

**TOWN OF CONCORD
SELECT BOARD MEETING
May 23, 2022 | 6:30 PM
TOWN HOUSE
22 MONUMENT SQUARE**

SECOND FLOOR MEETING ROOM AND VIA ZOOM

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBlaz1CzdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

AGENDA

#	Time*	Agenda Item
1.	6:30pm	Call to Order
2.		Consent Agenda <ul style="list-style-type: none"> • Minutes: May 16, 2022 • One Day Special Liquor License <ul style="list-style-type: none"> ○ The Umbrella Arts Center, 40 Stow Street, on June 10, 2022 from 6:30pm to 10:30pm, All Alcoholic Beverages ○ Verrill Farm/Chelmsford School, 11 Wheeler Road, on May 27, 2022 from 5:00pm to 9:00 pm, Wine & Malt Beverages Only ○ Verrill Farm/Chelmsford School, 11 Wheeler Road, on June 4, 2022 from 6:00pm to 9:00 pm, Wine & Malt Beverages Only • Tour Guide License Renewal <ul style="list-style-type: none"> ○ Debra Canally • Weekday Entertainment License Renewal <ul style="list-style-type: none"> ○ Saltbox Kitchen, LLC
3.		Interim Town Manager's report
4.		Chair's Report
5.	6:40pm	Public Hearing: Grant of Location Petition by National Grid to relay approximately 470 feet of 2-inch Coated Steel (1930) gas main with 470 feet of 2-inch Plastic in Davis Court from Bedford Street to end at #47 Davis Court.
6.	6:50pm	Public Hearing: Grant of Location Petition by National Grid to relay approximately 250 feet of 4-inch Plastic main in Lowell Road with approximately 250-feet of 8-inch Plastic main from the existing 8-inch plastic main to house #925 Lowell Road.
7.	7:00pm	Public Hearing: Grant of Location Petition by National Grid to extend its existing 2-inch plastic main in Simon Willard Road approximately 480 feet to serve an existing residence located at #398 Simon Willard Road.
8.	7:10pm	Public Hearing: Grant of Location Petition by National Grid to relay approximately 805 feet of 2-inch, coated steel (1930) and approximately 150 feet of 2-inch, plastic (2013) with approximately 955 feet of 2-inch, plastic in Crescent Rd from #42 Crescent Rd to the end of main at #138 Crescent Rd; and to relay approximately 735 feet of 2-inch, coated steel (1930) with approximately 735 feet of 2-inch, plastic in Hosmer Rd from Nashoba Rd to Crescent Rd; and to relay approximately 710 feet of 2-inch, coated steel (1930) with approximately 710 feet of 2-inch, plastic in Garland Rd from Crescent Rd to Nashoba Rd; and to relay approximately 465 feet of 2-inch, coated steel (1957) with approximately 465 feet of 2-inch, plastic in Wilson Rd from Nashoba Rd to end of main at #59 Wilson Rd; and to relay of approximately 860 feet of 2- inch, coated steel (1957) with approximately 860 feet of 2- inch, plastic in Nashoba Rd from Hosmer Rd to end of main at #321 Nashoba Rd; and to relay of approximately 480 feet of 2- inch, coated steel (1930) with approximately 480 feet of 2- inch, plastic in Nashoba Rd from

		Garland Rd to the existing 2- inch, coated steel at #144 Nashoba Rd
9.	7:20pm	Public Hearing: Liquor License Application for a Change of DBA by Trails End Café, LLC, Located at 97 Lowell Road
10.	7:30pm	Public Hearing: Liquor License Application for Multiple Amendments Including Change of Manager and Change of Officers/Directors/LLC Managers by Musketaquid Sportsmen’s Club, Inc. of 250 Old Mill Road
11.	7:45pm	Application for License to Conduct a Taxi or Livery Service in Concord: <ul style="list-style-type: none"> • Concord Limo Services
12.	8:00pm	Update from Board of Health Regarding Mosquito Spraying in Concord
13.	8:15pm	Update from the Civil War Monument Task Force
14.	8:30pm	Finalize and Vote on 2022-2023 Select Board goals
15.	8:50pm	Committee Nominations: Michael Lawson, of 1695 Lowell Road, to the Economic Vitality Committee; Burton Flint, of 1643 Main Street, to the Community Preservation Committee; Diane C. Proctor, of 57 Sudbury Road, to the Concord 2025 Executive Committee
16.	8:55pm	Committee Appointments: Kristen Hagerty to the Diversity, Equity, and Inclusion Commission for a term to expire April 30, 2025; Steve Ledoux to the Minuteman Regional School Committee for a term to expire April 30, 2025
17.	9:00pm	Liaison Reports
18.	9:10pm	Miscellaneous Correspondence
19.	9:15pm	Public Comment
20.	9:30pm	Adjourn

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Board of Health
Climate Action Advisory Board
Comprehensive Sustainability and Energy Committee
Concord 2025 Executive Committee
Concord Housing Development Corporation (CHDC)
Concord Local Cultural Council
Conservation Restriction Stewardship Committee
Council on Aging
Cultural Council
Economic Vitality Committee
Historic Districts Commission
Library Board
Natural Resources Commission
Personnel Board
Planning Board
Public Ceremonies and Celebrations Committee
Tax Fairness Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
White Pond Advisory Committee (WPAC)
Zoning Board of Appeals

**Town of Concord
Select Board
Minutes
May 16, 2022**

Pursuant to a notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting in the Second Floor Meeting Room and via Zoom on May 16, 2022 at 7:00pm.

Present were Matthew Johnson; Chair, Terri Ackerman; Clerk; Henry Dane, Linda Escobedo, and Mary Hartman. Also present was Kerry Lafleur, Interim Town Manager.

Call to Order

Chair Johnson called the meeting to order at 7:00 p.m.

Consent Agenda

- Town Accountant Warrant: May 12, 2022
- Minutes: May 9, 2022
- Gift Acceptance:
 - \$1,250 from the Concord Lions Club to the Concord Fire Department
- Proclamations:
 - National Police Week
- One Day Liquor License Applications:
 - The Umbrella Arts Center, 40 Stow Street on May 22, 2022 from 5:00pm to 8:00pm, Wines and Malt Beverages Only
 - The Umbrella Arts Center, 40 Stow Street on May 24, 2022 from 6:30pm to 8:30pm, Wines and Malt Beverages Only
 - The Umbrella Arts Center, 40 Stow Street on June 10, 2022 from 6:30pm to 10:30pm, All Alcoholic Beverages

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the consent agenda with the exclusion of the One Day Liquor License Application of The Umbrella Arts Center, 40 Stow Street on June 10, 2022 from 6:30pm to 10:30pm and amendments made to the meeting minutes of May 9, 2022 as discussed during the meeting.

Interim Town Manager's Report

Ms. Lafleur reviewed the Interim Town Manager's report she had prepared and noted that there were 750 drop offs at the Spring 2022 DropOff Day event. Ms. Lafleur also noted that on May 19, 2022 the Senior Management Team would be holding their monthly meeting, and that the topic of discussion would be the review of the Town's fleet electrification and electric vehicle charging stations. Ms. Lafleur further noted that the Light Plant would be making permanent repairs to the switch gear at Emerson Hospital and that there would be two scheduled outages. Ms. Lafleur also stated that there would be open house at the Main Library on May 21, 2022 from 11:00 a.m. to 2:00 p.m. Ms. Lafleur also reviewed a concern raised by a citizen regarding the Town's compost site. Ms. Lafleur noted that a concerned citizen conducted testing of Town compost and raised concerns over lead levels they reported to have found. Ms. Lafleur informed the Board that the Town had reached out to the Department of Environmental Protection and an independent consultant regarding the compost and have been advised that no additional actions were required regarding it. Ms. Escobedo asked about the number of response calls placed in the last week, noting it was more than 1,000. Ms. Lafleur informed the Board that she would inquire about the

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increased call volume and noted that the police chief will be presenting to the Select Board in the coming months as part of her efforts to have staff make regular reports to the Select Board in the future.

Chair's Report

Chair Johnson apologized for holding a meeting that evening, contradicting the Select Board meeting schedule that had been recently discussed. Chair Johnson stated that several administrative matters necessitated a meeting that evening, including 8 grant of location applications that would need to be heard at future meetings. Chair Johnson also apologized for that evening's meeting time being pushed to 7:00 p.m. due to a clerical error. Finally, Chair Johnson apologized for the discussion following his nomination of Ms. Ackerman to the position of Clerk at the Board's meeting on May 16, 2022. Chair Johnson noted that a letter had been sent to the Division of Local Government asking if the appointment of Ms. Ackerman to Clerk was in essence forming a subcommittee or would restrict access of other Board members to the Chair. Chair Johnson ensured that the Town would follow all provisions of the Open Meeting Law and that each Board Member would receive equal amounts of his time and attention and would seek not to create a deliberation among a quorum of the Board.

Debrief on Town Meeting with Town Moderator Carmin Reiss

Ms. Reiss informed the Board that she would be presenting them with a brief recap of the events of Town Meeting, held on May 1 and May 2, 2022. Ms. Reiss informed the Board that on May 1 there were 644 voters at Town Meeting and on May 2 there were 725 voters. Ms. Reiss also noted that there were 910 voters represented between the two nights of Town Meeting and that the COVID-19 measures were well accepted and observed. Ms. Reiss added that the use of the auditorium and gym went smoothly.

Ms. Reiss highlighted several problems that arose at the Annual Town Meeting which included:

- The Town ran out of time with a company providing printing services resulting in the Finance Committee Report not being printed, and unfortunately that resulted in there not being enough extra warrants at Town Meeting
- The microphones were not numbered
- There was a slight delay in getting the PowerPoint slides displayed
- The timer was displayed over the "Total" figure on some slides
- Hearing distribution devices were not tuned to the correct room, on Sunday, which was corrected on Monday.
- Some residents attended on Sunday hoping to vote on an article that was not taken up until Monday
- Parents with small children stated they would prefer to have Town Meeting start in the afternoon, as opposed to weeknight evenings
- Some presenters ran over their time limits, significantly

Ms. Reiss also discussed steps the Board could take to better prepare for Town Meeting next year including:

- Better communicating scheduling timelines
- Limit the time each speaker receives

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- Better communicate the availability of childcare, which should be printed in the warrant for the next Town Meeting
- Consider an earlier start time on Sunday, to better accommodate families
- Consider the use of electronic voting, as she noted that each hand counted vote took over a half hour

Ms. Reiss stated that she had forwarded a memo to the Board with a potential schedule for the next Annual Town Meeting and would be able to attend a future Board meeting to discuss it.

Ms. Reiss offered three final suggestions for the Board to consider for future Town Meetings including:

1. Research the purchase of equipment to provide closed captioning for Town Meeting on both local access channels and at Town Meeting. Ms. Reiss noted that the Minuteman Media was looking into the cost of such equipment
2. Look to install permanent infrastructure at the school to better facilitate Town Meeting like conduit for wires, two drop down projector screens, and a projector. Ms. Reiss suggested the Town research the cost of such items as a possible inclusion in the capital plan.
3. Research creating a mechanism designating certain Town Meeting Warrant Articles for a subsequent vote following Town Meeting. Ms. Reiss noted questions she had received asking whether the 750 residents who attended Town Meeting are truly representative of the entire Town.

The Board thanked Ms. Reiss for her dedication to Town Meeting and the year-round work she puts into ensuring Town Meeting runs smoothly. The Board also thanked Ms. Reiss for the memo she had forwarded to the Board regarding the calendar for next year's Annual Town Meeting. Ms. Ackerman and Ms. Hartman shared their opinion that Town Meeting is not obligated to provide specific dates or times for the consideration of certain articles. Ms. Hartman also thanked Ms. Reiss for her statement regarding rules of conduct at Town Meeting. The Board discussed potential remote participation at meetings, including Town Meeting, and it was noted that all 351 communities in the Commonwealth were lobbying the state to continue the use of remote participation for public meetings. The Board also discussed past practices of Town Meeting, and their hopes for their future inclusion at future Town Meetings, including Board Members sitting together and the presence of a Color Guard.

Mr. Dane also stated that he expected the evenings discussion to be around what the Town learned from which articles passed and which failed at Town Meeting. Chair Johnson reminded the Board that articles that were focused and worked on by the Town often did not pass at Town Meeting.

Vote on Annual Town Meeting Warrant Article 23 Citizen Petition: Ranked Choice Voting for Concord Election, approved by voters at Annual Town Meeting; Vote on Annual Town Meeting Warrant Article 37, Citizen Petition: Authorize Select Board to Petition to Impose a Checkout Bag Charge, approved by voters at Annual Town Meeting

Chair Johnson stated that there were two citizen petitions that were passed by Town Meeting regarding Ranked Choice Voting and a Checkout Bag Charge. Chair Johnson informed the Board that they would need to make their petitions to the General Court. Mr. Dane stated that he was not

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in favor of Article 23 and believed the Article was so poorly drafted that he was not inclined to submit it to the legislature. Chair Johnson stated that he believed it was important for the Select Board to act as a voice of Town Meeting, and to carry out its will. Ms. Escobedo agreed with Chair Johnson and noted that as the article moved through the legislature the Town would likely be asked to review the language presented.

Upon a motion duly made and seconded, it was 4-1

VOTED: to petition the General Court to enact Home Rule legislation to implement a Ranked Choice Voting system for local elections substantially in the form as printed in the “Article 23 Handout” and included in this board packet, which Article 23 was passed by a majority of voters at annual town meeting on May 1, 2022, as certified by the Town Clerk.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to petition the General Court to adopt legislation to implement a minimum charge of \$0.10 for all new checkout bags distributed in the Town of Concord, as set forth in the “Article 37 Handout” and included in this board packet, which Article 37 was passed by a clear majority vote at annual town meeting on May 2, 2022, as certified by the Town Clerk.

Ms. Ackerman asked if, as Clerk, she would need to take any further action regarding the two motions. Ms. Lafleur stated that Town staff would likely take any further necessary steps to move the Articles to the General Court, but should Ms. Ackerman need to be involved she would notify her.

Ms. Reiss added that the Board may need to take further action on Article 47 regarding the Citizen Petition asking the Board to make recommendations with respect to the Reformatory Branch Trail. Ms. Reiss suggested the Board may draft a letter to carry out that vote of Town Meeting and may add the item to the agenda going forward.

