



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Agenda

Monday, May 13, 2024 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

This meeting will not be live broadcast by Minuteman Media Network

Join Zoom Meeting

<https://us02web.zoom.us/j/81549113307?pwd=ZkQ0ZjQ4NGR0ZWJwMU1uUVFjdCswUT09>

Meeting ID: 815 4911 3307

Passcode: 765697

Dial In Toll-Free: 833-928-4609

#	Time*	Agenda Item
I.	6:00 PM	Elect Select Board Officers
II.	6:00 PM	Public Comment: Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.
III.	6:15 PM	<p>Consent Agenda</p> <ul style="list-style-type: none"> a. Town Accountant Warrants: April 24, 2024; May 1, 2024; May 8, 2024 b. Meeting Minutes: April 1, 2024 c. One Day Liquor Licenses: <ul style="list-style-type: none"> i. Wines & Malt Beverages Only for Jen Verrill of Verrill Farm for a Graduation Party on Sunday, June 2, 2024 from 12:00 PM to 4:00 PM at Verrill Farm, 11 Wheeler Road ii. Wines & Malt Beverages Only for Jen Verrill of Verrill Farm for a Member Outing for the Concord Chamber of Commerce on Thursday, June 13, 2024 from 5:00 PM to 7:00 PM at Verrill Farm, 11 Wheeler Road iii. Wines & Malt Beverages Only for Jen Verrill of Verrill Farm for the Strawberry Cocktail Party on Thursday, June 20, 2024 from 6:00 PM to 8:00 PM at Verrill Farm, 11 Wheeler Road iv. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Fall Member-Guest Day 3 on Saturday, September 7, 2024 from 11:00 AM to 11:00 PM at Concord Country Club, 246 ORNAC v. All Alcoholic Beverages for Sara Killelea of Concord Country Club for

		<p>the Men’s Senior Member-Guest on Tuesday, September 17, 2024 from 12:00 PM to 10:00 PM at Concord Country Club, 246 ORNAC</p> <ul style="list-style-type: none"> vi. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Member 3-Guest on Friday, September 20, 2024 from 12:00 PM to 10:00 PM at Concord Country Club, 246 ORNAC d. Tour Guide Licenses: <ul style="list-style-type: none"> i. Punita R. Arora ii. Thomas Jeffrey Driscoll iii. Maria Stephens e. Antique Dealer License for Rebecca (Elle) Cipriano f. Committee Nominations: <ul style="list-style-type: none"> i. Joe Palumbo of 90 Blackhorse Place to the Concord 2025 Executive Committee for a term to expire December 31, 2026 ii. Pat Nelson of 52 Cottage Lane to the Planning Board for a term to expire May 31, 2029 iii. Linda Escobedo of 1783 Wedgewood Common to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2027
	6:15 PM	<p>Select Board Appointments</p> <ul style="list-style-type: none"> i. Corrective appointment for Allison Aley of 47 Warner Street to the West Concord Advisory Committee as an Associate Member ii. Agriculture Committee: <ul style="list-style-type: none"> a. Grace Scimone of 10 Dana Road (current Associate Member) as a Full Member for a term to expire May 31, 2027 b. Brian Cramer of 792 Monument Street as a Full Member for a term to expire May 31, 2027 c. Mark Congdon of 11 Heath Road, Shrewsbury as an Associate Member for a term to expire May 31, 2027 and to be exempt from the Concord residency requirements outlined in APP 10
IV.	6:20 PM	Town Manager’s Report
V.	6:25 PM	Chair’s Report
VI.	6:40 PM	Select Board Liaison Reports
VII.	6:50 PM	<p>Discuss and Vote to set the date of the Special Town Election in relation to the adoption of the Special Act Establishing a Permanent Senior Means Tested Property Tax Exemption in the Town of Concord</p> <p>Presenter: Kaari Tari, Town Clerk</p>
VIII.	7:00 PM	<p>Public Hearing for a Grant of Location Request for Concord Municipal Light Plant and Verizon New England for a Pole Petition at 1053 Main Street</p> <p>Presenter: Jeff Cosgrove, Lead Electrical Engineer at CMLP</p>
IX.	7:15 PM	Review and Approve Request to execute Public Art on Town-Owned Property in West Concord – Sidewalk Decals at the corner of Commonwealth Avenue and Beharrell Street

		Presenter: Megan Zammuto, Deputy Town Manager
X.	7:20 PM	Endorsement of Appropriation of Minuteman’s Excess and Deficiency Funds and Transfers Presenter: Kerry Lafleur, Town Manager
XI.	7:25 PM	Post-Town Meeting Debrief with the Town Moderator Presenter: Carmin Reiss, Town Moderator
XII.	7:50 PM	Discuss Fiscal Year 2025 Select Board Liaison Assignments Presenter: Mary Hartman
XIII.	8:10 PM	Discuss Fiscal Year 2025 Select Board Goals Presenter: Mary Hartman
XIV.	8:20 PM	Discuss Select Board Correspondence Policy Presenter: Mary Hartman
XV.		Correspondence Weekly correspondence received by the Select Board can now be viewed online on the Select Board’s webpage here: https://concordma.gov/3636/Select-Board-Correspondence
XVI.		Adjournment

**Times are approximate and subject to change*

Upcoming Meetings:
Monday, May 20, 2024 Monday, June 3, 2024 Monday, June 17, 2024



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

**Town of Concord
Select Board
Minutes
April 1, 2024**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in-person at 22 Monument Square on the 2nd floor in the Select Board Room and via Zoom at 6:00 PM on April 1, 2024.

Present were: Henry Dane, Chair; Mary Hartman, Clerk; Terri Ackerman, Linda Escobedo, and Mark Howell

Call to Order

Select Board Chair Henry Dane called the meeting to order at 6:00 PM.

Ms. Hartman confirmed that all members were present.

Public Comment

There was no public comment.

Consent Agenda

- a. Meeting Minutes: March 25, 2024
- b. Town Accountant Warrants: March 27, 2024
- c. One Day Liquor Licenses:
 - i. Tom Wilson of the Wright Tavern and Nancy Johnson of the First Parish for Wines and Malt Beverages Only for the Patriot's Day Tasting hosted by Sam Adams on Monday, April 15, 2024 from 11:30 AM – 4:30 PM at the Wright Tavern, 2 Lexington Road
 - ii. Sara Killelea of the Concord Country Club for All Alcoholic Beverages for the Men's Opening Dinner on Friday, May 3, 2024 from 4:00 PM to 11:00 PM at the Concord Country Club, 246 ORNAC
 - iii. Sara Killelea of the Concord Country Club for All Alcoholic Beverages for the Men's Spring Member Guest Day 1 on Friday, May 31, 2024 from 11:00 AM to 11:00 PM at the Concord Country Club, 246 ORNAC
 - iv. Sara Killelea of the Concord Country Club for All Alcoholic Beverages for the Men's Spring Member Guest Day 2 on Saturday, June 1, 2024 from 11:00 AM to 11:00 PM at the Concord Country Club, 246 ORNAC
 - v. Sara Killelea of the Concord Country Club for All Alcoholic Beverages for the Women's Member Guest on Tuesday, June 11, 2024 from 1:00 PM to 11:00 PM at the Concord Country Club, 246 ORNAC
 - vi. Sara Killelea of the Concord Country Club for All Alcoholic Beverages for the Member 3-Guest on Wednesday, June 19, 2024 from 12:00 PM to 10:00 PM at the Concord Country Club, 246 ORNAC
- d. Proclamations:
 - i. Ellen Garrison Day – April 14, 2024
 - ii. Public Safety Telecommunicators Week – April 14 – April 20, 2024
- e. Gift Acceptances:

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- i. Donation of \$3,097.00 from the Concord Recreation Department's Annual Shamrock Ball to the Concord Recreation Scholarship Gift Account
- ii. Donation of \$900.00 from the Concord Garden Club to the Concord Natural Resources Division Garden Club Gift Account

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda.

Committee Appointments

- i. Seven (7) Election Workers on behalf of the Board of Registrars as included in the Select Board meeting packet
- ii. Elizabeth Leonard (current Associate Member) of 23 MacMillan Drive as a Full Member to the Zoning Board of Appeals for a term to expire May 31, 2027
- iii. Reappoint Frank "Rich" Feeley of 347 Lexington Road for a third term (second term shortened to properly stagger terms) to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2026

Town Manager Appointments with Select Board Approval

- i. Reappoint Mera Tilley of 65 Woodland Road for a second term to the Board of Assessors for a term to expire May 31, 2027
- ii. Reappoint Yannis Tsitsas of 33 Brook Trail Road for a second term to the Board of Assessors for a term to expire May 31, 2027

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint seven (7) Election Workers as included memorandum from the Town Clerk as included in the Select Board meeting packet; to appoint Elizabeth Leonard of 23 MacMillan Drive as a Full Member to the Zoning Board of Appeals for a term to expire May 31, 2027; to reappoint Frank "Rich" Feeley of 347 Lexington Road to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2026; to approve the Town Manager reappointment of Mera Tilley of 65 Woodland Road for a second term to the Board of Assessors for a term to expire May 31, 2027; to approve the Town Manager reappointment of Yannis Tsitsas of 33 Brook Trail Road for a second term to the Board of Assessors for a term to expire May 31, 2027.

Town Manager's Report

Town Manager Kerry Lafleur presented the Weekly Operations Report for the week ending March 29, 2024. The full Weekly Operations Report can be viewed on the Town Manager webpage of the Town website here: <https://concordma.gov/3499/2024-Town-Manager-Weekly-Operation-Report>.

Ms. Ackerman asked the Town Manager about PILOT programs.

Ms. Lafleur responded that there is no further update at this time.

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Chair's Report**

There was no Chair's Report.

