for potential video screen locations and sound needs for reenactment on April 19th, 2025
 - Quotes obtained and shared with Dave Pinsonneault (DPW)
 - Shared spec list/needs with Dave for creation of public bid for audiovisual needs

Public Safety

Law Enforcement (LE) Working Group

- One to four (1 to 4) Anthem representatives attending monthly meetings
- Produced master spreadsheet for Capt. Goldman inclusive of Patriots' Day Weekend events across all four towns and NPS
 - Communication with Chief Randy Biddle and NPS ops team to include NPS events as well
 - This continues to be updated following changes from the event schedule graphic that was also created for the IMA

MEMA/Public Information Working Group

- One to three (1 to 3) Anthem representatives attending monthly meetings
- Shared master spreadsheet of Patriots' Day Weekend events with Sara Zalieckas to sync up with master MEMA schedule
 - Subsequent conversations with Sara to discuss event changes/additions and continue to update the MEMA schedule as well as the LE Working Group schedule

Municipal Resources + Needs

- Organized municipal resources/assets and needs list across four towns to be shared with Capt. Goldman and Sara Zalieckas (MEMA)
 - Communication with the four towns via IMA contacts, police, fire and DPW to obtain list of resources and needs
 - Communication with Chief Randy Biddle (NPS) about adding in NPS resources to this list
 - Ashley Mercurio with Anthem has had conversations with both Sara Zalieckas and Capt. Goldman about facilitating any additional needs from the four towns and sharing feedback/suggestions from MEMA on how the towns can apply for additional support for their resource needs
 - Awaiting any additional resources/needs from Arlington
 - Awaiting any additional resources/needs from Lincoln

Credentials

- Created draft of proposed credential levels/descriptions
- Received quotes from two companies for credential badges
- After the IMA discussed the credentialing information, determined it is going to be up to the individual communities to handle and cover from their individual budgets

Transportation

- One to three (1 to 3) Anthem representatives attending monthly Transportation Working Group meetings
- Anthem is awaiting next steps once transportation RFI is finalized

Deliverables/Deadlines (Anthem & IMA)

- List of municipal assets from four towns **ONGOING (originally due JUNE 30TH)**
 - Anthem will continue to help organize this list
 - NPS is submitting a list of resources as well
 - Awaiting any additions/updates from the four towns
- Transportation plan/RFI from Transportation Working Group **DUE BY NOVEMBER 30TH**
- Draft press release and media timeline for press releases **DUE BY DECEMBER 2ND**
 - Schedule of releases
 - Early December
 - Mid-January
 - Late February
 - End of March into April (*big push for daily/weekly publications*)
 - Anthem to help draft releases and facilitate outreach
 - IMA to send Anthem town level media contacts for Anthem to contact and Anthem will supplement with its own contacts
 - Releases to be sent from general Anthem/250th email (maybe MOTT can host?)
- Site plan from IMA/LE Working Group **DUE BY DECEMBER 15th (originally DUE AUGUST 1st)**
 - Major creative, front-of-house assets and aspects (e.g., bleachers, food trucks, horses, restrooms, etc.)
 - Anthem can collectively work with public safety to ensure they are comfortable and where back of house aspects can go, as well as identify any areas of improvement

IMA Fund

- Starting Balance: \$84,600
- Invoiced to Date (11/8/2024): \$45,556.00

Town of Concord
Invitation for Bid
IFB # 25-2011 250th Celebration Transportation
Due: Wednesday, December 18, 2024 at 3:00 PM



Town of Concord, Massachusetts
(in coordination with the Towns of Arlington, Lexington and Lincoln)

Request for Proposal
IFB #25-2011 250th Celebration Transportation
Due at 3:00 PM, Wednesday, December 18, 2024

Available: December 2, 2024

1. Instruction to Bidders

The Town of Concord will receive bids at the Finance Administration Office, Town House -Town of Concord, 22 Monument Square, Concord, MA, 01742 until 3:00 P.M. Wednesday, December 18, 2024. At that time, they shall be publicly opened and read aloud in the Selectmen's Room, Town House – 2nd floor, 22 Monument Square, Concord, MA.

All bids shall be contained in a sealed envelope and shall be addressed to the Interim Procurement Director and shall be clearly marked: Bid #25-2011 – 250th Celebration Transportation.

