



OLD NORTH BRIDGE

# TOWN OF CONCORD

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

## Land Use Working Group Agenda

Friday, October 17, 2025 at 2:00 PM

**Town House, 22 Monument Square**  
Select Board Room and via Zoom

### Join Zoom Meeting

<https://us02web.zoom.us/j/83439024222?pwd=TsLQC0faU1jNUai43iPh31k4r9FV1p.1>

Meeting ID: 834 3902 4222

Passcode: 866614

Dial In: 1-301-715-8592

	Agenda Item
I.	Call to Order
II.	Public Comment
III.	Approve Available Meeting Minutes
IV.	Reports from Subcommittees
V.	Workplan Updates <ul style="list-style-type: none"> <li>- Next steps in Phase I</li> <li>- Looking ahead to Phase II</li> <li>- Data and Study Updates</li> </ul>
VI.	Preparations for first Quarterly Report to the Select Board
VII.	Adjournment

*\* Times are approximate and subject to change.*



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**Town of Concord  
Land Use Working Group  
Minutes  
September 26, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Land Use Working Group convened in a meeting on Friday, September 26, 2025 at 2:00 PM at the Town House, Select Board Room and via Zoom.

Present were: Rob Almeida, Keith Bergman, Paul Boehm, Matt Boger, Mary Hartman, Judith Long, Co-Chair, Tracey Marano, and Mark Martines

Also present were: Kerry Lafleur, Town Manager, Megan Zammuto, Deputy Town Manager, Alan Cathcart, Director of Public Works, Russ Karlstad, Facilities Manager, and Shannon McAndrew, Management Specialist

**Approve Meeting Minutes**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the meeting minutes of September 5, 2025 – Ripley Site Visit, September 5, 2025, and September 19, 2025 – Public Works & Public Safety Site Visits.

**Roll Call Vote:**

Mr. Almeida – Aye  
Mr. Bergman – Aye  
Mr. Boehm – Aye  
Mr. Boger – Abstain  
Ms. Hartman – Aye  
Ms. Long – Aye  
Ms. Marano – Aye  
Mr. Martines – Aye

**Reports from Subcommittees**

**Municipal Office Consolidation**

- Completed the needs assessment framework and formally defined the decision-making criteria that will be used to evaluate all potential options.
- Approximately 50-60% of the necessary data has been collected. A significant outstanding need is for commercial market valuation data for several Town-owned buildings.
- A spreadsheet-based matrix is being used to conduct the analysis. The subcommittee has identified 8 municipal buildings that could potentially be vacated and approximately 135 staff members who could be relocated in a consolidation scenario.
- While the economic analysis is far from complete, the Peabody School Building is emerging as the most likely candidate for a consolidated municipal facility.

**Town of Concord  
Land Use Working Group  
Minutes  
September 26, 2025**

**Public Safety**

- Recently held a site visit of the Public Safety campuses and met with both the Fire and Police Chiefs to discuss their needs and operational requirements. Site visits revealed critical deficiencies.
- The process of evaluating the initial long list of potential properties is underway, with the goal of narrowing it down to a short list of viable options for new or renovated facilities.
- A key concern is the inadequacy of the West Concord Fire Station to meet the needs of future development in West Concord, including MCI Concord, NOVO Riverside Commons, and more.
- Exploring different site configurations, while it was concluded that the co-location of Police and Fire services is not essential, it may offer potential efficiencies depending on the site.

**Public Works**

- Recently held a site visit of the Public Works campus and commended the staff for their adaptive and collaborative attitude regarding the space/needs for the campus.
- The potential of relocating the Public Works campus will be influenced by the MCI Concord wastewater treatment plant and redevelopment project.

**Preparation for First Quarterly Report to Select Board**

The Working Group discussed its responsibility to provide quarterly updates to the Select Board, with the first report due in October. Ms. Long presented a proposed structure for the report, emphasizing the goal of brevity with a target length of two pages. The report will include a review of the Select Board's charge to the Working Group, an overview of overall progress, and updates from each of the three subcommittees.

Mr. Bergman advocated for the report to move beyond process and include specific information on the consideration of some specific alternatives and options that each subcommittee is considering.

**Discuss Funding for Studies**

Megan Zammuto, Deputy Town Manager, reported that the Town allocated \$150,000 in ARPA funds to support facilities studies focused on the two top municipal priorities identified in the 2020 Municipal Facilities Assessment: Concord Public Works and the Walden Street Public Safety Campus. Ms. Zammuto noted that ARPA funds must be spent by December 31, 2026. The specific studies that the Working Group are moving forward with currently are:

- Peabody School Space/Concept Planning – Cost not to exceed \$10,000
- Peabody School Environmental Assessment – Cost not to exceed \$25,000

**Town of Concord  
Land Use Working Group  
Minutes  
September 26, 2025**

An additional study under consideration is:

- MCI Concord Space/Concept Planning for Public Works – Cost not to exceed \$25,000

**Discuss Communications Plans**

The Working Group discussed the need to develop a formal communications plan to keep the public informed and engaged with its work. The discussion centered on several key objectives for a future plan:

- Clearly articulate the reasons for and urgency of the Working Group’s charge, particularly concerning the recognized deficiencies in Public Safety and Public Works Campuses.
- Utilize visualizations, such as photographs and potentially public visits of facilities, to help residents better understand the current state of municipal facilities.
- Manage public expectations by framing the Working Group’s final recommendations to the Select Board as the first step in a multi-phase process that will include further opportunities for public input before any final decisions are made.
- As a tangible first step, the Working Group discussed drafting a Frequently Asked Questions (FAQ) section for the Working Group’s webpage on the Town website.

**Adjournment**

Ms. Long adjourned the meeting at 3:42 PM.