Outdoor Dining Policy and Review Submitted Applications

Chair Johnson stated that the Town had recently rewritten its Outdoor Dining Policy considering recent changes in the ongoing COVID-19 pandemic to better support the restaurant industry in Concord. Mr. Dane stated that he would not be discussing the application from Fiorella’s, as he had a long-standing relationship with the business. Mr. Dane also stated his disdain for the application process, stating his belief that it was long and burdensome. Christopher Carmody, Administrative Projects Manager in the Town Manager’s Office, reviewed the process of drafting the new Outdoor Dining Policy. Mr. Carmody noted that the ABCC held a public hearing and issued guidance on outdoor seating and the Governor had also signed legislation to extend this ability to municipalities. Mr. Carmody stated that the proposed Outdoor Dining Policy had been drafted over three months and that a working group met a few weeks ago and suggested substantial revisions to the application. Elizabeth Hughes, Concord’s Town Planner, stated that the policy would allow certain zoning items to be taken into different consideration to allow local restaurants to facilitate outdoor seating. Mr. Carmody added that four items listed on the original application were struck in the new proposed policy. There were comments submitted from public safety, public works, and public health departments which were taken into consideration when drafting the new policy.

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Ms. Ackerman asked if the proposed policy had an applicant presenting to the Select Board prior to having the application reviewed by Town departments. Mr. Carmody stated that the Select Board could condition approvals on certain department approvals. Ms. Ackerman suggested the policy be amended to reflect the Select Board considering applications only after Town departments have submitted their comments.

Upon a motion duly made and seconded, it was 4-0, with Mr. Dane abstaining
VOTED: to approve the updated Outdoor Dining Application as included in the Select Board meeting packet with the Select Board being the last group to consider an application.

Leslie Palola, the General Manager of Fiorella's Restaurant, introduced herself to the Board. Mr. Johnson stated that the Board had reviewed the materials provided and apologized for Fiorella's having had to complete the previous, more detailed, application. Mr. Johnson remarked that he was surprised by the extent of the outdoor dining, noting it was quite an expansion of the restaurants overall size. Ms. Palola stated that the restaurant is still not at full capacity inside as a result of voluntary COVID-19 precautions. Ms. Hughes noted that the Zoning Bylaws were amended to exclude outdoor seating from parking requirements, and part of that discussion had to do with allowing restaurants to regulate themselves. Marcia Rasmussen, Director of Planning and Land Management, informed the Board that she was not aware of any additional restrictions that would be imposed by the Health Department, and felt that Fiorella's proposed program for staff handled all public health issues very well. Ms. Escobedo asked how oversight would work with the direct site line of the restaurant. Ms. Palola explained the layout of the restaurant and how it allowed the restaurant to monitor the outdoor dining area. Ms. Palola also added that the outdoor dining area was only set up for dinner service, beginning at 4:00 p.m.

Upon a motion duly made and seconded, it was 4-0, with Mr. Dane abstaining,
VOTED: to approve the outdoor restaurant seating application of Fiorellamore LLC d/b/a Fiorella's Cucina located at 24 Walden Street as included in this Board Packet.

Julian Maria, the General Manager of Paparazzi's, and Gary Morrison, the Regional Manager of Paparazzi's, explained that the proposed outdoor dining area was in the same area as the previous year, but noted that they would not be erecting a tent to cover the area this year.

Upon a motion duly made and seconded, it UNANIMOUSLY
VOTED: to approve the outdoor restaurant seating application of Paparazzi Trattoria of Concord d/b/a Paparazzi located at 768 Elm Street as included in this board packet.

Trolley/Shuttle Pilot Update

Erin Stevens, Concord's Public Information and Communications Manager, and Marcia Rasmussen presented the proposed Trolley/Shuttle Pilot to the Board. Ms. Rasmussen stated that this project was focused on serving visitors to Concord and that the trolley program would follow the MBTA schedule. It was further noted that the pilot was great for certain transportation initiatives, including sustainability efforts and the reduction in vehicle traffic. Ms. Stevens explained that the program was proposed to run seven days a week, from June through October, with a cost to riders of \$4.00 per day. Ms. Stevens also explained that the pilot would be able to provide data that could be used to apply for a Federal Land Access Program (FLAP) grant. Ms. Stevens noted that the grant application would be a collaborative effort between Concord,

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Lexington, Lincoln, and the National Park Service. Ms. Stevens added that the trolley program would also be beneficial consider the upcoming Rev 250 celebrations.

Ms. Rasmussen explained that previous studies done in conjunction with the National Park Service, had given way to the proposal. Ms. Rasmussen noted that the FLAP grant application was due in August, and it was her hope that the Town could gather two months' worth of data through the pilot program. Ms. Stevens added that estimated cost of the project was \$100,000 and had recently gone out to bid. Ms. Stevens also noted that the project had the support of the Minute Man National Historical Park, the Concord Business Partnership, the Concord Chamber of Commerce, and the Town's Transportation Advisory Committee. Ms. Hughes added that prior to onset of the COVID-19 pandemic the Town had been awarded a grant for a workforce shuttle pilot, however the money had been rescinded in response to the ongoing pandemic. Ms. Hughes stated her hopes that the shuttle program could be expanded yearly, to include West Concord, and a workforce component. Beth Williams, the Town's Tourism Manager, added that the hope was that visitors would be better able to visit cultural sites and economic centers in Concord. Ms. Williams also stated that the shuttle service could better serve visitors with disabilities.

Ms. Hartman shared her view that supporting businesses in Concord was very important to her and noted that the proposal was very different than the commuter shuttle that the Board had discussed previously. Ms. Hartman was concerned that the Economic Vitality Committee (EVC) was not included in the discussion of the proposal. Ms. Rasmussen stated that this was brought up recently and there was not time to be placed on the EVC's agenda and reiterated the business organizations that had indicated their support. Ms. Hartman shared concerns about the use of ARPA funds for the proposal and noted that the business community has been very supportive of the hiring of an Economic Development Director. Ms. Hartman also stated her concerns regarding the use of ARPA funds and the criteria for their allocation.

Ms. Escobedo asked why the shuttle had to be tourism focused versus workforce. Ms. Rasmussen stated that it was limited by funding. Ms. Rasmussen explained that the cost of the program was what restricted the shuttle service and noted that there were not Town funds or grants available to expand the service to be workforce focused at this time. Ms. Escobedo asked if it would be possible to expand service to Emerson Hospital. Ms. Rasmussen explained that the proposal only featured one vehicle that would run on a half hour loop. Ms. Escobedo also asked if the driver would have a CORI check done. Ms. Stevens stated that the project came as a full-service package, including the driver compensation, the vehicle, and maintenance on the vehicle. Ms. Escobedo recommended that the contract be reviewed with Town Counsel in conjunction with the Town Manager. Ms. Hughes added that the success of a shuttle program hinges on convenience and noted that the workforce transportation grant the Town had previously received was for \$250,000, which would have funded one shuttle with 8 workforce stops on a one-hour loop from 7:00 a.m. to 5:00 p.m. Ms. Hughes also added that Emerson Hospital has a transportation program, and to include a workforce element in the pilot would be significantly more expensive.

Ms. Ackerman stated that she would like to see the pilot approved and shared her belief that the Town would be better served with a permanent shuttle program in the future. Ms. Ackerman stated that the data received through the pilot would be very valuable to the Town.

Mr. Dane stated that the program was anchored on tourists arriving by railroad and asked whether there was data showing how many tourists arrived by rail. He also noted the need for marketing to

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be done for the proposal and that the project may take several months to get up and running. Mr. Dane also remarked that the Concord Business Partnership stated that they had not taken a vote on the issue as of that afternoon. Finally, Mr. Dane shared concerns regarding handicap access to the shuttle.

Mr. Johnson noted the expected revenue of the pilot was \$16,000 and that when compared to the cost of the program, the true cost per ride was \$20. Mr. Johnson stated that, if approved by the Board, he would encourage offering the service for free the first summer. Mr. Johnson also shared his concerns about the quality of the service, with only one bus and the proposed seven-mile route. Mr. Johnson suggested that a shorter, higher frequency route may be beneficial to the pilot. Ms. Stevens also explained that there would be an app available to track arrivals and departures of the shuttle.

The Board also discussed marketing efforts and tracking visitors who may use the proposed shuttle with Ms. Williams.

Mr. Johnson stated that he felt the Board had a good understanding of the program and proposed taking up this item for a vote at their meeting on June 6, 2022.

Pamela Dritt, of 13 Concord Greene Unit 4, asked if the vehicle being proposed was going to be an electric vehicle. Ms. Stevens stated that the group had looked at various electric vehicles but that there was not a viable option available. Ms. Stevens added that the lack of an electric vehicle option was why the group was not proposing to purchase a vehicle.

Lois Suarez, of 34 Everett Street, asked if a survey had been done to ask people getting off the train why they were visiting Concord. Ms. Suarez also voiced concern over the lack of signs directing visitors at the train station.

Marie Foley, owner of Revolutionary Concord and President of the Concord Chamber of Commerce, shared her belief that a trolley program would be a benefit to the business community. Ms. Foley also stated that she believed a greater number of people are coming to Concord by train and noted that visitors are not renting cars. Ms. Foley stated that she would like to see the pilot undertaken, with the hope for expansion in the future.

Tour Guide License Application Update

The Board reviewed the memo dated May 13, 2022, regarding the applications for Tour Guide licenses.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the tour guide licenses as listed in the memo included as part of the
Select Board meeting packet.

Committee Nominations, Appointed by the Town Manager with Select Board Approval

Arry Charles of 654 Old Bedford Road to the Board of Assessors for a term to expire in 2025;
David Karr of 82 Laws Brook Road to the Board of Assessors for a term to expire in 2024;
William Kemeza of 28 Davis Court to the Natural Resources Commission for a term to expire in

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2025; Joshua Lee of 65 Everett Street to the Transportation Advisory Committee

Mr. Dane remarked that he was pleased to see that Mr. Karr was willing to serve on the Board of Assessors, following the dissolution of the Tax Fairness Committee at the Select Board's prior meeting. He hoped that Mr. Karr's membership on the Board would prompt continued discussion regarding the Residential Exemption that the Select Board considers annually at the Classification Hearing each fall.

Committee Nominations, Appointed by the Select Board

Kristen Hagerty to the Diversity, Equity, and Inclusion Commission.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to appoint Sue Felshin of 19 Sunnyside Lane to the Planning Board, term expiring April 30, 2027.

Select Board Liaison Reports

Ms. Hartman reported that the Public Works Commission voted to increase the water fee by 4% and the sewerage fee by 2%. She noted that the water fee was increasing by 4% to fund future capital projects. Ms. Hartman also reported that the Concord Municipal Light Board elected a new Chair, Brian Foulds.

Ms. Escobedo reported that the CHCD expects that they will be moving towards a closing for the Assabet River Bluffs on June 29, noting that soil testing and home inspection had been done at the property. She further added that the Concord Housing Authority had completed the repositioning of their units from Federal to local. Ms. Escobedo also reported that the Commission on Disability has asked that there be a closer relationship between them and the ADA Coordinator.

Ms. Ackerman reported that she attended the Acton/Concord Regional Emergency Center meeting, the Transportation Advisory Committee, and the 2229 Main Street Committee meeting. Ms. Ackerman added that the 2229 Main Street Committee would be sending a letter to the Select Board to follow up on some of the Board's questions regarding risk and scientific analysis. Chair Johnson stated that he had tentatively scheduled June 13 for a discussion of the 2229 Main Street letter.

Mr. Dane reported that the Executive Committee for the 250th met on Thursday May 12, 2022.

Mr. Johnson reported Alexa Anderson is now chair of Concord Public Schools with Carrie Rankin elected Vice Chair, he also noted that there was an extensive discussion of adding a non-voting MetCo School Committee member to the Regional School Committee. Chair Johnson also reported that there would be a new budget estimate for the middle school project provided to the Board soon. He added that the Concord Carlisle Regional School District elected Tracy Marano as Chair and Sharon Whitt as Vice Chair, with Ms. Whitt also being appointed the DEI Strategic Plan Subcommittee. Finally, Chair Johnson reported that contract negotiations with the tutors had concluded, amicably.

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Ms. Escobedo encouraged residents to fill out the Housing Production Plan which is available online. Ms. Ackerman put forward having a liaison to the Housing Production Plan Steering Committee and volunteered to serve as the liaison.

Correspondence

There was a letter included as part of the meeting packet from the Concord Business Partnership, encouraging the hiring of an Economic Development Director.

Public Comment

There was none.

Executive Session

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED**: to enter into Executive Session in accordance with M.G.L. 30A, Section 21(a)(6), to consider the purchase, exchange, lease or value of real property, as the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town, not to return to regular session.

Meeting Materials: <https://concordma.gov/DocumentCenter/View/36662/May-16-2022>

Minuteman Media Network Coverage:

<https://www.youtube.com/watch?v=aoojoyqbWb8&list=PL1TTzrWEKOOKHKXNLQprEz0f0ofHYKj8-&index=1>

Town of Concord

SELECT BOARD'S OFFICE

Memorandum

DATE: May 20, 2022
TO: Concord Select Board
FROM: Michael Gibbons, Senior Administrative Assistant
SUBJECT: Requested License Renewals

The following is a list of applicants, one seeking to renew a Tourist Guide License, the other seeking to renew a Weekday Entertainment License. Each applicant has fulfilled the requirements and paid the requisite fees. I recommend the Select Board approve both renewal applications.

Tour Guide License

Debra Canally

Weekday Entertainment License

Saltbox Kitchen, LLC of 84 Commonwealth Ave

133 Keyes Road
Concord, MA 01742



DATE: 3/29/2022

MEMORANDUM

**TO: Robyn LaFrance, Senior Administrative Assistant
c/o Select Board**

VIA: Kerry Lafleur, Interim Town Manager

VIA: Alan Cathcart, Director of Public Works

FROM: Stephen Dookran PE, Town Engineer

PREPARED BY: Justin Richardson, PE, Assistant Town Engineer

SUBJECT: Petition by National Grid to relay of approximately 470 feet of 2-inch Coated Steel (1930) gas main with 470 feet of 2-inch Plastic in Davis Ct from Bedford St to end at #47 Davis Ct.