A bid deposit in the form of a bid bond, or certified check, or cashier's check issued by a responsible bank or trust company, payable to the Town of Concord shall accompany bids. A bid bond shall be (a) in the form satisfactory to the Town, (b) with a surety company qualified to do business in the Commonwealth and satisfactory to the Town, and (c) conditioned upon the faithful performance by the principal of the agreements contained in the bid. The amount of the bid deposit shall be at least equal to 5% of the total amount of the bid.

The Town of Concord reserves the right to reject any and all bids, to waive any informality in the bidding process, and to make the award in the best interest of the Town.

2. Introduction

The Towns of Arlington, Concord, Lexington, and Lincoln MA are seeking bids from an experienced, qualified Shuttle Operator to provide transportation across the four municipalities of Arlington, Concord, Lexington, and Lincoln on Patriots Day Weekend 2025 (April 19, 2025 - April 21, 2025) related to 250th celebrations of first the battles of the American Revolution to ensure that all visitors have access to all towns during the celebrations. The total budget available for award under this Invitation for Bids 250th Celebration Transportation is \$100,000.

The Towns of Arlington, Concord, Lexington, and Lincoln have unique, specific, but aligned transportation needs that in part require private sector support to deliver visitors safely to and from designated satellite parking lots to each of the communities' planned events for the Nations 250th Celebration over April 19-20, 2025. The communities recognize that moving crowds with buses will require a substantial number of buses available throughout the entirety Saturday and most of Sunday in order to move the number of people anticipated by the four towns. As the Towns do not have the equipment or expertise to handle this type of operation and they are seeking a transportation services provider.

The goal of this solicitation is to provide the best value of services to achieve the procurement goals of the Towns of Arlington, Concord, Lexington, and Lincoln MA (Town).

Costs that are not specifically identified in the vendor's response and accepted by the Town as part of a Contract, will not be compensated under any contract awarded pursuant to this Request for Proposal. The Town will not be responsible for any costs or expenses incurred by vendors responding to this Request for Proposal.

The Town makes no guarantee that any Services will be purchased as a result of this solicitation.

3. Background

Patriots' Day is the Massachusetts statewide holiday that occurs on the third Monday of April each year, commemorating the first battles of the American Revolution, the Battles of Concord, Lexington and Menotomy. These Battles crossed the four towns of Concord, Lexington, Lincoln, and Arlington. It was the "shot heard round the world" on the morning of April 19, 1775, that sparked the revolution resulting in the birth of our nation.

2025 will mark the 250th anniversary of these historically significant events. We are expecting a significant influx of visitors to the region. During the Bicentennial in 1975 the area saw a boost in tourism and economic activity and drew in visits from dignitaries such as President Ford and Queen Elizabeth II. We expect these events will be well attended, well-advertised, and well publicized by major media as we have seen with Boston Tea Party 250th commemoration events that took place December 16, 2023.

4. General Information and Bid Submission Requirements

4.1 Delivery of Bids

Bids will be received at the time and place set forth in the Instruction to Bidders. Bids received prior to the time established for the receipt of bids will remain sealed and shall be securely kept by an officer whose duty will be to receive and open all bids. At the established time bids shall be publicly open and read aloud. No responsibility will be attached to the officer for premature opening of a bid not properly addressed and identified.

If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified.

The Town requires the following information to appear on the upper left-hand corner of the sealed bid envelope: Name of Bid and Bid Number.

Regardless of the cause of delay, no bids, which are received by the Town after the terminal time recorded herein shall be given any consideration. The bidder is responsible for filing bid before the terminal time.

No bid received after the time established for the opening of bids will be considered, regardless of the cause for the delay in the receipt of any such bid. Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Bidders should secure correct information relative to probable time of arrival and distribution of mail. Make due allowance for possible delays in the receipts of bids.

Telegraphic bids will not be considered.

4.2 Questions

No oral interpretations will be made to any bidders as to the meaning of the specifications. Every request for such an interpretation shall be made in writing by a bidder and sent to Gail Dowd,

Interim Procurement Manager. Gail Dowd can be reached by email procurement@concordma.gov with “IFB 25-3011 IMA Transportation” in the subject line.

Questions will be accepted until 5:00 PM on Friday, December 6, 2024. After this date and time, no additional questions or clarifications will be accepted.

