

**TOWN OF CONCORD
SELECT BOARD MEETING
July 11, 2022 | 6:30 PM
TOWN HOUSE
22 MONUMENT SQUARE**

SECOND FLOOR MEETING ROOM AND VIA ZOOM

<https://us02web.zoom.us/j/88186452626?pwd=N3dGaVI3MXdHK0x0Y2VDWDAyRHdaQT09>

Meeting ID: 881 8645 2626

Passcode: 263650

AGENDA

#	Time*	Agenda Item
1.	6:30pm	Call to Order
2.		Consent Agenda <ul style="list-style-type: none"> • Town Accountant Warrant: July 7, 2022 • Minutes: June 13, 2022 • Gift Acceptance: <ul style="list-style-type: none"> ○ \$75,000 from the Concord Free Public Library Corporation to the Archival Projects Gift Account ○ \$5,000 from the Susanna E Bedell Foundation to the Council on Aging • Tour Guide Licenses: <ul style="list-style-type: none"> ○ Mary Beth Bass ○ Mary Bierman ○ Ronni Olitsky ○ Trisha J Hunt ○ Courtney McInvale Reardon ○ Maureen Byrnes ○ Andrew Hill ○ Caryn Mickle ○ Evan Brown ○ Tom Rogers
3.		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. Applicant has requested a continuance
6.	6:45pm	Discussion with the Bruce Freeman Rail Trail Advisory Committee on Junction Park Conceptual Redesign
7.	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. Applicant has requested a continuance
8.	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. Applicant has requested a continuance
9.	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. Applicant has requested a continuance
10.	7:15pm	Departmental Update from Concord Police Chief Joseph O'Connor
11.	7:55pm	Discussion of Fiscal Year 2023 Town Manager Goals
12.	8:15pm	Review of 2022 Special Town Meeting Calendar
13.	8:30pm	Correction of Liquor License Description of Premises for Concord Brewery II d/b/a RapsCALLION
14.	8:35pm	Committee Nominations: Mark Gailus, of 62 Prescott Road, to the Transportation Advisory Committee
15.	8:40pm	Committee Appointments: Joshua Lee, of 65 Everett Street, to the Diversity, Equity, & Inclusion Commission for a term to expire April 30, 2025; Anita Tekle, of 260 Virginia Road, to the Concord Local Cultural Council for a term to expire April 30, 2025; Pauline C. Reeve of 429 Williams Road to the Concord 2025 Executive Committee for a term to expire December 31, 2026; Frederick Ryan of 211 Park Lane to the Concord 2025 Executive Committee for a term to expire December 31, 2026; Melissa Saalfield, of 7 Concord Greene Unit 7, to the Historical Commission for a term to expire May 31, 2023; Rebecca Lemaitre, of 3 Abbott Lane Unit 7, to the Historical Commission for a term to expire May 31, 2025; Francesca Cataldo, of 40 Hosmer Road, to the Historical Commission-Associate Member, for a term to expire May 31, 2023
16.	8:45pm	Select Board Liaison Reports
17.	8:50pm	Correspondence
18.	8:55pm	Public Comment
19.	9:00pm	Adjourn

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Board of Health
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
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
June 13, 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 June 13, 2022 at 5:30pm.

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 5:30 p.m.

Executive Session

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to enter Executive Session in accordance with M.G.L. 30A, Section 21(a)(2), to conduct strategy sessions in preparation for negotiations with nonunion personnel (Town Manager), to return to regular session

Roll Call Vote:

Mr. Dane: Aye
Ms. Escobedo: Aye
Ms. Hartman: Aye
Mr. Johnson: Aye
Ms. Ackerman: Aye

Consent Agenda

- Town Accountant Warrant: June 9, 2022
- Minutes: June 6, 2022; Executive Session Meeting Minutes of May 16, 2022 (not to be released)
- Gift Acceptance:
 - \$1,000 from National Grid to the Concord Fire Department
- One Day Special Liquor License Applications
 - Verrill Farm/Sake Tasting to Benefit Nanae, 11 Wheeler Road, on June 15, 2022 from 6:00pm-8:00pm, Wine & Malt Beverages Only
 - Verrill Farm/Rotary Installation Dinner, 11 Wheeler Road, on June 16, 2022 from 6:00pm-8:00pm, Wine & Malt Beverages Only
 - Verrill Farm/Strawberry Cocktail Party, 11 Wheeler Road, on June 23, 2022 from 6:00pm-8:00pm, Wine & Malt Beverages Only
 - Verrill Farm/Company Outing, 11 Wheeler Road, on June 18, 2022 from 11:00am-2:00pm, Wine & Malt Beverages Only
 - Saltbox Farm/Wedding, 40 Westford Road, on July 9, 2022 from 4:30pm-9:30pm, Wine & Malt Beverages Only
 - Saltbox Farm/Farm Dinner, 40 Westford Road, on July 15, 2022 from 5:30pm-8:30pm, Wine & Malt Beverages Only
 - Saltbox Farm/Wedding, 40 Westford Road, on July 22, 2022 from 12:30pm-4:00pm, Wine & Malt Beverages Only

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Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the consent agenda.

Select Board Liaison Reports

Ms. Ackerman reported on the PEG Access Advisory Committee and stated that they had received two bids for their 10-year franchise agreements. Ms. Ackerman added that the 2229 Main Street Oversight Committee had been very busy and that representatives from the Committee would be presenting to the Board in July. Ms. Ackerman further reported that the Personnel Study Task Force Committee would be holding a public forum in September. Ms. Ackerman also attended the Housing Production Plan Forum, CSEC Electric Vehicle Charging Event, and the Sanborn School Civics Day presented by the League of Women Voters.

Ms. Hartman reported on the CPW Commission and stated that the solid waste program would not be increasing rates in fiscal year 2023, that the CPW Commission was hoping to collaborate with the Transportation Advisory Committee, and that they briefly discussed the new Nagog Filtration Plant, at a potential cost of thirty million dollars. Ms. Hartman further stated that the Recreation Commission was beginning their strategic plan and that revenues at the Beede Center were fifty percent higher than projected and the funds would be used for deferred maintenance items. Ms. Hartman added that the Natural Resources Commission would begin the dredging of Warner Pond in the fall. She also reported on the Economic Vitality Committee and informed the Board of her desire to amend the White Pond Advisory Committee's charge.

Ms. Escobedo reported on the Concord Commission on Disability and stated that the Commission was pleased that additional handicapped parking spots were added at the Library's Stow Street parking lot but felt that they could be better located. Ms. Escobedo also reported that the Commission is also in the process of reviewing volunteers to fill vacancies and were looking forward to meeting Kellie Hebert, the Interim Town Manager. Ms. Escobedo also reported on the Zoning Board of Appeals who had reviewed several applications and noted that the International Women's Tennis Tournament will be held at the Thoreau Club on August 8-14. Ms. Escobedo added that the Concord Municipal Affordable Housing Trust met with the National Park Service to explore whether some of the housing that the National Park Service was offering as rentals could be used as affordable housing. Finally, Ms. Escobedo stated that she had attended the Housing Production Plan Forum and noted that more than fifty people attended.

Mr. Dane reported that the Public Ceremonies Committee had three vacancies and that he was interested in filling those vacancies. Mr. Dane added that he hoped that the 250th Committee would work in tandem with the Public Ceremonies Committee for the events around the 250th celebrations. Mr. Dane also noted that the 250th Committee updated their website, were meeting weekly, and had nearly 30 members on their various sub committees.

Chair Johnson reported on the Finance Committee and stated that Peggy Briggs had been named their Chair and had made assignments of observers, with Christine Reynolds continuing in her role as Select Board observer. Chair Johnson added that the Middle School Building Committee had updated their schedule, which reduced their overall construction timeframe. He also stated that there would be an updated cost estimate presented at the end of June for the Middle School Building project. He added that the School Committee met and that there was a review of their 5-year Diversity, Equity and Inclusion Belonging Plan. Chair Johnson also stated that the Diversity,

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Equity, and Inclusion Commission met and he reported that the Commission has agreed to write a letter regarding the METCO parents demands relative to the School District.

Committee Nominations

Lois Suarez to the Pollinator Health Advisory Board and Kate Yoder to the Economic Vitality Committee.

Ms. Hartman withdrew the nomination of Kate Yoder to the Economic Vitality Committee, citing Ms. Yoder's membership on the West Concord Junction Cultural District Committee

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to appoint: Holly Cratsley, of 10 Edmonds Road, to the Concord 2025 Executive Committee for a term to expire December 31, 2026; Patricia Hopkins, of 65 Dalton Street, to the Concord 2025 Executive Committee for a term to expire December 31, 2026; Reappoint John Soden to the Bruce Freeman Rail Trail Advisory Committee for a term to expire May 31, 2023; Reappoint Nick Pappas to the Natural Resources Committee for a term to expire April 30, 2025; Reappoint Michael Capizzi to the Historical Commission for a term to expire May 31, 2025; Reappoint Alan Bogosian to the Historical Commission for a term to expire May 31, 2025; Reappoint Melissa Saalfield to the Historical Commission for a term to expire May 31, 2025.

Chair Johnson asked Mr. Dane for clarification regarding which roles were still open on the Concord 2025 Executive Committee and suggested adding the open roles to the Town website. Mr. Dane reminded the Board that the charge allowed for members to be moved within categories and encouraged residents to serve on a subcommittee.

Interim Town Manager's Report

Ms. Lafleur reviewed the Interim Town Manager's report that was included as part of the Select Board's meeting packet. Ms. Lafleur explained that the new Executive Assistant to the Town Manager would be starting in her new role on June 15, and that she would be taking over the production of the Town Manager's Report and it was Ms. Lafleur's hope that the report would be even more comprehensive in the future.

Chair's Report

Chair Johnson reminded the Board of their declaration of Race Amity Day at a previous meeting and stated that he had attended an event at the Alcott Elementary School where he read the proclamation. He also noted that the School District's Director of Diversity, Equity, and Inclusion, Andrew K. Nyamekye gave a presentation, and encouraged the Board to explore holding an official Town event in the future to celebrate the Juneteenth holiday.

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Chair Johnson also reported that the Board had concluded their discussions regarding the contract for the Town Manager position and would be presenting the contract to the Interim Town Manager for her consideration.

Review Fiber Broadband Task Force Final Report

Mark Howell, of 668 Annurnnac Hill Road and Chair of the Fiber Broadband Completion Task Force, reviewed the presentation included as part of the Select Board's Meeting Packet with the Board. Mr. Howell noted that a copy of the Final Report was posted on the Town's website.

Mr. Howell explained that the Task Force sought to:

1. Study the unserved parcels and premises within Concord
2. Consider the possible cost for meeting those unserved citizens
3. Consider alternatives and approaches to fund expansion

Mr. Howell informed the Board that Concord had significant gaps in the areas serviced by Fiber Broadband and noted that certain types of properties were consistently omitted. Mr. Howell also stated that the finances of the Fiber Broadband service would need to be reviewed and carefully considered as the Town looked to increase fiber broadband service.

Mr. Howell reviewed the summary of recommendations included in the report with the Board and further explained how the Task Force conducted the research that informed their report.

The Board and Mr. Howell further discussed several items including the cost of the program, a loan highlighted in the report, how the service may be improved in the future, and some of the competitive advantages/disadvantages of the program.

Chair Johnson noted that the report was already having an impact, as Chief Information Officer (CIO) Jason Bulger had already begun to implement some of the recommendations included in the report.

Nick Pappas, of 1743 Monument Street, stated that while Comcast had some advantages over the fiber broadband service offered by the Town, it was also very expensive when compared to the Town service.

Louise Berliner, of 179 Independence Road, stated her support of the Town's Fiber Broadband service. She added that the Town could see future revenues by expanding the service to surrounding towns.

Jason Bulger, the Town's CIO, thanked the Task Force for their work, and stated that his department was looking forward to implementing the recommendations made in the report.

Mr. Howell thanked the members of the Task Force, Mr. Bulger, the Concord Municipal Light Plant, and the Town Manager's Office for their support.

Trolley/Shuttle Pilot Program Discussion & Vote

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Erin Stevens, Public Information and Communications Manager, Marcia Rasmussen, Director of Planning and Land Management, Elizabeth Hughes, Town Planner, and Beth Williams, Economic Vitality & Tourism Manager, reviewed the presentation included as part of the Select Board meeting packet with the Board. Ms. Stevens explained that following the Select Board meeting on May 23, 2022, the group tried to address some of the concerns raised by the Board. Ms. Stevens explained that a stop in West Concord had been added to the route and noted the support of several organizations including Town departments, Committee's, and local business groups.

The Board discussed the data to be collected, the potential for applying for a Federal Lands Access Program (FLAP) grant, and how the Pilot could affect future trolley or shuttle service. The Board and Town staff also discussed how a fee would be collected and the possibility of forgoing a fee for the Pilot program. The Board also discussed the use of ARPA funds, marketing, and the contract for the Pilot. It was also noted that advertising of the trolley/shuttle program would be funded using funds from the \$100,000 being requested. Mr. Dane noted that because the approval of the program was delayed by several weeks, they should be able to adequately fund proper advertising without the need for additional funds.

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to Move to reserve \$100,000 of the approximately \$5.654 Million to be granted to the Town of Concord under the ARPA State and Local Fiscal Recovery Funds for the purposes of the proposed Trolley/Shuttle Pilot program as detailed in the memo included in the board packet.

Discuss & Vote to Renew the Cultural District Designation for Concord Center

Ms. Rasmussen explained that she was seeking a letter from the Board which would state the Town's intention to renew the Cultural District Designation for Concord Center. The Board asked if there were any disadvantages to seeking the designation. Ms. Rasmussen explained that the Concord Center Cultural District Committee had not met in nearly two years, since the outset of the COVID-19 pandemic. Chair Johnson stated his belief that there was more art and culture in the Center than ever. Ms. Rasmussen stated that the initial proposal was brought forward by the Chamber of Commerce, and that the group stated that they may seek to expand the district in the future. The Board noted that the recently approved trolley Pilot and the upcoming 250th celebrations provided support for the renewal of the designation.

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to authorize the Chair to submit a letter on behalf of the Board to the Mass Cultural Council to seek the renewal of the Cultural District Designation for Concord Center.

Fleet Electrification Update with Amanda Kohn, Sustainability Director

Amanda Kohn, the Town's Sustainability Director, reviewed the presentation included as part of the Select Board meeting packet. She noted that the Town had recently completed the Fleet Electrification Roadmap and Charging Infrastructure Needs Assessment and noted that both reports were available on the Town's website. Ms. Kohn stated that both reports were driven by the

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Town's commitment to meet its carbon emissions reduction goals.

Ms. Kohn reviewed the Town's Sustainable Fleet Policy (APP #65), which was adopted by the Select Board in 2020. Ms. Kohn also reviewed the Town's current fleet, and reviewed vehicles which may be replaced with electric vehicles in the future. Ms. Kohn stated some vehicles could not be replaced as there was not an electric vehicle available with the features required of the fleet.

Ms. Kohn explained that the Town's fleet was currently made up of 227 vehicles and noted that 76 of those vehicles should be replaced with electric vehicles at the end of their useful lives. Ms. Kohn also reviewed the infrastructure and charging station needs that the Charging Infrastructure Needs Assessment highlighted. The Board and Ms. Kohn discussed grant opportunities to further the Town's fleet electrification and infrastructure needs.

Chair Johnson asked if the fleet electrification and infrastructure needs would be included as part of the Capital Plan in the future, which Ms. Lafleur confirmed.

Chair Johnson also asked if the school busses were precluded from the study because the School District was overseeing their own electrification efforts. Ms. Kohn confirmed that the schools were leading their own electrification efforts, but that there was a working group between the School District and the Town to offer the School District support.

Ms. Escobedo asked how different departments were affected by the need to replace internal combustion vehicles with electric vehicles as it related to their charging infrastructure needs. Ms. Escobedo also asked if there was a price premium ceiling when it came time to replace an internal combustion vehicle with an electric vehicle. Ms. Kohn stated that there was not a price premium ceiling but noted that the costs were often comparable. Ms. Kohn added that different departments worked with the Sustainability division to ensure that they have suitable charging infrastructure when new electric vehicles are purchased.

Ms. Hartman asked where the Town charged the current electric vehicles, and Ms. Kohn stated that the vehicles were charged at the Police/Fire Station.

5G Policy Discussion

Jason Bulger, the Town's Chief Information Officer, reviewed the comments the Town had received following the posting of the 5G Policy on the Town's website. Mr. Bulger explained that some of the comments submitted required decisions to be made and asked if the Board could provide some guidance. Mr. Bulger added that in March of 2022 the Board directed Mr. Bulger to draft a Small Cell Policy based on similar policies that existed in other communities to protect the Town regarding potential installations. Mr. Bulger stated that he had presented his draft to the Board in April of 2022 and the Board asked the public to submit comments regarding the policy for consideration. Mr. Bulger further noted that it was submitted to the Senior Management Team for their comments and reported that they added no additional comments.

Mr. Bulger and the Board reviewed the comments submitted by residents and Chair Johnson thanked residents for their detailed recommendations. Mr. Bulger reviewed the next steps

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regarding the policy and the Board asked that Mr. Bulger bring a final draft back to the Board for a vote at a future meeting.

Correspondence

Chair Johnson reviewed the correspondence in the meeting packet, and noted it related to the 5G policy which had been previously discussed.