Select Board Liaison Reports

Ms. Hartman reported on:

- Arts Convocation hosted by the West Concord Junction Cultural District Committee, in which several of the Town's cultural groups came together to exchange ideas and had a conversation regarding projects that others are working on.
- Council on Aging Candidates Forum – A well-attended event with a differing audience than the candidates forum held by the League of Women's Voters and encouraged those who could not attend to watch the recording available by the Council on Aging, as some candidates changed their opinions on certain matters from the last forum.

Ms. Ackerman reported on:

- 2229 Main Street Advisory Task Force – Tentatively planning to host a public forum on Tuesday, June 4, 2024; continuing to speak with developers regarding the site and there is more interest in housing than other uses, such as commercial.
- Finance Committee – Attended the Annual Town Meeting Public Hearing in which after long discussion, the Committee decided not to move Article 14 – Use of Free Cash due to Free Cash being overused in the last 10 – 20 years; the Committee decided that it will not adjust their Guideline for Article 20 – Concord-Carlisle Regional School District Budget; and the Committee voted affirmative action on Article 24 – Concord Public Schools Capital Budget.

Ms. Escobedo reported on:

- Concord Municipal Affordable Housing Trust – the Trust voted to award the NOVO Riverside Commons 40B project \$392,285 for 51 affordable housing units for the Sewer Improvement Fee; discussed the timing of updating the material in the Envision Concord plan and down the road, the Housing Production Plan, in relation to the Town's current goals and commitments when the MCI Concord closure discussions proceed.
- Economic Vitality Committee – Discussed their plans for moving forward with current goals, especially in relation to the 250th American Revolution Celebrations; Committee took positions on some Annual Town Meeting Warrant Articles.
- Zoning Board of Appeals – the Board held its continued Public Hearing for the NOVO Riverside Commons 40B project in which the 13 waivers that were requested by the developers were accepted; the Public Hearing for the NOVO Riverside Commons 40B project was further continued until April 11, 2024, so there is still time for public comment; the Concord Housing Development Corporation applied for a Special Permit with the Board for Marlboro Road and it was approved.
- Attended the Finance Committee Annual Town Meeting Public Hearing.

Mr. Howell reported on:

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- There is a DEI Workshop Series being held for all Boards/Committees on three consecutive Friday mornings, in-person at the Town House, which began last Friday, March 29, 2024.

Request to Extend the Period of Notification to the Department of Telecommunications and Cable of the Preliminary Denial regarding the Comcast Franchise Contract Renewal

Chief Technology Officer Jason Bulger presented a memorandum on the request to extend the Period of Notification to the Department of Telecommunications and Cable of the Preliminary Denial regarding the Comcast Franchise Contract Renewal.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to request from DTC a 120-day extension of the time to file the preliminary assessment of denial regarding the franchise agreement between the Town of Concord and Comcast.

Review Concord Independent Battery Application for Permission to Fire the Town of Concord cannons at scheduled 2024 Town Celebrations and Ceremonies

Chair Dane recused himself from this agenda item as a member of the Concord Independent Battery.

Phil Kennedy, President of the Concord Independent Battery, appeared before the Select Board to present the request for permission to fire the Town of Concord cannons at the scheduled 2024 Town celebrations and ceremonies. The full memorandum request is included in the Select Board meeting packet, and the full compliance packet is available upon request to the Town Manager's Office.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the request for the Concord Independent Battery for permission to fire at the Town of Concord cannons at scheduled 2024 Town Celebrations and Ceremonies as included in the Select Board meeting packet.

**Review Request to Install Public Art on Town-Owned Property
in West Concord – Poetry Phone**

Economic Vitality Manager Mimi Graney appeared before the Select Board to present the request to install public art, namely a poetry phone booth, on Town-owned property in West Concord, adjacent to the Bruce Freeman Rail Trail. The full memorandum request with details about the art, about the installation, and about the contract with the artist are included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY

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voted: to approve the request for the installation of Public Art – Poetry Phone on Town-owned property in West Concord to be installed in May 2024 and anticipated to remain for a period of three years.

**Discussion regarding Special Town Meeting and Vote to Open the
Special Town Meeting Warrant**

Town Manager Kerry Lafleur opened the discussion and thanked the Select Board for their consideration of opening a Special Town Meeting Warrant in order to correct a certain Annual Town Meeting Warrant Article, Article 33 – In-Town Solar Expansion.

Chief Technology Officer and Interim Concord Municipal Light Plant Director Jason Bulger presented a memorandum regarding the request for a Special Town Meeting, with the full memorandum included in the Select Board meeting packet.

Chair Dane asked a question regarding the life of the batteries.

Mr. Bulger responded that the batteries that have been researched, made by Tesla, are guaranteed for 15 years.

Ms. Ackerman asked if the Town owned the W.R. Grace solar site. Ms. Ackerman continued and asked why it was important to correct this Warrant Article now and not wait until a later Town Meeting.

Mr. Bulger responded that the Town does own the W.R. Grace site and continued that it is important to correct this now because Town Meeting must authorize the borrowing. Mr. Bulger continued that this is a reframing of Article 33, and that it is important to deal with this now so that CMLP has the borrowing authorization as soon as possible, as lead times are from when orders are placed.

Ms. Hartman commented on the vulnerability of the electric grid and that now the Town must address this vulnerability. Ms. Hartman continued and asked about the size of the battery and cost.

Mr. Howell noted that he would argue for a larger battery to have greater capacity. Mr. Howell continued that Article 33 was not flexible enough to amend the article within scope at Town Meeting and recommended that the new Warrant Article have greater flexibility.

Chair Dane commented that the additional reason to address the correction now are the convenience and cost savings of hosting a Special Town Meeting within the Annual Town Meeting, as Town staff have already coordinated and arranged vendors for the meeting dates.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to open the 2024 Special Town Meeting Warrant today, April 1, 2024 and to close the Warrant on Friday, April 5, 2024 at 12:00 PM (Noon). The Special Town Meeting is

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scheduled for Wednesday, May 1, 2024 at 7:10 PM. Given the unexpected upcoming closure of MCI Concord during FY25, its anticipated impact on CMLP, the resulting urgency of appropriating funds for a battery installation in an appropriate location, and the cost saving in combining the Special Town Meeting with the Annual Town Meeting, the Select Board is voting in accordance with the compelling circumstances referenced in the Special Town Meeting Notice Bylaw for the Warrant to be open for less than 10 days.

Review Updated Draft of MCI Concord Advisory Board Charge

Ms. Hartman provided an update on the draft of the MCI Concord Advisory Board charge. Ms. Hartman noted that there is not an updated draft for this evening, due to the large amount of feedback she has received since the last Select Board meeting. Ms. Hartman noted that she is going to continue working through the feedback that she has received and work to have an updated draft to present to the Select Board at their next meeting on Tuesday, April 16, 2024.

Select Board to provide input on the Consent Calendar with Town Moderator

Town Moderator Carmin Reiss appeared before the Select Board and presented the draft Consent Calendar for the Annual Town Meeting. The full draft is included in the Select Board meeting packet.

The Select Board concurred to add the additional Warrant Articles to the Consent Calendar:
Article 15 – Establish a Permanent Senior Means Tested Property Tax Exemption and Article 42 – Tourist Bylaw Amendments.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to adjourn the meeting at 7:43 PM.

Meeting Materials:

[Select Board Meeting Packet for April 1, 2024](#)

[Select Board Meeting Recording for April 1, 2024](#)



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

To: Concord Select Board

From: Shannon McAndrew, Executive Assistant to the Select Board

Date: May 13, 2024

Re: One Day Liquor Licenses for Jen Verrill of Verrill Farm

Included in your meeting packet are three One Day Liquor License applications for Jen Verrill of Verrill Farm. These applications are all for Wines and Malt Beverages Only to be held at Verrill Farm, 11 Wheeler Road for the following events:

- Graduation Party on Sunday, June 2, 2024 from 12:00 PM – 4:00 PM
- Member Outing for the Concord Chamber of Commerce on Thursday, June 13, 2024 from 5:00 PM – 7:00 PM
- Strawberry Cocktail Party on Thursday, June 20, 2024 from 6:00 PM – 8:00 PM

Jen Verrill keeps an active file of TIPS Certifications for bartenders from SimplyServe (currently 8 bartenders) with the Town Manager's Office, which I have confirmed is up to date. These applications are complete with payment.

RECEIVED
APR 24 2024

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

TOWN OF CONCORD
TOWN MANAGER'S OFFICE

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Diane Murphy / Jen Verrill
COMPANY or organization: _____
ADDRESS: _____
TELEPHONE: 978 857 7208
DATE(S) APPLIED FOR: 6/2/24
EVENT: Graduation Party
HOURS OF OPERATION: 12pm - 4pm
PREMISES TO BE LICENSED: Verrill Farm
ADDRESS OF PREMISE LICENSED: 11 Wheeler Rd Concord, MA

License is for the Sale of: All Alcoholic Beverages
Wines & Malt Beverages Only
Wines Only
Malt Beverages Only

The Licensed Activity or Enterprise is: For Profit
Non-Profit

Are the bartenders TIPS or equivalently trained? Yes No

Will there be people in attendance that are under the age of 21? Yes No

Is this the first one day special license secured by this organization?
If no, number of consecutive years licensed? Yes No

Will there be more than 100 people in attendance? Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

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

Signature of Applicant: Jen Verrill Date: 4/24/24

RECEIVED
APR 24 2024

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

TOWN OF CONCORD
TOWN MANAGER'S OFFICE

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print)

Pam Reed / Jen Verrill
Chamber of Commerce Concord

COMPANY or organization:

ADDRESS:

Concord, MA

TELEPHONE:

978 369 3120

DATE(S) APPLIED FOR:

6/13/24

EVENT:

member outing

HOURS OF OPERATION:

5 to 7 pm

PREMISES TO BE LICENSED:

Verrill Farm

ADDRESS OF PREMISE LICENSED:

11 Wheeler Rd, Concord

License is for the Sale of:

- All Alcoholic Beverages
- Wines & Malt Beverages Only
- Wines Only
- Malt Beverages Only

The Licensed Activity or Enterprise is:

- For Profit
- Non-Profit

Are the bartenders TIPS or equivalently trained?