Written responses will be emailed to all bidders on record as having received the Bid Specifications.

Every interpretation made to a bidder will be sent as promptly as is practicable to all persons to whom the specifications have been issued. All such addenda shall become a part of the contract documents. Failure to send, or of any bidder to receive, any such interpretation shall not relieve any bidder from any obligation under this bid as submitted.

4.3 Bid Opening

If at the time of the scheduled bid opening, the Town House is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 PM on the next business day. Bids will be accepted until that date and time.

4.4 Modifying or Withdrawing A Bid

A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modification must be submitted in a sealed envelope clearly labeled “Modification Number X”. Each modification must be numbered in sequence and must reference the original Bid number.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interest of the Town or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

4.4 Right to Reject Bids

The Town of Concord reserves the right to reject any or all bids, to accept any bid, or to waive any informality on bids received. The Town of Concord also reserves the right to omit any item or items which he deems advisable.

A conditional or qualified bid will not be accepted. The Town of Concord reserves the right to reject unbalanced bids.

4.5 Bid Documents Required for Submittal

The bidder shall meet all requirements listed in this document and show proof of credentials to perform the work and procedures as specified. Bidders not meeting the qualifications and specifications herein shall be rejected. The bidder shall include the following information with their bid:

- A letter of transmission that contains the following information:
 - A description of the Bidder's company and the type of work it performs and capabilities offered.
 - Qualifications – describe ability to successfully undertake the project operationally, technically, financially and managerially
 - At least 3 examples but no more than 10 of similar work conducted over the last five years, inclusive of work completed for other municipalities
 - At least 3 References from similar work projects shared in this response – the contact person, phone number, email address, and work description of all projects for which the bidder has performed over the last five years. The Town of Concord reserves the right to contact any and all references. Unfavorable references could result in disqualification of a bidder.
- The Bid must include a Certificate of Non-Collusion, a Statement of Tax Compliance, Addendum Acknowledgement Form and Bid Pricing Form signed as follows: (1) if the bidder is an individual, by him/her personally; (2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- Bidders must supply a list of all references for similar work performed over the last five years. The references should include the project name, site location, description of work done, contact name, contact title, contact phone number, contract address, and contact email. Unsatisfactory references will result in disqualification.
- All bids shall be submitted on the prescribed form and shall be subject to all requirements stipulated in the specifications. All blank spaces for bid prices should be filled in, in both words and figures. In the event that there is a discrepancy between the prices written in words and figures, the price written in words will govern. Erasures or other changes to bid forms must be explained or noted over the signature of the bidder.

4.6 Miscellaneous

The Town of Concord, Massachusetts is an exempt purchaser under the Sales Act, Chapter 14 of the Acts of 1966 to the extent that materials and supplies are used or incorporated in this bid. The Town's tax exempt number is E-04-6001121 and a certificate will be provided upon the signing of the contract.

4.7 Bid Bond

Each bid submitted shall be accompanied by a Bid Bond in the form of a certified check, bank treasurer's check, cashier's check, or a bid bond issued in their name by a surety company

licensed by the State Division of Insurance, in the amount of five (5%) of the proposed bid amount, made payable to the Town of Concord. No exceptions to this requirement. The bid deposits held shall be returned upon execution and delivery of the contract, except that if the selected bidder fails to execute and furnish the required bonds and insurance certificates, the bidder's deposit shall become the property of the Town of Concord as liquidated damages. In instances of death, disability, or other unforeseen circumstances affecting the bidder, which materially impairs the bidder's ability to execute a contract and perform the required service, said bid deposit may be returned.

Each bid deposit may be held by the Town as security for fulfillment of the bidder's promises, set forth in his bid, that he will not withdraw his bid while it is being considered and will execute the Contract Agreement and furnish the required bonds and insurance certificates if his bid is accepted. Should the bidder fail to fulfill such promises, his bid deposit shall become the property of or be payable to the Town of Concord as payment for damages.

Unless it becomes the property of or be payable to the Town of Concord, said deposit shall be returned to the bidder as hereinafter provided. Deposits or bid bonds will be returned to all except the three lowest bidders within fifteen (15) days (Sundays and legal holidays excluded) after the formal opening of bids and to the three (3) lowest bidders within (5) days (Sundays and legal holidays excluded) after the Town of Concord and the accepted bidder have executed the Contract Agreement. In the event that the Contract Agreement has not been executed by both the accepted bidder and the Town of Concord within sixty (60) days, excluding Saturdays, Sundays and legal holidays, after the opening of the bids, bid security will be returned promptly upon demand of any bidder who has not been notified of the acceptance of his bid.