Public Comment

Karlen Reed, of 83 Whits End, asked for more detail on the Landmark Recovery Unit on Main Street, which was referenced in the Interim Town Manager's Report. She also asked if the Police Department had any concerns about the project. Ms. Lafleur stated that Town staff had been extensively involved in the project since it began in 2019. Ms. Lafleur explained that the facility was a private rehabilitation facility specializing in the treatment of substance abuse. She stated the use was allowed under zoning, and that the Police and Fire Departments had commented on the project throughout the review process.

Tanya Gailus, of 62 Prescott Road, noted that Mr. Bulger had omitted a comment submitted by Gail Hire regarding tree removal when discussing the 5G Policy. Mr. Bulger stated that he would incorporate tree removal and tree trimming in the final draft of the Small Cell Policy.

Pamela Dritt, of 13 Concord Greene Unit 4, commented on the expenses related to the fleet electrification and stated her belief that society, as a whole, would realize savings related to health care costs by pursuing an electric fleet. She also stated that the American Lung Association recommended elimination of diesel school busses. She asked the Town and Board to consider the economic costs as well as the benefits to public health when considering fleet electrification.

**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**

Chair Johnson stated that the Board would need to open each public hearing and continue them to July 11, 2022, at the request of National Grid.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to open the public hearing for a 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

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to continue the public hearing to July 11, 2022, at 6:40pm.

**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**

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plastic main to house #925 Lowell Road.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to open the public hearing for a 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.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to continue the public hearing to July 11, 2022, at 6:50pm.

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.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to open the public hearing for a 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.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to continue the public hearing to July 11, 2022, at 7:00pm.

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

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to open the public hearing for a Grant of Location Petition by National Grid to relay approximately 805 feet of 2- inch, coated steel (1930) and approximately 150 feet of

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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

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to continue the public hearing to July 11, 2022, at 7:10pm.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn.

Meeting Materials: <https://www.concordma.gov/DocumentCenter/View/36945/Select-Board-Meeting-Packet-June-13-2022>

Minuteman Media Network Coverage:

<https://www.youtube.com/watch?v=uGioKqQdZ5c&list=PL1TTzrWEKOOkHKXNLQprEz0f0ofHYKj8-&index=1>

Town of Concord

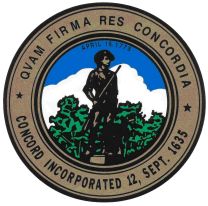
SELECT BOARD'S OFFICE

Memorandum

DATE: July 7, 2022
TO: Concord Select Board
FROM: Michael Gibbons, Senior Administrative Assistant
SUBJECT: Requested Licenses

The following is a list of applicants seeking Tourist Guide Licenses. Each applicant has fulfilled the requirements and paid the requisite fees. I recommend the Select Board grant licenses to the below list of applicants:

- Mary Beth Bass
- Mary Bierman
- Ronni Olitsky
- Trisha J Hunt
- Courtney McInvale Reardon
- Maureen Byrnes
- Andrew Hill
- Caryn Mickle
- Evan Brown
- Tom Rogers



Operational Status Reports & Departmental Updates

For the Week Ending July 1, 2022

Town Manager and General Government

- On Thursday, June 30, Kerry Lafleur took the Oath of Office for her appointment as Concord's new Town Manager beginning July 1, 2022. Congratulations to Kerry; thank you for your commitment to Concord and we look forward to continuing to work with you!
- The Concord Trolley pilot project will have a soft launch on Saturday July 2 to begin training on the route for drivers and start service for visitors and locals alike.
- Based on resident demand related to the October 2019 data breach incident, the Town has reserved a limited number of online identity monitor licenses for use by Concord residents. Staff from the Town Manager's Office will assist residents who request this service, which is provided to residents free of charge. This offer will expire on September 14, 2022. Once activated, the services provided will last for 18 months.



Emergency Services

Concord Police and Fire Departments Share Tips for Safe Fourth of July Celebrations

Police Chief Joseph O'Connor and Fire Chief Tom Judge, along with Concord Police and Fire Departments, wish to share several important safety tips and reminders as residents prepare to celebrate the Fourth of July holiday.

[Click here to view the safety tips and reminders!](#)

Police

Log Items 755

Traffic Enforcement 54

Motor Vehicle Stops 109

Arrests 1

- The Department is pleased to announce that a new officer has joined the Concord Police Department. Officer Charles Femino completed the Massachusetts Police Training Committee's Reading Police Academy on June 28 and has been certified by the Peace Officer Standards and Training Commission. He appeared in front of Assistant Town Clerk MaryLou Carney who administered the Oath of Office on June 29.

- Officer Femino is a native of Melrose. He graduated from Endicott College in 2021 with a Bachelor of Science Degree in Criminal Justice. While attending Endicott College, he was a student-athlete as a member of the football team. He served as an Assistant Harbormaster in Beverly and completed internships with the Melrose Police Department and Probation Department at the Somerville District Court.
- Officer John O'Connor completed a two day "Introduction to Crime Analysis" Course conducted by the Roger Williams University Justice System Training and Research Institute in partnership with the New England Association of Chiefs of Police. The course focused on the basic types of crime analysis, the intelligence cycle, and theoretical foundations of crime analysis.



Fire

Training

Firefighter Dan DeRoche graduate from the Massachusetts Firefighting Academy Career Recruit Program on Friday of last week. The ten week program prepares new firefighters with the basic skills needed to begin a fire service career.



We currently have two firefighters in the final weeks of training at the academy. Firefighters Elsa Heil and Tim Lilley, shown at the academy (left), will be graduating on August 5, 2022.

Calls for Service

The fire department responded to 91 calls for service over the previous week.

Fire Prevention

Fire prevention staff was busy with inspections this week, the majority being residential smoke detector inspections for real estate transactions. This is typically a busy time of year for inspections and to make sure there are no delays, we encourage people to take advantage of the fact that a certificate is valid for sixty days and not wait until the last minute before closing.

Public Works

Cambridge Turnpike: The American Council of Engineering Companies of Massachusetts (ACEC/MA annual Engineering Excellence Awards (EEA) competition was held on June 29 to recognize engineering firms for

projects that demonstrate an exceptional degree of innovation, complexity, achievement, and value. CMA Engineers, the design firm for the recently completed Cambridge Turnpike Improvement Project was identified as a 2022 EEA Bronze Award Winner for their work. Of note was the projects incorporation of a unique application of deep ground geotechnical improvements to support raising the roadway including bridges and culverts, mitigating flooding while limiting wetlands impacts. The context sensitive design of a multi-modal corridor in this significant historic setting is well appreciated.

Department of Planning & Land Management

- **Assabet River Bridge & Trail Project:** On Tuesday, Lieutenant Governor Polito announced that the Town of Concord has been awarded \$407,000 from the MassTrail Grant Program for the Assabet River Bridge and Trail Project. These funds will be combined with the \$300,000 in Community Preservation Act Funds approved at the 2022 Annual Town Meeting to complete the final construction plans, document, permitting and estimates. Once this is complete, the project can be programmed into the State’s Transportation Improvement Program for construction funding.
- **Massachusetts Cultural Council (MCC) updates the Cultural District Renewal Program:** The Town received good news on Tuesday from the MCC announcing an update of the Cultural District Renewal Program. Starting in Fiscal Year 2023, state Cultural District designations approved by MCC will be recognized “in good standing” for a period of ten years. This means the designation of the Concord Center Cultural District has been extended for an additional 5 years! This also means that the CCCD will continue to be eligible for annual grant funding through MCC.

Natural Resources Division

- **Assabet River Bluff land acquisition:** The National Park Service has approved the Town’s request for a Waiver of Retroactivity, which means that the Town is able to expend the \$1.2 million in open space funds for the Assabet River Bluffs project (\$500,000 from TM 2022 Article 25, and \$700,000 from TM 2022 Article 26, Item F). The waiver of retroactivity doesn’t change the timeframe for NPS approval but removes the cumbersome step of the Concord Open Land Foundation purchasing the open space with bridge loans from CLCT and SVT. The closing is currently scheduled for July 29, 2022, with Town Counsel suggesting that an August 8 date may be needed to meet state procurement requirements.

Economic Vitality & Tourism Division

- **Two new Tour Guides join the Visitor Center staff:** The Visitor Center welcomes Joe Palumbo and Mary Bierman as two new Tour Guides. They begin their training on Tuesday, July 5.
- **Destination Concord:** Collette Tours has confirmed Concord is now a Destination for their 2023 season with up to 40 bus and tours from June -October 2023, a potential revenue of \$6k.
- **Expanded Hours:** The Visitor Center hours are extended from 9am to 4pm effective on Friday July 1st with an option to remain open until 5pm if guests require additional time.

Health Division

- Summer Camp and Pool inspections continue
- White Pond sampling and analysis – Tuesday’s pond sampling indicates that an algal bloom is imminent in 7-10 days
- Soil evaluations and septic inspections continue
- Title 5 building reviews continue

- Received two complaints on rodents - no violations observed upon inspection
- Tenant complaint regarding electrical issues that is ongoing.

Confirmed and probable COVID Cases June 10-June 16, 2022

Source: *Massachusetts Virtual Epidemiologic Network (MAVEN)*

	<18 years	>18 years	Total
Lincoln	1	8	9
Carlisle	2	6	8
Concord	2	15	17

Confirmed and probable COVID Cases June 17-June 23, 2022

Source: *Massachusetts Virtual Epidemiologic Network (MAVEN)*

	<18 years	>18 years	Total
Lincoln	1	5	6
Carlisle	0	3	3
Concord	6	11	17

Confirmed and probable COVID Cases June 24-June 30, 2022

Source: *Massachusetts Virtual Epidemiologic Network (MAVEN)*

	<18 years	>18 years	Total
Lincoln	1	5	6
Carlisle	1	9	10
Concord	0	17	17

Library

- The Friends of the Library, the Library Corporation staff and Trustees, and the library staff celebrated the completion of the library’s expansion project at a second Open House on Saturday, June 18th. About six hundred visitors throughout the day enjoyed events including a concert on the front lawn, book conservation demonstrations, free ice cream, the Wayside doll house unveiling, tours of the new spaces, and a zine workshop for teens. Library Corporation President, Sherry Litwack (in top photo on far left), sculptor Nancy Schön (middle) and staff and parents from the Milldam Nursery School, joined the Library Director, Emily Smith (far right) for unveiling the “Millie, the Rubber Ducky” sculpture in the Children’s Garden. The unveiling was followed by a book signing with the author and illustrator of the picture book *Millie Finds a New Home*, a picture book about the library’s renovation project, which is now available for check out or to purchase.



- The Library Corporation were thrilled to welcome Doris Kearns Goodwin (Bottom photo) for a visit to the Main Library last week. She was delighted to see her book collections on display in the Goodwin Forum and to receive a tour of the renovations. The Library Corporation will host a dedication of the Goodwin Forum in the fall.
- The staff are excited to host the Concord Recreation summer camp program on Tuesdays in the Children’s Library. Campers join library staff for story times, crafty fun and, of course, opportunities to participate in the summer reading challenge and to check out books!



Human Services

COA

- The Summer Grab and Go BBQ sponsored by the Concord Fire Fighters Association will take place on Wednesday, July 20 from 11:45AM to 12:45PM. Concord seniors are encouraged to sign up and drive thru the COA parking lot to pick up a freshly grilled hamburger and hot dog along with salad, chips, and dessert. There is no charge for this event. Thank you, Concord Fire!
- Silent movie shows are back! On Monday July 18 and Thursday, August 11 from 1-2:15pm, Richard Hughes is returning to the COA with silent films set to his live piano playing. Please call to sign up, there is no charge for this program.
- Shredding, shredding, and more shredding! Call to sign up for an appointment to bring up to a 1.5-inch file folder of sensitive paperwork to be shredded while you wait. Dates this summer include Thursday, July 21, and Tuesday August 16.
- Harvey’s Treasure Chest (COA gift shop) will be closed for the months of July and August, but there is still an opportunity to shop! Search for Harvey’s Treasure Chest Gift Shop in your browser or visit concordma.gov/coagiftshop and you can shop online! All proceeds help fund COA activities and programs.
- Drop-in Seamstress service will continue this summer. Dates will be July 12 and August 9 from 10:00AM to 12:00PM. This service, limited to light mending, is intended for seniors only.
- Drop-in Blood Pressure clinics will continue throughout the summer. Seniors may drop in anytime between 10:00 and Noon on Wednesdays, except for August 17.
- Registered dietitian Catherine York will be on hand at the COA on Thursday, July 21 at 1pm to offer a program on summer food safety. Please sign up to attend and bring your questions and concerns.

Recreation

- Recreation has hired a new full time Aquatics Program Manager who is expected to start at the Beede Center on Thursday, July 21.
- The next Recreation Commission meeting will take place on July 12 at 9:30AM at White Pond Beach.
- Emerson Pool has remained closed due to issues with water clarity. The tree that is in the pool area has dropped hundreds of pounds of debris that has kept the vacuums and filters from functioning properly. The tree has become a huge issue and we are working with public works to explore options for trimming and/or removal.
- Director Anna McKeown will be out of the office next week and Assistant Director Adam Lapointe will be in charge.



Operational Status Reports & Departmental Updates

For the Week Ending July 8, 2022

Town Manager and General Government

The Town Manager's Office has, in consultation with the MIA Risk Manager, created an internal working group focused on risk management. The risk committee's goal is to develop a culture of risk and a risk threshold that can be used to effectively manage risk within town department operations. The group is managed by the Town's Risk Manager (who also serves as the Administrative Projects Manager). The group is comprised of senior managers and department heads who manage assets or processes in their departments. The group meets monthly to review important risk topics and will prepare an annual summary of its activities after its first twelve months of meetings.

Police Department

- **Department history was made** on the overnight shift beginning on June 6 at 11:30PM till 8AM on July 7 when female officers entirely staffed the patrol shift. The department received positive coverage through a



Left to Right: Officers Cara Paladino, Officer Leah Olansky, Sergeant Tia Manchuso, and Officer Brianna Rudolph

[feature on WHDH news](#), which recognized not only the four on shift but the fact that there are a total of six female officers on the CPD.

- **The Concord Police Department is seeking the public's help** in identifying a suspect in connection with a break-in at a commercial building.

At about 10:50 p.m. on Thursday, June 30, Concord Police were dispatched to the Exxon/Dunkin Donuts at 1098 Concord Turnpike for a report that an individual had broken into the store. An initial investigation determined that the glass of the front door had been shattered. Officers searched the building and surrounding area but were unable to locate the suspect. Subsequent investigation determined that the suspect entered the store and attempted to take the cash drawer but fled when he was unable to.

The suspect is believed to be 5 feet, 9 inches, to 5 feet, 11 inches tall, weighing 160 to 180 pounds, possibly with a goatee. He was wearing a knit hat and dark clothing at the time of the incident.

Concord Police are releasing a video of the incident and ask that anyone with information to call Det. Sgt. Jeffrey Young at 978-318-3409 or 978-318-3400, or the tip line at 978-318-3407.

Video Link - <https://vimeo.com/726112437>

- **Building Community!** At the 4th of July celebration “Picnic in the Park,” officers assisted with the bicycle parade, and engaged in an afternoon of fun and positive interactions with residents and visitors.



Public Works

- **Walden Street Paving:** National Grid has informed Engineering that they intend to do the final paving of Walden Street during the week of July 11, 2022, and they have also submitted 39 Right of Way (ROW) permit applications at the end of June for “PER DAMAGE PREVENTION, ABANDON SERVICE - CUT OFF AT STUB”, which is essentially capping abandoned services at the existing gas main where they were previously capped at the edge of the ROW.
- **Hubbard Street Sidewalk Installation:** Construction continues, and the contractor is currently working on the roadway sidewalks.
- **Sidewalk Repair:** The highway and grounds division recently completed a reconstruction of a section of sidewalk located on Border Road in the Thoreau Hills neighborhood. Crews excavated and re-paved over 350 feet of sidewalk and repaired asphalt berm and drainage defects in the area.
- **Stormwater (MS4) Training:** Staff from CPW, NRC, and the health department attended illicit discharge detection & elimination (IDDE) training with CPW staff getting additional training on outfall sampling collection. Related MS4 compliance efforts also included updating CPW’s operation & maintenance manual and IDDE plan as well as the development of a parking lot design standard & a phosphorous elimination program.

Department of Planning & Land Management

- **Housing Production Plan:** Director Rasmussen met virtually with consultants JM Goldson and Regional Housing Services Office staff to review the information discussed at last week’s Concord Municipal Affordable Housing Trust meeting about strategies for creating additional affordable units that could be included on the Subsidized Housing Inventory in the next few years. These strategies will be incorporated into the initial draft for discussion with the steering committee later this month. Additionally, Planning Division staff will be creating a new Housing Production Plan web page this month to be sure information is available for the public to review.

Natural Resources Division

- **BFRT 2B Site Walk:** Certified Arborist and Land Manager, Will Holden and Director Marcia Rasmussen attended a morning site walk along the Bruce Freeman Rail Trail with representatives from MassDOT and the Contractor to determine what additional trees may need to be trimmed or removed prior to final installation of the asphalt top course pavement. It was a perfect day to be outdoors!