Yes No

Will there be people in attendance that are under the age of 21?

Yes No

Is this the first one day special license secured by this organization?

Yes No

If no, number of consecutive years licensed?

Will there be more than 100 people in attendance?

Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

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

Signature of Applicant:

Jen Verrill

Date:

4/24/24

TOWN OF CONCORD

TOWN OF CONCORD
TOWN MANAGER'S OFFICE

APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Jennifer Verrill

COMPANY or organization: Verrill Farm

ADDRESS: 11 Wheeler Rd. Concord

TELEPHONE: 978 369-4494

DATE(S) APPLIED FOR: June 20, 2024

EVENT: Strawberry Cocktail Party

HOURS OF OPERATION: 10-8 pm

PREMISES TO BE LICENSED: 11 Wheeler Rd. Concord

ADDRESS OF PREMISE LICENSED: Verrill Farm

License is for the Sale of:

All Alcoholic Beverages

Wines & Malt Beverages Only

Wines Only

Malt Beverages Only

The Licensed Activity or Enterprise is:

For Profit

Non-Profit

Are the bartenders TIPS or equivalently trained? Yes No

Will there be people in attendance that are under the age of 21? Yes No

Is this the first one day special license secured by this organization? Yes No

If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance? Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

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

Signature of Applicant: Jennifer Verrill Date: 4/24/24



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

To: Concord Select Board

From: Shannon McAndrew, Executive Assistant to the Select Board

Date: May 13, 2024

Re: One Day Liquor Licenses for Sara Killelea of Concord Country Club

Included in your meeting packet are three One Day Liquor License applications for Sara Killelea of Concord Country Club. These applications are all for All Alcoholic Beverages to be held at the Concord Country Club, 246 ORNAC for the following events:

- Fall Member-Guest Day 3 on Saturday, September 7, 2024 from 11:00 AM – 11:00 PM
- Men's Senior Member-Guest on Tuesday, September 17, 2024 from 12:00 PM – 10:00 PM
- Member 3-Guest on Friday, September 20, 2024 from 12:00 PM – 10:00 PM

Sara Killelea (General Manager) keeps an active file of TIPS Certifications for Concord Country Club bartenders with the Town Manager's Office, which I have confirmed is up to date. These applications are complete with payment.

ONE-DAY LIQUOR LICENSE

APPLICATION DETAILS

Application #:	<u>ODL-24-47797</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid :	<u> </u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt # :	<u> </u>		

SECTION 1 - SITE INFORMATION

Name of Organization Concord Country Club

Street Name OLD RD TO 9 ACRE COR Map Block Lot 3079

Street Number 246 Zone AA

Unit Number

On Premises

Description of Premises

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name CONCORD COUNTRY CLUB

Street Number 246 Street Name Old Road to Nine Acre Corner

City CONCORD State MA Zip Code 01742

Telephone 978-371-1089 Email skillelea@concordcc.org

SECTION 3 - APPLICANT INFORMATION

Applicant Name Sara Killelea

Street Number	<u>246</u>	Street Name	<u>Old Road to Nine Acre Corner</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742</u>
Telephone number	<u>978-371-1089</u>	Email	<u>skillelea@concordcc.org</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>246</u>	Street Name	<u>Old Road to Nine Acre Corner</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742</u>
Telephone	<u>978-371-1089</u>				

SECTION 5 - HOURS OF OPERATION

To Sell: (Check One) Wines & Malts All Alcoholic

Note: Please indicate A.M. or P.M.

Day of Event	<u>09/07/24</u>	Hours of Operation	From	<u>7am</u>	To	<u>11pm</u>
Activity	<u>Fall Member-Guest Day 3</u>					
Approximate Number of Attendance	<u>150</u>					

SECTION 6- DECLARATION

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

Date 03/05/24

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Indicates Mandatory Field.

Note: Please check the above checkbox to submit the form

Street Number	<u>246</u>	Street Name	<u>Old Road to Nine Acre Corner</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742</u>
Telephone number	<u>978-371-1089</u>	Email	<u>skillelea@concordcc.org</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>246</u>	Street Name	<u>Old Road to Nine Acre Corner</u>		
City	<u>CONCORD</u>	State	<u>MA</u>	Zip Code	<u>01742</u>
Telephone	<u>978-371-1089</u>				

SECTION 5 - HOURS OF OPERATION

To Sell: (Check One) Wines & Malts All Alcoholic

Note: Please indicate A.M. or P.M.

Day of Event	<u>09/17/24</u>	Hours of Operation	From	<u>9am</u>	To	<u>10pm</u>
Activity	<u>Men's Senior Member-Guest</u>					
Approximate Number of Attendance	<u>50</u>					

SECTION 6- DECLARATION

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

Date 03/20/24

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Indicates Mandatory Field.

Note: Please check the above checkbox to submit the form

Street Number	<u>246</u>	Street Name	<u>Old Road to Nine Acre Corner</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742</u>
Telephone number	<u>978-371-1089</u>	Email	<u>skillelea@concordcc.org</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>246</u>	Street Name	<u>Old Road to Nine Acre Corner</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742</u>
Telephone	<u>978-371-1089</u>				

SECTION 5 - HOURS OF OPERATION

To Sell: (Check One) Wines & Malts All Alcoholic

Note: Please indicate A.M. or P.M.

Day of Event	<u>09/20/24</u>	Hours of Operation	From	<u>12pm</u>	To	<u>10pm</u>
Activity	<u>Member 3-Guest</u>					
Approximate Number of Attendance	<u>100</u>					

SECTION 6- DECLARATION

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

Date 03/05/24

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Indicates Mandatory Field.

Note: Please check the above checkbox to submit the form



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

To: Concord Select Board

From: Shannon McAndrew, Executive Assistant to the Select Board

Date: May 13, 2024

Re: Tour Guide Licenses

Included in your meeting packet are three new applications for Tour Guide Licenses.

Each spring, the Concord History Course offered by the Concord-Carlisle Adult and Community Education and taught by Victor Curran is held, which is a requirement of the Tour Guide License application. Following the conclusion of the course, Victor shares with me a list of participants who pass the course, further making them eligible for a Tour Guide License. Following receiving this list, the Town Manager's Office typically receives a handful of new applications.

The applications included are for:

- Punita R. Arora
- Thomas Jeffrey Driscoll
- Maria Stephens

These applications are complete with payment.

TOWN OF CONCORD
Application For Tourist Guide License

To offer Guide Service within Concord

License Fee 50.00

The undersigned hereby applies for a TOURIST GUIDE LICENSE in accordance with the provisions of the Town of Concord bylaw *Article 16 (Sub-Article 9)*

Name: Thomas Jeffrey Driscoll
Address: 7A Old Lexington Rd. Lincoln, MA 01773
Company or companies employed with: _____
Website address: _____
Telephone Number: 240.527.5391
Email address: jeffdriscoll1944@yahoo.com
Signature: Thomas Jeffrey Driscoll

I agree by to comply with any and all Town of Concord Regulations

Office Use Only

Paid: Check Cash
Date: 4/24/2024

Check #

Beth Williams told me she has already paid the fee.

License expires on December 31, 2024

(OVER)

TOWN OF CONCORD
Application For Tourist Guide License

To offer Guide Service within Concord

License Fee \$50.00

The undersigned hereby applies for a TOURIST GUIDE LICENSE in accordance with the provisions of the Town of Concord bylaw *Article 16 (Sub-Article 9)*

Name: Punita R. Arora
Address: 5 Abbott Rd., Maynard, MA 01754
Company or companies employed with: Concord ~~Atte~~ Antequarian Society
Website Address: concordmuseum.org
Telephone Number: 978-369-9763
Email Address: punita.r.arora@gmail.com
Year Concord History Course Taken: 2024
Signature: Punita R. Arora

This application also requires a copy of a valid state issued identification card or driver's license and a Criminal Offender Record Information (CORI) Acknowledgement Form.

I agree by to comply with any and all Town of Concord Regulations.

Office Use Only

Paid: Check Cash
Date: 3/6/2024

Check # 457

License expires on December 31, 2024

(OVER)



PAID

TOWN OF CONCORD
Application For Tourist Guide License

To offer Guide Service within Concord

License Fee \$50.00

The undersigned hereby applies for a TOURIST GUIDE LICENSE in accordance with the provisions of the Town of Concord bylaw *Article 16 (Sub-Article 9)*

Name: Maria Stephens
Address: 11 Noyes Pl #4, Boston, MA 02113
Company or companies
employed with: Boston Hidden Gems
Website Address: bostonhiddengems.com
Telephone Number: 617 297 8006
Email Address: maria@bostonhiddengems.com
Year Concord History
Course Taken: 2024
Signature: Maria Stephens

This application also requires a copy of a valid state issued identification card or driver's license and a Criminal Offender Record Information (CORI) Acknowledgement Form.

I agree by to comply with any and all Town of Concord Regulations.

Office Use Only

Paid: Check Cash
Date: 4/15/2024

Check # 224

License expires on December 31, 2024

(OVER)



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

To: Concord Select Board

From: Shannon McAndrew, Executive Assistant to the Select Board

Date: May 13, 2024

Re: Antique Dealer License – Rebecca (Elle) Cipriano

Included in your meeting packet is an Antique Dealers License for Rebecca (Elle) Cipriano, resident of 185 Hubbard Street. Elle is an Antique Dealer and works with local Concord business Thoreauly Antiques.

