



Concord Select Board Meeting

AGENDA ACTION REQUEST

Monday, January 27, 2025

1

Call to Order

Requested by: SB Chair

Action Sought: Call to Order

Proposed Motion(s)

Open Public Comment

Additional Information

Board Action

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



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Revised Meeting Agenda

Monday, January 27, 2025 at 6:00 PM

Town House, Select Board Room, 22 Monument Square

Join Zoom Meeting

<https://us02web.zoom.us/j/89498409627?pwd=BUeqVkvBihptDsZGTKL4jimra8sLQU.1>

Meeting ID: 894 9840 9627

Passcode: 287641

Dial In Toll-Free: 833 548 0276

#	Time *	Agenda Item
I.	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.
II.	6:15 PM	Discuss and Approve: <ul style="list-style-type: none"> - Select Board Correspondence Policy Revisions - Lease of Land Warrant Article <p>Presenter: Mina Makarious, Esq., Anderson & Kreiger, LLP</p>
III.	6:30 PM	Consent Agenda: <ul style="list-style-type: none"> i. Meeting Minutes: January 6, 2025 ii. Town Accountant Warrants: December 30, 2024; January 9, 2025 iii. Gift Acceptances: <ul style="list-style-type: none"> a. Anonymous donation to the Concord250 Gift Account in the amount of \$50,000.00 b. Arthur Benson Jr. and Roberta Benson to the Concord250 Gift Account in the amount of \$1,500.00 c. Corrine Atkins to the Concord250 Gift Account in the amount of \$1,000.00 d. Elmer Funkhouser and Katharine Stout to the Concord250 Gift Account in the amount of \$1,000.00 iv. Tour Guide Licences: <ul style="list-style-type: none"> a. Matthew Beres b. Thomas Jeffrey Driscoll c. Karla Hailer d. Tracey Price

		<ul style="list-style-type: none"> e. Tammy Rose f. David Siskind v. Select Board Nominations: <ul style="list-style-type: none"> a. Kristen Heintz-Perkins of 45 Williams Road to the Hugh Cargill Trust Committee to fill an unexpired term to conclude on May 31, 2026 b. Stephen Newbold of 124 Hill Crest Road to the Zoning Board of Appeals as an Associate Member for a term to expire May 31, 2026 (due to staggering requirements)
IV.	6:30 PM	<p>Select Board Appointments and Reappointments:</p> <ul style="list-style-type: none"> i. Jan Saragoni of 102 Estabrook Road to the Concord Cultural Council for a term to expire on May 31, 2027. ii. Leda Zimmerman of 213 Silver Hill Road to the Concord Cultural Council for a term to expire May 31, 2027. iii. Reappoint Kristen Dahlmann of 55 Fairhaven Road to the Historic District Commission as an Associate Member for a full, five-year term to expire January 31, 2030. iv. <i>Retroactive term correction for:</i> Justin Huff of 76 Pine Street to the Public Ceremonies and Celebrations Committee for a full five-year term to expire May 31, 2030. v. <i>Retroactive term correction for:</i> Terri Ackerman of 89 Heath’s Bridge Road to a full term on the Hanscom Field Advisory Commission to expire May 31, 2027.
V.	6:30 PM	<p>Change of Directors Liquor License Application for Concord Rod & Gun Club</p> <p>Presenter: Gina Joyce, Concord Rod & Gun Club President</p>
VI.	6:35 PM	<p>Discuss and Review Concord250 Executive Committee Transportation Plan and Permanent Memorial Update</p> <p>Presenters: Rob Munro, Concord250 Executive Committee Co-Chair and Joe Palumbo, 2025 Memorial Subcommittee</p>
VII.	6:50 PM	<p>Discuss and Approve Revised Annual Town Meeting Calendar</p> <p>Presenter: Carmin Reiss, Town Moderator</p>
VIII.	7:00 PM	<p style="text-align: center;">***BREAK*** Town Caucus</p>
IX.	<i>All remaining</i>	<p>Discuss and Review Draft Article for Town Meeting – Home Rule Petition for Remote Participation</p>

	<i>items to take place after the Town Caucus</i>	Presenter: Eric Moore, Town Meeting Study Committee Chair
X.		Discuss and Review American Rescue Plan Act (ARPA) Presenter: Chris Carmody, Risk and Compliance Manager
XI.		PILOT Action Plan Update Presenter: Anthony Ansaldi, Chief Financial Officer
XII.		Town Manager's Report
XIII.		Chair's Report
XIV.		Discuss Select Board Liaison Reports
XV.		Discuss and Review Dog Nuisance Complaint Update Presenter: Kerry Lafleur, Town Manager
XVI.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:

Monday, February 3, 2025

Monday, February 10, 2025

Monday, February 24, 2025

Meetings of Interest:

January 29, 2025: Economic Vitality Committee Forum on "What Does Concord Mean by Commercial Development?" to explore community perspectives on development opportunities.