Economic Vitality & Tourism Division

- The EVT Manager is working with the Concord Chamber of Commerce on several upcoming events, including a **Ribbon Cutting for Target Painting** on Friday July 8th, a networking event with Bedford Farms on July 12th (**Henry David Thoreau’s 205th birthday**), and the **Shop Local Summer Solstice** program which runs through August 6th and ending with a sidewalk celebration.
- The EVT Manager joined a call on Thursday July 7th with **MOTT (Massachusetts Office of Travel and Tourism) and DNE (Destination New England)** to be briefed on current tourism trends. The uptick seen in Concord is replicated throughout MA and the entire United States. Concord has been chosen to be featured in an advertising campaign with Brand USA which is the marketing office for the US.
- Very early but positive feedback on the **PILOT trolley/shuttle program**. A survey will be launched on Sunday July 10th and be available in person with an intern on board 1-2x per week, at the Visitor Center and via a QR code on the Trolley home page.

Health Division

White Pond update - White Pond water sampling conducted July 5 shows results below state closure limits. The pond will be re-opened as of July 7 and will be posted as “swim at your own risk”. A pet advisory is also posted.

Other updates:

- Food-borne illness outbreak investigation ongoing
- Permit renewal of barn animals and septic haulers was sent out
- Camp inspection in Lincoln
- Septic plan review, Title 5 building reviews, deep hole, septic install inspections
- Hoarding Task Force discussion with Council-on-Aging
- Mental health initiative discussion with the Community Services Coordinator

Confirmed and probable COVID Cases June 17-June 23, 2022

Source: Massachusetts Virtual Epidemiologic Network (MAVEN)

	<18 years	>18 years	Total
Lincoln	1	5	6
Carlisle	0	3	3
Concord	6	11	17

Confirmed and probable COVID Cases June 24-June 30, 2022

Source: Massachusetts Virtual Epidemiologic Network (MAVEN)

	<18 years	>18 years	Total
Lincoln	1	5	6
Carlisle	1	9	10
Concord	0	17	17

Confirmed and probable COVID Cases July 1-July 7, 2022

Source: *Massachusetts Virtual Epidemiologic Network (MAVEN)*

	<18 years	>18 years	Total
Lincoln	0	3	3
Carlisle	1	3	4
Concord	3	17	20

Recreation

- The joining fee for Beede is waived for all in the month of July. Contact Kathy at 978-287-1000 for more information.
- With the water clarity issues addressed, the Emerson Pool is open to the public beginning the weekend of July 8.
- The Beede General Manager position is now posted. Optimistic that interviews can begin in the next month.
- Summer camp is going well! It is officially in week three, and the campers are having a great time!
- Recreation department staff are preparing for the annual shut down at Beede on 8/22-8/26.

Information Technology & Municipal Broadband Services

- The phone system upgrade has gone well, and we now have additional soft phone and telework capabilities along with over 100 new phones across several Town buildings.
- The IT Department continues to work on multiple software upgrades and migrations throughout Town, including:
 - The financial software migration
 - The electronic permitting rollout, including work on the Clerk's, Town Manager's Office, Select Board, Planning/Zoning and more
 - The file migration to the cloud on a department-by-department basis
- A new hybrid meeting cart is available in the Town House for any department, board or committee that needs it.

Minuteman Media Network

- MMN is very excited to receive much needed replacement computers this week. The new machines will reduce processing time from 2-3 hours to 1-2 hours for a typical 4-hour meeting. Also in the pipeline are three new laptops for new staff, along with two replacements for remote multi-camera streaming systems. The remaining iMac desktops will be repurposed for training.
- New camera equipment is also coming in this week. The new equipment will allow MMN to produce higher quality local content with a broader lighting range, with brighter, better focused images. MMS will also have a complete set of camera equipment for the community to borrow, without effecting the ability to record municipal meetings.
- MMN is at the start of producing seven live streaming events for the Thoreau Society's annual gathering. Seven events at five venues over five days will be live streamed. Yesterday staff was at the Masonic Lodge, tomorrow afternoon they will be at the Umbrella Arts center, for a concert with Jesse Paris Smith. Saturday there are three events, two at the First Parish Church, and later at the Robbins House. MMN will finish up strong at the high school where Jane Goodall will be honored with an award.

The Concord Middle School Building Committee Report: Design Development Estimates Update, Construction Market Conditions, and Upcoming Meetings

Design Development Estimates and Construction Market Conditions Discussion

The Concord Middle School Building Committee (CMSBC) held a business meeting on June 30th with an agenda that included reviewing recently completed construction cost estimates for the project as well a discussion with two professional estimators regarding current construction market conditions.

The estimates, which were based on the completed Design Development documents, came back \$5.3 million over the construction budget of \$80,777,447. While committee members were acutely aware of the many recent macro-economic factors such as inflation that are driving significant cost increases to gas and many construction materials, the Committee asked the subject matter experts, Peter Bradley of PM&C and Peter Timothy of AM Fogarty Cost Estimating, to join them to discuss both the project and market conditions.

Bradley and Timothy confirmed for members that the estimates reflected increases in construction materials such as roofing, steel, glass, HVAC, and electrical equipment. Members wanted to be sure that the increases were not being driven by the overall design or design elements. For examples, the estimators cited that roofing materials have doubled in price in recent months while glass has increased by 40% and steel by 10%. The original budget contemplated cost increases that would occur during the time lapse from budgeting to bidding, but the price increases in materials are beyond what both Bradley and Timothy have seen in their professional careers. While members of the CMSBC took the further precaution of establishing a Construction Budget with a Bidding Contingency line item of \$2,019,312 to potentially offset the anticipated market volatility, the delta between the estimate and the budgets remains apart even if the Bidding Contingency was factored into the construction budget.

Members discussed next steps as well as seeking advice from the estimators on their view of the market for construction material between now and when the project goes to bid in March of 2023. After evaluating several options with input from both the design and project management teams (SMMA & Hill), the Committee voted to proceed with the current design to the 60% Construction Drawing phase and to secure another set of cost estimates which would be available in October. This would allow the Committee to secure more information and continue to watch and analyze the construction market while not making decisions to make cuts in project scope that might be unnecessary. Committee members were also concerned about making any changes to the project scope that was presented at the Special Town Meeting prior to engaging with residents of the community. The design team assured the Committee that scope changes could be made up until October without placing a financial burden on the project budget.

Committee members expressed a strong desire to share this latest update regarding cost estimates with the community and to engage with residents as this process moves forward.

Upcoming Meetings

CMSBC

July 28, 2022 @ 7:30am

Agendas and zoom links can be found on both the Town of Concord's website and the CMSBC website at <https://www.cmsbuildingproject.org/meeting-agendas-minutes>.

Concord Middle School Building Committee Contact Information

Interested individuals can find all relevant materials regarding the Concord Middle School Building Committee including meeting dates, agendas, and minutes as well as reports that led to the Town Meeting

Warrant Article at www.cmsbuildingproject.org. For questions and comments, individuals can email the Committee at msbc@concordps.org or utilize the form on the web page, www.cmsbuildingproject.org.



Junction Park Conceptual Redesign Project

**Concord Select Board Presentation
July 11, 2022**

Bruce Freeman Rail Trail Advisory Committee

BFRTAC@concordma.gov

Objectives for Today

1

Review the BFRTAC charge

2

Review how the BFRTAC engaged the public and did the work it was charged with

3

Review the recommendations and reasoning for the short- and long-term design ideas.

4

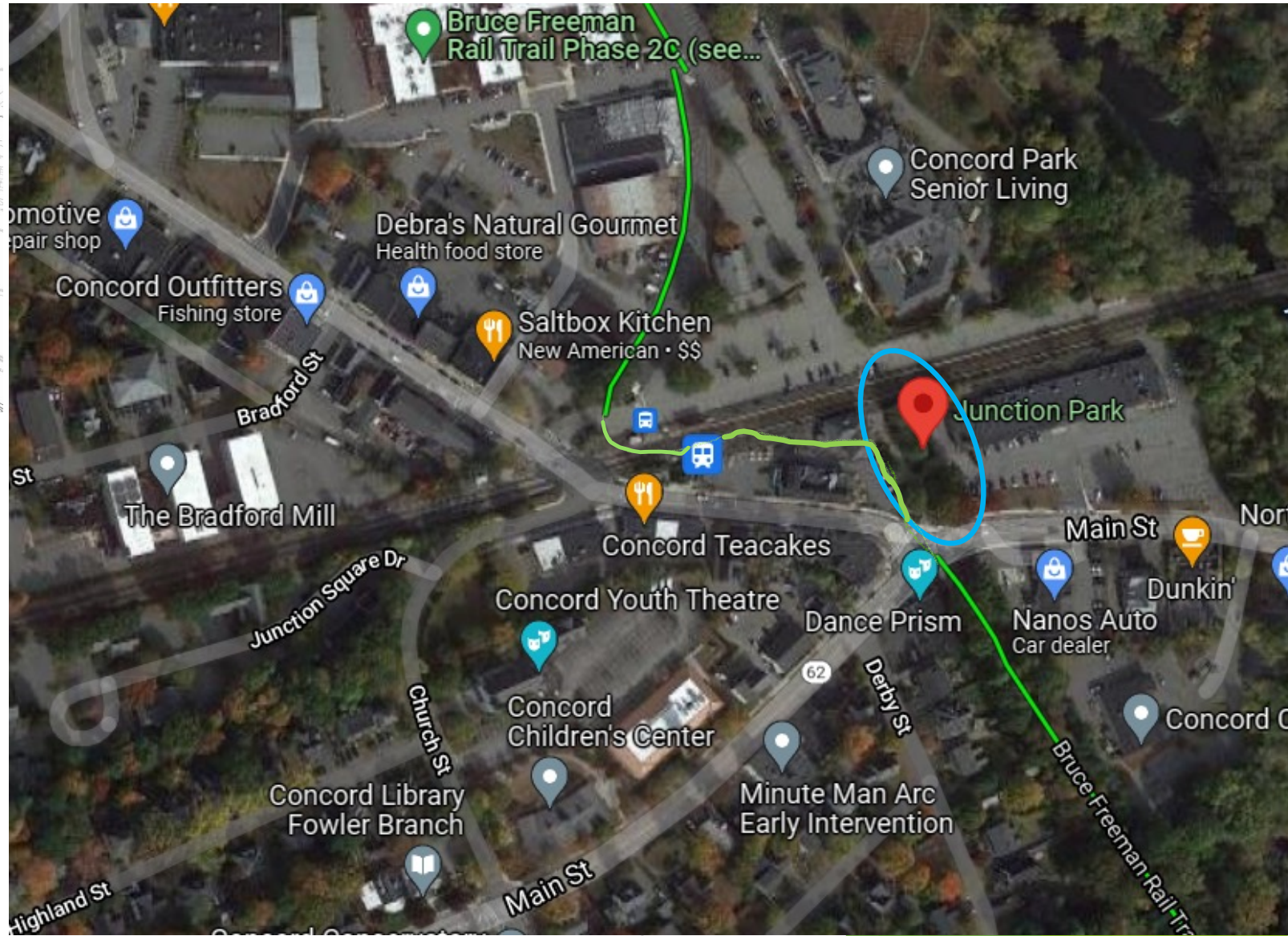
Discuss next steps and answer any questions

Select Board Charge to BFRTAC - OCT '21

- ▶ The BFRTAC will study the issue of safety in Junction Park and make written recommendations by 6/30/22 to the Select Board to include:
 - ▶ A long term “conceptual redesign” of Junction Park to ensure the safety and separation of pedestrians and those on wheels
 - ▶ A “short term” approach that augments signage and helps address increased ridership due to the completion of the Rt 2 Bridge in July 202

Overview of Process and Findings

An abstract graphic design on the right side of the slide, consisting of several overlapping, semi-transparent green triangles and polygons in various shades of green, ranging from light lime to dark forest green. The shapes are layered, creating a sense of depth and movement. A thin, light-colored line also extends from the bottom left towards the graphic.



Where is
Junction
Park?

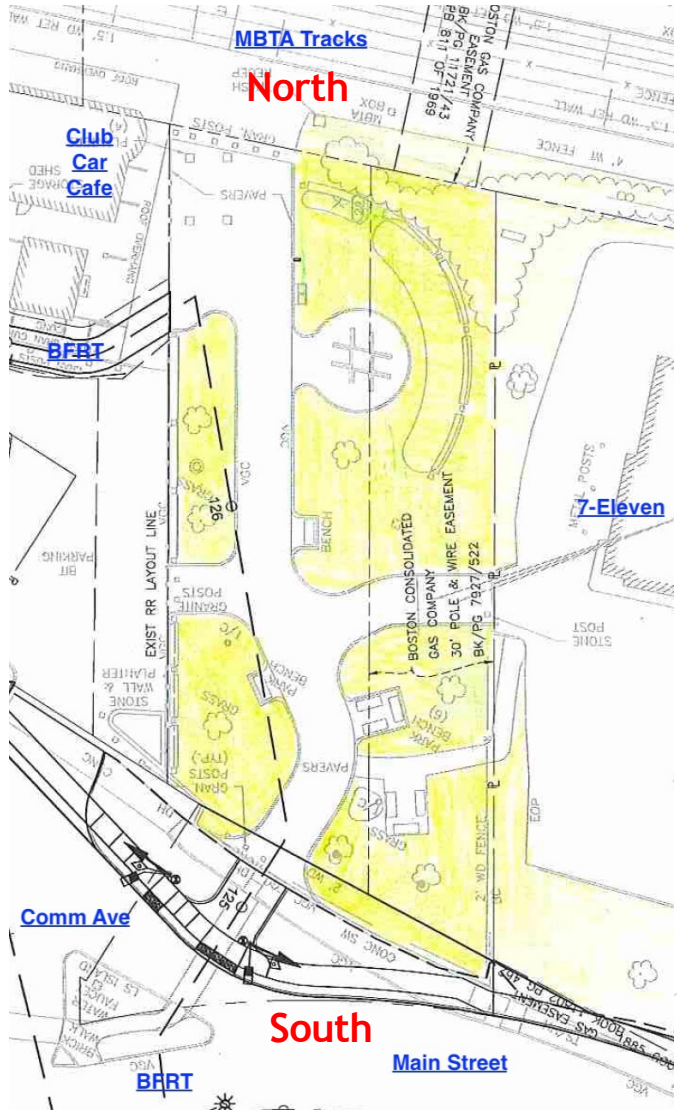
Orientation

West

North

East

South



Summary of BFRTAC Process

Developed a set of Principles to guide the work and with concept prioritization

Held seven posted meetings of the full committee where the topic was discussed

Sponsored a site walk and a held a dedicated public forum soliciting input and ideas from the public

Appointment of a Junction Park subcommittee which met eight times to gather information and make recommendations to the full committee

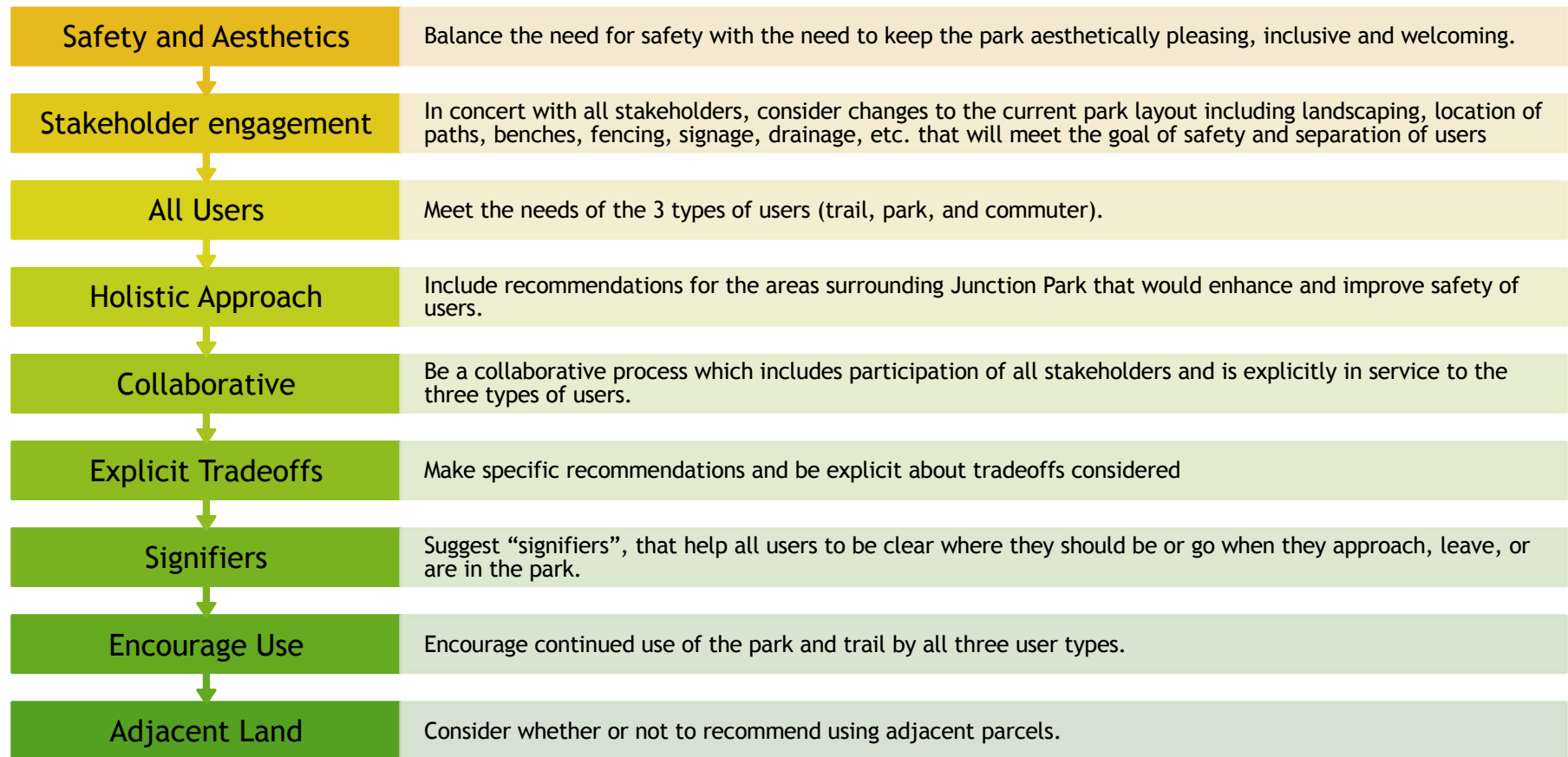
Distribution of a 10-question survey which received 569 responses and captured over 800 comments

Reviewed how the Bruce Freeman Rail Trail and Junction Park came to share the same space

Committee co-chair met with MassDOT staff and MBTA executives to gather data, assess assumptions, and solicit input and support

Collaborated with the Town's Director of Planning and Land Management and took input from the Concord DPW Director, town engineer, and town safety officer.