An Antique Dealer License is not a frequent license that is applied for but is subject to Select Board approval and is required if one plans to solicit, be a collector of, or dealer in antiques and/or secondhand goods.

Elle's application is complete with payment.

⚙️ APPLICATION FOR LICENSE (ANTIQUÉ DEALER)

APPLICATION DETAILS

Application #:	<u>AD-24-49276</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u>05/07/24</u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>25.00</u>	Receipt #:	<u>AD-24-0110</u>		

SECTION 1 - SITE INFORMATION

Name of Organization	<u>Rebecca Cipriano</u>		
Street Name	<u>HUBBARD ST</u>	Map Block Lot	<u>184</u>
Street Number	<u>183-185</u>	Zone	<u>NA</u>
Unit Number	<u> </u>		

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name	<u>Rebecca Cipriano</u>		
Street Number	<u>185</u>	Street Name	<u>Hubbard st</u>
City	<u>concord</u>	State	<u>Massachusetts</u>
		Zip Code	<u>01742</u>
Telephone	<u>207-752-0251</u>	Email	<u>rebcpriano@gmail.com</u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Rebecca Cipriano</u>		
Street Number	<u>185</u>	Street Name	<u>Hubbard st</u>

Proposed Hours of Operation	From	To
Saturday	_____	_____
Sunday	_____	_____

STATE TAX AFFIDAVIT

STATE TAX AFFIDAVIT | **Please click this button to print out the required form. Once you have submitted this application please fill out the form and upload it to the checklist in the transaction panel.**

SECTION 7 - DECLARATION

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

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of MGL C.62C, Sec. 49A.

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

Date 05/01/24

*** Indicates Mandatory Field.**

Kerry Lafleur

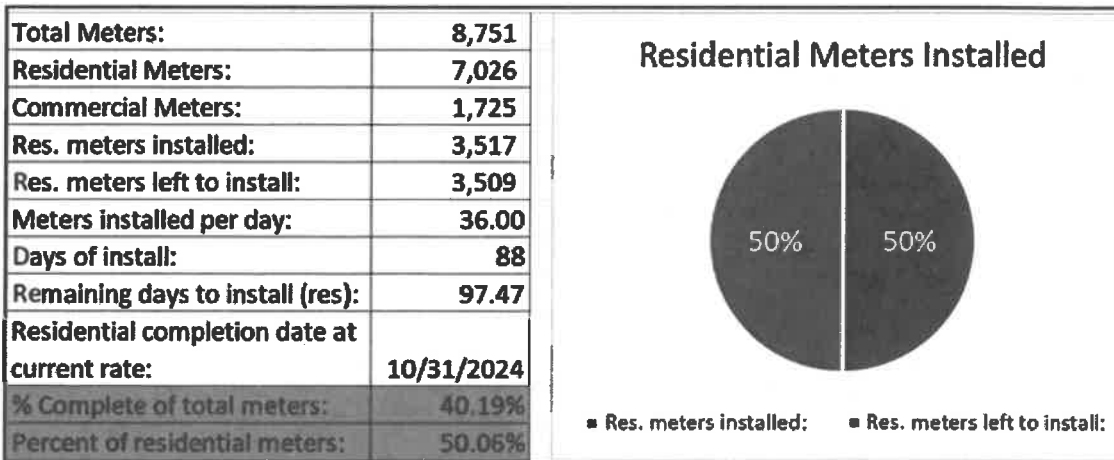
From: Kerry Lafleur
Sent: Wednesday, May 8, 2024 2:50 PM
To: Mary Hartman; Mark Howell; Terri Ackerman; Cameron McKennitt; Wendy Rovelli
Cc: Kerry Lafleur; Eric Simms; Donna McIntosh; SMT
Subject: Weekly Report & Other Exciting News
Attachments: 24.05.03_Weekly Operations Report.pdf

Good Afternoon,

Attached is the weekly status report which you haven't seen for a couple of weeks due to preparation for Annual Town Meeting. In addition, I'd like to call your attention to two recent and additional notable achievements:

- Meeting the half-way mark with installment of AMS residential meters (see more below); and
- Concord Free Public Library's designation as the first certified sustainable library in MA!
<https://www.concordma.gov/CivicAlerts.aspx?AID=1671>

The Advanced Metering System (AMS) is an important step towards realizing several goals of the Town's Climate Action Plan, including empowering CMLP to support "... energy conservation, peak load management, electrification, and renewable energy generation," as well as the adoption of electric vehicles by residents and the Town. Information provided by the new system will improve the resilience of Concord's electric grid and reduce greenhouse gas emissions by decreasing distribution losses and demand, more effectively integrating and managing renewable energy sources (e.g., solar) and energy storage, and maximizing electric vehicle charging strategies. A smarter grid allows for a more sustainable and efficient grid, and the realization of advanced metering in Concord is an essential component of modernizing our local grid to strategically meet the opportunities and challenges of a changing climate and an evolving energy landscape. We greatly appreciate the work of our CMLP staff in advancing this very important project! In particular, a special debt of gratitude is owed to Interim Director Jason Bulger and his "meter team": Carole Hilton, Customer Service Manager; Ann Breitenwischer, Meter Supervisor; John McGarry, Meter Technician; and Marty Boermeester, Utility Electrician.



The exciting news of Concord Free Public Library's designation as the first certified sustainable library in MA is a wonderful example of a Town institution leading by example. The Library has adopted a comprehensive approach that addresses many of the goals in the Town's Climate Action Plan, including investing in best practices to

improve the efficiency and resilience of building systems and operations, reducing and diverting their waste streams, electrifying their vehicles, installing and demonstrating sustainable landscaping and gardening practices, and aspiring to be net-zero by 2030. Not least of all, the Library has made an important and obvious commitment to providing the community with programs and resources that empower and encourage all residents to make informed decisions regarding Concord's sustainable future. Congratulations to the Library for helping to set the standard and for contributing to Concord's list of 'firsts' in sustainability, and special thanks to Director Emily Smith, Assistant Director Ricky Sirois, the staff "Green Team," and to both the Library Corporation and the Friends of CFPL for their support of this endeavor!

Kerry A. Lafleur (she, her)

(formerly Kerry A. Speidel)

Town Manager

Town of Concord

klafleur@concordma.gov

(978) 318-3000



Town of Concord

Weekly Operations Report

2024 Volume 15 / May 3, 2024

General Administration

Town Meeting

Concord's 2024 Annual Town Meeting was held at the Concord Carlisle High School (CCHS) on Monday, April 29, 2024, with 1,131 voters in attendance, Tuesday, April 30, 2024, with 977 voters in attendance, and Wednesday, May 1, 2024 with 439 voters in attendance. The meeting dissolved at 11:24pm on Wednesday evening, having no further business to take up.

[2024 Annual Town Meeting Results](#)

Thanks, and appreciation to all the staff, volunteers, and board and committee members, for another successful Town Meeting.

Sustainability

In celebration of Earth Week, the Sustainability Division, Mothers Out Front, the Concord Public Library, Musketaquid Arts and Environment, and the Climate Action Committee joined to successfully host the Cooler Concord Climate Festival on April 20th. Despite needing to shift the location from the Main Library lawn to the CCHS cafeteria because of uncooperative weather, an estimated 250-300 people of all ages attended the event throughout the afternoon.

Over twenty organizations shared information and offered activities on topics such as energy efficiency and home electrification, recycling and composting, water resources and conservation, native plants and pollinators, induction cooking, biking resources, and

electric vehicles. Participants also engaged in hands-on with environmental arts/crafts, performances, online climate quizzes, and a series of interactive climate games provided by MassEnergize.



Various scenes from the Cooler Concord Climate event

A special thanks to the Town departments/divisions for their participation - to Concord Public Works for their interactive stormwater demonstrations, to Natural Resources for providing free native plant starter kits, to CMLP for bringing their energy coaches and EV specialists, and to the libraries for sharing their resources and providing free native tree seedlings. We'll look forward to another successful event in 2025!

Concord Free Public Library

The Concord Free Public Library is thrilled to announce that the library is the first in the state of Massachusetts to be certified as a Sustainable Library through the Sustainable Libraries Initiative.



Thanks to the staff Green Team, the Friends of the Library, Concord Free Public Library Corporation, and community partner SLI for the commitment and support in bringing this initiative forward. CFPL is a leader and now a mentor in bringing awareness and motivation for sustainable practices to our community and beyond. See the press release from the Sustainable Library Initiatives here.

[SLI_CFPL_SustainabilityCertification_Press_Release.pdf \(concordlibrary.org\)](#)

Fire Department

Calls for Service

Between April 27th and May 3rd, the Concord Fire Department received a total of 95 calls for service including a mutual aid response by Engine 4 and Ladder 1 to a 2-alarm fire in the town of Mayard.

Community

On April 29th, SAFE coordinator, FF Evan Foisy presented home fire safety to kindergarteners and 1st grade students at Alcott.



After a six-month hiatus, Ladder 1 returned to service on April 26th. Ladder 1 went through a scheduled mid-life refurbishment. Drive train issues, suspension, braking, electrical, body work, and aerial ladder systems were all returned to a like new condition, and we expect to get many more years of service from this apparatus.

Police Department

Thursday, April 25 - Wednesday, May 1, 2024

- Log items: **621**
- Traffic enforcement: **47**
- Motor vehicle stops: **71**
- Motor vehicle crashes and/or paper exchanges: **13**
- Arrests: **1**

04/25/2024 - Lieutenant Timothy Landers assisted the Acton Police Department with their annual Special Olympics held at Acton/Boxborough Regional High School.

04/26/2024 – Officer Derec Maddaleni was named the Department’s new Field Training Officer(FTO) and will assist in training new officers for the department.

04/29 to 05/01/2024 – Officers assisted with parking and traffic management for the annual Town Meeting at CCHS.