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by National Grid on Davis Court. Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition dated March 18, 2022 and proposed plan dated of March 16, 2022 from National Grid for the above referenced project in the Davis Court public right-of-way in which National Grid requests relay of approximately 470 feet of 2-inch Coated Steel (1930) gas main with 470 feet of 2-inch Plastic in Davis Court from Bedford Street to end at #47 Davis Court. CPW asks that if the Select Board approves the petition, the following understandings, conditions and recommendations are made part of the approval:

- 1. Mass Gen Laws Ch. 164, §145** - In reference to the foregoing request, National Grid thereby represents to the Town that the Abandoned Main is not and will not be categorized as an “eligible infrastructure replacement” in any “plan” as such terms are defined in §145(a) of said Chapter 164 filed with or to be filed with the Department of Public Utilities. In the event that National Grid decides to include the Abandoned Main as eligible infrastructure under a plan pursuant to Section 145, National Grid will provide written notice regarding such decision to CPW within seven days of filing any such plan with the Department of Public Utilities.
- 2. Gas Main Removal** - National Grid will remove the new 470-foot 2-inch plastic gas main upon completion of its service life.
- 3. Right of Way Permit** – A right of way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site. All work shall be performed in compliance with the conditions of this memorandum and D.T.E. 98-22. In the event that any provision of this grant of location is inconsistent with the standards set forth in

D.T.E. 98-22, the Town and National Grid agree that National Grid shall be required to comply with all standards in D.T.E. 98-22.

4. **Traffic Control Plan** – As part of the ROW permit a traffic mitigation plan meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department Traffic Safety Officer and CPW Engineering. It appears from the plan provided thus far, that the work will require partial or full closure of the roadway and pedestrian paths. A sketch shall be provided detailing how the anticipated vehicular and pedestrian movements will be managed for the duration of the job. The construction hours shall be in conformance with the requirements of the ROW permit, and any changes to work hours and significant deviations from the traffic control plan shall be approved by the Town Engineer. The roadway and sidewalk shall be secured at the end of each work day to ensure safe and adequate passage. The temporary pedestrian route shall conform to ADA Regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.
5. **Tree Protection** – Contractors shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
6. **Construction Notifications** – The applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The applicant shall also notify neighborhood residents and businesses two weeks prior to the start of construction. Additionally, the applicant is required to give prior notice to CPW Engineering regarding daily work in the ROW as specified in the ROW permit.
7. **Preconstruction Meeting** - National Grid shall schedule a preconstruction meeting with all pertinent Town Divisions, other utility companies and stake holders two weeks prior to the commencement of construction.
8. **Separation from Existing Utilities in Roadway** - National Grid shall maintain the following minimum offsets from existing infrastructure with its new mains.
 - Minimum of 3’ from all other existing utilities and utility structures
 - Minimum of 1’ vertical separation to any utility crossing
9. **Trenching, Patching, and Pavement Restoration** – National Grid must backfill the trench with suitable material, in 6-inch lifts, and compact with mechanical vibratory devices such as vibratory roller, plates, or rammer (pogo stick). Suitable

backfill material will mean an imported product meeting the gradation specification for MassDOT M1.03.1 Processed Gravel for sub-base. The gravel material delivered must pass a three (3) inch square mesh sieve and shall not contain frozen material. Contractor must submit material data sheet to the Engineering Division prior to commencing work. No work shall commence until Engineering has completed its review of the material data sheet. National Grid shall have a Geotechnical Engineer certify that the material inside the trench and the compaction of the material meets Town of Concord Design and Construction Standards. The material data and the Geotechnical Engineer certification can be omitted if National Grid provides the Town with a five year warranty of the pavement in the area of their trench.

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

- 10. Trench Plates** – CPW understands that work has potential to be performed during the winter snow events and during this time no steel plates will be allowed to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure.
- 11. Conflicts with Abandoned or Active Gas Mains** – Should the Abandoned Main present conflicts with future improvements to the public street infrastructure including but not limited to sidewalk, drainage or public utilities, National Grid shall remove the Abandoned Main or portions thereof in a timely fashion upon notification to eliminate such conflicts.
- 12. As-Built Plans** – An as-built plan of the new main and all appurtenances as well as a record drawing of the Abandoned Main and all its appurtenances shall be provided to CPW Engineering prior to the final closeout of the ROW Permit.

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

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

Due to Concord road reconstruction, Nationalgrid recommends the relay of approximately: 470 feet of 2-inch Coated Steel (1930) gas main with 470 feet of 2-inch Plastic in Davis Ct St from Bedford St to end at #47 Davis Ct.

Date: **March 18, 2022**

By: _____
Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date **March 18, 2022** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

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

Date this _____ day of _____, 20____.

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

By: _____

Title

WO # 1450322

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

133 Keyes Road
Concord, MA 01742



DATE: 4/22/2022

MEMORANDUM

**TO: Christopher Carmody, Administrative Manager
c/o Select Board**

VIA: Kerry Lafleur, Interim Town Manager

VIA: Alan Cathcart, Director of Public Works

FROM: Stephen Dookran PE, Town Engineer

PREPARED BY: Justin Richardson, PE, Assistant Town Engineer

SUBJECT: Petition by National Grid to relay approximately 250 feet of 4-inch Plastic main in Lowell Road with approximately 250-feet of 8-inch Plastic main from the existing 8-inch plastic main to house #925 Lowell Road

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by National Grid on Lowell Road. Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition dated February 22, 2022 and proposed plan with a most recent revision dated of April 1, 2022 from National Grid for the above referenced project in the Lowell Road public right-of-way in which National Grid requests relay of approximately 250-feet of 4-inch plastic gas main with 250-feet of 8-inch plastic gas main in Lowell Road from the existing 8-inch plastic main at house #889 to house #925. CPW asks that if the Select Board approves the petition, the following understandings, conditions and recommendations are made part of the approval:

- 1. Mass Gen Laws Ch. 164, §145** - In reference to the foregoing request, National Grid thereby represents to the Town that the Abandoned Main is not and will not be categorized as an “eligible infrastructure replacement” in any “plan” as such terms are defined in §145(a) of said Chapter 164 filed with or to be filed with the Department of Public Utilities. In the event that National Grid decides to include the Abandoned Main as eligible infrastructure under a plan pursuant to Section 145, National Grid will provide written notice regarding such decision to CPW within seven days of filing any such plan with the Department of Public Utilities.
- 2. Gas Main Removal** - National Grid will remove the new 250-foot 8-inch plastic gas main upon completion of its service life.
- 3. Right of Way Permit** – A right of way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site. All work shall be performed in compliance with the conditions of this memorandum and D.T.E. 98-22. In the event that any provision of this grant of location is inconsistent with the standards set forth in

D.T.E. 98-22, the Town and National Grid agree that National Grid shall be required to comply with all standards in D.T.E. 98-22.

4. **Traffic Control Plan** – As part of the ROW permit a traffic mitigation plan meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department (CPD) Traffic Safety Officer and CPW Engineering. It appears from the plan provided thus far, that the work will require partial roadway closure and potentially sidewalk closure due to existing gas service reconnections along Lowell Road. A sketch shall be provided detailing how the anticipated vehicular and pedestrian movements will be managed for the duration of the job. The construction hours shall be in conformance with the requirements of the ROW permit, and any changes to work hours and significant deviations from the traffic control plan shall be approved by the CPD and CPW Engineer Division. The roadway shall be secured at the end of each work day to ensure safe and adequate passage. The temporary pedestrian route shall conform to ADA Regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.
5. **Tree Protection** – Contractors shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
6. **Construction Notifications/Neighborhood Meeting** – The applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The applicant shall also notify neighborhood residents and businesses two weeks prior to the start of construction. If requested by the residents, National Grid shall attend a neighborhood meeting with the residents where they shall be responsible for answering questions related to the project. Additionally, the applicant is required to give prior notice to CPW Engineering regarding daily work in the ROW as specified in the ROW permit.
7. **Preconstruction Meeting** - National Grid shall schedule a preconstruction meeting with all pertinent Town Divisions, other utility companies and stake holders two weeks prior to the commencement of construction.
8. **Existing Utilities in Roadway** - National Grid shall maintain the following minimum offsets from existing infrastructure with its new mains.
 - Minimum of 3’ from all other existing utilities and utility structures
 - Minimum of 1’ vertical separation to any utility crossing



At all proposed crossings of the water main and/or services, the contractor shall locate the existing water main in advance using vacuum excavation, and/or hand excavation; all precautions must be taken to avoid disturbing the existing water main and/or services during excavation activities and during backfilling and compacting operations when adjacent to, and over existing water main and/or services.

- 9. Trenching, Patching, and Pavement Restoration** – National Grid must backfill the trench with suitable material, in 6-inch lifts, and compact with mechanical vibratory devices such as vibratory roller, plates, or rammer (pogo stick). Suitable backfill material will mean an imported product meeting the gradation specification for MassDOT M1.03.1 Processed Gravel for sub-base. The gravel material delivered must pass a three (3) inch square mesh sieve and shall not contain frozen material. Contractor must submit material data sheet to the Engineering Division prior to commencing work. No work shall commence until Engineering has completed its review of the material data sheet. National Grid shall have a Geotechnical Engineer certify that the material inside the trench and the compaction of the material meets Town of Concord Design and Construction Standards. The material data and the Geotechnical Engineer certification can be omitted if National Grid provides the Town with a five year warranty of the pavement in the area of their trench.

The asphalt patch (a minimum of 5-inches of binder placed in two lifts) of the proposed utility trench shall be completed with daily and shall comply with CPW Design and Construction Standards. The patch shall be considered temporary within the 2022 permit season. Pavement markings impacted shall be replaced in a timely manner.

Lowell Road is in good condition and the construction will result in significant destruction of the pavement. The contractor will be required to mill the top 2” of the width of the travel lane where the gas main is proposed and repave the lane during the following construction season. All work shall be completed to the satisfaction of the Town Engineer. The mill and repave work shall be completed no later than two weeks after the commencement of the 2023 ROW Permit season. All pavement markings impacted shall be replaced in a timely manner after final paving.

- 10. Trench Plates** – All work involving open cutting a public street must be patched with hot mix asphalt on the same day that the cut is performed unless otherwise approved by CPW. Steel trench plates shall be used only when absolutely necessary, and if necessary the contractor shall notify CPW a minimum of 24 hours prior to installation. The plate shall be installed per the CPW Design and Construction Standard’s “Steel Plate Detail”.

Trench plate use during potential winter snow and ice events shall comply with the following requirements. CPW understands that work has potential to be performed during the winter snow events and during this time no steel plates will be allowed to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. Pinning of the plates is not allowed due to the potential conflicts with snow plows. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure.

- 11. Conflicts with Abandoned or Active Gas Mains** – Should the Abandoned Main present conflicts with future improvements to the public street infrastructure including but not limited to sidewalk, drainage or public utilities, National Grid shall remove the abandoned main or portions of it in a timely fashion upon notification to eliminate such conflicts.

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

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

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

National Grid wishes to Relay approximately 250 feet of 4-inch Plastic main in Lowell Rd with approximately 250 feet of 8-inch Plastic main from the existing 8-inch Plastic main to #925

Date: **February 22, 2022**

By: _____
Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date **February 22, 2022** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

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

Date this _____ day of _____, 20____.

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

By: _____

Title

WO # 1441924

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

133 Keyes Road
Concord, MA 01742



DATE: 4/22/2022

MEMORANDUM

**TO: Christopher Carmody, Administrative Manager
c/o Select Board**

VIA: Kerry Lafleur, Interim Town Manager

VIA: Alan Cathcart, Director of Public Works

FROM: Stephen Dookran PE, Town Engineer

PREPARED BY: Justin Richardson, PE, Assistant Town Engineer

**SUBJECT: Petition by National Grid to extend its existing 2-inch plastic main in
Simon Willard Road approximately 480 feet to serve an existing residence
located at #398 Simon Willard Road.**

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by National Grid on Simon Willard Road. Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition dated January 13, 2022 and proposed plan with a most recent revision date of April 5, 2022 from National Grid for the above referenced project in the Simon Willard Road public right-of-way in which National Grid requests permission to extend the existing 2-inch plastic pipe main approximately 480 feet with 2-inch Plastic to provide gas service to #398 Simon Willard Road. CPW asks that if the Select Board approves the petition, the following understandings, conditions, and recommendations are made part of the approval:

- 1. Gas Main Removal** - National Grid will remove the new 480-foot 2-inch plastic gas main upon completion of its service life.
- 2. Right of Way Permit** – A right of way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site. All work shall be performed in compliance with the conditions of this memorandum and D.T.E. 98-22. In the event that any provision of this grant of location is inconsistent with the standards set forth in D.T.E. 98-22, the Town and National Grid agree that National Grid shall be required to comply with all standards in D.T.E. 98-22.
- 3. Traffic Control Plan** – As part of the ROW permit a traffic mitigation plan meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department (CPD) Traffic Safety Officer and CPW Engineering. It appears from the plan provided thus far, that the work will require partial or full closure of the roadway and pedestrian corridor because there are no sidewalks on Simon Willard Road. A sketch shall be provided detailing how the anticipated vehicular and pedestrian movements will be managed for the

duration of the job. The construction hours shall be in conformance with the requirements of the ROW permit, and any changes to work hours and significant deviations from the traffic control plan shall be approved by the CPD and CPW Engineer Division. The roadway shall be secured at the end of each work day to ensure safe and adequate passage. The temporary pedestrian route shall conform to ADA Regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.

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

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

The patch shall be installed per the CPW Design and Construction Standard's "Trench Pavement Detail". The asphalt patch shall be a minimum of 2-inches binder course and 1.5-inches top course compacted in two lifts. If the depth of existing pavement is thicker than the minimum 3.5-inches than the asphalt in the patch shall match the existing thickness. Because the trench exceeds 100-feet in length, after the top course of pavement is applied, the joins shall be treated with Hot Applied Rubberized Asphaltic Crack Sealer on all patch edges.

- 9. Trench Plates** – All work involving open cutting a public street must be patched with hot mix asphalt on the same day that the cut is performed unless otherwise approved by CPW. Steel trench plates shall be used only when absolutely necessary, and if necessary the contractor shall notify CPW a minimum of 24 hours prior to installation. The plate shall be installed per the CPW Design and Construction Standard's "Steel Plate Detail".