After execution of the contract and acceptance of the bond(s) by the Town, the bid deposits accompanying the successful bid will be returned, as well as the deposits of the other bidders.

4.8 Payment Bond

Within 10 days of the notification of the contract award, the bidder must obtain a 100% payment bond. A payment bond shall be (a) in the form satisfactory to the Town, (b) with a surety company qualified to do business in the Commonwealth of Massachusetts and satisfactory to the Town, and (c) conditioned upon the faithful performance by the principal of the agreements contained in the contract. The amount of the payment bond shall be at least equal to 100% of the total amount of the contract.

4.9 Performance Bond

Within 10 days of the notification of the contract award, the bidder must obtain a 100% performance bond. A performance bond shall be (a) in the form satisfactory to the Town, (b) with a surety company qualified to do business in the Commonwealth of Massachusetts and satisfactory to the Town, and (c) conditioned upon the faithful performance by the principal of the agreements contained in the contract. The amount of the performance bond shall be at least equal to 100% of the total contract amount.

4.10. Liability

Town's Liability: The Town's liability under this Contract shall be limited to the payments due thereunder. In no event shall the Town be liable for any additional amounts, including without limitation, any indirect, special or consequential damages.

The successful bidder shall indemnify, hold harmless and defend the Town, its agents, employees, officers and volunteers from and against any and all liabilities, claims, penalties, fines, forfeitures, suits, administrative proceeding and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which may be alleged against the Town, or which the Town may incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction to property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations or orders caused by or resulting from the negligent acts or omission by the successful bidders or of any employee or agent of the successful bidder or from the failure or inadequacy of the equipment.

Protection Against Liability: The Contractor acknowledges and agrees that he is responsible as an independent Contractor for all operations under this Contract and for all acts of employees and agents thereunder, and agrees that he will indemnify, exonerate and hold harmless the Town and its officers, boards, employees, agents and officials, from and against any and all loss, damage, cost, charge, expense and claim, which may be made against it or them or to which it or they may be subject by reason of any alleged act, action, neglect, omission or default on the part of the Contractor or any of their agents or employees and will pay promptly on demand all costs and expenses of the investigation and defense thereof, including attorneys' fees and expenses. If any such claim is made, the Town may retain out of any payments, then thereafter due to the Contractor, a sufficient amount to protect it completely against such claim, costs and expenses.

4.11. Insurance Requirements

Certificates of Insurances shall be filed with the Town within 10 business days of the signing of this contract in the following categories and amounts:

General Liability: of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.

Automobile Liability: (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".

Workers' Compensation Insurance: as required by law.

Property Coverage: for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1,000 feet of the premises.

Umbrella Liability: of at least \$5,000,000 in aggregate. The Town should be named as an Additional Insured.

The Certificates of Insurance shall be from an insurance company that is an admitted carrier in Massachusetts and has an A.M. Best rating of “A” or better.

The Contractor and all Subcontractors waive subrogation rights against the Town for all losses.

The Contractor shall notify the Town within 10 days in the event that any or all of these Certificates of Insurance are cancelled.

4.12. Federal, State, and Local Statutes and Regulations

The bidder must comply with all Federal, State, and Local laws and regulations, including Massachusetts Prevailing Wage Laws as applicable. In complying with Massachusetts Prevailing Wage Laws, the bidder is required to submit certified weekly payroll reports as applicable.

4.13. Acceptance or Rejection of Bids

The Town of Concord reserves the right to reject any or all bids and to accept any bid in whole or in part which it considers serving the best interest of the Town.

Any bid which is not according to the prescribed form, not properly signed, or otherwise contrary to instruction may be rejected by the Town. More than one bid from the same bidder whether the same or different names appear on the signature page, shall not be considered. Reasonable proof for believing any bidder is interested in more than one bid shall cause the rejection of said bids made by such bidder directly or indirectly. Any or all bids shall be rejected if there is reason for believing that collusion exists among the bidders.