05/01/2024 – Lieutenant Timothy Landers, Sergeant Jeffrey Young, and Dispatcher Richard Landers attended NLETS/NCIC Training at State Police Headquarters in Framingham.

Concord Municipal Light Plant

Survey

We want to hear from you!

Concord Municipal Light Plant (CMLP) is conducting anonymous digital surveys among our residential electric customers from now through June 7, 2024. The purpose of these surveys is to gather opinions from customers

regarding their perception of and satisfaction with the utility, customer service experiences, communication preferences and interest in programs and services.

CMLP has partnered with GreatBlue Research, Inc., a third-party data collection agency, to collect and analyze the responses for this survey. You may receive an e-mail with a link to

The graphic is a promotional banner for a customer survey. It features a yellow background on the left and a light blue background on the right. A hand is holding a white megaphone with a red top, pointing towards the right. The megaphone has the words "THANK YOU" written on it. Text on the left side includes "WE WANT YOUR FEEDBACK", "TALK TO US", "We're listening", and "We value your opinion." The right side contains the title "CMLP CUSTOMER SURVEY", a paragraph explaining the survey's purpose, a paragraph about how to access the survey, a URL, and a QR code. At the bottom, it says "CONCORD MUNICIPAL LIGHT PLANT" and "https://concordma.gov/cmlp".

WE WANT YOUR FEEDBACK
TALK TO US
We're listening
We value your opinion.

CMLP CUSTOMER SURVEY

CMLP is conducting digital surveys of our customers to gather opinions, perceptions, and satisfaction with CMLP, customer service experiences, communication preferences and interest in programs and services. The survey takes about 10 minutes to complete.

You may receive an e-mail with the survey link from GreatBlue Research, Inc., our partner for this survey. You can also find the digital survey link on the CMLP website and SmartHub. Use the QR code or link below to take the survey now:

<https://surveys.greatblueresearch.com/s3/CMLP-2024-Residential-Customer-Satisfaction-Survey>

CONCORD MUNICIPAL LIGHT PLANT
https://concordma.gov/cmlp

complete the survey from GreatBlue if your e-mail is registered on your CMLP account. You can also find the digital survey on the CMLP website, SmartHub, and social media.

As required by the Code of Ethics of the National Council on Public Polls and the United States Privacy Act of 1974, GreatBlue Research, Inc. maintains the anonymity of respondents to surveys the firm conducts. No information will be released that might, in any way, reveal the identity of the respondent to CMLP.

If you have any questions about the surveys, please contact GreatBlue Research, Inc. at 860.740.4000 or CMLP at 978.318.3101. We thank you for your cooperation and hope that you participate in this important survey.

Planning & Land Management

The National Trust for Historic Preservation

At an event held at the Old Manse, the National Trust for Historic Preservation announced that the Historic Corridor, which includes Minute Man National Historical Park, Walden Woods, Orchard House, and the nearby historic landmarks of Concord, Lexington, Lincoln, and Bedford is declared the 11th most endangered historic site. The announcement was made to bring attention and advocacy to the threat to the area by the proposed private jet expansion at Hanscom Field.

Ashley Judd, actress, author, and activist, provided the keynote address, encouraging the community to stand up for the preservation of the local historic and natural resources, “not relics of the past” but “wise witnesses of who we were then, they hold the mirror to who we are now, and they inspire us to envision what we want to be tomorrow.” Attending and speaking powerfully were Anna West Winter, Save our Heritage; Nancy Jan Turner, Orchard House; Strong Medicine Bear,



Clockwise: Ashley Judd, Concord Minutemen, Rob Munro, Melissa Saalfeld and Alan Bogosian, Strong Medicine Bear

Nashobah Praying Indians; Rob Munro, Co-chair, Concord 250 Exec. Committee, Representative Simon Cataldo; and Betsy Merritt, Deputy General Counsel for the National Trust for Historic Preservation.

Preserving Place: A Concord Heritage Survey

Founded on a concept captured in its very name, Concord is a place of reflection and inspiration, an enduring symbol of our nation with an extraordinarily powerful sense of place. The Town of Concord and its Historical Commission have hired Heritage Strategies, LLC, to help the community prepare a Historic Preservation Plan for the 21st century, with support from the Community Preservation Committee and Massachusetts Historical Commission.



A survey has been issued as part of the larger community planning effort to help preserve and celebrate Concord, Massachusetts. This survey should take approximately 15 minutes to complete. You can take it only once. While you are within the survey, you may return to any page to edit your responses. No questions are required, but we hope you will answer them all as completely as you can. If you have questions, please email Ann Clifford at aclifford@concordma.gov.



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

Memo

To: Select Board
Kerry Lafleur, Town Manager

Cc: Anthony Ansaldi, Finance Director
Board of Registrars

From: Kaari Mai Tari

Date: May 9, 2024

Re: Special Town Election timeline to adopt a Permanent Senior Means Tested Property Tax Exemption

On April 29, 2024, during the first session of Concord's Annual Town Meeting, voters unanimously approved, under the consent calendar, adoption of Chapter 193 of the Acts of 2022 establishing a permanent Senior Means Tested Property Tax Exemption in the Town of Concord as approved by the Legislature on August 24, 2022: <https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter193>

According to Section 5 of this Special Act, the voters of Concord must also approve adoption of this measure at the polls.

I request that the Select Board consider holding a Special Town Election for this purpose on Tuesday, June 18th for the following reasons:

1. Why not a double election in the Fall? Double elections are not necessarily less expensive than stand-alone elections.
 - a. Any savings realized on election day are made up for by the volume of ballots to be managed and extra election staff the manage the local special election during early voting and on election day.
 - b. An earlier election will keep the special election ballot management activities separate from fall election activities that begin in mid-late July.
2. Can all precincts vote at one location? Use of one polling location may be challenging because school is still in session (in 2020 we used the gymnasium at CCHS since all learning was remote).
3. Can polling hours be reduced? Polling hours will have to remain consistent with other elections because it is coming up so quickly, though legally, we could open the polls as late as 12noon.

Proposed June 18, 2024 Special Town Election Timeline on next page

Proposed June 18, 2024 Special Town Election Timeline

ACTION	TIME FRAME		COMPLETION DATE	NOTES
Select Board votes on Town Election date and final ballot question	36	days	Monday, May 13	
Select Board provides question to Town Counsel & Town Clerk	35	days	Tuesday, May 14	35 days prior to Special Town Election (MGL 54:42C)
Ballot coding and printing	35	days	Tuesday, May 14	
Town Counsel provides arguments for ballot information mailing to Select Board	29	days	Monday, May 20	MGL 53:18B: information relating to questions on town ballot (deadline is 20 days prior)
Absentee & Early Ballot mailing begins	21	days	Tuesday, May 28	
Ballot information is mailed to voters	21	days	Tuesday, May 28	MGL 53:18B - (deadline)
Warrant to Select Board for signature	15	days	Monday, June 3	
Test Tabulators and Automark printers	12	days	Thursday, June 6	950 CMR: 54.02(5) Voting & Counting Procedures for Electronic Voting Systems
Voter registration deadline for Special Town Election	11	days	Friday, June 7	MGL 51:1F
Warrant is posted at each precinct	7	Days	Tuesday, June 11	MGL 39:10
Deadline to apply for voting by mail	7	days	Tuesday, June 11	5:00pm on the 5th business day (MGL 54:25B [a][2])
Deadline to apply for absentee voting in person 12:00 PM	1	days	Monday, June 17	MGL 54:89
Election Day	0	days	Tuesday, June 18	

MEMORANDUM

Date: May 9, 2024
To: Concord Select Board
Cc: Town Manager's Office
Jason Bulger, CTO/Interim CMLP Director
Joseph Repoff, CMLP Assistant Director
Jay Stiga, CMLP Senior Engineering Tech
From: Jeffrey Cosgrove, CMLP Lead Electrical Engineer
Subject: Pole Petition, Pole 100 Main Street – Relocation

The Concord Municipal Light Plant (CMLP) was contacted by EMS Development (Developer) working on a definitive subdivision project located at 80X & 1053 Main Street. This project includes the creation of 4 new building lots surrounding an existing right-of-way (ROW). This existing ROW along with the proposed roadway and access to the site intersects with Main St between #'s 1053 and 1063 Main St. Currently the proposed roadway conflicts with existing utility pole 100 Main St.

This pole is a joint owned pole between CMLP and Verizon and resides in CMLP's set area. CMLP met on site to determine the feasibility of relocating this pole along with the Developer, Verizon, and Comcast. All utility representatives were in agreement that this pole could be relocated to the proposed location shown on plan No. 24-01 which is approximately 15 ft from its existing location. This proposed pole location will also act as the connection point between the existing overhead lines along Main St and the proposed underground electric and communication facilities being installed as part of this development.

This pole petition is being presented to the Select Board for permission to relocate this pole as it is located in the Town ROW and the proposed relocation is greater than 3ft from its existing location. Due to the proposed limitations and limited frontage CMLP recommends relocating Pole 100 Main St per the enclosed Pole Petition Plan. Included with this memo is the petition and order for the relocation of Pole 100 Main Street including Plan No. 24-01. As this pole is joint owned Verizon's ROW Manager has also signed and approved the petition along with CMLP. If you have any questions or need any additional information, please do not hesitate to contact me at (978) 318-3115 or by email at: jcosgrove@concordma.gov

Thank you!

PETITION FOR JOINT POLE LOCATION

Concord, Massachusetts

March 15, 2024

To the Select Board of Concord, Massachusetts:

The TOWN OF CONCORD acting through the MUNICIPAL LIGHT PLANT along with VERIZON NEW ENGLAND request permission to locate a pole, wires, and cables, including the necessary anchors, guys, and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

Main St

- Relocate utility pole #100 approximately 15 feet Southeast from its existing location.