Trench plate use during potential winter snow and ice events shall comply with the following requirements. CPW understands that work has potential to be performed during the winter snow events and during this time no steel plates will be allowed to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. Pinning of the plates is not allowed due to the potential conflicts with snow plows. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure.

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

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

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

National Grid wishes to extend existing 2-inch Plastic main 480 feet with 2-inch Plastic to serve 398 Simon Willard Road, Concord.

Date: **January 13, 2022**

By: _____

Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date **January 13, 2022** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

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

Date this _____ day of _____, 20____.

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

By: _____

Title

WO # 1435311

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

133 Keyes Road
Concord, MA 01742



DATE: 5/6/2022

MEMORANDUM

**TO: Christopher Carmody, Administrative Manager
c/o Select Board**

VIA: Kerry Lafleur, Interim Town Manager

VIA: Alan Cathcart, Director of Public Works

FROM: Stephen Dookran PE, Town Engineer

PREPARED BY: Justin Richardson, PE, Assistant Town Engineer

SUBJECT: Petition by National Grid to relay gas mains in Crescent Road, Hosmer Road, Nashoba Road Garland Road, and Wilson Road

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by National Grid on multiple roads in the Crescent Road and Nashoba Road Neighborhood. Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition dated February 14, 2022 and proposed plans with a most recent revision date of April 21, 2022 from National Grid's consultant BL Companies for the above referenced project. The project involves the following:

- The relay of approximately 805 feet of 2-inch, coated steel (1930) and approximately 150 feet of 2-inch, plastic (2013) with approximately 955 feet of 2-inch, plastic in Crescent Rd from #42 Crescent Rd to the end of main at #138 Crescent Rd,
- The relay of approximately 735 feet of 2-inch, coated steel (1930) with approximately 735 feet of 2-inch, plastic in Hosmer Rd from Nashoba Rd to Crescent Rd,
- The relay of approximately 710 feet of 2-inch, coated steel (1930) with approximately 710 feet of 2-inch, plastic in Garland Rd from Crescent Rd to Nashoba Rd,
- The relay of approximately 465 feet of 2-inch, coated steel (1957) with approximately 465 feet of 2-inch, plastic in Wilson Rd from Nashoba Rd to end of main at #59 Wilson Rd,
- The relay of approximately 860 feet of 2- inch, coated steel (1957) with approximately 860 feet of 2- inch, plastic in Nashoba Rd from Hosmer Rd to end of main at #321 Nashoba Rd and,
- The relay of approximately 480 feet of 2- inch, coated steel (1930) with approximately 480 feet of 2- inch, plastic in Nashoba Rd from Garland Rd to the existing 2- inch, coated steel at #144 Nashoba Rd.

CPW asks that if the Select Board approves the petition, the following understandings, conditions and recommendations are made part of the approval:

1. **Mass Gen Laws Ch. 164, §145** - In reference to the foregoing request, National Grid thereby represents to the Town that the Abandoned Main is not and will not be categorized as an "eligible infrastructure replacement" in any "plan" as such terms are defined in §145(a) of said Chapter 164 filed with or to be filed with the Department of Public Utilities. In the event that National Grid decides to include the Abandoned Main as eligible infrastructure under a plan pursuant to Section

145, National Grid will provide written notice regarding such decision to CPW within seven days of filing any such plan with the Department of Public Utilities.

2. **Gas Main Removal** - National Grid will remove the new 4,205-foot 2-inch plastic gas main upon completion of its service life, in all roadways mentioned in this Grant of Location Request.
3. **Right of Way Permit** – A right of way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site. All work shall be performed in compliance with the conditions of this memorandum and D.T.E. 98-22. In the event that any provision of this grant of location is inconsistent with the standards set forth in D.T.E. 98-22, the Town and National Grid agree that National Grid shall be required to comply with all standards in D.T.E. 98-22.
4. **Traffic Control Plan** – As part of the ROW permit a traffic mitigation plan meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department (CPD) Traffic Safety Officer and CPW Engineering. It appears from the plan provided thus far, that the work will require partial roadway closure and potentially sidewalk closure due to existing gas service reconnections along Lowell Road. A sketch shall be provided detailing how the anticipated vehicular and pedestrian movements will be managed for the duration of the job. The construction hours shall be in conformance with the requirements of the ROW permit, and any changes to work hours and significant deviations from the traffic control plan shall be approved by the CPD and CPW Engineer Division. The roadway shall be secured at the end of each work day to ensure safe and adequate passage. The temporary pedestrian route shall conform to ADA Regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.
5. **Tree Protection** – Contractors shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
6. **Construction Notifications/Neighborhood Meeting** – The applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The

applicant shall also notify neighborhood residents and businesses two weeks prior to the start of construction. If requested by the residents, National Grid shall attend a neighborhood meeting with the residents where they shall be responsible for answering questions related to the project. Additionally, the applicant is required to give prior notice to CPW Engineering regarding daily work in the ROW as specified in the ROW permit.

- 7. Preconstruction Meeting** - National Grid shall schedule a preconstruction meeting with all pertinent Town Divisions, other utility companies and stake holders two weeks prior to the commencement of construction.
- 8. Existing Utilities in Roadway** - National Grid shall maintain the following minimum offsets from existing infrastructure with its new mains.
 - Minimum of 3' from all other existing utilities and utility structures
 - Minimum of 1' vertical separation to any utility crossing
- 9. Trenching, Patching, and Pavement Restoration** – National Grid must backfill the trench with suitable material, in 6-inch lifts, and compact with mechanical vibratory devices such as vibratory roller, plates, or rammer (pogo stick). Suitable backfill material will mean an imported product meeting the gradation specification for MassDOT M1.03.1 Processed Gravel for sub-base. The gravel material delivered must pass a three (3) inch square mesh sieve and shall not contain frozen material. Contractor must submit material data sheet to the Engineering Division prior to commencing work. No work shall commence until Engineering has completed its review of the material data sheet. National Grid shall have a Geotechnical Engineer certify that the material inside the trench and the compaction of the material meets Town of Concord Design and Construction Standards. The material data and the Geotechnical Engineer certification can be omitted if National Grid provides the Town with a five year warranty of the pavement in the area of their trench.

The asphalt patch (a minimum of 3.5-inches) of the proposed utility trench shall be completed daily and shall comply with CPW Design and Construction Standards. The patch shall be considered temporary within the 2022 permit season. Pavement markings impacted shall be replaced in a timely manner.

The Town recently had its entire roadway network scanned and this entire neighborhood came back with a good and/or excellent Pavement Condition Index (PCI) rating. Because of this, National Grid will be required to perform a pavement wearing surface sealing and restoration in the form of either milling and paving of the top 1 1/2" or double microsurfacing (or any other equivalent treatment approved by CPW Engineering) of the entire width of all the roadways in this neighborhood where the gas mains and services are being replaced and shall be scheduled for the following construction season (2023). All work shall be

completed to the satisfaction of the Town Engineer. This final pavement restoration shall be completed no later than four weeks after the commencement of the 2023 ROW Permit season. All pavement markings impacted shall be replaced in a timely manner after final paving.

- 10. Trench Plates** – All work involving open cutting a public street must be patched with hot mix asphalt on the same day that the cut is performed unless otherwise approved by CPW. Steel trench plates shall be used only when absolutely necessary, and if necessary the contractor shall notify CPW a minimum of 24 hours prior to installation. The plate shall be installed per the CPW Design and Construction Standard’s “Steel Plate Detail”.

Trench plate use during potential winter snow and ice events shall comply with the following requirements. CPW understands that work has potential to be performed during the winter snow events and during this time no steel plates will be allowed to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. Pinning of the plates is not allowed due to the potential conflicts with snow plows. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure.

- 11. Conflicts with Abandoned or Active Gas Mains** – Should the Abandoned Mains present conflicts with future improvements to the public street infrastructure including but not limited to sidewalk, drainage or public utilities, National Grid shall remove the abandoned main or portions of it in a timely fashion upon notification to eliminate such conflicts.

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



PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

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

National Grid wishes to relay approximately 805 feet of 2- inch, coated steel (1930), approximately 150 feet of 2- inch, plastic (2013) with approximately 955 feet of 2- inch, plastic in Crescent Rd from the existing 2- inch, coated steel at #42 Crescent Rd to 2-inch, plastic at the end of main at #138 Crescent Rd, to relay of approximately 735 feet of 2- inch, coated steel (1930) with approximately 735 feet of 2- inch, plastic in Hosmer Rd from Nashoba Rd to the existing 2- inch, coated steel in Crescent Rd, to relay of approximately 710 feet of 2- inch, coated steel (1930) with approximately 710 feet of 2- inch, plastic in Garland Rd from Crescent Rd to the existing 2- inch, coated steel in Nashoba Rd, to relay of approximately 465 feet of 2- inch, coated steel (1957) with approximately 465 feet of 2- inch, plastic in Wilson Rd from Nashoba Rd to end of main at #59 Wilson Rd, to relay of approximately 860 feet of 2- inch, coated steel (1957) with approximately 860 feet of 2- inch, plastic in Nashoba Rd from Hosmer Rd to end of main at #321 Nashoba Rd and, to relay of approximately 480 feet of 2- inch, coated steel (1930) with approximately 480 feet of 2- inch, plastic in Nashoba Rd from Garland Rd to the existing 2- inch, coated steel at #144 Nashoba Rd.

Date: **February 14, 2022**

By: _____
Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date **February 14, 2022** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

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

Date this _____ day of _____, 20____.

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

By: _____

Title

WO # 1434024

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



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of Business Entity Information

DO NOT MAKE PAYMENT OR COMPLETE THIS FORM FOR CHANGE OF DBA AMENDMENT

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | <input checked="" type="checkbox"/> Change of DBA | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358





**The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc**

APPLICATION FOR AMENDMENT-Change of Business Entity Information

Change of Corporate Name

Change of DBA

- Payment Receipt (Req. for Chg of Corp Name only)
- Monetary Transmittal Form
- DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- Change of Corporate Name/DBA Application
- Vote of the Entity
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Corporate Structure

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Trail's End Cafe LLC	Concord	00038-RS-0244

Please provide a narrative overview of the transaction(s) being applied for.

Trail's End Cafe LLC wants to operate under a DBA

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
James B. White	member	[REDACTED]	[REDACTED]

2. CHANGES TO BUSINESS ENTITY INFORMATION

2a. Change of Corporate Name

Last-Approved Corporate Name:

Requested New Corporate Name:

2b. Change of DBA

Last-Approved DBA:

Requested New DBA:

2c. Change of Corporate Structure

LLC, Corporation, Sole Proprietor, etc

Last-Approved Corporate Structure

Requested New Corporate Structure

Signature:

Date:

Title:

APPLICANT'S STATEMENT

I, James B. White the: sole proprietor; partner; corporate principal; LLC/LLP manager / *member*
Authorized Signatory

of Trail's End Cafe LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

James B. White

Date:

April 11, 2022

Title:

member



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM
 APPLICATION FOR MULTIPLE AMENDMENTS**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00008-CL-0244

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

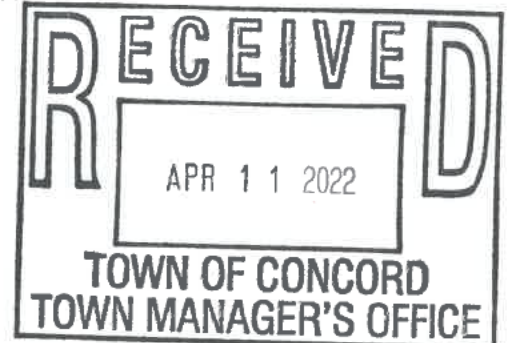
ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358





The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Musketaquid Sportsmens Club, Inc.	Concord	00008-CL-0244

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

1. We are changing the bar manager.
2. We reduce the Board of Directors from 17 to 14 via membership vote at annual meeting.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Sean Keenan	President	[REDACTED]	[REDACTED]

2. AMENDMENT-Change of License Classification

<input type="checkbox"/> Change of License Category	Last-Approved License Category	[Dropdown]
All Alcohol, Wine and Malt, Wine Malt and Cordials	Requested New License Category	[Dropdown]
<input type="checkbox"/> Change of License Class	Last-Approved License Class	[Dropdown]
Seasonal or Annual	Requested New License Class	[Dropdown]
<input type="checkbox"/> Change of License Type*	Last-Approved License Type	[Dropdown]
i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Requested New License Type	[Dropdown]

3. AMENDMENT-Change of Business Entity Information

<input type="checkbox"/> Change of Corporate Name	Last-Approved Corporate Name:	[Text Box]
	Requested New Corporate Name:	[Text Box]
<input type="checkbox"/> Change of DBA	Last-Approved DBA:	[Text Box]
	Requested New DBA:	[Text Box]
<input type="checkbox"/> Change of Corporate Structure	Last-Approved Corporate Structure	[Dropdown]
LLC, Corporation, Sole Proprietor, etc	Requested New Corporate Structure	[Dropdown]

4. AMENDMENT-Pledge Information

<input type="checkbox"/> Pledge of License	To whom is the pledge being made:	[Text Box]
<input type="checkbox"/> Pledge of Inventory		
<input type="checkbox"/> Pledge of Stock		

5. AMENDMENT-Change of Manager

Change of License Manager

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth

Residential Address

Email

Please indicate how many hours per week you intend to be on the licensed premises Last-Approved License Manager

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
06/1995	Present	Sales Rep	August A. Busch, Inc. of MA	Emily Hustus

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date 7

6. AMENDMENT-Change of Officers, Stock or Ownership Interest

Change of Officers/Directors **Change of Ownership Interest (LLC Managers/LLP Partners, Trustees)** **Change of Stock (E.g. New Stockholder/Transfer or Issuance of Stock)**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Scott Angell	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	NA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Jim Guelli	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	NA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Nick Nigo	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	NA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
John McGarry III	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President/Director	NA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Sean Keenan	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President/Director	NA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Justin Caulfield	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Secretary	NA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

Yes No

6. AMENDMENT-Change of Officers, Stock or Ownership Interest

6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. AMENDMENT-Change of Premises Information

Alteration of Premises: (must fill out attached financial information form)

7A. ALTERATION OF PREMISES

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

Change of Location: (must fill out attached financial information form)

7B. CHANGE OF LOCATION

Last-Approved Street Address

Proposed Street Address

DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

8. AMENDMENT-Management Agreement

Management Agreement: (must fill out all pages in section 8)

Are you requesting approval to utilize a management company through a management agreement?
If yes, please fill out section 8.