4.14. Bidders Responsibilities and Qualifications

Bidders must examine each of the Contract Documents that form the Contract and become thoroughly familiar with the Contract Documents. The Contract Documents shall in no way relieve any bidder from any obligation in respect to this bid.

Should the bidder find discrepancies in and/or omissions from the Contract Documents or should he/she be in doubt as to the meaning, he/she should at once notify the Town, who shall respond to all bidders on record with written instructions for clarification.

The successful bidder shall be responsible for the preparation and filing of any reports required by local by-laws, contracts and laws of the Commonwealth and Federal Government.

The bidder has not been cited by any city, town, the Commonwealth or Federal Agency during the past three (3) years for violations related to occupational safety and/or environmental pollution regulations and/or laws. If a bidder has been cited for any violation, the bidder must disclose in bid the nature of the violations which will be used to determine if the bidder is responsible.

The Town will take such investigations as it deems necessary to determine the ability of the bidder to perform the work.

The contractor shall submit references for three successfully completed projects of similar scope in the last three years. The references shall include the name of the project, a summary of services performed and contact information for the Owner or the Owners representative.

The bidder shall meet all of the following requirements, and the response shall contain the appropriate supporting documentation:

Background information about the bidder. This information should include size of the company; number of employees; number of years it has been in operation; company location; names, associated licenses, and resumes of key individuals assigned to the project; and any additional descriptive information that would be useful for the Town to know including:

- They shall not have defaulted on any contract within three years prior to the bid date.
- They shall have adequate personnel and equipment to perform the work expeditiously.
- They shall have suitable financial status to meet obligations incident to the work.
- They shall be registered with the Secretary of State to do business in Massachusetts.
- They shall not have failed to perform satisfactorily on contracts of a similar nature.
- They shall not have failed to complete previous contracts on time

A list of references within the last three years of a contract of similar scope and size to this project. The list of references should include project name, project location, size of project, contact name, contact title, contact phone number, and contact email address (if available). The Town reserves the right to contact any and all references provided.

4.15. Terms of Contract and Payment:

The Term of the contract between the Town and the Contractor shall be for the time period of Saturday, April 19, 2025 and ending on Sunday, April 20, 2025.

Compensation to be paid to Contractor: The Town will pay and the contractor will accept, in full consideration for performance of the Contractors obligations, an amount that will not exceed \$_____. Payments by the Town to the Contractor under the Contract shall be paid upon completion and within thirty (30) days of receiving an invoice from the Contractor.

There are no allowable price escalators during the term of this Contract.

The Contractor shall give his personal attention constantly to the faithful performance of the work, shall keep the same under his personal control and shall not assign, by power of attorney or otherwise, nor subcontract the work or any part thereof, without the previous written consent of the Town Manager, and shall not, either legally or equitably, assign any of the moneys payable under this Contract, or his claim thereto, unless, by and with the like consent of the Town Manager.

The contract is subject to an appropriation being available.

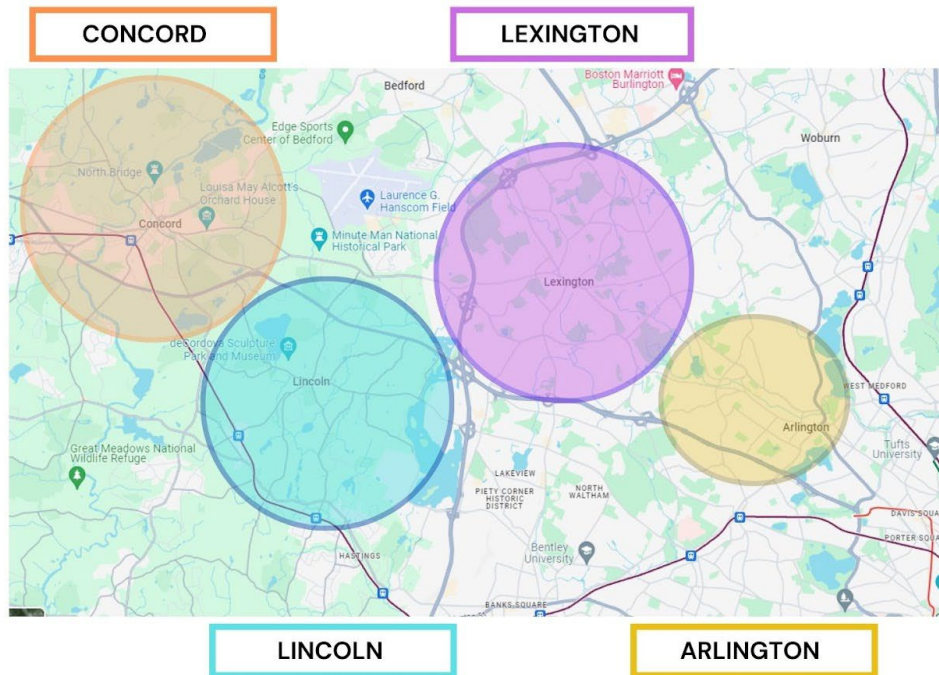
The Town shall have the right to cancel this contract at any time, as is in the best interest of the Town.