1 New J.O. Pole

1 Existing J.O. Pole to Remove

Wherefore they pray that after due notice and hearing as provided by law, they be granted a joint location for and permission to erect and maintain a pole, wires, and cables, together with anchors, guys, and other such sustaining and protecting fixtures as they may find necessary, said pole to be erected substantially in accordance with the plan filed herewith marked - No. 24-01, dated March 7, 2024.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioner may desire for distributing purposes.

1. CONCORD MUNICIPAL LIGHT PLANT

By 

Title ASSISTANT DIRECTOR

2. VERIZON NEW ENGLAND

By 

Title Albert C. Bessette, Right of Way Manager

ORDER FOR JOINT POLE LOCATION

In Select Board of the Town of Concord, Massachusetts

Notice having been given and a public hearing held, as provided by law,

IT IS HEREBY ORDERED: that the CONCORD MUNICIPAL LIGHT PLANT and VERIZON NEW ENGLAND be and they are hereby granted a joint location for and permission to erect and maintain a pole and its respective wires and cables to be placed thereon, together with anchors, guys, and other sustaining and protecting fixtures as said petitioners may deem necessary, in the public way or ways herein after referred to, as requested in the petition of said petitioners dated March 15, 2024.

All construction under this order shall be in accordance with the following conditions:

The pole shall be of sound timber and reasonably straight, and shall be set substantially at the point indicated upon the plan marked - No. 24-01, dated March 7, 2024 - filed with said petition. All materials including but not limited to poles, wires, cables, together with anchors, guys, and other such sustaining and protecting fixtures as indicated in the petition shall be installed using common industry standards in accordance with the most recent National Electrical Safety Code requirements.

The following are the public ways or parts of ways along which the guy pole above referred to may be erected, and the number of poles which may be erected thereon under this order:

Main St

- Relocate utility pole #100 approximately 15 feet Southeast from its existing location.

1 New J.O. Pole

1 Existing J.O. Pole to Remove

Also for permission be and hereby granted to each of said petitioners to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioner may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectman of the Town of Concord, Massachusetts held _____ day of _____ .

Clerk of Board of Selectmen

We hereby certify that on _____, at _____ O'clock _____, at Concord, Massachusetts, a public hearing was held on the petition of the CONCORD MUNICIPAL LIGHT PLANT and VERIZON NEW ENGLAND permission to erect the poles, wires, and cables, including the necessary anchors, guys, and other such sustaining and protecting fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the said petitioners are permitted to erect the pole, wires, and cables, including the necessary anchors, guys, and other such sustaining and protecting fixtures under said order.

And that thereupon said order was duly adopted.

Selectmen of the Town of Concord, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Concord, Massachusetts, on the _____ day of _____, and recorded with the records of location orders of said Town, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and additions thereto or amendments thereof.

Attest: _____
Town Clerk

PETITION PLAN

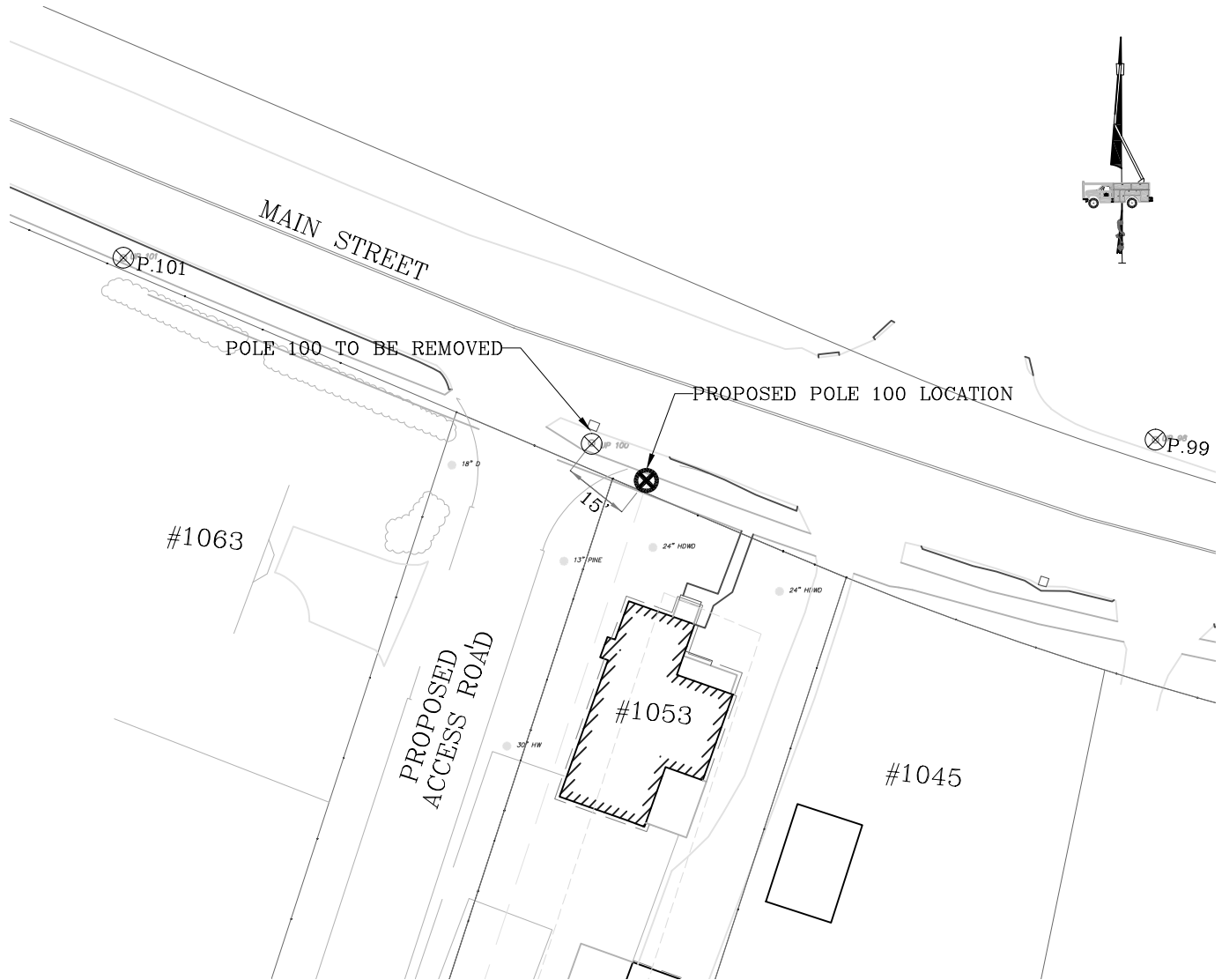
No. 24-01

Municipality Concord

Date March 7, 2024

Concord Municipal Light Plant and Verizon New England

Showing Pole 100 MAIN STREET TO BE RELOCATED



SCALE: 1"=40'

DISTANCE SHOWN ARE APPROXIMATE

Prepared by: JS
Checked by: JJC

LEGEND

- | | |
|---|---|
| ○ - Proposed Verizon New England Pole Location | ⊗ - Existing Joint Pole to Remain |
| ⊖ - Verizon New England Pole Location to be Abandoned | ✱ - Power Co. Pole Location to be Abandoned |
| ○ - Verizon New England Pole to Remain | ⊗ - Present Joint Pole Location to be Abandoned |
| ⊗ - Proposed Joint Pole Location | ⊗ - Power Co. Location to be Held Jointly |
| ⊗ - Verizon New England Location to be Held Jointly | |
-
- | | |
|---|--|
| □ - Existing Verizon New England Manhole | — - Proposed Verizon New England Conduit Location |
| ■ - Proposed Verizon New England Manhole Location | - - - Existing Verizon New England Buried Cable |
| — - Existing Verizon New England Conduit | - - - Proposed Verizon New England Buried Cable Location |

**TOWN OF CONCORD
SELECT BOARD**

PUBLIC HEARING NOTICE

Notice is hereby given that a public hearing will be held at the Town House in the Select Board Hearing Room on the 2nd floor, 22 Monument Square, Concord, MA on Monday, April 22, 2024 at 7:00 PM to hear the petition of Concord Municipal Light Plant along with Verizon New England for a Pole Petition:

- **Main Street** – To relocate utility pole #100 approximately 15 feet southeast of its existing location
 - o 1 New J.O. Pole
 - o 1 Existing J.O. Pole to Remove

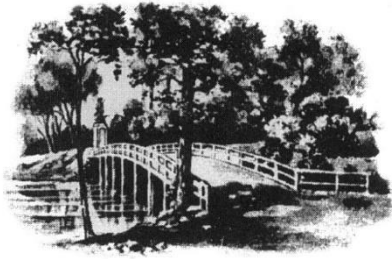
By Order of the
Select Board

/s/ Mary Hartman
Clerk

For Publication in the Concord Bridge

Intended date of posting: April 19, 2024

Send invoice to: Shannon McAndrew, Town of Concord
22 Monument Square
smcandrew@concordma.gov
978-318-3003



OLD NORTH BRIDGE

TOWN OF CONCORD

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

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

From: Mimi Graney, Economic Vitality Manager

Date: May 2, 2024

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

- 1) Request for Provisional Approval for Public Art - "Sidewalk Decals" - on town owned property in West Concord.
- 2) Request to install one test decal at corner of Commonwealth and Barrell to assess materials

Sponsor:

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

Purpose:

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

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

Site(s):

Proposal is for up to 30 custom printed pavement floor graphics affixed to the sidewalks of the retail business district of West Concord. Anticipated to be temporarily affixed to sidewalks in West Concord Village on both sides of Commonwealth Ave from Main to intersection to Laws Brook Road. Specific distribution and number not yet determined.