Yes No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

8A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

Yes No

8B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 8A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

8. AMENDMENT-Management Agreement

8C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 8A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

8D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 8A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

8E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 8B, 8C or 8D ever been suspended, revoked or cancelled?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

8F. TERMS OF AGREEMENT

- a. Does the agreement provide for termination by the licensee? Yes No
- b. Will the licensee retain control of the business finances? Yes No
- c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:
 Title:
 Date:

Management Agreement Entity Officer/LLC Manager

Signature:
 Title:
 Date:

9. FINANCIAL DISCLOSURE

Required for the following transactions:

- Change of Officers, Stock or Ownership Interest (E.g. New Stockholder/Transfer or Issuance of Stock)
- Change of Premises Information
- Pledge of License, Inventory or Stock

Purchase Price(s):

NA

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

APPLICANT'S STATEMENT

I, Gavin Morrissey the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Musketaquid Sportsmens Club, Inc.
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

3/13/2022

Title:

Treasurer

ENTITY VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

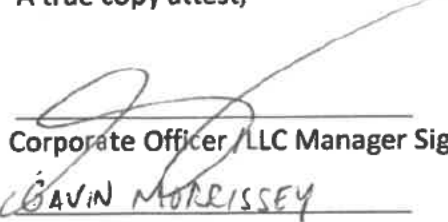
A true copy attest,

For Corporations ONLY

A true copy attest,

Corporate Officer / LLC Manager Signature

Corporate Clerk's Signature


GAVIN MORRISSEY

(Print Name)

(Print Name)

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

ADDENDUM A

6. Change of Officers, Stock or Ownership Interest (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Musketaquid Sportsmens Clun, Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

NA

Name of Principal: **Eileen Flannery**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: **Ian Ford**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: **Mark Alexander**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: **Ken Hughes**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: **Alan Bogosian**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: **Ralph Bibbo**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: **Armen Young**
Residential Address: [Redacted] SSN: [Redacted] DOB: [Redacted]

Title and or Position: Director
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

Yes No

ADDENDUM A

6. Change of Officers, Stock or Ownership Interest (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Musketaquid Sportsmens Club, Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

NA

Name of Principal: **Gavin Morrissey**
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: Treasurer
Percentage of Ownership: NA
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: [Redacted]
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: [Redacted]
Percentage of Ownership: [Redacted]
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: [Redacted]
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: [Redacted]
Percentage of Ownership: [Redacted]
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: [Redacted]
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: [Redacted]
Percentage of Ownership: [Redacted]
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: [Redacted]
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: [Redacted]
Percentage of Ownership: [Redacted]
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: [Redacted]
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: [Redacted]
Percentage of Ownership: [Redacted]
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

Name of Principal: [Redacted]
Residential Address: [Redacted]
SSN: [Redacted]
DOB: [Redacted]

Title and or Position: [Redacted]
Percentage of Ownership: [Redacted]
Director/ LLC Manager: Yes No
US Citizen: Yes No
MA Resident: Yes No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

Yes No

Musketaquid Sportsmen's Club
Board of Directors Minutes
1 February 2022

Call to Order: 6:00 PM

Consent Calendar (attached as Schedule 1)

Report	Committee Officer	Chair Date of Report Notes
Secretary	Judd	Feb. 1 st
Treasurer	Gavin	Feb 1 st
Bar	Sean	NS
Charity Events	Chip	NS
Clubhouse & Building	Jim	NS
Facility Usage	Scott	NTR
Housekeeping	Eileen	NS
Meals	Ken	NS
Membership	Bud	NS
Veteran's Events	Mike	NS
Sporting Activities	John	NS
Wildlife Management	Nicky	NTR

Approvals

- A motion to approve the February 2022 BOD Consent Agenda was made, seconded and then unanimously passed.

Old Business

- **Indoor Range Project:** The Board discussed the additional stages, work and costs necessary to proceed forward with improving the indoor range. The Board discussed the impact of inflation on the initial budget and fully expected that the current market cost for AR steel needed for the ceiling plating would be above what had been quoted in 2021. The Board further discussed the current ability to purchase AR steel with pre-drilled holes, which would allow for easier installation. A motion was made to authorize an additional \$10,000 (U.S.) above the previously authorized amount for improvements to the indoor range to support construction of the next phase (including the purchase of AR steel), the motion was seconded and then unanimously passed. The Board discussed the need for a work party to advance the indoor range's improvements, and agreed to schedule a work part for February 12, 2022 to begin at 8:00 AM.
- **Trespassing:** The Board reviewed and approved the new trespass signage. Once the new signage has been procured a work party will be set to post at all major points around the Club.

- **First Sunday Breakfasts:** Per the Board's established policy of following Concord's Guidelines regarding the COVID-19 Pandemic, the Board decided to cancel all Club breakfasts until further notice in light of the resumption of the mask mandates.

New Business

- The Board discussed several ideas for improving the work-or-pay program, including posting tasks and using SignUpGenius to help manage and account for hours.
- The Board decided to install lighting for the area near the pond where the ice had been cleared for skating. It was agreed that Chip would provide the lights and coordinate installation, with the cost of materials (estimated to be minor) to be reimbursed.
- The Board discussed moving towards key card access for the Club's facilities, including gate access. Cost for implementation will be reported to the Board at a later date.
- The Board discussed the removal of the trailer, and it was decided that the Wildlife Management Chair would coordinate and oversee.
- The Board discussed the final candidates to replace Armen Young as Bar Manager. After a review of each candidates qualifications and expected competence/proficiency in the role a motion was made to name William Bross as the Club's new Bar Manager, subject to receiving any necessary approvals from the Town of Concord, the Commonwealth of Massachusetts, and/or any applicable regulatory body with proper jurisdictional oversight ("Regulatory Approval"), the motion was seconded and then unanimously passed. After the first motion was passed a second motion was made that upon Regulatory Approval, William Bross would be immediately vested with all power, discretion and authority necessary for him to carry out his duties as Bar Manager for the Musketaquid Sportsmen's Club, in accordance with the laws and regulations of the Commonwealth of Massachusetts and the ordinances of the Town of Concord (collectively "State Rules"), and any applicable Club policy written in accordance and compliance with the State Rules, the motion was seconded and then unanimously passed.

Adjourn: 7:00 PM

Schedule 1

Consent Calendar

Secretary: Board Meeting Minutes to be submitted under separate cover via email at a later date.

Treasurer: Treasurer's reports to be submitted under separate cover via email at a later date.

Bar: NS

Charity Events: NS

Clubhouse & Building: NS

Facility Usage: NTR

Housekeeping: NS

Meals: NS

Membership: NS

Veteran's Events: NS

Sporting Activities: NS

Wildlife Management: NTR

TOWN OF CONCORD

Application for a License to Conduct a Taxicab or Livery Business

NEW License: \$50.00/vehicle

Owner Name: (print) BENAISSA BOUTRIG
Business Name: (print) CONCORD LIMO SERVICES
d/b/a:
Business Address: 113 Peter Spring Rd Concord MA 01742
Business Telephone #: 617 818 8157
Business Certificate #: 2022-31 or Articles of Incorporation attached: Yes No
Owners License #: [REDACTED] Massachusetts
Citizen: Yes No Date of Birth: [REDACTED]
Copy of lease attached : (if applicable) Yes No

APPROVAL: Prior to approval of a Taxi/Livery License, the applicant must receive approval from the department listed below. Only then will consideration of the license be put on the Selectmen's agenda.

Building Commissioner: _____
Remarks:

Approved: Disapproved:

Location where the ground transportation vehicle(s) will be parked or stored:

Not in Concord

Number of Vehicles: 1

Year	Make	Model	Registration #
<u>2019</u>	<u>shery</u>	<u>suburban</u>	<u>LVA5339</u>

Are vehicles used registered by the applicant? Yes No

Description of rates and fees:

\$5.76 per mile plus Tolls \$75 waiting Time Per hour

I have read the attached Rules & Orders pertaining to the operation of taxicabs and livery vehicles in the Town of Concord and agree to abide by them. I understand that each operator, including the owner, must have a separate license to operate a taxicab or livery vehicle in the Town of Concord. The separate license is issued by the Concord Police Department.

Applicant Signature: Brenna Boutry

Date: 04/20/2022

Paid: \$ 50.00

Date Application Received: 4/21/22

check # 1945



The Commonwealth of Massachusetts
Town of Concord

Fee: \$40.00

Business Certificate

Certificate #: 2022-31
Issue date: April 14, 2022
Expiration date: April 14, 2026

In conformity with the provisions of Ch.110, §5 of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Name of Business: Concord Line Services LLC
Nature of Business: Transportation is conducted at
Location of Business: 113 Peter Spring Rd Concord MA 01742
Please provide street address. List mailing address as well, if different.

by the following named persons:

Owner Name(s) *	Owner Residence Address(es)*
1. <u>Benaissa Boutrig</u>	1. [REDACTED]
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

* If a corporation is the owner, provide the corporate name and address, plus the name and title of the signing officer.

Sign below, only in the presence of a Notary Public or the Town Clerk.

1. <u>Benaissa Boutrig</u>	3. _____
2. _____	4. _____

State/Commonwealth of: Massachusetts
Middlesex, ss.

Date: April 14, 2022

Personally appeared before me the above-named Benaissa Boutrig
and made oath that the foregoing statements are true. Signed and sealed.

[Signature]
Notary Public / Town Clerk

My commission expires:

State/Commonwealth of: _____, ss.

Date: _____

Personally appeared before me the above-named _____
and made oath that the foregoing statements are true. Signed and sealed.

Notary Public / Town Clerk

My commission expires:

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

(Town Seal)

[Signature]
Town Clerk



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Concord Lime Services LLC

Address: 113 Peter Spring Rd

City/State/Zip: Concord MA 01742 Phone #: 617 8188157

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other Transportation

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

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

Signature: Bonnie Baurig

Date: 04/20/2022

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: Concord Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____

Business Entity Summary

ID Number: [REDACTED]

Summary for: **CONCORD LIMO SERVICES LLC**

The exact name of the Domestic Limited Liability Company (LLC): CONCORD LIMO SERVICES LLC			
Entity type: Domestic Limited Liability Company (LLC)			
Identification Number: [REDACTED]			
Date of Organization in Massachusetts: 04-04-2022			
Last date certain:			
The location or address where the records are maintained (A PO box is not a valid location or address):			
Address: 113 PETER SPRING ROAD 113 PETER SPRING ROAD			
City or town, State, Zip code, Country: CONCORD, MA 01742 USA			
The name and address of the Resident Agent:			
Name: BENAÏSSA BOUTRIG			
Address: 113 PETER SPRING RD., UNIT 217 UNIT 217			
City or town, State, Zip code, Country: CONCORD, MA 01742 USA			
The name and business address of each Manager:			
Title	Individual name	Address	
MANAGER	BENAÏSSA BOUTRIG	113 PETER SPRING ROAD CONCORD, MA 01742 USA	
MANAGER	KARIMA ERRIAHI	113 PETER SPRING ROAD CONCORD, MA 01742 USA	
In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:			
Title	Individual name	Address	
The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:			
Title	Individual name	Address	
<input type="checkbox"/> Consent <input type="checkbox"/> Confidential Data <input type="checkbox"/> Merger Allowed <input type="checkbox"/> Manufacturing			

View filings for this business entity:

- ALL FILINGS**

 - Annual Report
 - Annual Report - Professional
 - Articles of Entity Conversion
 - Certificate of Amendment

TOWN OF CONCORD
SELECT BOARD

LICENSE ATTESTATION
REQUIRED BY THE
MASSACHUSETTS DEPARTMENT OF REVENUE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Benny Boutry
Signature of Individual or
Corporate Name (Mandatory)*

By Corporate Officer
Mandatory, (If applicable)

BENAISSA BOUTRIQ
Print Name of above

Print Name of above

Federal Identification Number

Date

Social Security Number (voluntary)**

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A. G.

.....

Please provide an e-mail address by which your establishment may be contacted in the event there is information that must be transmitted immediately. **Please print**

BENBOUTRIQ@YAHOO.COM
E-mail: BenBoutry@yahoo.com

Name: _____

Lincoln Concord Coach Inc does not have an e-mail account. Please communicate by US Mail.



TOWN OF CONCORD
 BUILDING DEPARTMENT AND ZONING ENFORCEMENT
 141 KEYES ROAD
 CONCORD, MASSACHUSETTS 01742
 (978) 318-3280

Home Occupation Application

Address: 113 Peter Spring Rd Concord MA 01742

Applicant's name: Benaissa Boutrig Date: 04/13/2022

Business name (if any): Concord Line Services

Nature of Business: Transportation Phone #: 617 818 8157

Where on the premises will this business be conducted?

Basement office

Name(s) and address(es) of all employees other than those living at this address:

Benaissa Boutrig 113 Peter Spring Rd Concord

Indicate any visual, auditory or other exterior indication that the premises is being used for business purposes.

N/A

What is the total number of on-site parking space(s) available at this location? N/A

How many business related vehicles will be on-site at any one time? 0

How many separate business related visits will be made to this location per day? 0

Will the sale of retail merchandise occur on the premises? YES NO

I have personally answered all of the above questions and, to the best of my knowledge, they are complete and accurate.

Benaissa Boutrig
 Signature of applicant

Building Department use only

zoning district: _____ map: _____ parcel: _____

use allowed by-right use requires Board of Appeals approval

approved by:

Building Inspector

date:

ATTACHMENT B

SAMPLE CITY/TOWN LETTER

****Official City/Town Letterhead****

Date: _

*Massachusetts Port Authority
One Harborside Drive I Suite 200S
Logan International Airport
East Boston, MA 02128-2909
Attention: Ground Transportation*

Dear Sir/Madam:

*The City/Town _____ does not have ~~private~~ limousine/livery
requirements and has no objection to _____ Name _____ operating within
and through its boundaries.*

Sincerely,

{Signature of duly authorized official}

ATTACHMENT B

SAMPLE CITY/TOWN LETTER

Official City/Town Letterhead

Date: -

*Massachusetts Port Authority
One Harborside Drive I Suite 200S
Logan International Airport
East Boston, MA 02128-2909
Attention: Ground Transportation*

Dear Sir/Madam:

*The City/Town _____ does not have ~~private~~ limousine/livery
requirements and has no objection to _____ Name _____ operating within
and through its boundaries.*

Sincerely,

*_____
{Signature of duly authorized official}*



TOWN OF CONCORD

BOARD OF HEALTH

141 Keyes Road
Concord, MA 01742
(978) 318-3275 FAX: (978) 318-3281



Public Health
Prevent. Promote. Protect.