Key Principles



Junction Park Survey Results: Overview

- ▶ Survey comprised 10 questions with 3 comment questions
- ▶ **569** responses including paper surveys
- ▶ **90%** were Concord residents
- ▶ **11%** of respondents were under 40, **37%** are 40 - 60 years old, and almost **50%** were over 60
- ▶ Almost 850 comments were included across three questions

Findings on Safety

Summarizing the Committee's finding regarding current safety conditions at the park:

- ▶ According to the Town Safety Officer, there has not been a pedestrian/cyclist collision in the park since its opening.
- ▶ The survey asked for observations regarding safety in the park. In analyzing the free form comments, 35% of those comments indicated that the park was safe or that safety was not an issue while 17% of comments indicated that safety was an issue.
- ▶ In the public survey just 15.6% of respondents said that they saw cyclists riding through the park more than 75% of the time, while 66.8% said they saw cyclists ride through less than half the time.

While the perception of safety is subjective, the Committee recommends that the town invest in reconfiguring the path of the BFRT within the right of way to separate trail and park users

Recommendations



Short-Term Concept Goals & Constraints

- ▶ Help mediate the risk of some or all of the key safety problems
- ▶ Keep the current layout of the park
- ▶ Clarify where the rail trail is for riders and where pedestrian/park areas are for pedestrians
- ▶ Increase safety with less expensive, more easily implemented measures
- ▶ Shift from a rules-based, shaming/blaming approach to one that is based on personal accountability and sharing the space.

Short Term Recommendation: JP #10

- ▶ Uses objects (i.e. planters) to direct trail traffic to the correct path and to make it clear that crossing the tracks is not the correct path.
- ▶ Proposes “gateways” (e.g. an arch that people could walk under) at the south and north entrances, to signify that they have entered the shared space of the park and that users should respect others and proceed with appropriate caution.
- ▶ Remove many of the (too small) signs that have proliferated around the park and replace them with carefully placed positive messages of being accountable, sharing the space and respect for others.



Why JP #10 concept was chosen:

- ▶ No major changes are required to the physical layout of the park
- ▶ Clarifies the BFRT route with “signifiers” and is designed to deter trail users from crossing the train tracks at an unsafe place.
- ▶ Aligned with many of the design principles set forth for the conceptual redesign
- ▶ Changes the approach to signage from one of negative reinforcement to a positive one making all users accountable for their actions and safety



Long-Term Concept Goals & Constraints

- ▶ Permanently address the safety issue through reconfiguration.
- ▶ Physically and safely separate the rail trail users from other Junction Park users and eliminate collision points.
- ▶ Stay within the footprint of the Right of Way
- ▶ Minimize the impact any structural changes to the rest of the Park



JP #4 - Long-Term Recommendation

- ▶ A separate path is created along the west side of the park, within the BFRT right of way that connects directly to the existing route of the BFRT which continues behind Wood Hill Table restaurant and across the tracks at the gated pedestrian crossing at the west end of the platform
- ▶ To maintain as much of the current park infrastructure, included in this plan would be bridge/ boardwalk designed to go over the current retention basin and maintain its functionality.



Why JP #4 Concept was Chosen

- ▶ It maximizes separation of trail users and park users and therefore maximizes safety.
- ▶ The concept minimizes structural changes to the park layout versus other “long-term” concepts.
- ▶ It helps keep trail users away from the commuter rail crossing to improve safety.
- ▶ It uses objects (planters) as signifiers to make it clear that crossing the tracks is not the correct path and instead directs trail traffic to the correct path.
- ▶ The idea of using the west side of the Park was brought to the Committee by members of the West Concord Green Thumbs, an important stakeholder group in this process.
- ▶ Aligned with many of the design principles we set forth for the conceptual redesign



Recommendation #3: MBTA Crossing

- ▶ The MBTA Fitchburg Commuter Rail crossing at the North end of Junction Park is a significant safety hazard having already been the site of one fatal accident.
- ▶ While not explicitly part of the task set forth by the Select Board, the Committee strongly recommends action on this crossing before any other accidents or fatalities occur.
- ▶ We recommend that the Town immediately engage with the MBTA to make that crossing safer by adding, at a minimum, pedestrian warning lights electronically tied into the existing automated crossing gates on Commonwealth Avenue.

Suggested Next Steps

- ▶ The Select Board takes the necessary steps to authorize the Town to move ahead with implementing the JP #10 plan as soon as possible
- ▶ The Town undertakes a feasibility study of JP #4 to gather the data necessary to understand scope, costs and benefits
- ▶ Town staff meet with the MBTA to co-develop a viable and effective approach to make the crossing safer.

Questions?



Thank you



Junction Park Conceptual Redesign

Recommendation by the Bruce Freeman Rail Trail Advisory Committee

Deborah Adleman
Marybeth Barker
Adrienne Boardman
Richard Fahlander, Co-chair
Tracy Hansen
Dorcas Miller
John Soden
Sam Stearns
Nathaniel Welch, Co-chair

June 30, 2022*

* The date above is the due date of this report to the Concord Select Board. The report was approved June 14, 2022 by roll call vote of the Bruce Freeman Rail Trail Advisory Committee

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Executive Summary

In October 2021, The Bruce Freeman Rail Trail Advisory Committee (BFRTAC) was tasked by the Concord Select Board to make recommendations for a “conceptual redesign” of Junction Park that would ensure the safety of both rail trail and park users. The recommendations were to include both a “short-term” proposal that could be implemented with limited funds, time, and resources and a “long-term” proposal that would be permanent and therefore require more funding, time, resources, and community involvement to complete.

Key Recommendations

The BFRTAC has completed its work and makes the following three recommendations to the Select Board:

1. Short-term conceptual design

The Committee recommends an approach that alerts trail users that they are entering a shared space and that they are accountable for safe and respectful behaviors. We also recommend adding two or three aesthetically pleasing, physical barriers (i.e., planters) in two locations in the park to help direct trail users to the correct routes through the park. The short-term solution should include “gateway arches” at entrances to the park both to welcome trail users and to signify that they need to adapt new behaviors in the space. Existing signage is excessive and ineffective. Current signage should be replaced with limited signage that conveys a positive message to be aware and respectful of park users.

2. Long-term conceptual redesign

The Committee recommends that an 8-foot-wide path be constructed on the west edge of the park (the west edge of the railroad right-of-way) to physically separate trail users from park users. A defined rail trail path will create a safer space for everyone.

3. Commuter rail crossing safety

The Committee finds that the MBTA Fitchburg Commuter Rail crossing at the North end of Junction Park is a significant safety hazard having already been the site of one fatal accident. While not explicitly part of the task set forth by the Select Board, the Committee strongly recommends that the Town immediately engage with the MBTA to make that crossing safer by adding, at a minimum, pedestrian warning lights electronically tied to the automated crossing gates on Commonwealth Avenue.

The Committee believes that Recommendation #1 is critical to address the immediate concerns of residents and is an adequate solution for the short term. Recommendation #2 completes the design of the park which started 20 years ago. It addresses the needs of park users and the trail users in this limited shared space and fulfills the charge given to the Committee by the

Junction Park Conceptual Redesign – The Bruce Freeman Rail Trail Advisory Committee

Select Board. Recommendation #3 addresses a glaring safety issue. The recommended approach is technically simple but requires strong political will to get a state agency to act.

The Committee is committed to ensuring that the Town carry out all three recommendations. At public meetings, some residents were concerned that the Town will opt to not follow through with a long-term solution after implementing short-term measures. Other residents expressed the opposite – that the Town may be too quick to pursue the long- term plan without determining if the short-term plan addresses safety.

Summary of the Committee’s Process

The Committee recommendations are the result of a comprehensive public process that included:

- Seven posted meetings of the full committee where the topic was discussed
- A site walk and a dedicated public forum soliciting input and ideas from the public
- Appointment of a Junction Park subcommittee which met eight times to gather information and make recommendations to the full committee
- Distribution of a 10-question survey which received 569 responses and captured over 800 comments
- A review of how the Bruce Freeman Rail Trail and Junction Park came to share the same space. (Summarized in Appendix 1.)
- Committee co-chair meetings with MassDOT staff and MBTA executives to gather data, assess assumptions, and solicit input and support
- Collaboration with the Town’s Director of Planning and Land Management and input from the Concord DPW Director, town engineer, and town safety officer.

Contextual Background on the Junction Park Safety Issue

The task assigned to the BFRTAC by the Concord Select Board was to recommend a “conceptual redesign” for Junction Park to “increase safety and separation” between trail users and park users.

Why did this issue arise? Over the past few years, a group of residents, some affiliated with the West Concord Green Thumbs, have raised the issue of safety in Junction Park – specifically that bicyclists were riding through the park and that cyclists could injure pedestrians. Those concerned about this issue pointed to the diverse users of the park that include young children and residents of Concord Park, an assisted living center.

One of the tasks of the BFRTAC was to understand the safety issue, its scope, how it was perceived.

In researching the issue of safety, the BTRTAC findings include:

- According to the Town Safety Officer, there has not been a pedestrian/cyclist collision in the park since its opening.
- In the public survey just 15.6% of respondents said that they saw cyclists riding through the park more than 75% of the time, while 66.8% said they saw cyclists ride through less than half the time.
- The survey asked for observations regarding safety in the park. In analyzing the free form comments, 35% of those comments indicated that the park was safe or that safety was not an issue while 17% of comments indicated that safety was an issue.

These results could be construed to mean that there is no substantiated safety issue in the park. However, for some park users, the presence of bicyclists creates a feeling of insecurity and disrupts the park’s ambiance. The Committee has carefully considered this issue of different perceptions in its deliberations.

The Committee believes that the separation of trail and park users is a worthwhile long-term goal with the understanding that it will take time to find the substantial resources required to implement the recommended long-term redesign.

Junction Park Conceptual Redesign Recommendations

This section provides details on the short term and long-term conceptual design recommendations.

Over the course of its work on the Junction Park question, 26 conceptual design ideas were submitted to the BFRTAC email box and made available on the Committee website. The Junction Park subcommittee evaluated these short and long-term design options, and they were presented at public meetings and to relevant Town and State officials. The subcommittee members considered the benefits and tradeoffs of each option regarding safety, feasibility, and user experience. From these the subcommittee developed a total of 10 conceptual designs (see Appendix 3) and deliberated publicly on them. The Subcommittee recommended two designs to the full Committee and after deliberation, these were approved by roll call vote.

Recommendation 1: Short Term Conceptual design

The committee's short-term recommendation involves the addition of large planters as signifiers and the suggested addition of a "gateway" arch at the entrances. Philosophically, this approach alters the messaging for all park and trail users, from telling people what they cannot do to one that encourages sharing the space, respect for others, and personal accountability for safety.

See the next page for the conceptual design.

Key features of Plan JP 10:

- Uses objects (planters) as signifiers to direct trail traffic to the correct path and to make it clear that crossing the tracks is not the correct path.
- The concept includes adding up to two “gateways” (which could be an arch that people could walk under) at the south and north entrances, to signify that they have entered a Park and noting that the Park is shared space and that users should proceed with appropriate caution.
- It would include removing many of the (too small) signs that have proliferated around the park and replace them with carefully placed positive messages of respect for others. One expert who was interviewed, the MassDoT staff member responsible bicycle infrastructure, noted that he had never seen such a small space with so many signs that were badly located or too small.

The JP 10 concept was selected for the following reasons:

- No major changes are required to the physical layout of the park
- Clarifies the BFRT route with “signifiers” and is designed to deter trail users from crossing the train tracks at an unsafe place.
- Aligned with many of the design principles set forth for the conceptual redesign (see Appendix 2)
- Changes the approach to signage from one of negative reinforcement to making trail users accountable for their actions and safety

Recommendation 2: Long Term Conceptual redesign

After careful consideration, the full committee recommends the following long-term conceptual redesign referred to as “JP #4”:

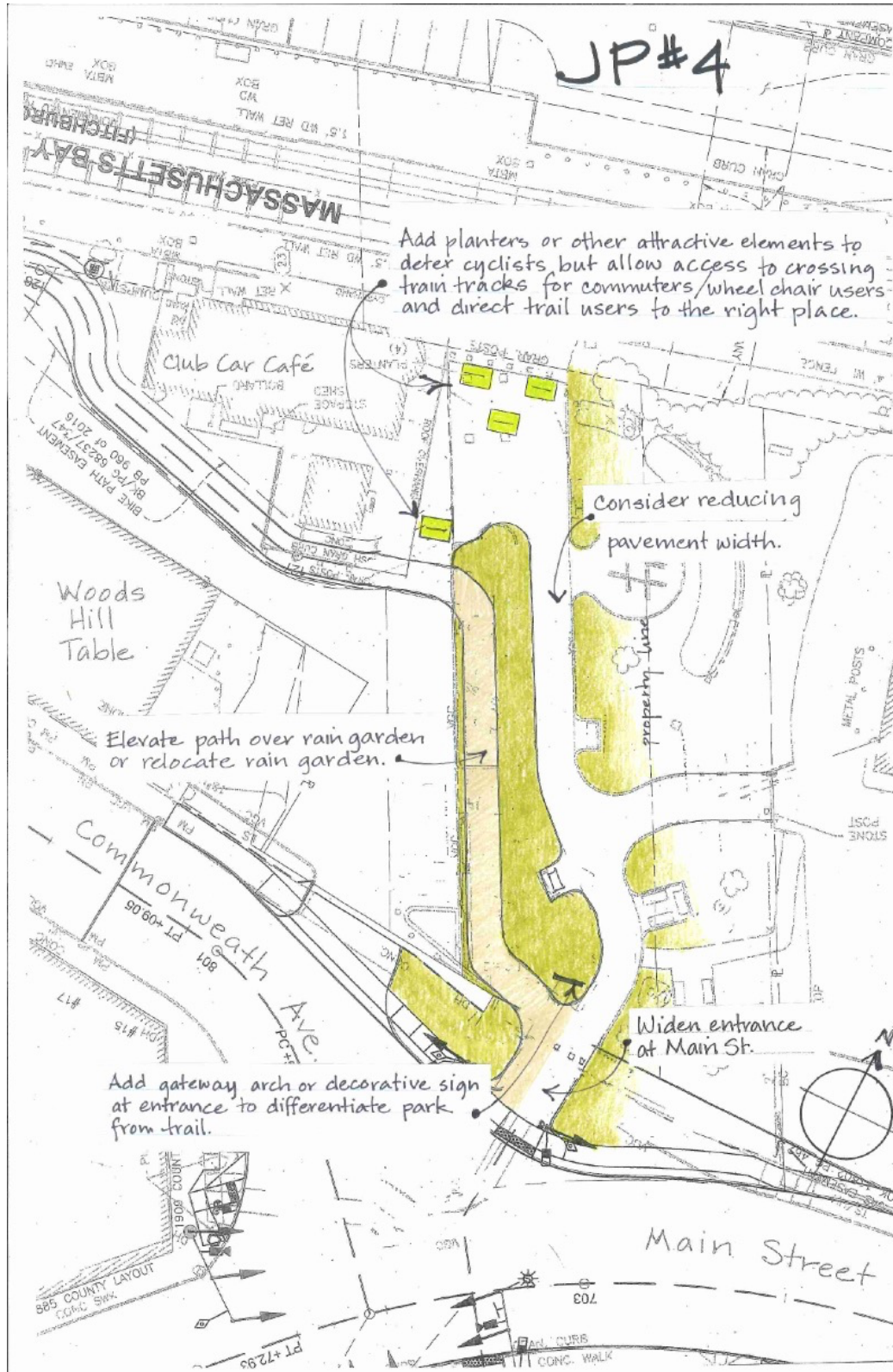


Figure 2: Conceptual Redesign Plan JP 4

Key features of conceptual design JP 4:

- A separate path is created along the west side of the park, within the BFRT right of way that connects directly to the existing route of the BFRT which continues behind Wood Hill Table restaurant and across the tracks at the gated pedestrian crossing at the west end of the platform
- To maintain as much of the current park infrastructure, included in this plan would be bridge/ boardwalk designed to go over the current retention basin and maintain its functionality.