To test the decals for ease of placement, clean removal, response to foot traffic, fading, etcetera, requesting permission to place a single decal sized 18" x 24" on the sidewalk on Commonwealth Ave outside the driveway to 70 Beharrel Street in mid May in time for the Spring Into West Concord Day events and the inaugural celebration for the Poetry Phone in the neighborhood. This test decal,

depending on how it performs, would remain in place through the summer of 2024. It would be removed no later than October 31, 2024.

Project Description:

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

Artist Selection: Decals will feature art from local students and other residents based on the theme of Concord's 250th celebration. Applications will be received through a Call for Art and selected by the West Concord Junction Cultural District Committee. Artwork would be either digital submissions or professionally photographed with the original physical artwork returned to the artists. Each selected image would be incorporated into a uniform design to bring cohesion to the set of decals.

Artist Agreements: An agreement with the artists would be incorporated into the Call for Art application delineating the terms for use. No further contracting with the individual artists is anticipated. Contractors may be required for graphic design for the master framework and file preparation.

Funding & Budget: WCJCD funds are provided by a Mass Cultural Council Cultural District grant administered by the Committee. The project budget has not yet been finalized. The cost for producing the single test decal cost was just under \$100 for printing and postage. Installation costs through Concord Public Works or a licensed contractor have not yet been determined.

Site constraints: None known. Specific site selections will be determined in collaboration with abutters. Installation and removal of the decals can be executed within minutes so there will be minimal impacts on passersby.

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

The test decal is 18" x 24" and produced by [Sticker Genius](#).

Installation: Installation of the decals is defined as "construction" as per state procurement rules. As such, engaging a licensed contractor under prevailing wage is required and is anticipated to be prohibitively expensive within the scale of this overall modest project. Elsewhere public works were engaged to execute installation in a cost- and time-effective way; the WCJCD will be requesting such assistance from Concord Public Works.

Best adhesion of the decals calls for the use of a heat gun. For short- and medium-term applications they can be applied without heat.

Term & Maintenance: The intention is for the decals to remain for appropriately six months. Any decals in poor repair will be removed either by WCJCD volunteers or, if required, Public Works assistance will be solicited.

Schedule:

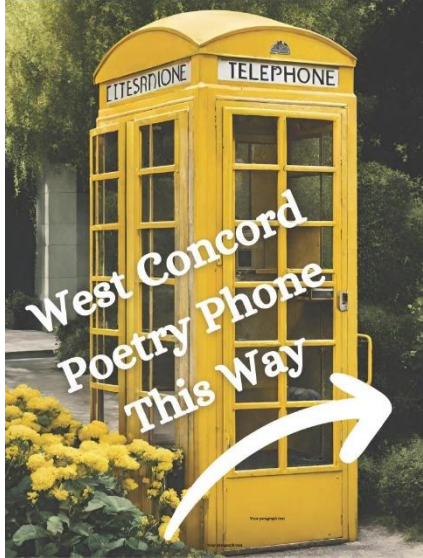
May 2024: test decal installed
Summer 2024: test decal monitored
October 2024: Test decal removed
December 2024: Call for Art issued
February 2025: Deadline for submission. Selection of designs
March 2025: Photography of artwork. Decal production.
April 2025; Decals placed on sidewalks
September/October 2025: Decals removed from sidewalks

Community:

Collaborations with Concord partners to distribute the Call for Art will result in artwork that reflects the community.
Team members will communicate closely with merchants and other neighbors to determine the specific placement of the decals and appropriate content for each site.

Administration and Town Responsibilities:

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



Artwork for test decal



Image showing proposed location marked in green for test decal on sidewalk by intersection on Commonwealth and Beharrel



Town of Concord
Town Manager's Office
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742-0535
Tel: (978) 318-3000
Fax: (978) 318-3093

To: Select Board **KAL**
From: Kerry A. Lafleur, Town Manager
Date: May 9, 2024
Subject: Proposed Adjustment to FY24 Budget, Minuteman RVTHSD

Last week we received notice from the Business Manager at Minuteman Regional regarding two actions currently being contemplated by its School Committee. First, the School Committee would like to appropriate a total of \$771,211 from its certified Excess & Deficiency fund for the following:

- to pay BAN principal and interest (\$614,914) related to its school building project; and
- deposit into Capital Stabilization Fund (\$156,297) for future capital projects.

Second, it would like to reallocate unspent FY24 Budget in the amount of \$863,489 for the following:

- deposit into Capital Stabilization Fund (\$463,489) for future capital projects; and
- deposit into OPEB Trust Fund (\$400,000) to fund future OPEB (retiree health insurance expense) liability.

While the first action will have the effect of increasing the district's FY24 budget, neither of these actions will have any impact on the Town's FY24 district assessment. By law, however, the district is required to inform its member communities of these actions and provide a 45-day response period.

As noted in the notice, the district's Excess & Deficiency Fund (Fund Balance) was certified as of July 1, 2023 at \$1,571,861. The request to allocate \$771,211, would reduce the certified balance to \$800,650, or to 2.6%. For reference, regional school districts are capped at 5%. Even with this additional appropriation, based upon the projected results of FY24, the district is projecting ending the year just under 5%, inclusive of \$650,000 voted to offset the FY2025 Budget.

As noted below, the district will not finalize these actions unless and until it receives endorsements from 2/3rds of its membership. As such, I'd like to request this item be placed on the May 13, 2024 Select Board agenda.

Recommendation: I have reviewed this request and recommend favorable action by the Select Board as:

- these actions will eliminate the need for an additional debt service assessment to fund BAN principal and interest;
- set aside funding for future capital projects, thereby reducing the need for future funding requests; and
- set aside additional funding within the district's OPEB Trust Fund to reduce its overall OPEB liability, similar to what the Town of Concord (and CPS) and CCRSD is already doing.

Kerry Lafleur

From: Andrade, Nikki <NAndrade@minuteman.org>
Sent: Wednesday, May 1, 2024 6:14 PM
To: Henry Dane; Kerry Lafleur
Cc: Mahoney, Kevin; Pisegna, Julia; Elliott, Laurie; Steven Iedoux
Subject: Appropriation of Minuteman's Excess and Deficiency Funds and Transfers
Attachments: FY24 Budget Amendment and Transfers - Concord PDF.pdf

Some people who received this message don't often get email from nandrade@minuteman.org. [Learn why this is important](#)

Good evening Mr. Dane,

Please see the attached Letter to the Select Board.

The Minuteman Regional Vocational Technical School District FY2023 Excess and Deficiency was certified in the amount of \$1,571,861 by the MA Department of Revenue on February 5, 2024. This certification remains valid through June 30, 2024. A decision to appropriate these funds for use may only be done during the period in which it is certified.

On April 25, 2024, the Minuteman Regional Vocational Technical School Committee voted unanimously to appropriate \$771,211 from certified excess and deficiency. \$565,000 to be transferred to the Bond Anticipation Note (BAN) Principal, \$49,914 to the BAN Interest Accounts and \$156,297 to the Capital Stabilization Fund. This transfer will support Minuteman's plan to close out the remaining balance on the School Building Project that is not expected to be reimbursed back by the MSBA. We anticipate this will eliminate the need for future borrowing for the project.

On April 25, 2024, the Minuteman Regional Vocational Technical School Committee also voted unanimously to approve a transfer of \$463,489 to the Capital Stabilization Fund and \$400,000 to the OPEB Trust Fund. This transfer will maximize the total allowable contribution to our Capital Stabilization Fund, which supports current and future use capital needs. As of March 31, 2024, the Capital Stabilization Fund is currently valued at \$2,592,836. As of March 31, 2024, the OPEB Trust Fund is currently valued at \$922,580. Minuteman's Unfunded Liability is \$23,685,851 as of June 30, 2023.

The above action will result in an amendment (increase) to the FY2024 Minuteman Regional Vocational Technical School District's approved budget. Under CMR 41.05 (5), the Treasurer must submit the proposed amendment to the members of the regional district within seven (7) days of the School Committee vote for the local appropriating authority approval. If the Town of Concord takes no further action after 45 days from the date of the vote, the action of the School Committee will be deemed approved. Conversely, the Town of Concord may confirm approval through a statement by the Select Board or through a Town Meeting before the expiration of the 45-day period.

The Minuteman Regional Vocational Technical School Committee will not act on this appropriation unless it is positively endorsed by two-thirds of the member towns. This action will not change the assessment already established with the Town of Concord.

If you have any questions, please feel free to reach out via email or telephone.

Thank you!

Nikki Andrade
Business Manager
Minuteman Regional Vocational Technical School District
758 Marrett Road, Lexington, MA 02421
T 781-274-1033



May 1, 2024

Select Board
Town of Concord
22 Monument Square, P.O. Box 535
Concord, MA 01742

Re: Appropriation of Excess and Deficiency Funds

The Minuteman Regional Vocational Technical School District FY2023 Excess and Deficiency was certified in the amount of \$1,571,861 by the MA Department of Revenue on February 5, 2024. This certification remains valid through June 30, 2024. A decision to appropriate these funds for use may only be done during the period in which it is certified.

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The Minuteman Regional Vocational Technical School Committee will not act on this appropriation unless it is positively endorsed by two-thirds of the member towns. This action will not change the assessment already established with the Town of Concord.

If you have any questions, please contact Nikki Andrade, Business Manager at nandrade@minuteman.org or 781-274-1033.

Respectfully submitted,

A handwritten signature in black ink that reads "Laurie Elliott".