Date: May 18, 2022

To: Town of Concord Select Board

From: Town Concord Board of Health

Via: Melanie Dineen, Public Health Director 

Subject: Option for municipalities to opt out of mosquito control spraying by the State Reclamation and Mosquito Control Board

MEMORANDUM

Overview-M.G.L. Chapter 252, Section 2A(b)(2) allows a municipality to opt out of spraying, either aerial or other mosquito control spraying, conducted by the State Reclamation and Mosquito Control Board (SRMCB) conducted under M.G.L. c. 252, Section 2A(a). The 2022 process to opt out requires municipalities to review the regional historical Eastern Equine Encephalitis (“EEE”) risk level map, which serves as Executive Office of Energy and Environmental Affairs’ (EEA) 2022 evaluation criteria, in order to determine interest in proceeding with an opt-out application for 2022. If the municipality determines it wishes to proceed with opting out, it must prepare an alternative mosquito management plan which includes submission of at least three education and outreach activities, and secure approval to opt out via a certified vote by local Select Board. Opting-out must be requested by May 27th.

Board of Health recommendation: After a review of the Massachusetts Department of Public Health (MDPH) projections for the 2022 mosquito season, on May 17, 2022, the Concord Board of Health **voted 4-0 in favor of recommending to NOT opt out of the SRMCB mosquito spraying program.** This vote was taken after a discussion of previous mosquito control efforts, review of historical surveillance and response data, the MDPH 2022 projected Risk level for Middlesex County (and for adjacent counties) which is projected to be “High Risk” for EEE, and the health impacts of EEE. Municipalities are at high regional risk if there is either evidence of a mosquito sample testing positive for EEE in the region in multiple years or if there is strong evidence of a locally infected human or animal case of EEE in the region.

The regional risk level determinations serve as EEA's evaluation criteria for the 2022 municipal opt-out applications. Regional historical EEE risk levels were determined using historical risk level indicators, including the presence of local and regional suitable mosquito habitat and local and regional incidences of positive EEE test results of mosquito samples, animals, and humans.

Mass Department of Health-State surveillance and response plans

The Mass Department of Public Health approves and distributes an Arbovirus Surveillance and Response plan each year that outlines guidance for Local Municipalities. The plan includes a local contact person for communications: <https://www.mass.gov/lists/arbovirus-surveillance-plan-and-historical-data>. Plans are developed in conjunction with the Department of Public Health, the Division of Fisheries and Wildlife, the Department of Natural Resources, the State Reclamation and Mosquito Control Board, and the Mosquito Advisory Group.

Brief History of Concord's Civil War Monument Committees

April 19, 1861	Concord men answer President Lincoln's call for volunteers to join the war & march off to Boston
March 19, 1866	25 men appointed to a committee to "erect a monument to the Men belonging to Concord who have died in the service of their country in the war for suppressing the rebellion"
March 18, 1867	The committee Chairman reports – they will officially read their final report on April 19, 1867, when the monument is dedicated
April 19, 1867	Soldiers' Monument is dedicated 32 Names 25 lived in Concord at the time of their enlistment 4 belonged to Concord, entered the service from other places 2 natives of the town, grew up in town, had found homes elsewhere, but were brought back to their birthplace for burial 1 buried with family here 27 were American by birth / 5 were Americans by choice

PAYMENT:

For the Architect's (Hammatt Billings) Plan and Superintendence, \$150
 For the Stone-Work and Foundation, \$3,500
 For the two Bronze Tablets, H. N. Hooper & Co, \$600
 For a Plan of the Ground and Temporary Fence, \$54.12
 Total: \$4,304.12

March 18, 1881	Town Meeting – Five person committee appointed to see if town will take measures to correct the omission from its Soldiers' Monument, of certain names which should have been inscribed thereon and to correct errors on existing names
March 27, 1882	Report created with short biographical sketches of forty-four soldiers 12 names proposed 11 names added to tablet *Charles F. Simmons not added 43 names now on tablet 16 Found a birthplace 23 Not natives, found here a home 16 found in this town a grave

1882 – 1883 Annual Report

PAYMENT:

Ames Manufacturing Co., tablet, \$405.90

1906-1907 Annual Report	Committee of seven appointed to compile names of soldiers that served in Civil and Spanish-American Wars.
1911	The Committee appointed in 1907 published a list of soldiers that served in the Civil and Spanish-American Wars and printed 500 copies.
1915	A committee of five was appointed to advise on placing additional names on the tablet of the Soldiers' Monument
1915	Five names proposed to be added Five names added to monument 48 names now on the tablet

January 1, 1916

PAYMENT:

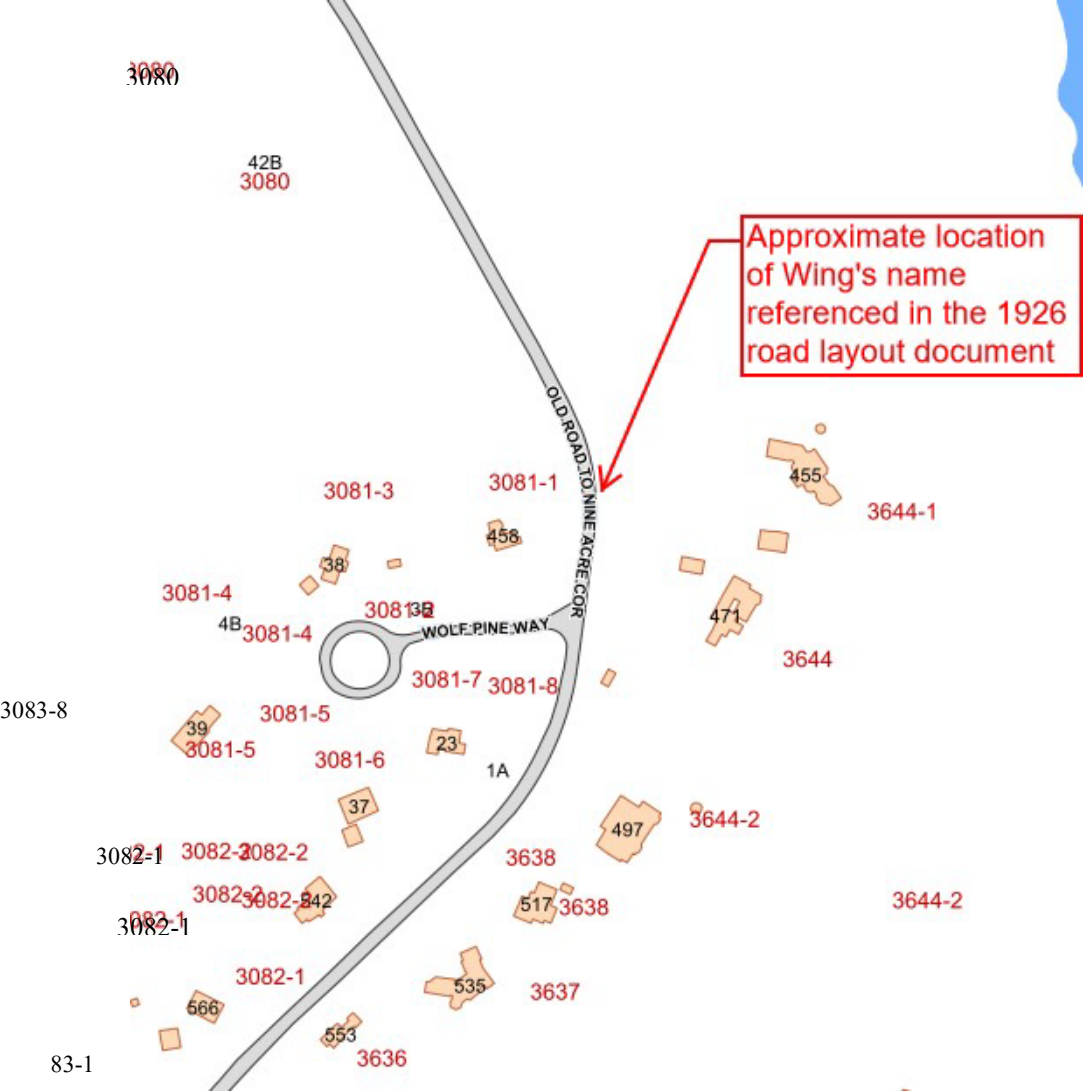
T. F. Gann & Co, Tablet \$445

W. W. White & Co. labor & supplies \$2.50

1965

Monument Repointed \$400

The Civil War Monument has NEVER been cleaned. It's 155 years old.

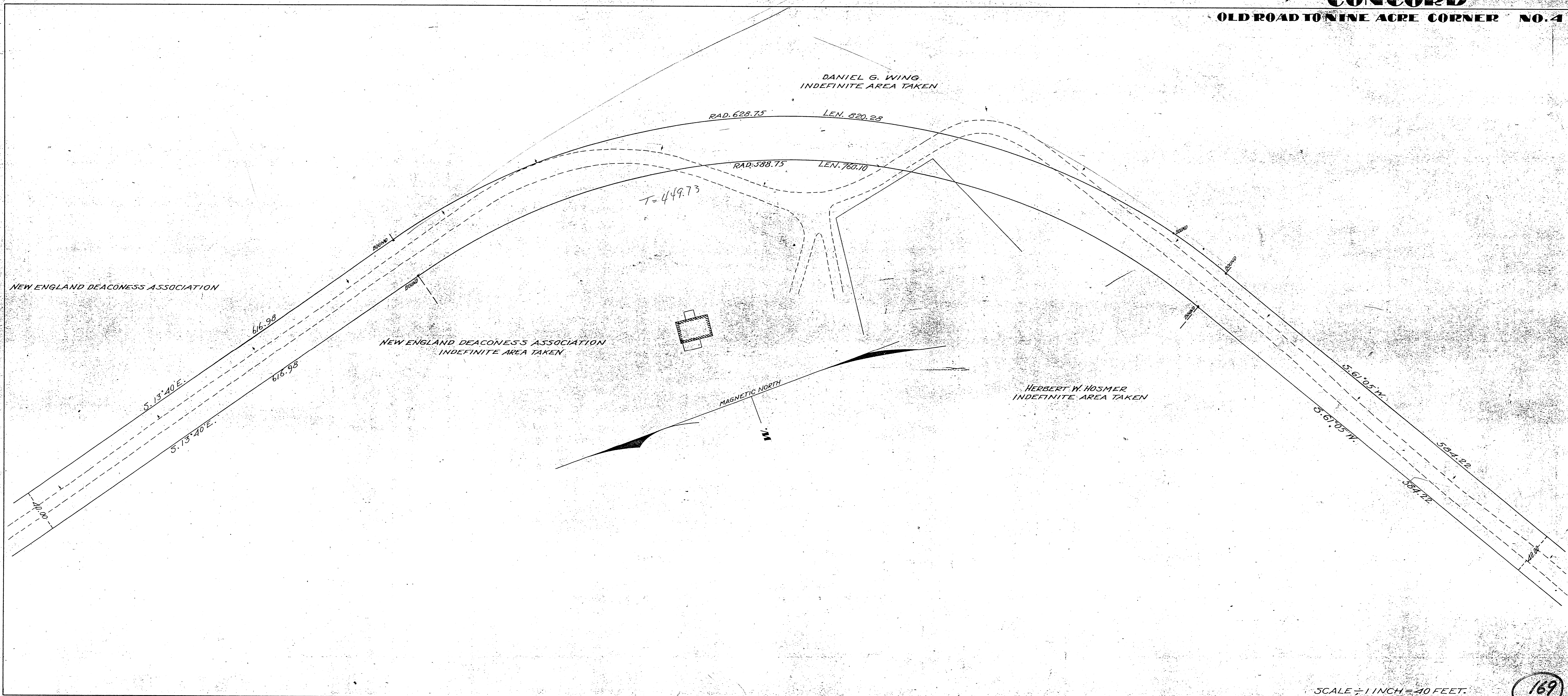


54th. Massachusetts Volunteers

55

In service of United States three years
from March 30 1863 to Aug 20-186.

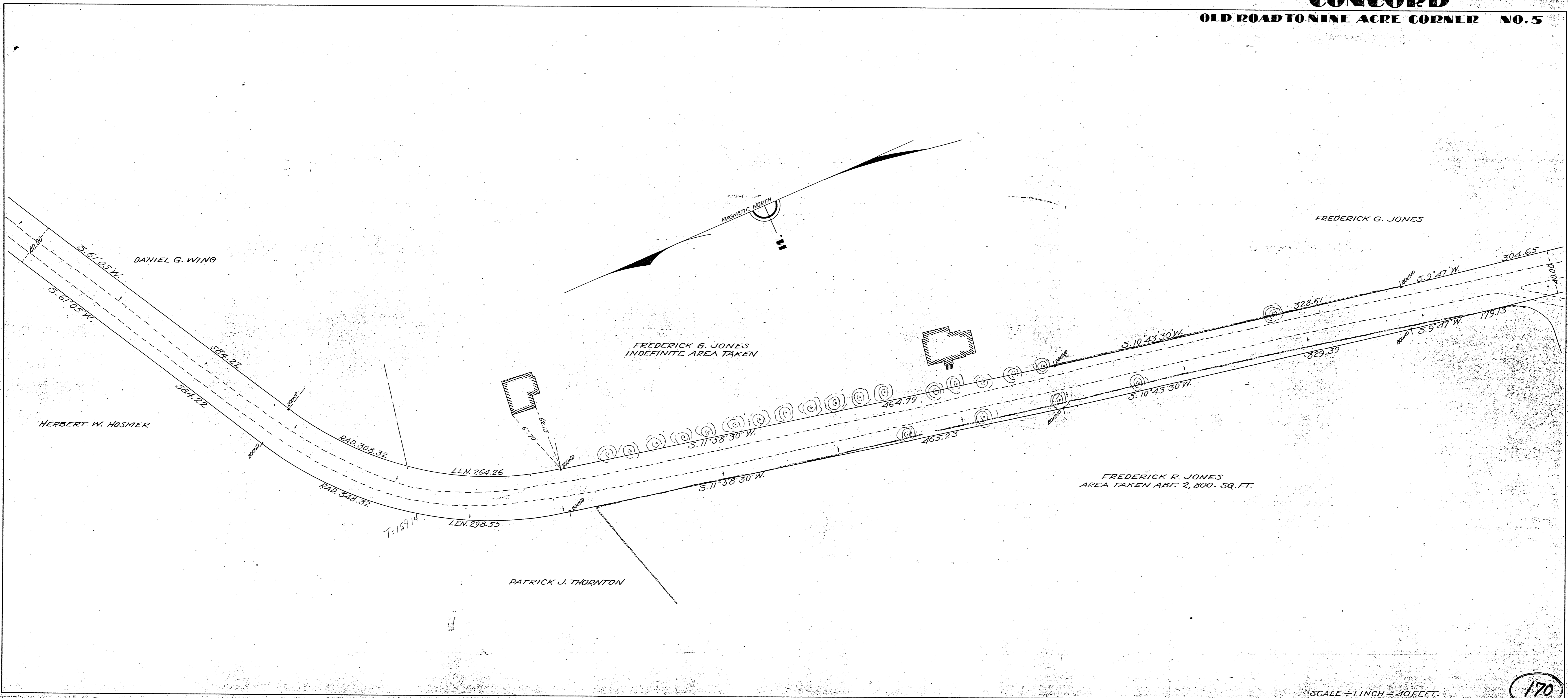
Name	Rank	Co.	Remarks
Dugan George W.	Private	A	Only native colored man who went to the civil war from this town.