5. Scope of Services and Specifications

Timeline

The Scope of Work contained within this Invitation for Bid will be transportation services on Saturday, April 19, 2025 and Sunday, April 20, 2025.

Below is a graphic image of the four municipalities encompassed within this Invitation for Bid.



Base Bid Bus Routes and Timing:

The Town is requesting transportation of visitors for the following routes and times as specified:

Saturday, April 19, 2025

For the 4 bus routes detailed below, the Town is requesting the following.

- 10 buses per route
- Drivers and one additional individual per route to be located at a specific parking lot to be designated to assist with loading and unloading passengers and to communicate with drivers regarding timing of arrival/departures and day-of-operations timing impacts
- Dedicated person to liaise with Emergency Operations Center on Saturday

Tentative Bus Routes which are subject to change and finalization pending final road closures and coordination with selected vendor:

Route 1: Hartwell/Maguire Ave: Lexington to Lexington – Continuous bus runs (in a continuous loop) starting at 2:00 AM until 6:00 PM

Initial trip:

From Hartwell Ave/Maguire Road, turn right onto Bedford (Rt4/225) continue over Rt 128, Follow Bedford St passed the traffic officers Bedford & Worthen & drop off between Worthen Rd and the Roundabout. Alternative route dependent upon traffic: Turn left onto Wood St, left onto Mass ave, left onto Worthen Road and drop off on Worthen Rd between 32 Worthen Road and Bedford St.

Return trip:

Enter the roundabout and take the right onto Hancock St. Follow Hancock St to the next roundabout and take the second right onto North Hancock. Turn Right onto Bedford St. Enter the jug handle to Hartwell Ave.

Alternative return route: turn left onto Bedford St enter the jug handle onto Hartwell Ave.

Route 2: Hayden Ave/Springs Street: (Lexington to Lexington) Continuous bus runs (in a continuous loop) starting at 2:00 AM until 6:00 PM

Initial trip:

(Worthen Road near Track & Town Pool). From Hayden Ave, turn left onto Waltham St, at the third set of lights turn left onto Worthen Rd.

Return trip:

From Worthen Rd turn left onto Lincoln St, turn Left onto Marrett Rd and Turn Right onto Spring St-return to Hayden Ave.

Route 3: Hayden Ave: (Lexington to Concord) Continuous bus runs (in a continuous loop) starting at 4:00 AM until 9:00 PM

Initial trip:

Hayden Ave to Route 2 west (Cambridge Turnpike) to exit (Cambridge Turnpike to Concord Turnpike) to exit 125 onto Cambridge Tpke (in Concord). Drop off Point at Concord Museum ([53 Cambridge Tpke, Concord, MA 01742](#)).

Return trip:

Rte. 2 East to Spring St Lexington, turn right on Concord Ave, Right on Spring and right on Hayden.

Route 4: Lexington / Concord Transportation Route

North Great Road / Route 2A

Outbound 6:30am to 6pm, Drop off & Pick-up

Bus Drop Off/Pick-up

From Lexington:

Bus Drop Off/Pick-up: (Lincoln St between Worthen Rd & Hastings Rd). Head south on Lincoln St, turn right onto Marrett Rd, continue west towards Concord on Rte 2A. Once you enter the town of Lincoln, there is a drop off at the Minuteman National Park Visitors Center. Continue west on Rte 2A towards Concord and there is a second drop off at the Minuteman National Park Hartwell Lot on Rte 2A. Continue west into Concord on Rte 2A. Take right on Cambridge TN. follow to the drop off/ pick up point at Concord Museum. From Hayden Ave, turn left onto Waltham St, at the third set of lights turn left onto Worthen Rd.