Concept JP 4 was selected for the following reasons:

- It maximizes separation of trail users and park users and therefore maximizes safety.
- The concept minimizes changes to the park layout versus other concepts.
- It keeps trail users away from the commuter rail crossing to improve safety.
- JP 4 continues to use objects (planters) as signifiers to make it clear that crossing the tracks is not the correct path and instead directs trail traffic to the correct path.
- This idea (and some variations) was first brought to the Committee by members of the West Concord Green Thumbs, an important stakeholder group in this process.
- Aligned with many of the design principles we set forth for the conceptual redesign (see Appendix 2)

Junction Park Conceptual Redesign – Process and Timeline

The Committee was tasked by the Select Board with developing short- and long-term conceptual redesigns and to do so, a plan was developed. This section outlines the timeline of the process that the committee followed and provides an overview of the flow of the discussions across meetings. Official minutes from all meetings are available at the BFRTAC website (<https://concordma.gov/980/Bruce-Freeman-Rail-Trail-Committee>)

October 2021

The Concord Select Board tasked the BFRTAC with developing recommendations for conceptual redesigns to improve safety and separation of users in Junction Park.

November 2021

- November 4th, 2022: The BFRTAC met and agreed to hold a site walk on November 16th, 2021. The purpose of this posted site walk was to provide Committee members and the public with an opportunity to get a better understanding of the “as-built” environment of the park, suggest ideas, and ask questions.
- November 16th, 2021: A site walk was held in the afternoon to solicit input from the public. See *Appendix 4* for a list of participants who signed in during the site walk and the questions generated by attendees.

December 2021

- December 2nd, 2021: The BFRTAC agenda included the topic “Junction Park Conceptual Redesign discussion”. During this portion of the meeting:
 - The results of the site walk were discussed.
 - Using a discussion document (Appendix 5) the committee deliberated on an approach to tackling this task in terms of how many meetings, doing a survey, and publicizing the fact that the Committee would be working on conceptual redesigns.
 - The Committee discussed “core principles” for how to evaluate any feasible options. Separately and independently, six members responded after the meeting to a request to “weight” the principles by indicating relative priority. The result of that weighting is included in Appendix 2.
 - The Committee discussed how outreach to all interested stakeholders and developed a list of those as detailed in the minutes.

January 2022

- January 6th, 2022: The BFRTAC met, and the deliberations included a review of the “core principles”, setting up a public Junction Park Forum in February to solicit ideas and input from the public, discussion of a public survey, and the appointment of a Junction Park Subcommittee to work on all aspects of the conceptual redesign and report back

findings to the full Committee. Tracy Hansen, Adrienne Boardman, and Nathaniel Welch were appointed to the Subcommittee.

- January 18th, 2022: The Junction Park Subcommittee held its first posted meeting and Tracy Hansen was appointed chair. The meeting was focused mostly on creating a survey and promoting it online through social channels (Nextdoor, Facebook, Instagram) and through posting the survey in Town Hall, at the polling places, at the libraries, COA, and delivering surveys to Concord Park.
- January 26th, 2022: The Junction Park Subcommittee met again. Subcommittee members reported on the distribution of the survey through online forums and social media. A copy of the first page of the printed survey is included in Appendix 6 (the 2nd page had instructions and a map of the park). Discussions were held regarding the design and agenda for the February Junction Park Forum.

February 2022

- February 1st, 2022: The Subcommittee met and discussed the status of the survey (there were 244 online responses received as of February 1st). The Junction Park Forum agenda was discussed as were clarifications of the Open Meeting Law (requested by the BFRTAC co-chair from the MA Attorney General's office) as they related to the Forum because it was not a posted meeting of the BFRTAC, but a way to get input like the site walk.
- February 7th, 2022: The Subcommittee met and it was reported that there were 514 Survey responses to date and a preliminary analysis of the data was shared. The Subcommittee also worked on the agenda for the Junction Park Forum
- February 10th, 2022: A quorum of the BFRTAC met and the Subcommittee members updated the Committee on progress to date and plans. After the review, committee members were invited to share their ideas for short- and long-term conceptual redesigns. Members of the public participated during the meeting.
- February 15th, 2022: The subcommittee met to finalize the agenda and materials for the Junction Park Forum.
- February 16th, 2022: The Junction Park Forum was held as a zoom meeting and had 53 attendees. Nathaniel Welch presented a set of slides (Copy available on the Committee website) that:
 - Framed the objective for the Forum and provided context through maps and photos of the park
 - Shared the results to date of the public survey
 - Set the stage to discuss ideas for conceptual redesign and invited the public to participate.
 - During the session, 23 comments from the public were captured in the notes (See Appendix 7 for a copy of those comments)

March 2022

- March 1st, 2022: The Subcommittee met to review the results of the Junction Park Forum and discuss how to move forward. It was noted that the full survey dataset had been posted on the Town website.

Junction Park Conceptual Redesign – The Bruce Freeman Rail Trail Advisory Committee

- March 16th, 2022: The Subcommittee met to prepare for the full meeting of the BFRTAC. At this meeting the results of phone calls with the MassDOT Bicycle and Pedestrian Coordinator were discussed including his input that he had never seen so many bike-related signs in such a small area as Junction Park. Also reported was an initial call with the MBTA's chief engineer regarding use of the MBTA parcel of land to the west of the park. This concept of using the parcel to create a path for trail users and not impact the park had been submitted by the public early on. A second call would be set up with the relevant MBTA executive. The meeting was also the first chance for the subcommittee to review renderings created by Town of Concord staff of ideas submitted by the public and Committee members
- March 17th, 2022: The full BFRTAC met, and the Subcommittee chair shared the ideas and renderings that had been created based upon public input.

April 2022

- April 5th, 2022: The Subcommittee met with members of the Town of Concord staff including the Director of the DPW, the Director of Planning and Land Management, the town engineer, and the town safety officer. Short- and long-term plan renderings and ideas were discussed, and input was provided by both Town staff and members of the public.
- April 7th, 2022: This was a meeting of the BFRTAC, and significant deliberations were held regarding the short-term conceptual redesign. A motion was made to recommend "Concept 10" as the short-term recommendation and that it be forwarded to the Town staff for their further review in preparation to present it to the Select Board. The motion was seconded and approved unanimously by roll call vote.
- April 26th, 2022: The Subcommittee met and reviewed the long-term concepts for the redesign. Results of the second meeting with the MBTA had clarified that they were not willing to allow use of the MBTA parcel for any Junction Park redesign. With that point clarified, the Subcommittee reviewed the rest of the long-term concepts. After deliberation, a motion was made to approve Concept #4 as the one to recommend to the Select Board. This was seconded and the motion passed unanimously on a roll call vote.

May 2022

- May 5th, 2022: The Full BFRTAC met and heard from the Subcommittee that Concept #4 was their recommendation. After deliberation by the Committee and public comments, a motion was made to move forward with Concept #4. It was seconded and approved unanimously by roll call vote. The co-chairs agreed to work on the draft recommendations to be presented to the committee at its June Meeting

June 2022

- June 14th, 2022: The BFRTAC met (with a quorum) and deliberated on the draft of the report as written by the co-chairs. Public comment was invited and then the Committee approved, by roll call vote, the final copy of this report.

Junction Park Conceptual Redesign Survey – Summary and Analysis of Results

The BFRTAC undertook to survey the public to get their input on the scope of the safety issue in Junction Park, understand how the Park was used, and to solicit ideas and input to increase safety. Appendix 6 is a copy of the printed version of the survey.

The Questions

There were 12 questions on the survey, and each was intended to provide data to help the Committee understand the issues and opportunities:

- *Question 1: How often are you in Junction Park?* We wanted to understand how frequent a use of the park the respondent was and to understand if frequency of use was correlated with other answers.
- *Question 2: When in Junction Park, where are you usually headed?* Here we wanted to understand if the respondent was just passing through (on the trail, going to the train, going to a nearby business) or if the Park was their destination.
- *Question 3: When in Junction Park, what is your primary mode of transportation?* Understanding if they were walking, biking, using an assistive device, etc. provided us clarity on the type of park user.
- *Question 4: What do you believe the route that the BFRT takes from Junction Park going north?* Early on we learned that many trail users were not following the designated path of the BFRT and were instead just cutting across the commuter rail tracks. We wanted to understand the scope of the issue.
- *Question 5: When in Junction Park, how often do you see bicyclists, skateboarders, or rollerbladers riding through the park (vs. dismounting and walking)?* The dismounting question was a key part of the issues raised by some of the public who were vocal about safety – those cyclists were riding through the park and putting walkers at risk. This question was to help us understand the scope of the issue from the respondent's viewpoint.
- *Question 6: Are you aware that signage instructs all to walk across the railroad tracks?* A yes/no answer to help us gauge the scope of the potential safety issue
- *Question 7: What observations do you have regarding BFRT safety in Junction Park?* Open ended question to gather more information about the nature and scope of the perception of safety in the park.
- *Question 8: Do you have any ideas on improving safety in the park or on the BFRT, or suggestions for what to keep in mind when doing so?* Another open-ended question designed to solicit ideas from the public.
- *Question 9: Would you support Major structural changes to the layout of Junction Park to improve safety?* A second yes/no question trying to gauge the appetite of the public for a long-term redesign concept that might involve a lot of change.

Junction Park Conceptual Redesign – The Bruce Freeman Rail Trail Advisory Committee

- *Question 10: Why or why not?* Building on question 9 and soliciting more input about a long-term redesign concept.
- *Question 11: Do you live in Concord?* Understanding if the respondent were a Concord resident would help us to prioritize the answers. It turned out that over 89% of the respondents reported as Concord residents
- *Question 12: Your age?* We wanted to get a sense of the surveyed population was a fair representation of the town.

Summary of Survey Results.

The raw survey data is available on the BFRTAC website. BFRTAC members reviewed the data and Nathaniel Welch, co-chair took on the task of analyzing and summarizing the survey results for the Committee. It should be noted that while Mr. Welch has extensive business experience and has often collected and analyzed data for marketing, strategy, and R&D purposes, he is not a statistician.

The basic survey data:

- Data was collected between January 21st, 2022, and February 19th, 2022.
- 569 respondents (559 Online, 10 Paper Surveys)
- For the “open-ended” questions the results were
 - Question 7 – 341 comments
 - Question 8 – 303 comments
 - Question 10 – 169 comments

The preliminary results were shared with the public on February 16th at the Junction Park Forum (and that presentation is posted on the BFRTAC website). Some of the slides of data and observations presented at the forum are included in Appendix 8:

Conclusion

With this report, the Bruce Freeman Rail Trail Advisory Committee has completed the task assigned it by the Concord Select Board. The Committee's work engaged a large number of residents and other stakeholders in developing the three recommendations to improve the safety in Junction Park: a short-term conceptual redesign, a long-term conceptual redesign, and an additional safety recommendation related to the commuter crossing of the Fitchburg Commuter Rail line.

The Committee thanks the Select Board for this opportunity to serve the needs of the town.

This report was approved by the BFRTAC roll call vote on June 14th, 2022

Appendices

Appendix 1: History and Development of Junction Park

Appendix 2: Conceptual Redesign “Principles”

Appendix 3: Junction Park Conceptual Design Ideas

Appendix 4: Junction Park Site Walk, November 16, 2021

Appendix 5: Overview of the Conceptual Redesign Task

Appendix 6: Junction Park Survey Questionnaire

Appendix 7: Public Comments from the Junction Park Forum

Appendix 8: Selected slides from Junction Park Forum

Appendix 1: A Brief History of Shared Space: Junction Park and the Bruce Freeman Rail Trail



TOWN OF CONCORD

Department of Planning & Land Management
141 Keyes Road ~ Concord MA ~ 01742

June 6, 2022

To: Bruce Freeman Rail Trail Advisory Committee
From: Marcia Rasmussen, Director of Planning & Land Management
Re: **Junction Park and the Bruce Freeman Rail Trail (BFRT) – additional information**

I continue to attend meetings where some Concord residents call into question the design intentions for the BFRT and Junction Park. There are some residents who have expressed the opinion that the Junction Park design was not intended to accommodate or include the BFRT; that the former railroad right-of-way cannot (or should not) be shared. I provided a memo in October 2021 along with the various documents referenced that provided a timeline of events (available on the BFRTAC web page, under the “Junction Park Information” tab), yet some residents continue to raise these questions rather than focus on now addressing perceived safety issues that were not addressed in the initial redesign of Junction Park in 2011.

- In 1982, the Commonwealth recorded a deed taking all or any portion of the land, premises, easements rights-of-way and other rights in Concord comprising the former Lowell Secondary Track. In 1987, a feasibility study of the Sudbury to Lowell portion of the Lowell Secondary Track is prepared by the MPO’s Central Transportation Planning Staff (CTPS) to consider converting the former railroad right-of-way to a multi-use rail trail and in 1991, the Town enters into a License Agreement with the State’s Executive Office of Transportation for use of a portion of the right-of-way for a park and walkway.
- In August 2004, Consultant Fay, Spofford & Thorndike completed the BFRT Environmental and Engineering Assessment with recommendations that the trail continue over the existing at-grade pedestrian crossing and through the existing park.
- Between 2009 and 2011, while Concord Public Works worked with a landscape architect/designer and the West Concord Green Thumbs to redesign Junction Park, the BFRT Advisory Committee hired consultant Greenman-Pedersen, Inc. to consider design alternatives for crossing the commuter railroad, which was completed in February 2010. Various alternatives were discussed with stakeholders (West Concord Task Force and business and property owners

June 14, 2022

Junction Park Conceptual Redesign – The Bruce Freeman Rail Trail Advisory Committee

along Commonwealth Ave.) that led to continued discussions with the MBTA regarding alternative crossing locations of the commuter railroad. During this time, the DPLM Director sought input from the CPW Director and Town Engineer on the BFRT route over the commuter railroad and through Junction Park.

- The design developed and implemented by Concord Public Works (with input from a landscape architect/designer and the WC Green Thumbs) for Junction Park was done so with the express intent to provide a multi-purpose, multi-use path through the park that accommodated the rail trail and could be used by all. This is documented in presentations by CPW Engineering (given September 14, 2011, and November 10, 2011, at Public Works Commission meetings), memoranda prepared by CPW Engineering (November 1, 2011), and as accepted by the Bruce Freeman Rail Trail Advisory Committee on November 3, 2011.
- Additionally, the design for connecting the rail trail to the park over the Woods Hill Table property and adjacent to the Club Car Café/West Concord Depot was prepared by CPW Engineering staff in 2014 and approved by the MBTA. The BFRT design/engineering consultant was given the approved design plan in 2015.
- The BFRT design/engineering consultant and town’s project manager were directed by then-Public Works Director Rich Reine to work with CPW Engineering staff in 2015 to integrate the construction of the rail trail with the park without changing the stormwater drainage/retention basin at the edge of the park or the pervious paver placement as Junction Park was constructed.
- During meetings of the BFRT Advisory Committee since late 2020, and more recently the subcommittee, the statement “if we had only known that the rail trail was going to go through the park” things may have been designed differently has been repeated. As documented above, the Town knew in 2005 that the rail trail would be located over the former railroad right-of-way. Two documents (letter from Town Manager Christopher Whelan to the MBTA and the study by Faye, Spofford & Thorndike) noted the recommended location for siting the BFRT was over the former Lowell Secondary Track right-of-way. While crossing the active rail line was in question by the MBTA, there was no question about the recommended use of the Lowell Secondary Track right-of-way as the location for the rail trail. The meeting minutes from two Public Works Commission meetings in 2011 (noted above) clearly discuss the provision of the rail trail in the re-design of Junction Park.
- Recently it was suggested that the August 2012 agreement between the MBTA and the Town allows for exclusive use of the former Lowell Secondary Track as a park, (or for the Town to have the ability to direct such exclusive use); however, that document states:

“Licensee’s [the Town’s] use of the Premises is non-exclusive and is subject to all encumbrances, restrictions, reservations and other matters of record title and rights of possession in others, including without limitation, future grants of use to others.”
- Also, at recent meetings of the BFRTAC and/or subcommittee, some residents have suggested that the MBTA may be willing to allow the Town to use a portion of their land associated with the West Concord Depot building (a.k.a. Club Car Café) to construct a bicycle lane alongside Junction Park, thereby impacting the 9-10 parking spaces associated with the West Concord Depot. Recent discussions with senior officials of the MBTA resulted in reaffirmation that these parking spaces were necessary to continue to offer a viable lease of the property by the MBTA; that they would not be willing to allow such use for a bicycle lane. While the lease with the Club

Junction Park Conceptual Redesign – The Bruce Freeman Rail Trail Advisory Committee

Car Café may have expired, there is a provision in the lease that allows the restaurant to continue its operations in the building, and it is unknown how the MBTA may choose to use the building in the future.

In conclusion, the documents and actions cited above make it clear that since at least 1987, when the feasibility study was prepared by CTPS and the 1991 lease agreement was signed between the Town and the Commonwealth, that the Rail Trail and the Park would occupy and share the same space. The current work of the BFRTAC to develop conceptual redesigns for the short and long term will help to make that shared space serve its multiple purposes in a safe and equitable way.