SCALE = 1 INCH = 40 FEET.

169

CONCORD
OLD ROAD TO NINE ACRE CORNER NO. 5



SCALE = 1 INCH = 40 FEET.

170

NOW IN CAMP AT READVILLE!

54th REGIMENT!

MASS. VOLUNTEERS, composed of men of

AFRICAN DESCENT

Col. ROBERT G. SHAW.



Colored Men, Rally 'Round the Flag of Freedom!

BOUNTY \$100!

AT THE EXPIRATION OF THE TERM OF SERVICE.

Pay, \$13 a Month!

Good Food & Clothing!

State Aid to Families!

RECRUITING OFFICE.

**COR. CAMBRIDGE & NORTH RUSSELL STS.,
BOSTON.**

Lieut. J. W. M. APPLETON, Recruiting Officer.

RWELL & CO., Steam Job Printers, No. 27 Congress Street, Boston. [1864]

THEY DIED FOR THEIR COUNTRY IN THE
WAR OF THE REBELLION

U. S. ARMY

MAJ. AMIEL W. WHIPPLE
MAJ. GEN. U. S. VOLS.
CAPT. DANIEL FOSTER U. S. VOLS.
CHAPLAIN JAMES MEANS
CHAPLAIN WILLIAM C. WHITCOMB

2D MASS. VOLS.

THOMAS CAREY

9TH MASS. VOLS.

CAPT. JAMES E. MCCAFFERTY, JR.
MARTIN LYNCH

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GEORGE POLAND

1ST MASS. H. ARTILLERY

PAUL A. DUDLEY
ASA H. MELVIN
JOHN H. MELVIN
SAMUEL MELVIN
CHARLES NEALEY

1ST MASS. CAVALRY

THOMAS DOYLE

4TH MASS. CAVALRY

FREDERICK J. TARBELL

7TH MAINE VOLS.

SERG'T JAMES S. FERNALD

1ST MICHIGAN VOLS.

ALDEN BUTTRICK

11TH OHIO VOLS.

CORP'L CHARLES HOSMER WRIGHT



OMNIARELINQVI
SERVAREREMPUBLICAM

D | 54 (Col'd.) | Mass.
George W. Dugan
 Co. A., 54 Reg't Mass. Inf. (Col'd).

Appears on
 Company Descriptive Book
 of the organization named above.

DESCRIPTION.
 Age *44* years height *5* feet *10* inches.
 Complexion *light*
 Eyes; *gray* hair *black*
 Where born *Concord Mass*
 Occupation *Farmer*

ENLISTMENT.
 When *Feb. 20*, 1863
 Where *Boston*
 By whom *Lieut Appleton*; term *3* y'rs.

Remarks: *Widower Concord Mass.*
Missing since the assault
on Fort Wagner, Morris
Island. S. C. July 18, 1863

J. B. Sage
 Copyist.

D | 54 (Col'd.) | Mass.
George W. Dugan
 Co. A., 54 Reg't Mass. Inf. (Col'd).

Age *44* years.
 Appears on

Company Muster-in Roll
 of the organization named above. Roll dated
Camp Meigs, Mass. Feb. 21, 1863.
 Muster-in to date *Feb. 21, 1863.*

Joined for duty and enrolled:
 When *Feb. 20*, 1863.
 Where *Boston*
 Period *3* years.

Remarks:

NEXT ROLL ON FILE, JUN 1863

Book mark:

Chandler
 Copyist.

660 FIFTY-FOURTH REGIMENT MASS. VOLUNTEER INFANTRY

- Dixon, Henry A. — Priv. — Res. Shirley; mason; 21; enl. and must. Dec. 1, 1863; must. out Aug. 20, 1865.
- Dugan, George W. — Priv. — Res. Concord; farmer; 44; enl. Feb. 20, 1863; must. March 30, 1863; missing July 18, 1863, after assault on Fort Wagner, S. C.; supposed killed.
- Duncan, Justin M. — Priv. — Res. Chester; laborer; 19; enl. Feb. 18, 1863; must. March 30, 1863; must. out Aug. 20, 1865, as Corpl.
- Duncan, Lorenzo S. — Priv. — Res. Hinsdale; farmer; 21; enl. and must. Dec. 15, 1863; must. out Aug. 20, 1865.
- Ellis, George J. F. — Priv. — Res. Providence, R. I.; hostler; 19; enl. March 10, 1863; must. March 30, 1863; missing July 18, 1863, after assault on Fort Wagner, S. C.; supposed killed.
- Emerson, Edward B. — 2d Lieut. — Res. Pittsfield; student; 17; comm. 2d Lieut., June 2, 1863; must. July 10, 1863; comm. 1st Lieut., July 19, 1863; must. Jan. 6, 1865; wounded Nov. 30, 1864, at Honey Hill, S. C.; comm. Captain, March 30, 1865; must. May 8, 1865; must. out July 14, 1865, as Captain of Co. "E". See Co. "K" 34th Mass. Inf.
- Fletcher, Francis H. — Priv. — Res. Salem; clerk; 22; enl. Feb. 13, 1863; must. March 30, 1863; must. out Aug. 20, 1865, as Sergt.
- Ford, Joseph — Priv. — Res. Boston; hostler; 21; enl. March 27, 1863; must. March 30, 1863; missing July 18, 1863, after assault on Fort Wagner, S. C.; supposed killed.
- Foster, Moses — Priv. — Res. Pittsfield; farmer; 19; enl. and must. Dec. 21, 1863; must. out Aug. 20, 1865.
- Freeland, Milo J. — Priv. — Res. Sheffield; laborer; 22; enl. Feb. 16, 1863; must. March 30, 1863; must. out Aug. 20, 1865.
- Gardner, Ralph B. — Priv. — Res. Great Barrington; laborer; 23; enl. Feb. 16, 1863; must. March 30, 1863; taken prisoner, July 18, 1863, at Fort Wagner, S. C.; paroled March 30, 1865; disch. July 27, 1865, from U. S. Genl. Hosp., Annapolis, Md., as Corpl.
- Garrison, Silas — Priv. — Res. Chatham, Canada West; painter; 20; enl. March 27, 1863; must. March 30, 1863; wounded and missing in assault on Fort Wagner, S. C., July 18, 1863; supposed killed.
- Gibson, Martin Thomas — Priv. — Res. Taunton; waiter; 18; enl. and must. Oct. 20, 1863; must. out Aug. 20, 1865.
- Glazier, Abraham — Priv. — Res. Catskill, N. Y.; farmer; 18; enl. March 4, 1863; must. March 30, 1863; wounded July 18, 1863, at Fort Wagner, S. C.; died Jan. 2, 1865, of disease, at Morris Island, S. C.
- Gover, Franklin — Priv. — Res. Great Barrington; farmer; 19; enl. Feb. 18, 1863; must. March 30, 1863; must. out Aug. 20, 1865.
- Green, Joseph Henry — Priv. — Res. Boston; laborer; 16; enl. Feb. 23, 1863; must. March 30, 1863; must. out Aug. 20, 1865.
- Grey, Solomon — Priv. — Res. Woodstock, Canada; laborer; 21; enl. March 28, 1863; must. March 30, 1863; deserted April 14, 1863, from Camp Meigs, Readville, Mass.
- Groomer, Edward — Priv. — Res. Hudson, N. Y.; seaman; 19; enl. March 5, 1863; must. March 30, 1863; must. out Aug. 20, 1865.
- Hall, Elias — Priv. — Res. Boston; laborer; 26; enl. Feb. 11, 1863; must. March 30, 1863; must. out Aug. 20, 1865.
- Hallenbeck, John J. — Priv. — Res. Jersey City, N. J.; laborer; 23; enl. March 10, 1863; must. March 30, 1863; must. out Aug. 20, 1865.
- Halstead, James W. — Priv. — Res. Farmington, Conn.; farmer; 18; enl. March 4, 1863; must. March 30, 1863; must. out Aug. 20, 1865, as Corpl.
- Hamilton, Frank — Priv. — Res. Hinsdale; farmer; 40; enl. and must. Dec. 14, 1863; must. out Aug. 16, 1864, of disease, at Morris Island, S. C.
- Hamilton, Frank, 2d — Priv. — Res. Hinsdale; farmer; 22; enl. and must. Dec. 14, 1863; must. out Aug. 20, 1865.
- Hamilton, Thomas — Priv. — Res. Buffalo, N. Y.; sailor; 30; enl. March 28, 1863; must. March 30, 1863; wounded July 18, 1863, at Fort Wagner, S. C.; must. out Aug. 20, 1865.
- Harris, Charles E. — Priv. — Res. New York City; laborer; 22; enl. and must. May 20, 1863; disch. June 16, 1865, for disability, at Charleston, S. C.
- Harris, John H. — Priv. — Res. Abington; farmer; 38; enl. Feb. 28, 1863; must. March 30, 1863; disch. Aug. 29, 1865, at New York City.
- Harrierson, William H. — Priv. — Res. Paris, Missouri; laborer; 23; enl. and must. Dec. 2, 1863; must. out Aug. 20, 1865.

CONCORD'S 49TH FALLEN CIVIL WAR SOLDIER:

"Faithful Unto Death"

Last February, Boston Magazine showcased the "100 Best Bostonians of All Time". John Hancock appeared #14 on the list, with Concord's Louisa May Alcott featured as 16th. Cited for "Bravery, freedom and sacrifice personified", the famed 54th Massachusetts Volunteer Infantry, the first black regiment in the Civil War, ranked 15th.

Almost two years into the war, February 16th 1863, an advertisement appeared in the Boston Journal recruiting "good men of African descent" to join the newly formed 54th Massachusetts. Four days later a 44-year-old Concord farmer and widower, George Washington Dugan, traveled to the 54th's recruiting station located at the corner of Cambridge and Russell Streets across from where Government Center is located today. The recruiting officer, Lt. John Appleton, offered him a \$100 bounty, but not to be paid until the end of his service; this was in addition to \$13 a month in pay. [A promise that was broken when the government reduced this to \$10 per month. Black soldiers had to wait until June, 1864 to be paid the same as white soldiers].

With the formation of the 54th, Dugan and his comrades-in-arms paved the way for widespread acceptance of black soldiers fighting to save the Union. By 1865, there were 180,000 black soldiers, 10% of the Union Army, who in Lincoln's words, "tipped the balance" in the outcome of the war.

Identified in the 1908 report, Soldiers and Sailors of Concord Massachusetts as "*the only native colored man who went to the Civil War from Concord*", George Dugan, son of Thomas and Jennie Dugan with farmland near Old Marlboro Road, was assigned to Company A of the 54th serving under Colonel Robert Gould Shaw. The 54th engaged in desperate fighting while storming Fort Wagner, South Carolina on July 18th 1863. Listed on the unit's official report compiled by Captain Luis Emilio, Dugan was among Shaw's 281 men who formed on the beach below the fort and ordered to lie down with muskets loaded and bayonets fixed.

Described by their Brigade-General George Strong as "splendid soldiers", who while facing a "stream of fire" and a "severe test of courage....faltering not", lost 42% in the fighting with 54 listed as killed and 52 "never accounted for." George Dugan was among the missing in Company A, along with his esteemed First Sergeant Andrew Benton. None of these 52 missing -in-action soldiers from the "Brave Black Regiment" returned home. There is no evidence of desertion in the ranks, quite the contrary. Dugan and his gallant comrades lost in the fighting made the supreme sacrifice.

"Never Accounted For" should not be George W. Dugan's epitaph. This categorization is a misnomer, terminology that provides false hope. Dugan was one of dozens of unnamed dead whose bodies were simply piled into mass graves. According to eyewitness testimony by a Confederate officer, these bodies were "desecrated" with "the dead piled up in a ditch...50 in a heap."

Having just observed the Sesquicentennial of the Civil War, paying tribute to Concord's 450 men who served in that war, we are duty-bound to honor George Washington Dugan by adding his name to our Civil War Monument as Concord's 49th fallen soldier. At the April 19th 1867 dedication ceremony of this monument, John Shepard Keyes offered these words:

"We do not forget our heroic dead. It is in remembrance that we dedicate this 30' tall obelisk to the brave men who were faithful unto death. Their lives, their deeds, their deaths we enshrine...theirs were the toils, the hardships, the sufferings...ours are the fruits of their victories. Gratefully, kindly, honorably, we commemorate their example."

In cherishing the memories of Concord's fallen soldiers, we have a duty to perpetuate and honor their enduring record, with long overdue official validation of George Dugan's proud, valorous and precious Civil War service. His name needs to be entered into the "roll of immortal honor." There is a proposal before the Town of Concord to do just that.