Return Trip- Follow Lexington Road in Concord to Route 2A. Take a left on to Route 2A and follow eastbound. Drop off location at the Minuteman National Park Hartwell Lot on Rte 2A. Continue east on Rte 2A and a second drop off location at the Minuteman National Park Visitors Center. Turn left onto Mass Ave from Rte. 2A-eastbound, follow Mass Ave, Turn Right onto Worthen Rd at the traffic light, turn right onto Lincoln St.

SUNDAY, April 20, 2025

For the route detailed below, the Town is requesting the following:

- Ten buses starting at 12:00 PM to make continuous loops from each parking location to the specified drop off location until 8:00 PM
- Vendor to provide specified individual per parking location to assist with onboarding and offboarding of riders and to communicate with busses to confirm location and timing of arrival departure.
- Dedicated person to liaise with Emergency Operations Center on Sunday

Route 1: Hayden Ave Route

Initial Trip: From Hayden Avenue turn right onto Waltham Street. Turn right to merge onto MA-2 E for ~3 miles to exit 133 toward Park Ave/Arlington/Belmont. Turn left onto Park Ave. Turn right onto Oakland Ave. Turn right onto Gray Street. Turn left onto Mt Vernon St. Turn left onto Prentiss Road.

Return Trip: From Prentiss Road head west on Mass Ave for 0.8 miles. Turn left onto Daniels St. and then right onto Appleton St. Stay on Appleton St for 1 mile. Turn right onto Wadsworth Rd and merge onto MA-2 W. Take exit 129A toward Hayden Ave. Take the ramp to Spring St and turn left onto Hayden Ave.

Equipment and Staffing Specifications:

- Vendor must provide one specified individual who will be responsible for all communications with the central command (public safety group) in the event of any emergency situations.

- All vehicles provided must be accessible and accommodating for all ages and families (i.e. wheelchairs, strollers)
- .The vehicle should be equivalent to a passenger coach bus vehicle with 50-55 seats minimum and ADA compatibility.
- All vehicles must provide ADA accommodations with a lift ramp and wheel chair securement system
- Back-up vehicles must be available in the event that vehicles break, or any part of the interior or exterior becomes an issue to the driver, passengers or safety becomes endangered by the vehicle. Vehicles must be taken out of commission due to vehicle issues deemed problematic. The back-up vehicles should be equivalent vehicles and ADA compliant.
- All repairs to vehicles must be done promptly and in a time frame that is reasonable. Extended delays may be cause for financial penalty.
- The Contractor must provide at its expense duly licensed operators for all equipment. The Contractor shall exercise good judgment in hiring and supervising operators to ensure that operators are mature, honest and responsible individuals with good driving records. The drivers must be trained so as to provide a smooth quite comfortable ride at all times and operate at safe speeds. The drivers must be trained to operate the wheelchair ramp/lift. The Contractor must provide copies of the operator's commercial driver's license and DTE certification. Persons with prior felonious convictions may not operate buses. The Town reserves the right to instruct the Contractor to change or remove specific operators whose maturity, honesty, and/or responsibility is questionable.
- The successful bidder shall be required to apply for certification that will permit access to the criminal offender record information ("CORI") system, and the successful bidder shall be required to take all lawful steps to obtain criminal background information through the CORI system for each individual who will serve as an employee or independent contractor to drive the bidder's buses/shuttles. In addition, the successful bidder shall take all lawful steps to qualify for access to the sex offender registry information ("SORI") system, and the successful bidder shall take all lawful steps to obtain sex offense information for each individual who will serve as an employee or independent contractor to drive the bidder's routes. To the extent legally permitted, no person with a criminal or sexual offense background will be hired as an employee or independent contractor to drive for the bidder.
- The Contractor must implement a drug testing policy for drivers in accordance with Federal law including Procedures for Transportation Workplace, Drug and Alcohol Testing Programs (49 CFR Part 40); Prevention of Prohibited Drug Use in Transit Operations (49 CFR Part 653); and Prevention of Alcohol and Prohibited Drug Misuse in

Transit Operations (49 CFR Part 653 and 654). The Town of Concord must be provided with the written policy of the contractor regarding drug testing. The Town may request copies of drivers' test results.