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



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

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Discuss and Approve Select Board Correspondence Policy Revisions and Lease of Land Warrant Article

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Discuss and Approve:

- Select Board Correspondence Policy Revisions
- Lease of Land Warrant Article

Presenter: Mina Makarious, Esq., Anderson & Kreiger, LLP

Additional Information

For the Concord Select Board Correspondence Publication Policy Review:

PROPOSED ADDITIONS: HIGHLIGHTED IN **YELLOW**

PROPOSED DELETIONS: HIGHLIGHTED IN **RED**

Board Action

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

Concord Select Board Citizen Correspondence Publication Policy

January 27, 2025

Purpose

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

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

NOTE: The Town's publication of any letter is not an endorsement, implied or otherwise, of the views expressed therein.

Scope

Any letter or document sent to Select Board members or town staff in their capacity as municipal employees **may be** a public record. Public records law already allows anyone to request and review **most correspondence to the Town**. 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.

While we welcome feedback from all, to be published, correspondence must be from a Concord resident or **property** owner and include the author's name and physical address.

Letters and emails should be addressed to:

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

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

Process

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

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

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

Exceptions

Letters will not generally be published¹ that:

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

The Select Board chair and/or the Town Manager may make the determination not to publish any letter when they fall into one or more of the above categories. In this case, the Select Board chair may 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 may still be public records.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

3

Consent Agenda

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Consent Agenda:

- i. Meeting Minutes: January 6, 2025
- ii. Town Accountant Warrants: December 30, 2024; January 9, 2025
- iii. Gift Acceptances:
 - a. Anonymous donation to the Concord250 Gift Account in the amount of \$50,000.00
 - b. Arthur Benson Jr. and Roberta Benson to the Concord250 Gift Account in the amount of \$1,500.00
 - c. Corrine Atkins to the Concord250 Gift Account in the amount of \$1,000.00
 - d. Elmer Funkhouser and Katharine Stout to the Concord250 Gift Account in the amount of \$1,000.00
- iv. Tour Guide Licenses:
 - a. Matthew Beres
 - b. Thomas Jeffrey Driscoll
 - c. Karla Hailer
 - d. Tracey Price
 - e. Tammy Rose
 - f. David Siskind
- v. Select Board Nominations:
 - a. Kristen Heintz-Perkins of 45 Williams Road to the Hugh Cargill Trust Committee to fill an unexpired term to conclude on May 31, 2026
 - b. Stephen Newbold of 124 Hill Crest Road to the Zoning Board of Appeals as an Associate Member for a term to expire May 31, 2026 (due to staggering requirements)

Board Action

**Town of Concord
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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 January 6, 2025.

Present were: Mary Hartman, Chair; Mark Howell, Clerk; Terri Ackerman, Wendy Rovelli, and Cameron McKennitt

Call to Order

Select Board Chair Mary Hartman called the meeting to order at 6:00 PM.

Mr. Howell confirmed that all members were present.

Public Comment

Kristen Hagerty of Revolutionary Road, raised a request during the public comment period. She advocated for the continued publication of letters to the Select Board online. Kristen emphasized the value of such transparency in fostering dialogue and understanding diverse opinions among residents.

The Chair acknowledged Kristen's input and thanked her for her participation.

Consent Agenda

- i. Meeting Minutes: December 16, 2024
- ii. Town Accountant Warrants: December 6, 2024; December 12, 2024
- iii. Letter of Support of Draw One and long-term improvement in Commuter rail service to Concord.
- iv. Gift Acceptances:
 - a. From the Concord-Carlisle Foundation to the Concord Council on Aging in the amount of \$20,599.00
 - b. A donation from the Middlesex School to the Concord Police Department in the amount of \$50,000.00 designated to purchase new officer body cameras and ancillary support equipment.
 - c. From the New England Deaconess Association to the Concord 250 Gift Account in the amount of \$2,500 for the purpose of the 250 Memorial Trees
 - d. From the Wood Perry Family Trust to the Concord250 Gift Account in the amount of \$5,000 for the purpose of the 250 Memorial Trees
 - e. From Jeffrey and Andrea Adams to the Concord250 Gift Account in the amount of \$1,000
- v. Tour Guide Licenses:
 - a. Sandy Brooks
 - b. Nancy Powell Daly
 - c. James Robinson