Rick Frese is a Concord resident, Associate Professor of Sociology at Bentley University, U.S. Army veteran and author of “Concord and the Civil War: From Walden Pond to the Gettysburg Front” – History Press, 2014.

THEY DIED FOR THEIR COUNTRY IN THE WAR OF THE REBELLION

U. S. ARMY

MAJ. AMIEL W. WHIPPLE
MAJ. GEN. U. S. VOLS.
CAPT. DANIEL FOSTER U. S. VOLS.
CHAPLAIN JAMES MEANS
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CORP'L CHARLES HOSMER WRIGHT

2022-2023 Select Board Goals (Review Draft)

Process

The Concord Select Board annually affirms its values and guiding principles to align its goals and objectives for improving government as it interacts with the Town Manager, committees, task forces, citizens, and other units of government. In so doing, the Board aims to lead and establish strategic priorities, to provide support and guidance and encouragement where appropriate and to be collaborative, open, and inclusive at all times.

Goals and Objectives

Specifically, the Board supports short- and long-term goals and objectives in the following categories:

A. *Effective Governance, Board Organization, and Communication* – *Improve responsiveness, accountability, and transparency. Maintain a high level of town services for Concord citizens. Promote dignity and respect for all individuals, and utilize best practices for the health and safety of all.*

1. Identify and hire a permanent Town Manager.
2. Identify departmental goals and review progress with the Town Manager at the beginning and end of the fiscal year.
3. Evaluate recommendations of the Personnel Bylaw Study Task Force and propose the future charge of Personnel Board.
4. Implement the new town volunteer database and volunteer card recruitment process, and review effectiveness by the end of the 2022-2023 Select Board term. Ensure that all volunteers are acknowledged for their willingness to serve.
5. Evaluate Town Counsel and Labor Counsel performance and decide upon future appointments.
6. Support and participate in the public review of all new Public Private Partnership Agreements.
7. Advise the Town Manager on opportunities to improve the Town website organization and access to the information it contains.
8. Work with the Town Manager and office staff to improve the process of preparation for Select Board meetings and timely publication of minutes.
9. Keep town boards and committees apprised of hybrid meeting best practices while supporting a continued virtual (Zoom) meeting option if authorized.
10. Work to improve citizen communications by reviewing/implementing the citizen correspondence policy drafted in 2020.

B. *Financial Stability* – *Promote fiscal responsibility, financial sustainability, town-school collaboration and integration.*

1. Continue the capital planning process begun in 2021 by conducting a review of the capital and facilities needs of the Town and the Schools, to include timetables, cost estimates, environmental impact, debt forecasting and citizen tax burden.
2. Review quarterly progress reports from the Middle School Building Committee.
3. Review the Town Manager's annual plan for and use of ARPA and Federal infrastructure bill funds.

4. Review the Town Manager's strategies for risk and legal budget management.
5. Review the long-term capital requirements and business plan for the Beede Center.

C. Diversity, Equity, Inclusion, and Belonging – Support economic, social, racial, and cultural diversity and inclusion. Generate more affordable housing and reduce barriers faced by lower income residents. Balance divergent individual, neighborhood, and town-wide interests.

1. Conduct the biannual Town-wide survey with a special focus on diversity, equity, and inclusion topics.
2. Conduct diversity, equity, and inclusion training sessions for the Select Board.
3. Work with the DEI Commission to research and implement diversity, equity, and inclusion best practices in town governance. Listen to diverse voices in the community and assess which additional DEI actions the Select Board should take.
4. Provide input to the housing production plan update to maximize the equity and diversity impacts of future affordable housing initiatives. Review and adopt the completed plan.
5. Evaluate whether to implement the residential exemption to reduce the real estate tax burden of less affluent homeowners,
6. Submit a 2023 ATM warrant appropriation article for affordable housing if the related special legislation or equivalent state-wide funding program has not been approved.

D. Historic and Cultural Heritage, Recreation, Agriculture and Natural Resources – *Maintain Concord's unique character.*

1. Monitor progress of both the recreational use and long-term protection of White Pond, the Gerow land, Warner Pond, and their ecosystems.
2. Implement recommendations to improve coexistence of pedestrian and cyclist users in Junction Park.
3. Determine next steps relative to Estabrook Trail access based on the land court's anticipated ruling.
4. Review 250th Anniversary Executive Committee's proposed theme, scope, budget, and organizational structure of events celebrating the 250th anniversary of the American Revolution. Set interim goals and milestones. Assist in recruiting and operationalizing 250th anniversary subcommittees.
5. Review and adopt the Recreation and Open Space Strategic Plan.

E. Sustainable Infrastructure – *Develop and maintain sufficient and reliable utilities, transportation, and communication infrastructure, while managing energy resources to reduce carbon emissions, and regenerate our natural environment to meet the Town's climate objectives.*

1. Sponsor a town-wide transportation study that supports economic, social equity and recreational needs in line with Complete Streets principles.
2. Review and decide which of the recommendations of the Fiber Broadband Completion Committee report to adopt.
3. Review the town's wireless communications policies and provide a definitive plan for addressing the priority safety and access concerns of town center cellphone coverage.
4. Review the Concord Municipal Light Plant's development plan for municipal solar generation.

F. *Economic Vitality* – *Protect the vitality of the town and businesses and reduce obstacles to their success.*

1. Encourage the establishment and success of local businesses by taking concrete actions, such as hiring an Economic Development Director, reorganizing departments to reduce bottlenecks, and/or streamlining regulatory requirements.
2. Propose next steps for the 2229 Main Street site based upon the recommendations in the NMI-Starmet Reuse Planning Committee report and advice of Town Counsel.
3. Evaluate the costs, revenues, and efficacy of using parking meters in business districts.

G. *Regional and State Interests* – *Advance Concord's interests in the region and the commonwealth*

1. File home rule petition for ATM'22 Article 23 (ranked choice voting) and special legislation for ATM'22 Article 37 (local bag charge).
2. Continue to work with our State legislative representatives on:
 - a. Special legislation refiled 2021 for ATM'19 Articles 25 and 26 related to affordable housing
 - b. Home rule petition filed 2021 for ATM'20 Article 15: Senior Means-Tested Property Tax Exemption
 - c. Special legislation filed for ATM 21 Article 31 Fossil Fuel Infrastructure
 - d. ATM'18 Article 18: 17-year-olds voting in Town elections
3. Annually invite state legislators to meet with the Select Board.
4. Update regional dispatch center agreement. Receive Town Manager's periodic report on actual additional revenues or resource benefits as well as direct Concord expenses.
5. Meet with Concord's representative to statewide 250th Commission and continue to work with regional partners in the ad-hoc Battle Road group.
6. Receive an annual update on Minuteman Regional Technical High School with a focus on OPEB liabilities and Concord's expected long-term enrollment, projected per-pupil and total long-term costs.

Review Draft: 5-10-22

Michael Gibbons

To: tbarveyan
Subject: RE: May 9 meeting officer elections

----- Forwarded Message -----

From: tbarveyan <tbarveyan@yahoo.com>
To: Matt Johnson <mjohnson@concordma.gov>; Terri Ackerman <tackerman@concordma.gov>; Henry Dane <hdane@concordma.gov>; Linda Escobedo <lescobedo@concordma.gov>; Mary Hartman <maryhartman7@gmail.com>
Cc: Kerry Lafleur <klafleur@concordma.gov>; Kaari Tari <ktari@concordma.gov>; Diane Proctor <dpdproctor@gmail.com>
Sent: Monday, May 16, 2022, 06:38:36 AM PDT
Subject: May 9 meeting officer elections

Dear Members of the Concord Select Board,

I was able to watch only the first half hour of your May 9 meeting.

I congratulate the new Chair Mr. Johnson, Clerk Ms. Ackerman, and new member Ms. Hartman.

I appreciate everyone's dedicated volunteer service. I am certainly fine with any of you holding any position on the Board.

However, I was a little concerned about the *reasoning* Mr. Johnson offered when nominating Ms. Ackerman as Clerk.

Mr. Johnson declared that he would need help in his function as Chair, citing that he was fully employed. [In fact, as he further commented, it is a big responsibility and task, and anyone with full obligations of any kind would of course need - and deserve- assistance.]

What was of concern was then nominating a particular member of the Board (happens to be Ms. Ackerman) as the particular person he would want to work with.

Ms. Escobedo raised an OML concern, to which Mr. Johnson correctly replied that two people of a five member Board do not form a quorum.

Nevertheless, I wondered if a) Expressly forming a collaboration of two people might not hint at a Subcommittee formation. b) If a close declared collaboration between Chair and Clerk might make it more problematic for a third member to contact either one of them with an opinion or suggestion, since it would end up in serial quorum communication.

I asked the Division of Open Government, and the correspondence is attached.

They did not think the description was likely to have created a Subcommittee (I think it all depends on what the Select Board is expecting, though, and they usually know for sure only after a complaint is filed.) However, they did highlight that any Select Board member can communicate with the Chair, as this does not form a quorum. And it would then be the Chair's responsibility not to share this with the Clerk. (Similarly, if a member communicated with the Clerk, the Clerk could not share that with the Chair.)

I may be reporting things that you all already knew and would take into consideration anyway.

However, given that a Chair can ask for assistance of anyone as needed (Board member or otherwise), the specific declared selection of someone as a collaborator made me worry.

Personally, I still fear this may be a risky precedent.

Consider how any of you would feel if a colleague you did not always agree with became Chair and then nominated a particular person as Clerk because they felt comfortable working with them.

Thank you for considering.

I am certainly not suggesting that Board positions be changed. Just highlighting what I consider are valid concerns.

Best regards,

Tanya

p.s. As I have not yet been able to view the rest of the May 9 meeting, please forgive my note if the matter was brought up again at a later point.

RE: Questions about potential subcommittee formation

From: OpenMeeting (AGO) (openmeeting@state.ma.us)

To: tbartevyan@yahoo.com

Date: Wednesday, May 11, 2022, 11:05 AM PDT

Tanya,

Thank you for contacting the Division of Open Government.

The Open Meeting Law defines a "subcommittee" as "any multiple-member body created to advise or make recommendations to a public body." Id. Members of a public body who constitute less than a quorum, and on their own have decided to carry out certain tasks, and were not designated to advise or make recommendations back to the Board, likely do not satisfy this definition.

I will note that nothing in the Open Meeting Law prohibits a member of the Board from contacting the Chair directly, since two members do not constitute a quorum. It would then be the Chair's responsibility not to convey the substance of the correspondence to the Clerk, since that could constitute deliberation in a serial fashion.

Sincerely,

Carrie Benedon (she/her/hers)

Assistant Attorney General

Director, Division of Open Government

Massachusetts Office of the Attorney General

(617) 963-2540

From: tbartevyan <tbartevyan@yahoo.com>
Sent: Tuesday, May 10, 2022 1:03 PM
To: OpenMeeting (AGO) <OpenMeeting@MassMail.State.MA.US>
Subject: Questions about potential subcommittee formation

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hello,

If a new Select Board Chair of a 5 person Select Board nominates the new Clerk and says that they will be collaborating throughout the year, might the formality of the arrangement constitute a Subcommittee?

Note: I do realize that 2 members out of a 5 member Board do not constitute a quorum, and that any 2 members of a 5 member public body may spontaneously communicate outside of a public on a matter in the Board's purview, without breaking the Open Meeting Law, provided it does not result in serial communication.

This arrangement, however, seems to go beyond an occasional 2 member communication. It implies that there will be continuous coordination of efforts between Chair and Clerk.

For example, it hinders any communication from another member of the Select Board from consulting with the Chair, if the Clerk is also going to be involved, because that would result in a quorum deliberation outside of a public meeting.

This creates an imbalance of power among the individually elected members, by disabling the others from communicating in any non quorum setting with the Chair.

Relatedly: Sometimes Committees have co-Chairs. If it is understood that the co-Chairs consistently coordinate efforts outside of public meetings, does that also imply the formation of a Subcommittee?

Thank in advance for your consideration,

Tanya B. Gailus

Town of Concord

HISTORICAL COMMISSION

Massachusetts

Melissa Saalfeld, Chair
Nancy Nelson
Thomas Beardsley
Robert Gross
Michael Capizzi
Alan Bogosian, Associate
Rebecca Lemaitre, Associate



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Heather Gill, Senior Planner

May 17, 2022

Cassandra Ostrander
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Massachusetts Division, FHWA
55 Broadway 10th Floor
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Jeffrey Shrimpton
Cultural Resources Supervisor
Environmental Services, Highway Division
Massachusetts Department of Transportation
10 Park Plaza
Boston, MA 02116

Dear Ms. Ostrander and Mr. Shrimpton,


On behalf of the Concord Historical Commission (CHC), I am commenting on Paul Stedman's letter of April 21, 2022, to Minute Man National Historical Park (MMNHP) Superintendent Simone Monteleone. We had been expecting a direct reply from you in response to our letter of March 28. Instead, we were copied on this letter from Mr. Stedman which offered no useful information and no answers to our specific comments expressed in our March 28 letter.

Following that March 28 letter from the CHC, I exchanged several emails with Mr. Shrimpton in which I asked about "next steps" in the consultation process and sought an explanation of how disagreements among consulting parties are to be resolved. Mr. Shrimpton noted a response from District 4 was forthcoming that would include renderings. Are we to assume the letter to Ms. Montelone was District 4's response? Again, this letter did not address the CHC's questions, nor did it include renderings.

We are not experts in the Section 106 process but do know we must be properly informed and consulted. To that end, we invite you to attend the next meeting of the Concord Historical Commission, which is Thursday, June 9 at 7 pm. These virtual meetings (via Zoom) are public and would provide an excellent opportunity for a thorough discussion of your plans for Route 2A/The Battle Road.

We look forward to hearing from you.

Sincerely,


Melissa C. Saalfeld, Chair
Concord Historical Commission

CC: Concord Select Board – Matt Johnson, Chair
Advisory Council on Historic Preservation – Mandy Ranslow
Minute Man NHP – Simone Monteleone, Superintendent
Lincoln Historical Commission – Andrew Glass
State Historic Preservation Officer/Massachusetts Historical Commission - Brona Simon

Concord Town Manager - Kerry LaFleur
MassDOT/District 4 – Paul Stedman
Lexington Historical Commission – Susan Bennett
Battle Road Scenic Byway Committee – Nancy Nelson