Appendix 2: Conceptual Redesign “Principles”

**Bruce Freeman Rail Trail Advisory Committee
Junction Park Conceptual Redesign
Design Principles – Weighted
From 12/2/21 BFRTAC Meeting Discussion**

These principles are input to the public conversations and the BFRTAC’s deliberations on the Junction Park conceptual redesign. Each principle is weighted in terms of its importance versus other principles by dividing a total of 100 points across all the principles so that the total of the scores = 100. 6 members responded to the request and the average of their weights for each principle is shown below ordered from highest to lowest

Principles (DRAFT)	Weighted Average (n=6)
Balance the need for safety with the need to keep the park aesthetically pleasing, inclusive and welcoming.	16.6
In concert with all stakeholders, consider changes to the current park layout including landscaping, location of paths, benches, fencing, signage, drainage, etc. that will meet the goal of safety and separation of users	16.3
Meet the needs of the 3 types of users (trail, park, and commuter).	15
Include recommendations for the areas surrounding Junction Park that would enhance and improve safety of users.	14.2
Be a collaborative process which includes participation of all stakeholders and is explicitly in service to the three types of users.	11.2
Make specific recommendations and be explicit about tradeoffs considered	9.2
Suggest “signifiers”, that help all users to be clear where they should be or go when they approach, leave, or are in the park.	8.3
Encourage continued use of the park and trail by all three user types.	5.0
Consider whether or not to recommend using adjacent parcels.	4.2
Total of	100.0

Each principle should be ranked or weighted in terms of its importance versus other principles by distributing a total of 100 points across each of the principles.

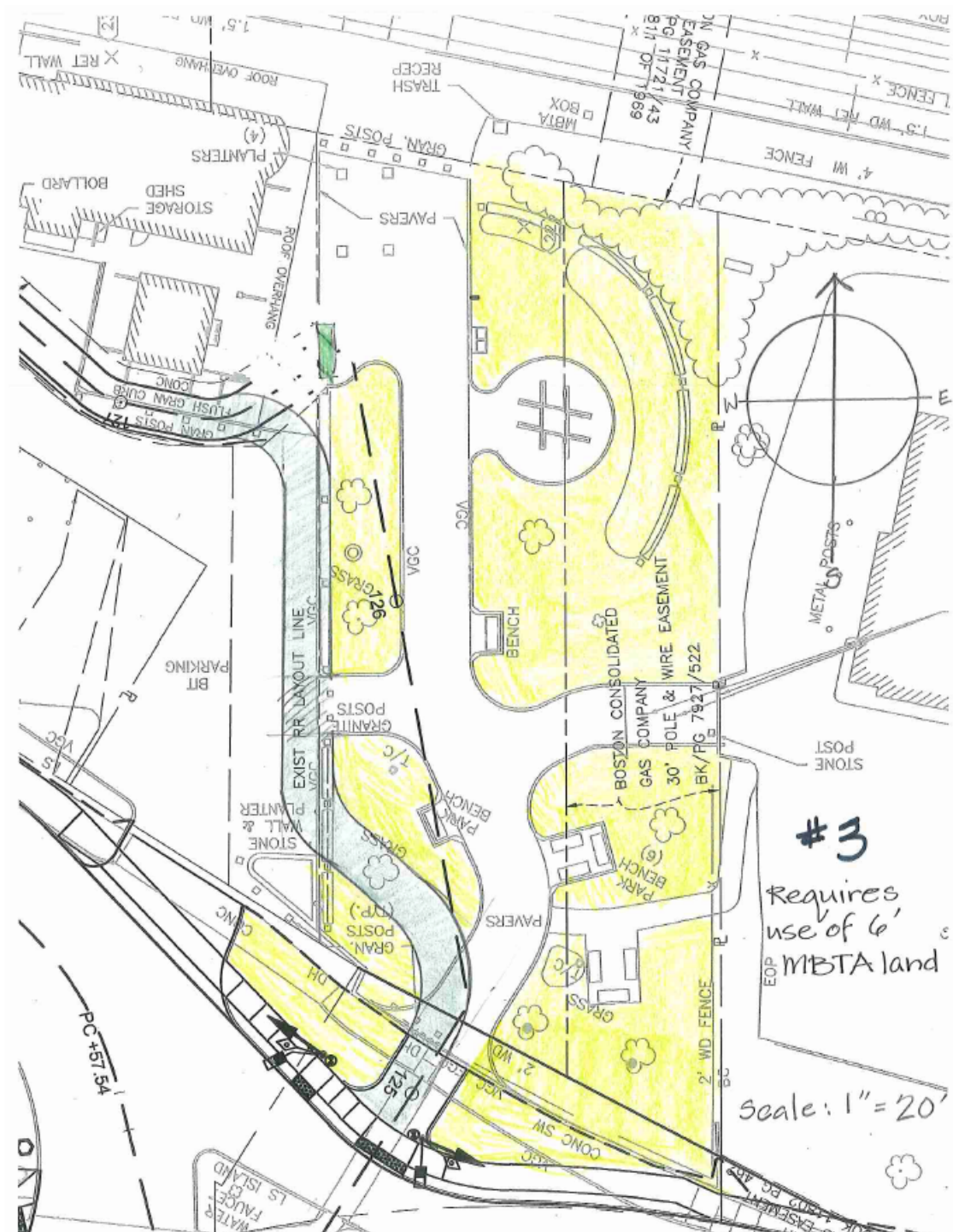
Appendix 3: Junction Park Conceptual Design Ideas

These diagrams are from the presentation from the April 7th meeting of the Committee. The full presentation deck is available on the BFRTAC website