- The Contractor shall ensure that the operators maintain their own person in a clean and neat manner. The drivers should relate to the riders in a manner, which reflects the image of a specialized community service. They shall be courteous, helpful, and friendly the drivers shall not smoke, eat, or drink beverages while on or operating the bus.

6. Rule for Award

The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items or the most advantageous proposal.

No award will be made to any bidder who cannot satisfy the Town that the bidder has sufficient ability and experience in this work and sufficient resources to enable the bidder to complete the work successfully within the time allowed. The Town's decision or judgment on these matters will be final, conclusive and binding.

The Town may make such investigations as the Town deems necessary and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request.

The contract will be awarded within forty-five days after the bid opening unless the time for the award is extended by mutual consent of the parties.

The Town's decision and judgment on these matters will be final, conclusive, and binding.

7. Town's Right To Reject Bids

The Awarding Authority reserves the right to reject any or all bids, if it is in the public interest to do so.

The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids, should the Town deem it to be in the public interest.

The Town may also reject bids which in its sole judgment are incomplete, conditional, obscure, or not responsive or which contain additional not called for, erasures not properly initialed, alterations or similar irregularities, or the Town may waive such omissions, conditions or irregularities, if considered minor.

8. Bid Pricing Sheet / Non-Collusion Form and Tax Compliance Form (Attached "FORM FOR GENERAL BID")

9. Additional Contract Terms and Conditions

This bid is being conducted according with the “Uniform Procurement Act” (Massachusetts General Laws, Chapter 30B, G.L. (Ter. Ed.) and all acts in amendment of or supplementary to said Chapter are a part of this contract and are incorporated herein as fully as if here set forth.

PROPOSAL PRICE SHEET

This Quotation MUST be signed by an authorized individual(s). The quote must be signed as follows: 1) if the quoter is an individual by her/him personally; 2) if the quoter is a partnership by the name of the partnership, followed by the signature of each general partner; and 3) if the quoter is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

By signing this Quote Form, the quoter confirms compliance with applicable state and federal employment laws or regulations including Workers Compensation Insurance as required by M.G.L. Chapter 152.

The undersigned certifies under penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Pursuant to M.G.L.c62C SS49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors and withholding and remitting child support.

Consultant/Business Name: _____

Consultant/Business Address: _____

Telephone Number: _____

Email: _____

Total Lump Price for Services: \$ _____

Total Price (in words):

In the case of discrepancy between the written amount and the figure, the written amount will prevail.

(Signature)

(Printed name of person signing proposal)

(Title)

(Date)

ADDENDA ACKNOWLEDGEMENT FORM

Vendor Name: _____

Vendor Address: _____

Telephone Number: _____

Email: _____

This proposal includes (list addendum numbers): _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The undersigned, by submittal of this Proposal, agrees, should the undersigned become the successful proposer, to all of the terms of the RFP specifications and accepts these terms as incorporated in a contract with the Town.

Name of person signing proposal

Title

Name of business

Business Address: _____

City and State: _____

Telephone No: _____ Fax No: _____

E-mail Address: _____

Date: _____

Signature

CERTIFICATION OF TAX COMPLIANCE

I certify, under the penalties of perjury, that the below mentioned firm or person, to my best knowledge and belief, has complied with all the laws of the Commonwealth relating to taxes.

NAME/FIRM: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TITLE: _____

SOCIAL SECURITY or FEDERAL IDENTIFICATION #: _____

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form.

Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. The Town is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the 12 months, ending June 30. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49a.

Employment Practices

A statement certifying that all information submitted in this proposal is correct under the penalties of perjury. (G.L. C7.38E)

**ANTI-DISCRIMINATION REQUIREMENTS. FAIR EMPLOYMENT PRACTICES
RELATIVE TO TOWN CONTRACT (ARTICLE XXIX OF THE TOWN BY-LAWS)**

It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Proposer to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions, or privileges of employment because of race, color religious creed, national origin sex, age, or ancestry.

Name of person signing proposal

Title

Name of business

Date: _____

Signature



Concord Select Board Meeting
AGENDA ACTION REQUEST
Monday, December 16, 2024

15

Adjournment

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Adjourn

Additional Information

Board Action

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