Laurie Elliott
Treasurer

cc: Minuteman Regional Vocational Technical School Committee
Nikki Andrade, Business Manager
Kerry Lafleur, Town Manager

Terri Ackerman

2229 Main Street Advisory Task Force
2229 Oversight Committee
Bruce Freeman Rail Trail
Transportation Advisory Committee
Board of Health
Capital Planning Task Force
Hanscom Area Town Selectmen
PEG Access
250th Executive Committee
Ceremonies & Celebrations
Cemetery Committee

Mary Hartman

Finance Committee
Concord Municipal Affordable Housing Trust
Concord Housing Development Corp.
Concord Housing Authority
Economic Vitality Committee
Concord Center Cultural Task Force
Concord Local Cultural Council
West Concord Junction Cultural Committee
Community Preservation Committee

Mark Howell

Natural Resources Commission
Pollinator Health Advisory Committee
Diversity, Equity and Inclusion Commission
MCI Advisory Board
Middle School Building Committee
Personnel Board

Town Meeting Study Committee
Warners Pond Task Force

Cameron McKennitt

Concord Municipal Light Plant
Recreation Commission
Department of Public Works
Historical District Commission
Historical Commission
Library

Wendy Rovelli

School Committee
Board of Assessors
Climate Action Committee
Council on Aging
Financial Audit
Planning Board
West Concord Advisory Committee
Zoning Board of Appeals

TBD

Agriculture Committee
Board of Registrars
Commission on Disability
Hugh Cargill Trust
Retirement Board
Trails Committee
Trustees of Town Donations

**TOWN OF CONCORD
PLANNING DEPARTMENT**

Date: May 11, 1990

To: Board of Selectmen
Alan H. Edmond, Town Manager

From: Judith Chanoux Cutler, Town Planner

Subject: Committee System

Background

During my 11+ year tenure as Town Planner I have directly staffed no less than sixteen (16) separate committees. The majority of the committees were created to address a particular need and were disbanded once the objective was achieved or no longer necessary; three of the committees are permanent. Four committees were created within the last two fiscal years.

As I leave this position, I wish to share with you my observations on the use of committees, which I base upon my extensive experience.

Observations

1. Committees seem to be most productive when:
 - (a) there is a single, specific task to be accomplished with a limited focus;
 - (b) there is a specific and relatively fixed deadline;
 - (c) the duration of the committee assignment is less than a year, preferably less than six months;
 - (d) meetings are frequent but short;
 - (e) individual members are each responsible for a segment of the final work product;
 - (f) the committee is given a clear direction at the start by the appointing authority as to the extent of staff assistance available and permissible expenditures, and the appointing authority backs up staff in the event of a misunderstanding;
 - (g) staff continues to report to the appointing authority, not to the committee;
 - (h) individuals appointed to the committee are not members of special interest groups.

2. When a committee does not have a specific task assigned with specific deadlines, there is a tendency to "create work" and to become involved in overseeing the work of other committees, Boards, Commissions, and departments.

3. When a committee is not given direction by the appointing authority as to its limited role, the role of the staff, and the work expected of each member, the committee often lapses into a policy-making mode. If the committee then fails to accomplish its objective or produce a tangible result, the staff and/or the appointing authority is blamed.
4. Over the past three or four years there has been a marked increase in the creation of committees which fall into the previous two categories.

Conclusions

Committees are a valuable tool of Town government, allowing for expanded community involvement and providing manpower and talent resources which we would not be able to afford otherwise.

However, the use of committees should be re-examined in light of effectiveness and productivity. One very important question to be asked when creating and staffing a new committee is - "who will do the work and who will supervise?"

Lately there has been a increased tendency to create supervisory committees, rather than working committees. As a result we have a system where a few staff members are reporting to a lot of different supervisors. Moreover, many of the supervising committees are not in a position to know or understand the Town's resource limitations or how the committee fits into the overall organizational structure. This situation often creates conflicts over staffing and funding priorities.

By characterizing the system as "stressful", "inefficient" and "counter-productive", I do not mean to criticize either the Board of Selectmen or the Town Manager. Rather, I wish to convey the frustration I experienced as a staff member whose job was inextricably bound with several different committees at any given time. Furthermore, I do not include the Town's permanent Boards and Commissions in my comments.

Recommendations

My, perhaps radical, suggestions for improvement in the current system is to set new ground rules for use of committees as follows:

1. Committees appointed should be one of two types:
 - (a) Task Force - a committee made up of experts in a particular field, appointed to perform one specific task and produce a work product which cannot be accomplished by Town staff due to lack of time, resources or specific expertise. The committee may or may not be given specific funding or ability to hire a consultant. No staff would be involved directly; or
 - (b) Working Committee - a committee made up of volunteer "workers" assigned to a department head or a Board or Commission, to perform a series of tasks such as surveys, research, number crunching, etc. needed for a major departmental or Board project. Such work would be done under the direction and guidance of a professional staff member. A working committee would have no officers, and meetings would be

called by the staff member or the chairman of the board or commission being served, for purposes of direction, reporting, coordination or performing a task. The committee would not be responsible for the final project but would be given credit for its work. The committee would not make policy decisions.

2. Committees should not be used as a substitute for professional staff or consultants, except in the limited cases described for task forces.
3. Committees should have a finite and determinable period of existence, usually one year or less.
4. Committees should be not larger than five (5) persons.
5. If a standing committee (rather than a task force or working committee) is considered necessary, e.g. Affordable Housing Committee, then it should be given an operating budget with sufficient funds to pay for secretarial assistance, stationery, advertising, etc. and, if needed, full or part-time staff. Existing staff and departmental budgets should not be stretched to cover additional committees, after the fact.
6. The Town should prepare a committee handbook to guide new committees in the intricacies of our organizational structure, budgeting and purchasing procedures, reporting system, open meeting requirements, and the Town Meeting process. This could be done through the Personnel Department, perhaps.

By following even some of these recommendations, I believe the overall effectiveness of our committee system and departmental productiveness can be greatly improved.

Thank you for your consideration. I hope you have found my comments and suggestions helpful.

JCC/gc

Attachment

Attachment

Committee Staffing by Planning Department (in addition to Planning Board)

Comprehensive Town Plans Committee	1979	(professional assistance)
Land Use Planning Subcommittee	1979-80	(professional and secretarial assistance)
Town Building Reuse Committee	1982	(professional and secretarial)
West Concord Center Study Committee	1982-83	(professional and secretarial)
Fair Housing Committee	1982- Present	(occasional professional/ secretarial)
Zoning Bylaw Recodification Committee	1984-85	(professional and secretarial assistance, ex officio member)
Long Range Plan Steering Committee	1984	(professional and secretarial assistance)
Long Range Plan Committee	1985-86	(professional and secretarial assistance)
	1986-87	(occasional professional and secretarial assistance, overall supervisory support of admin. asst. and budget)
Balanced Transportation Committee	1985-86	(occasional professional staff assistance)
Emerson Annex Building Committee	1986	(professional staff and secretarial assistance)
West Concord Commons Committee	1988	(professional and secretarial assistance)
Affordable Housing Committee I	1988	(professional and secretarial assistance)
Affordable Housing Committee II	1989- Present	(professional and occasional secretarial assistance, ex officio member)
West Concord Depot Citizens Advisory Committee	1989	(occasional professional staff assistance)

Open Space Zoning Committee	1989-90	(limited professional and secretarial staff assistance)
Unisys Committee	1989-90	(limited professional staff assistance)
Board of Appeals	on-going	(occasional direct professional staff assistance and on-going professional staff assistance via Planning Board review)
Board of Selectmen	on-going	(occasional direct professional assistance, e.g. inclusionary bylaws and housing partnership guidelines; and indirect assistance via Town Manager)

Concord Select Board Correspondence Policy

Adopted June 26, 2023

All correspondence to the Select Board, as well as that to Town officials and employees, is subject to the public records law. While letters and emails from Concord residents to the Board are welcome and frequently helpful, there is no requirement that any of them be published or included in the Board's meeting materials made available on the Town website prior to each meeting. The inclusion of the correspondence received in time for the inclusion in the meeting materials will be in the discretion of the Chair based on its relevance to matters currently before the Board or likely to be considered in the near future.

According to the Commonwealth's Division of Open Government, the manner that a public body chooses to receive and disseminate public comment is at its discretion. In order to be considered for inclusion in the meeting materials, in addition to relevance, it is requested that any correspondence bear the name and street address of the correspondent.

Concord Select Board Citizen Correspondence Publication Policy

October 3, 2022

Purpose

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

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

Scope

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

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

Letters and emails should be addressed to:

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

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

Process

Letters will be attached to the minutes for the next meeting after they are received. Recognizing that some letters are time-sensitive, and meant to be input to deliberations, town staff will also include any letters received in advance in the meeting packet on a best-effort basis. The Select Board chair will acknowledge any other letters received when there has not been an opportunity to publish them before a meeting.

Paper-based correspondence will be scanned and shared online as image files. Messages will be printed in their entirety, including any typographical errors. The maximum length for publication is two pages (1,000 words).

Exceptions

To manage the volume of correspondence and encourage a broad representation of views, the Board may limit the number of pieces of correspondence from the same individual on a single issue, or the total number of letters from a resident in a calendar year. When many similar letters are received on the same topic, the Chair may also choose a representative sample, while noting the total number received when acknowledging the correspondence.

Letters will not generally be published¹ that:

1. Do not relate to a recent, current or potential future agenda topic that is within the scope of the Select Board charge
2. Are sent to individual Board members who collectively form less than a quorum of the associated board or committee
3. Are sent to town staff, and do not include a request to distribute the letter to the Select Board
4. Contain personally identifiable information (PII) of individuals other than the writer
5. Discuss the reputation, character, physical condition, mental health or professional competence of an individual
6. Recommend discipline or dismissal of a town employee, or make complaints or charges against them
7. Make threats to the Board, town staff, or the town, or other bodies
8. Relate to Executive Session matters, such as litigation or collective bargaining

The Board chair and/or the Town Manager may make the determination not to publish any letter in consultation with the Board. In this case, the Board chair will inform the letter writer of the reason and invite resubmission the letter without the disqualifying material if the author still desires its publication.

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