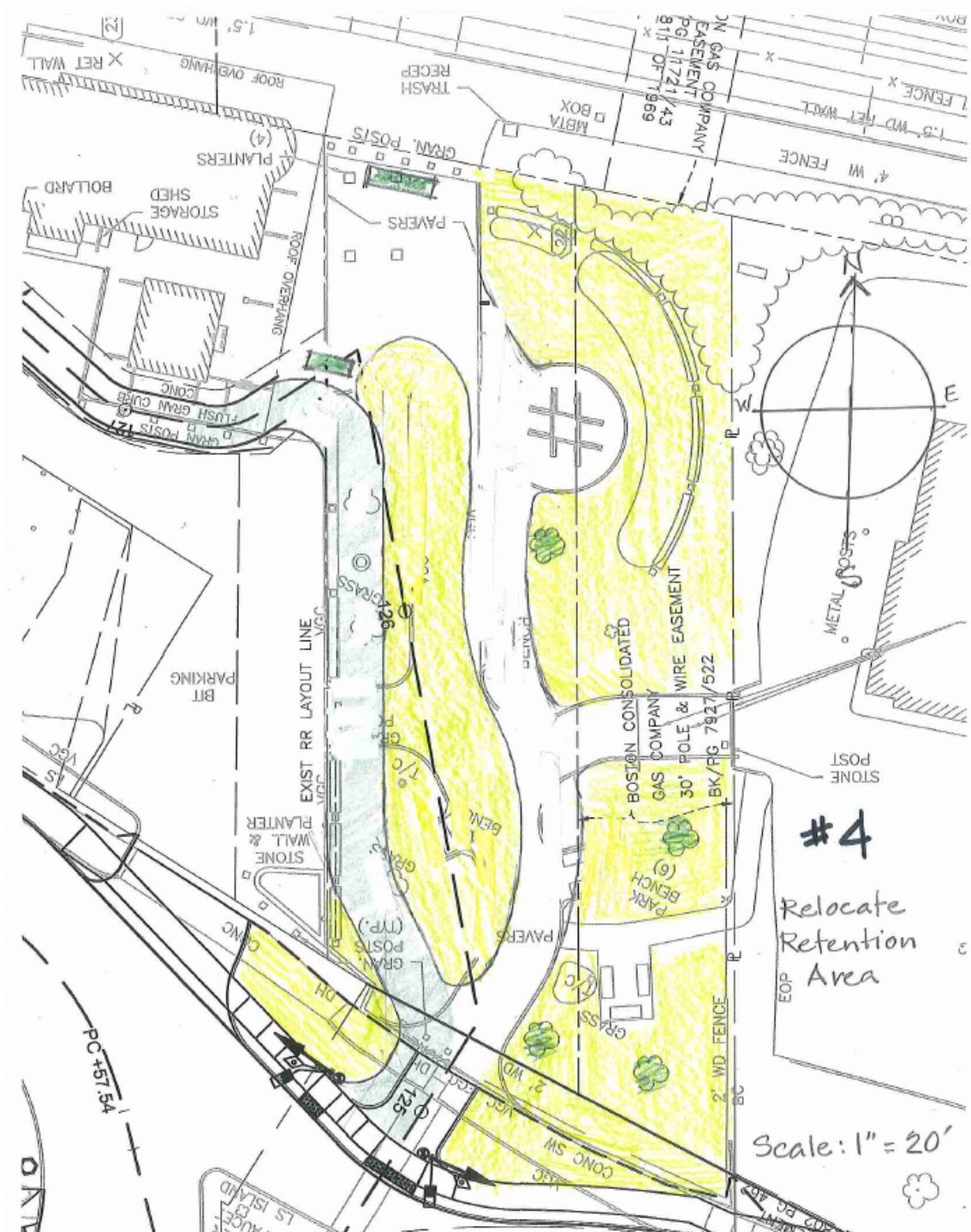
Conceptual Design JP 1



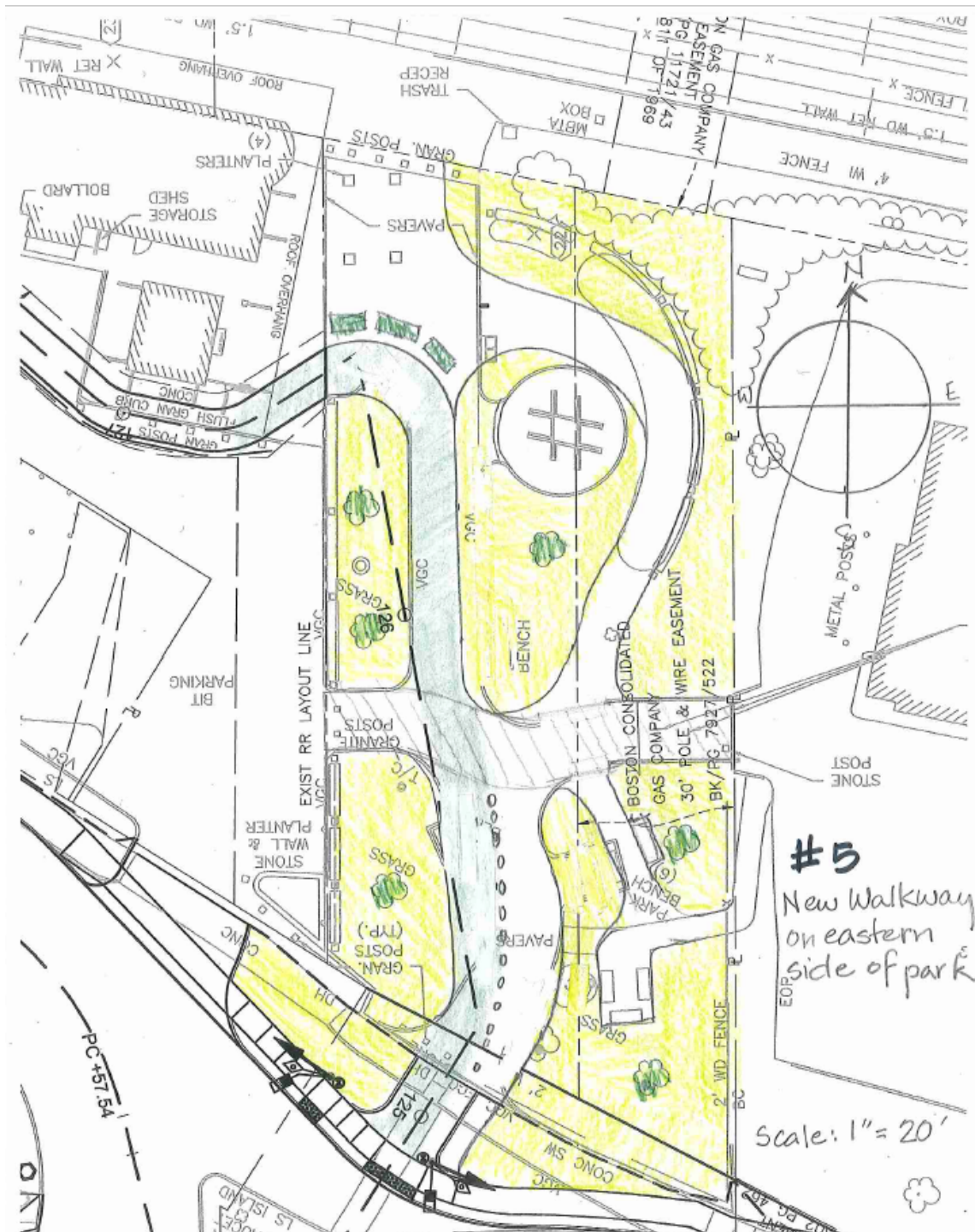
Conceptual Design JP 3



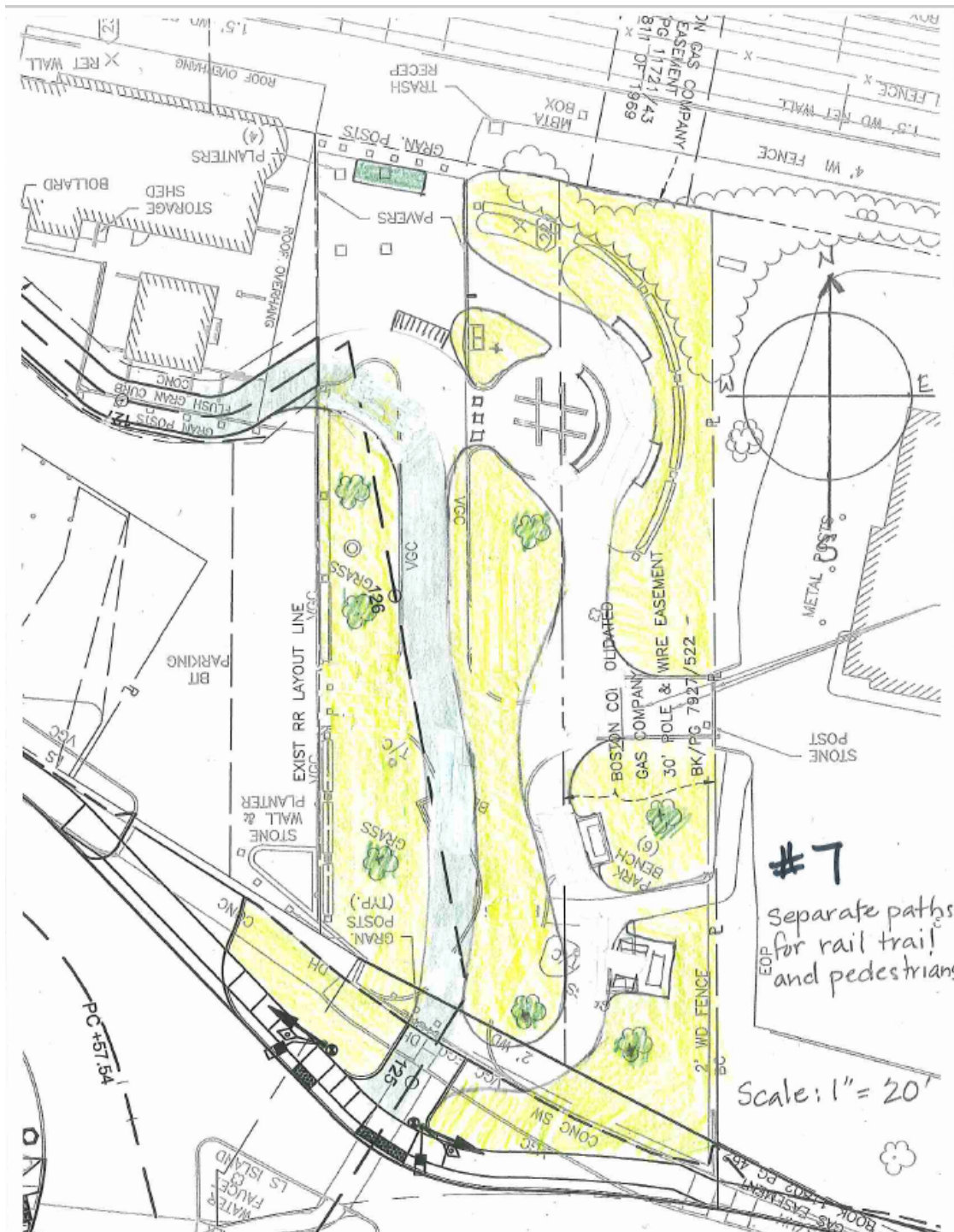
Conceptual Design JP 4



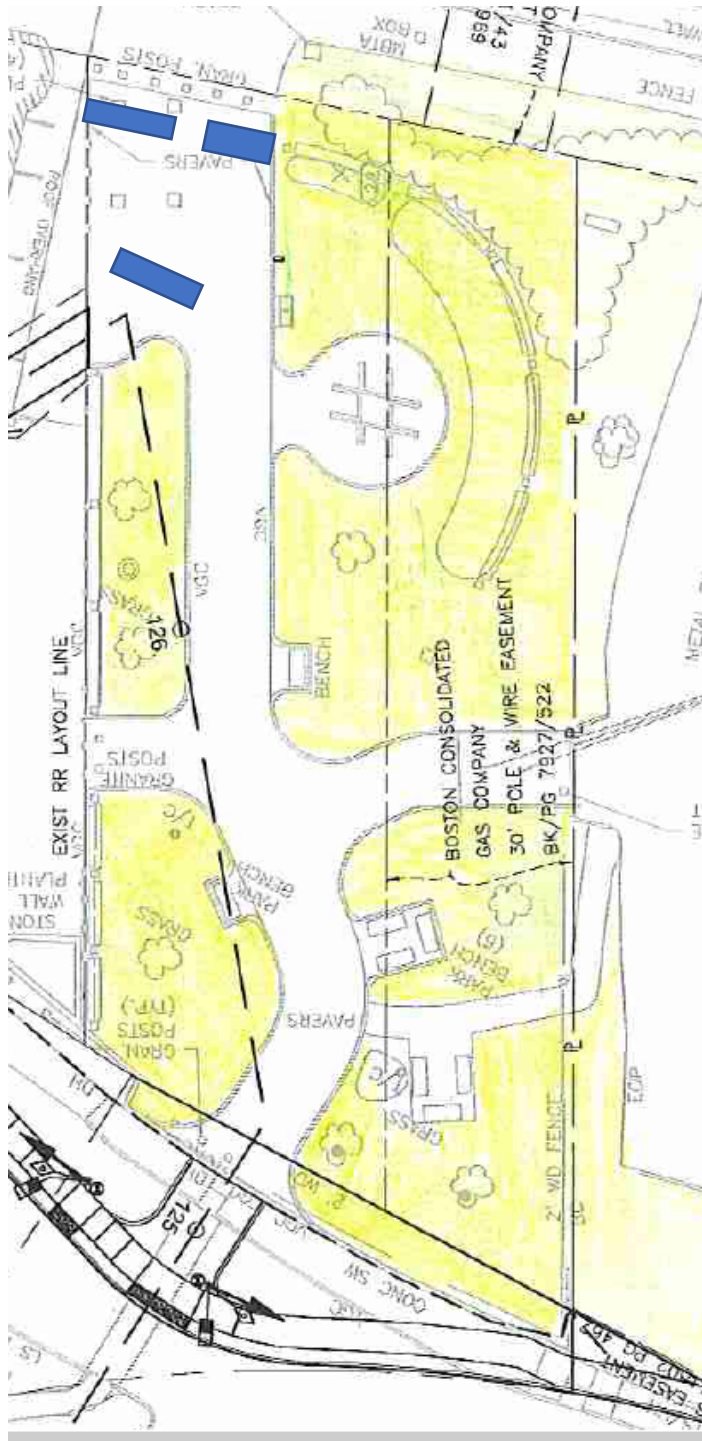
Conceptual Design JP 5



Conceptual Design JP 7



Conceptual Design JP 10



Appendix 4: Junction Park Site Walk, November 16, 2021

**Bruce Freeman Rail Trail Advisory Committee
Junction Park Site Visit Attendees²
November 16, 2021**

<u>Name</u>	<u>Affiliation/Interest</u>
Dorcas Miller	Bruce Freeman Rail Trail Advisory Committee
Adrienne Boardman	Bruce Freeman Rail Trail Advisory Committee
Nat Welch	Bruce Freeman Rail Trail Advisory Committee
Richard Fahlander	Bruce Freeman Rail Trail Advisory Committee
Deborah Adelman	Bruce Freeman Rail Trail Advisory Committee
Sam Stearns	Bruce Freeman Rail Trail Advisory Committee
Tracy Hansen	Bruce Freeman Rail Trail Advisory Committee
Emily Teller	Friends of Bruce Freeman Rail Trail
Barbara Pike	Friends of Bruce Freeman Rail Trail
Susan Bates	Select Board
Marcia Rasmussen	Concord Planning and Land Management
Steve Dookran	Concord Public Works
Alan Cathcart	Concord Public Works
Erin Stevens	Concord Information Officer
Meryl Schwartz	Commission on Disabilities
Susan Mlodozieniec	West Concord Advisory Committee
Ann Sussman	West Concord Advisory Committee
Dorrie Kehoe	West Concord Green Thumbs
Ed Feather	West Concord Junction Cultural District Committee
Phil Posner	Cyclist
Toby Kopman	Citizen
Bill Robichaud	Citizen

² Attendees who signed in. there may have been other attendees who did not sign in.

**Bruce Freeman Rail Trail Advisory Committee
Junction Park Site Walk
Questions Submitted During the Site Walk
November 16, 2021**

- Can barriers be installed to prevent cyclists from riding through the park while meeting the needs of people using strollers and mobility-assisting devices (wheelchairs, scooters, trikes)?
- Can trail users and park users be separated? A continuation of railings beyond the Club Car Café?
- Can the 90-degree intersection of the trail at the park (near Club Car Café) be redesigned to make the trail more apparent to users coming from the south.
- Can signage be re-designed and re-configured to be more visible and consistent?
- Is there any mechanism/authority to enforce “walk your wheels.”
- How do we discourage people coming from the north from entering the parking lot and heading straight through across the tracks?
- Is there technology available that prevents people from crossing tracks when a train is approaching?
- Are there are other examples of a rail trail intersecting an active rail line?
- Are there other instances of a rail trail and park sharing the same space?
- Can we consider utilizing land beyond the town and state property lines (i.e., MBTA parking for Club Car Café)?
- Should the various property owners be brought together to discuss solutions?
- How do underground utilities (gas/electric/drainage) affect any proposed changes?
- Can we find a volunteer landscape architect to help evaluate solutions?

Submitted by Richard Fahlander, co-chair

Appendix 5: Overview of the Conceptual Redesign Task

Junction Park Conceptual Redesign Task – Discussion Document Bruce Freeman Rail Trail Advisory Committee December 2, 2021

Context for the task:

- Deliverables
 - A written recommendation to the Select Board on the “conceptual redesign” of Junction Park To ensure the safety and separation of two types of users:
 - Wheeled recreational users (e.g., cyclists, skateboards, scooters, roller-bladers, etc.)
 - Pedestrians (e.g., people on foot, dog-walkers, wheelchair users, strollers, people on crutches, etc.)
 - Include a recommendation for a “short term” proposal that augments signage and helps address increased ridership due to the completion of the Rt 2 Bridge in July 2022
- Timing: The BFRTAC must deliver a recommendation to the Select Board no later than June 30, 2022.
- Constraints:
 - There are no funds to hire experts or pay for studies (these can be part of the recommendations)
 - The area that the Select Board has authorized the BFRTAC to use in the redesign is the right-of-way and the adjacent town-owned parcel to the east (under which runs a gas transmission line.
 - The impact of Open Meeting Laws on the drafting and discussion process are not fully understood and the BFRTAC will need some guidance from the Town Clerk to ensure we are following the right process.

Suggested Methodology for discussion:

- A series of public meetings (separate and distinct from the monthly BFRTAC monthly meetings) held by the BFRTAC between December 2, 2021, through April 2022 to get community input and shape the conceptual redesign.
- The committee uses its regular meetings to take up the results of the public meetings and moves the process forward (with discussion and roll call votes as needed)
- The committee drafts its recommendations (process TBD), shares draft and then votes on recommendations as needed/required.

Potential topics for discussion at 12/2 meeting

- Discuss core principles for a conceptual redesign. Principles can guide the Committee’s work and any solutions can be evaluated against the principles that are developed. Some examples of core principles (THESE ARE ILLUSTRATIVE):

- “The conceptual redesign maximizes the safety of all park users by physically separating rail trail users (i.e., bikers, skaters, runners, etc.) from other Junction Park users (i.e., walkers, wheelchair users, people sitting on benches).”

Appendix 6: Junction Park Survey Questionnaire

Bruce Freeman Rail Trail Advisory Committee Junction Park Survey Questions Available from January 19, 2022, through February 18, 2022

West Concord Survey: Junction Park Safety

The **Bruce Freeman Rail Trail (BFRT)** Advisory Committee needs your feedback! We've been tasked with creating a short and long term plan for improving safety at Junction Park by June 2022. See the map on the next page. Scan the QR code to the right to take the survey digitally.



1. How often are you in Junction Park?
a. Daily b. Weekly c. Monthly d. Less Than Once A Month

2. When in Junction Park, where are you usually headed?
a. To the parking lot or the train
b. To the Bruce Freeman Rail Trail (BFRT)
c. To nearby businesses
d. To enjoy Junction Park
e. Other: _____

3. When in Junction Park, what is your primary mode of transportation? (Select up to two).
a. Walking
b. Biking
c. Rollerblading/skateboarding
d. In wheelchair / using a walker
e. Pushing stroller

4. What do you believe is the route that the BFRT takes from Junction Park going north?
a. Across the railroad tracks and through the commuter parking lot
b. Left right before the Club Car Café and behind Woods Hill Table, then across the tracks
c. Nowhere - that's where the BFRT ends
d. I don't know

5. When in Junction Park, how often do you see bicyclists, skateboarders, or rollerbladers riding through the park (vs. dismounting and walking).
0% to 25% 25% to 50% 50% to 75% 75% to 100%

6. Are you aware that signage instructs all to walk across the railroad tracks? Yes No

7. What observations do you have regarding BFRT safety in Junction Park?

8. Do you have any ideas on improving safety in the park or on the BFRT, or suggestions for what to keep in mind when doing so?

9. Would you support major structural changes to the layout of Junction Park to improve safety? Yes No
10. Why or why not? (Add any additional comments here)

[Map and Demographic Questions on Next Page]

Appendix 7: Public Comments from the Junction Park Forum

Bruce Freeman Rail Trail Advisory Committee
Junction Park Conceptual Redesign
February 16th, 2022, Forum
Public Comments – 53 Attendees

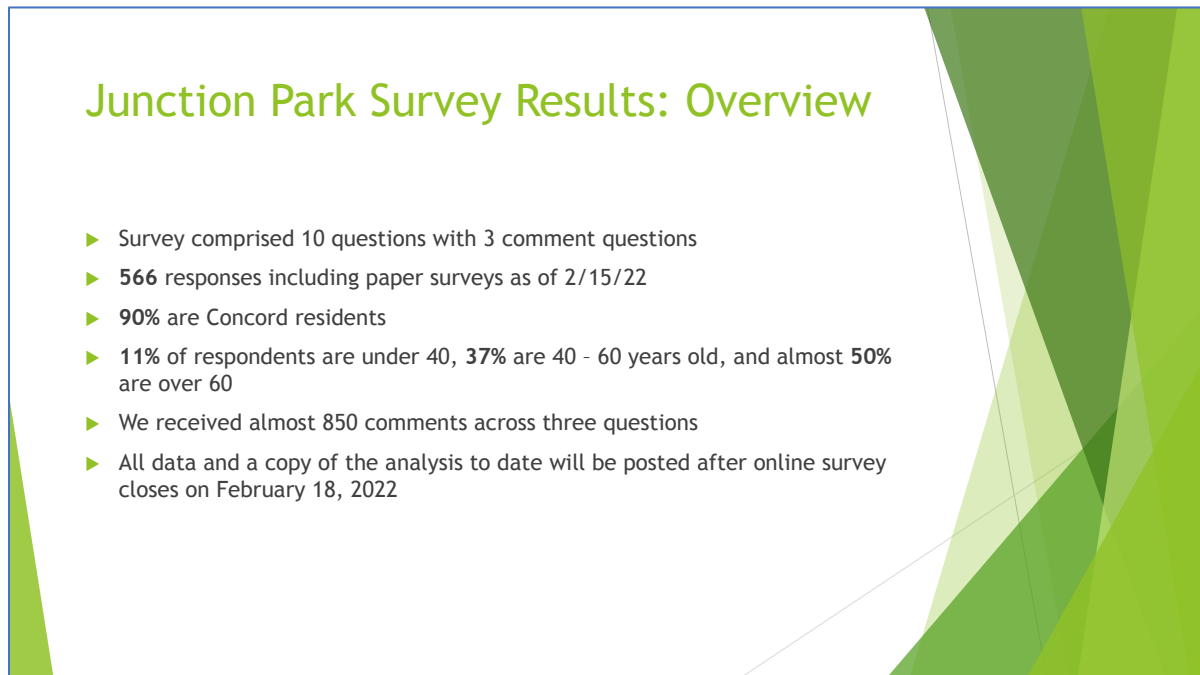
- Peter Lowitt (5 Westvale Drive): Agrees with short term; is against taking landscape areas due to disruption to storm water management and sustainable concepts being jeopardized
- Ellen Quackenbush (206 Prairie Street): Engage with community members who are no longer using park due to safety concerns (ex: Concord Park); consider those who are not able-bodied and on bikes
- Cosette Dunn (131 Ministerial Drive): Only way to be safe is to have clearly marked separation physically (railings or planters) for wheels vs people who are walking and using the park; signs are not working - need alternative path for bikers
- Cynthia Katz (20 Conant Street): Concord should take lead from Arlington; BFRT should not go through Junction Park (no win for bikers and pedestrians); BFRT should go down Commonwealth Ave and reconnect beyond parking lot for MBTA; multi-modal trail, but hard to be a pedestrian on the trail; Dan Stapleton (20 Conant Street) echoed comments
- Bill Herring (214 Peter Springs Road): Markings on the pavement are an economical way to test to see if the concept works, and then can upgrade to more permanent solutions (bricks); adding any obstruction should be done carefully to avoid any accidents; thinks it's almost impossible to separate wheeled users completely
- Bill Satterthwaite (297 Laws Brook Road): Survey results may not truly convey real usage - the Park is indeed used quite often; ideal place to put BFRT would be on the east side, down by 7-Eleven; the approach to have the BFRT go down Commonwealth Ave had been considered in the past and was problematic; Sallie Satterthwaite: cultural problem with cyclists not registering what signs and bollards are instructing them to do
- Isabel Bailey (121 Everett Street): Agrees with the comments to add painted markings
- Nika Engberg (62 Church Street): A solution should not make the park inconvenient for cyclists
- Julie Hirshler (1381 Main Street): Bicycles can be dangerous and were not the intended purpose/users of the park; need to revisit how the Park can be restored to the intended use and find a different path for the BFRT
- Jeanne Griffith (396 Thoreau Street): Supports the idea of painted markers and would recommend making the signs larger; not safe to route cyclists down Commonwealth Ave
- Jean Goldsberry (1832 Main Street): Chair of the Concord Commission on Disability; feels that safety is a big concern and that the current signs are ignored and are not effective; physical barriers may help as the head of Minuteman Arc, we need to be mindful of neighbors that have mobility limitations and need to ensure safety when on the trail

Junction Park Conceptual Redesign – The Bruce Freeman Rail Trail Advisory Committee

- Nancy Crowley (5 Concord Greene): member of Green Thumbs and opened Concord Park in 2001 - Park is focal point of West Concord; would hate for paving to be broken up or marked up; suggests making the area on the west (by Club Car Cafe) and make it the BFRT path without disrupting the rest of the park
- Tanya Hellman (240 Border Road): Speaking as President of Green Thumbs; proud to keep the park looking beautiful; support BFRTAC efforts
- Tracy Hansen (77 Hill Street): Ideal solution would be to have BFRT not go through Junction Park; however after reading the history has accepted that BFRT needs to remain close to where it is; key is to separate BFRT users from park users and pedestrians; need to think about subconscious signifiers to assist with making sure people know where pedestrian areas are (tables, planters, etc.) to make sure that it's visually clear where cyclists should/shouldn't go; also need to think about the BFRT path from the other side of the tracks (across from the park by the Nashoba Bakery direction) as navigation is unclear and confusing
- Julie Rohwein (1404 Main Street): need to be mindful about how we are talking about separating pedestrians as they are also on the trail (not just cyclists use the trail); trail cannot be too hard to use
- Cosette Dunn (131 Ministerial Drive): We do not want to discourage people from riding bikes in the area
- Dorrie Kehoe (51 McArthur Road): If pavers are painted, they become pervious; discussions about using part of MBTA land and would recommend that this further be investigated (or into parking area)
- Jeff Collins (address not stated): Need to ensure the BFRT is kept as a smooth connection; rather than thinking about getting the BFRT out of the park, should we remove the Park from the BFRT. and investigate other areas in town where the purposes of Junction Park are met (between Twin Seafood and Teacakes, etc.); acknowledges tradeoffs with all approaches and decisions, but urges examining the problem from all perspectives
- Sallie Satterthwaite (297 Laws Brook): A cyclists who is waiting for the traffic light is not going to lose much more time or momentum by walking through the park either
- Ellen Quackenbush (206 Prairie Street): Clarifying the earlier recommendation about using the Club Car Cafe parking; making it simple and intuitive
- Marilyn Lowitt (5 Westvale Drive): Echoed the possibility to investigate use of parking spaces to the west of the garden; they present their own safety concerns
- Jeanne Griffith (396 Thoreau Street): Agrees that signage is difficult and that markings on the ground are often easier for cyclists to follow; human nature might lead people to continue using Junction Park even if BFRT is rerouted
- Pamela Dritt (13 Concord Greene): Using the park quite a bit and has never seen an accident or near accident in the park; fears are ahead of the reality; would be against the possibility to removing the ability for cyclists or skateboarders to go through the park; should only restrict when there's good reason to restrict

Appendix 8: Selected slides from Junction Park Forum*

Bruce Freeman Rail Trail Advisory Committee Junction Park Forum Slides 2/16/22



Junction Park Survey Results: Overview

- ▶ Survey comprised 10 questions with 3 comment questions
- ▶ **566** responses including paper surveys as of 2/15/22
- ▶ **90%** are Concord residents
- ▶ **11%** of respondents are under 40, **37%** are 40 - 60 years old, and almost **50%** are over 60
- ▶ We received almost 850 comments across three questions
- ▶ All data and a copy of the analysis to date will be posted after online survey closes on February 18, 2022

*Complete slide presentation available on the BFRTAC website

Junction Park Survey Results: Usage

- ▶ 13% visit daily, 42% weekly, and 21% monthly
- ▶ **84% of respondents are passing through** to get to businesses or the rail trail. Just 5% are heading to the park and 3% are commuters
- ▶ Transportation "Mode" (multiple answers allowed) Top 5 are
 - ▶ Walking (58%)
 - ▶ Walking & Biking (19%)
 - ▶ Biking (13%)
 - ▶ Walking & Pushing Stroller (2%)
 - ▶ Pushing stroller (under 1%)
 - ▶ All others (8%)
- ▶ Frequency of observed riding:
 - ▶ 63% report seeing people riding 50% or less of the time
 - ▶ 32% report seeing people riding between 50% and all the time
 - ▶ 5% left blank

Junction Park Survey Results: Other

- ▶ 47% support major structural changes while 36% do not support and 17% left the question blank. Comments indicate they want more info on what comprises a "major structural change."
- ▶ A quick and unscientific survey of comments surfaced the following themes:
 - ▶ While 20% of respondents to question 10 said there was a safety issue, another than 30% of respondents said the park was safe or there is no issue.
 - ▶ Across all 3 questions there is a lot of support and ideas for improved signage, trail markings (e.g. like the Freedom Trail), and barriers
 - ▶ The MBTA crossing is a significant issue for including safety and security of users as well as confusion about where the BFRT path actually goes (15% don't know).

Illustrative (and incomplete) Survey Themes

- ▶ Small, congested space with people moving at different speeds and in different directions
- ▶ No barriers around train tracks
- ▶ No notification that a train is coming
- ▶ TWCGT have done an amazing job of landscaping and maintaining a special space in west concord
- ▶ Lack of clarity on where rail trail goes
- ▶ No clear path for the rail trail; Some not even aware the rail trail passes through the park
- ▶ Bicyclists and walkers do not always agree on how safe it is
- ▶ Concern about cars entering commuter parking lot where rail trail crosses
- ▶ Concern about cars turning right at Commonwealth Ave rail trail intersection
- ▶ Tables/planters in the way & there needs to be more tables and planters to slow people down
- ▶ Dogs not on leashes
- ▶ Kids running around, people hanging around
- ▶ People not walking straight / walking side by side
- ▶ Poor lighting
- ▶ Congestive not conducive to calm park experience
- ▶ People funneled to Junction Park only because there is no crossing on Main Street
- ▶ Some pedestrians fear cyclists who don't dismount and skateboarders and rollerbladers
- ▶ Cyclists slow down to safely avoid pedestrians
- ▶ It is inconvenient and sometimes difficult for cyclists to dismount
- ▶ Some cyclists use street to avoid dismounting; some will not use trail if dismounting enforced?
- ▶ Questions around need for and cost of major structural changes to the park
- ▶ Not a problem - it's perfectly safe

The full survey and analysis are available on the BFRTAC website.

Town Manager Goals & Objectives - FY23

(Last Revised July 9, 2022)

CATEGORY	GOAL/OBJECTIVE	ACTION ITEMS	STATUS
Organizational Resilience	<i>Maintain a comprehensive compensation system that attracts and retains a highly competent municipal workforce.</i>	1. Undertake a comprehensive study of the Town's non-union classification and compensation system.	New
		2. Develop a compensation strategy that aligns with the FY24 budget planning process and future years.	New
		3. Analyze the employee benefits package to identify gaps, strategies and programs that will help to attract and retain qualified personnel.	New
		4. Review Personnel Task Force Report to make recommendations & list next steps.	New
		5. Develop a compensation and benefits databank of comparable communities.	New
	<i>Deliver high quality public services supported by a strong organizational structure that values efficient operations, effective management and sustainable practices.</i>	6. Fill staff vacancies; review organizational structure to determine if current alignment is optimal.	New
		7. Review management and reporting structure to ensure efficient and effective operations; to enhance communications; to support optimal organizational performance; and to ensure the efficient delivery of public	New
		8. Develop a long-term plan, including strategies for training, professional development and succession planning, that can guide future decision-making and supports a highly competent municipal workforce.	New
	<i>Maintain a workforce that actively engages its knowledge, skill and talents to promote Concord's success and to deliver excellent municipal services.</i>	9. Provide regular in-house training opportunities for employees with topics that are in alignment with the Select Board's Statement of Vision and Values, promote exceptional customer service delivery model.	New
		10. Develop a formal "Remote Work Policy" designed to balance the provision of excellent public service and municipal operations with the needs and desires of a modern workforce.	New
CATEGORY	GOAL/OBJECTIVE	ACTION ITEMS	STATUS
Diversity, Equity, Inclusion and Belonging	<i>Support, promote and engage economic, social, racial and cultural diversity and inclusion in the Town of Concord.</i>	11. Review 2021 Leadership Assessment to outline next steps (needs assessment, etc.)	New
		12. Conduct a review and assessment of internal policies and practices; Identify opportunities to improve diversity, equity and inclusion efforts.	New
		13. Administer the biannual Town Survey with a focus on DEIB objectives.	New
		14. Develop a DEIB Strategy, involving stakeholders, that will guide the Town's future efforts in support of DEIB objectives.	New
		15. Work in collaboration with the DEI Commission to research and implement diversity, equity, and inclusion best practices for Town operations.	Ongoing
CATEGORY	GOAL/OBJECTIVE	ACTION ITEMS	STATUS
Effective Governance and Communications	<i>Support town governance by fostering effective meeting management methods.</i>	16. Evaluate automated agenda management systems to improve efficiency, functionality, and access to information; Identify resources to support Town volunteers with scheduling, facilities, compliance, training & access to information.	New
	<i>Facilitate effective communications between Town staff and elected officials.</i>	17. Collect department updates and operations status reports to ensure the timely distribution of information through the Town Manager's Reports.	Ongoing
	<i>Foster information sharing between the Town and Concord residents.</i>	18. Coordinate a review of the website to ensure accuracy of information; inclusion of key documents; and that it meets our functionality, utility & communication needs.	New
	<i>Actively foster an effective and efficient governance model by engaging officials, supporting their missions, and meeting their communication needs.</i>	19. Coordinate a review of Town information to confirm Committee charges, board membership, names of officers, and ensures that contact information is up to date.	Ongoing
		20. Review all Select Board staff liaison assignments, volunteer terms, and vacancies to ensure accuracy with the Town Volunteer Database.	Ongoing
		21. Review Board and Committee operations to evaluate systems, ensure that efficient practices are in place, ensure each board and committee has a staff liaison, and recommend new procedures if needed.	Ongoing
CATEGORY	GOAL/OBJECTIVE	ACTION ITEMS	STATUS
Financial Resiliency	<i>Promote fiscal responsibility and financial sustainability.</i>	22. Plan and allocate FY23 ARPA Funds; Ensure that FY24 ARPA Funds are included as a funding resource for the FY24 Budget and Capital Planning processes.	New
		23. Develop Five-Year Capital Plan for FY2024-FY2028; Include major projects, cost estimates, debt forecast and tax burden projections.	New
		24. Review and monitor expenses for the use of Legal Services and Professional Consulting Services (2229 Main Street, White Pond, Kennedy Pond, etc.)	Ongoing
		25. Develop a town-wide Risk Management strategy and establish a cross-departmental Risk Management Committee; evaluate current legal services model	New
		26. Conduct a review of the Beede Center, including capital needs, budget requirements and business plan.	New
CATEGORY	GOAL/OBJECTIVE	ACTION ITEMS	STATUS
Regional and State Interests	<i>Advance Concord's interests in the region and the Commonwealth.</i>	27. Identify and negotiate revisions to the Regional Dispatch Center Agreement with the Town of Acton.	New
		28. Attend meetings and provide quarterly updates on the Regional Dispatch Center, including revenues, expenses and resources.	Ongoing
CATEGORY	GOAL/OBJECTIVE	ACTION ITEMS	STATUS
Economic Vitality	<i>Promote the economic vitality of the Town.</i>	29. Research and report on the potential acquisition of 2229 Main Street, including insurance costs, risk implications and next steps.	New
		30. Research strategies, innovations & staffing models to streamline permitting and regulatory processes in support of businesses, residents and visitors of Concord.	New

Town of Concord

SELECT BOARD'S OFFICE

Memorandum

DATE: July 7, 2022
TO: Concord Select Board
FROM: Michael Gibbons, Senior Administrative Assistant
SUBJECT: Correction of Liquor License-Concord Brewery II, Inc. d/b/a RapsCALLION

Members of the Board,

On June 28 the Town Manager's Office received a call from Tom Taranto, the owner of Concord Brewery II d/b/a RapsCALLION, requesting a copy of his liquor license for the calendar year 2022. I forwarded the license to Mr. Taranto, who then reached out to inform me that the described premises on his license was incorrect and should include a patio area. Mr. Taranto explained that in 2019 he had applied for, and was granted, an amendment to his liquor license to include a patio area at his business' location. I reached out to the ABCC, who confirmed that Mr. Taranto's application had been approved by the Commission. Additionally, I went through previous meeting minutes and confirmed that the Select Board approved Mr. Taranto's application in 2019.

I would request that the Board correct the license issued to Mr. Taranto on December 21, 2021, to include the patio area of his business. This is not an amendment to a license, as this area has already been approved, and is clerical in nature. I have confirmed as much with the ABCC, and no notice or legal advertisement is necessary.

I have included a copy the license issued to Mr. Taranto in December of 2021, the meeting minutes of July 1, 2019, the approval issued by the ABCC in July of 2019, and the revised license I would ask the Board to approve. If you have any questions, please do not hesitate to reach out to me.

Best Regards,

Mike Gibbons
Senior Administrative Assistant
Town Manager's Office

LICENSE

ALCOHOLIC BEVERAGES

Alcoholic Beverages Control Commission License # 03793-RS-0244

THE LICENSING BOARD OF
THE TOWN OF CONCORD
MASSACHUSETTS
HEREBY GRANTS A

COMMON VICTUALLER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On The Premises

To **Concord Brewery II Inc. d/b/a Rapscaillon, Gena Marie Trant, Mgr., 208 Fitchburg Turnpike, on the following described premises:** One story wood and brick building with full cellar, lavatories, rear door for receiving merchandise, and exit. Restaurant with adjoining dining rooms, kitchen, work area and cellar for storage. **SEATING CAPACITY: 57 Seats.**

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires **December 31, 2022** unless earlier suspended, canceled or revoked.

IN TESTIMONY WHEREOF, the undersigned has hereunto affixed his official signature this **29th** day of **December 2021**.

The hours during which Alcoholic Beverages may be sold are from:
Monday - Friday: 11:30 AM - 11:30 PM; Saturday - Sunday: 11AM - 11:30 PM



CLERK, CONCORD SELECT BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

LICENSE

ALCOHOLIC BEVERAGES

Alcoholic Beverages Control Commission License # 03793-RS-0244

THE LICENSING BOARD OF
THE TOWN OF CONCORD
MASSACHUSETTS
HEREBY GRANTS A

COMMON VICTUALLER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On The Premises

To Concord Brewery II Inc. d/b/a RapsCALLION, Gena Marie Trant, Mgr., 208 Fitchburg Turnpike, on the following described premises: One story wood and brick building with full cellar, lavatories, rear door for receiving merchandise, and exit. Restaurant with adjoining dining rooms, kitchen, work area and cellar for storage, and 400 square foot outdoor patio area for up to 30 seats of outdoor patio seating.

SEATING CAPACITY: 57 Seats.

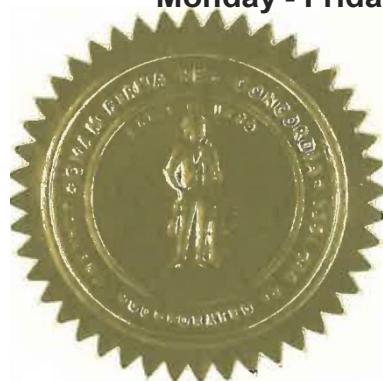
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities.

This license expires **December 31, 2022** unless earlier suspended, canceled or revoked.

IN TESTIMONY WHEREOF, the undersigned has hereunto affixed his official signature this **11th day of July 2021.**

The hours during which Alcoholic Beverages may be sold are from:

Monday - Friday: 11:30 AM - 11:30 PM; Saturday - Sunday: 11AM - 11:30 PM



CLERK, CONCORD SELECT BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

SELECT BOARD
MINUTES
JULY 1, 2019

Upon a motion made and duly seconded, it was UNANIMOUSLY:
VOTED to Continue the Hearing until July 15, 2019.

7:15 P.M. PUBLIC HEARING: ALTERATION OF LICENSED PREMISES ASSOCIATED WITH EXISTING SECTION 12 RESTAURANT ALL ALCOHOL LICENSE, for outdoor patio seating – Concord Brewery II, Inc. D/b/a RapsCALLION, 208 Fitchburg Turnpike

Upon a motion made and duly seconded, it was UNANIMOUSLY:
VOTED: to Open the Hearing.

Peter Daniel from Concord Brewery II was present to seek approval for an alteration to his Section 15 license. There is currently a 400 square foot pad behind the restaurant that has been used as tenant lunch and break area. The landlords have indicated that they will support repurposing of the area. What is being sought is the ability to provide up to 30 seats outdoors seasonally with dedicated wait staff, without adding additional seating. Since it cannot be accessed from within the restaurant, patrons would be guided along a thirty-foot path to the location but would be under observation through the glass door into the kitchen. The patio would be limited with plantings. Rather than removing interior seats during the patio season, they would simply not be filled.

There was no public comment.

Upon a motion made and duly seconded, it was UNANIMOUSLY:
VOTED: to close the Hearing.

Upon a motion made and duly seconded, it was UNANIMOUSLY:
VOTED: to approve the application from Concord Brewery II, Inc. d/b/a RapsCALLION, for the alteration of licensed premises associated with existing Section 12 Restaurant All Alcohol License, for up to 30 seats of outdoor patio seating, located at 208 Fitchburg Turnpike. Final approval is subject to ABCC approval.

ACCEPTANCE OF ACCESS EASEMENT – 47 WARNER STREET

Delia Kaye, Natural Resources Director, was present with Alison Aley to seek approval for a pedestrian access easement across the Aley property. The Aleys have received approvals from the Zoning Board of Appeals and the Natural Resources Commission to reconstruct their home on Warner St. As part of the project they have done substantial invasive species removal and replanting. They have become very interested in allowing the public access to view, not entrance to, Warner Pond. To do this they propose a 20-foot wide easement from Warner St, to an area overlooking the pond where they have installed benches fashioned from felled trees. There will eventually be signage noting the limits of the easement and prohibiting movement down the bank which is undergoing restoration.

The Board expressed appreciation for the gift to the community. There was no public comment

Upon a motion duly made and seconded, it was UNANIMOSLY

Alter premises

Easement



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

Licensing Authority Certification

Municipality: Concord

ABCC Commission Decision

APPROVED

Ralph Sacramone
Executive Director

Date of Commission Decision: 08/27/2019

License Information:

Applicant Name/DBA:	Concord Brewery II Inc. / RapsCALLION	License Number (if applicable):	03793-RS-0244
Premises Address:	208 Fitchburg Turnpike Road Concord MA 01742	Record Number:	2019-001101-RT-AMEND
Manager Name:	Gena Marie Trant		
Class:	Annual	Granted Under Special Legislation?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Category:	All Alcoholic Beverages		
On / Off Premises:	On-Premises Consumption	Is there a pledge on this license?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Type:	Restaurant	Is this license under a management agreement?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Amendment Options:

Alteration of Licensed Premises

Application Contact:

Name: Peter Daniel Title: Phone: (617) 869-5701 Email: peter@drinkrapsCALLION.com

CONCORD PARK

A VOLUNTEERS OF AMERICA
SENIOR COMMUNITY 

July 6, 2022


To Whom It May Concern,

I hope this letter find you well. Over 1 ½ years ago, I sent the following concern to the Select Board:

'Concord Park is concerned for the safety of our residents when they walk through Junction Park to get to the pharmacy or a store because of individuals on bicycles and skateboards that are not adhering to the rules of walking through this area with their bike or board next to them. They are riding and skating through instead. I am afraid one of our residents may be hit and fall. If you could please pass this on in your meeting, I would greatly appreciate it. Thanks so much!'

Since this time has passed, nothing significant has happened to improve safety and decrease risk in Junction Park, but the number of people with bicycles has increased. I am asking again for the Board to please consider options to improve safety for not only my residents, but also residents of West Concord.

Sincerely,



Natasha Heimrath
Executive Director