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- d. Erin Stuebben
- e. Aiden Webb
- f. Neville Webb

vi. Select Board Nominations:

- a. Jan Saragoni of 102 Estabrook Road to the Concord Cultural Council for a term to expire on May 31, 2027.
- b. Leda Zimmerman of 213 Silver Hill Road to the Concord Cultural Council for a term to expire May 31, 2027.

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

Select Board Appointments:

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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to Approve Justin Huff of 76 Pine Street to the Public Ceremonies and Celebrations Committee for a term to expire May 31, 2027.

Town Manager's Report

Town Manager Kerry Lafleur reported:

- Two training sessions are scheduled for January 11th at the high school, focusing on emergency response before first responders arrive. These sessions will be recorded for later viewing.
- The town will sponsor a free food safety training course for mobile vendors, funded by an ARPA grant, with participants receiving Serve Safe certification.
- Concord was recognized for a 20% reduction in energy use between fiscal year 2011 and fiscal year 2023.
- The town held its second sustainability roundtable on December 11th, featuring an update on the town's climate action plan.
- Progress is being made on the Doug White Fields replacement, with a cost estimate within budget.
- The town is discussing the use of clickers on a trial basis for the Annual Town Meeting, funded by an ARPA allocation.
- A special meeting is scheduled for February 3rd to discuss the budget and other financial topics, preceded by an executive session to negotiate the town manager's contract and discuss land acquisition.

The full Weekly Operations Report can be viewed on the Town Manager's webpage of the Town website here: [Bi-weekly Town Managers Report January 4, 2025](#)

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Chair's Report

Chair Hartman reported on several upcoming meetings and deadlines:

An additional Select Board meeting will be held on Monday, February 3rd to discuss the town budget, preceded by an executive session to continue negotiations on the town manager's contract and to discuss land acquisition at the MCI site.

A potential Select Board meeting may be needed on Monday, May 5th, depending on whether the town warrant can be printed in The Bridge, instead of being mailed to all households.

Ms. Hartman confirmed the warrant opening on Monday, January 20, 2025 and closes Wednesday, February 19, 2025, and all residents are encouraged to submit articles.

Ms. Hartman also reported that the Annual Town Report is due this Friday, January 10th and asked Select Board members to send suggested edits to Andrea Fountain.

The Finance Committee will host a Capital hearing on Thursday, January 9th.

A Housing Roundtable is scheduled for Tuesday, January 14th.

The Economic Vitality Committee will host a Forum on the topic of Commercial Development on Wednesday, January 29th.

Select Board Liaison Reports

Wendy Rovelli reported:

Based on a review of financial procedures, The Hugh Cargill Trust no longer receiving annual contributions from CMLP. CMLP will continue to provide separate assistance to qualifying residents.

Terri Ackerman reported:

A typo in her appointment term for the Hansen Field Advisory Commission (HFAC) and that it will be corrected at the next meeting. Ms. Ackerman will continue to serve on the HFAC but will no longer be the select board representative when her Select Board term expires.

Mark Howell, Select Board Clerk reported:

The RFP for Planning Services for MCI Concord has been issued and is garnering interest, with an accelerated evaluation process and that 35 copies have been pulled by various groups.

Mary Hartman, Select Board Chair reported:

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The School Committee agreed to the guidelines for this year, which is net of \$500,000 in savings from school consolidation.

There was a discussion about the process for transferring the Peabody School parcels from the school to the town. The transfer involves a vote by the School Committee and approval of an article at Town Meeting to be advanced by the Select Board.

Also discussed:

Clickers - discussion round the evaluation of the clicker trial, with a meeting planned with the moderator. The Town Meeting Study Committee will discuss whether to use clickers for all votes or only for counted votes.

250th Anniversary Safety- discussion of safety measures for the 250th anniversary events, referencing the tragedy in New Orleans and noting that Concord's events use large equipment to block roadways. The co-chairs of the 250th committee will include Public Safety as a topic of discussion.

Town Meeting Calendar - There is a potential change to the Town Meeting Calendar, pending the ability to print the warrant in the Bridge rather than mailing it to households. A decision regarding the calendar is expected by January 27th, and a meeting on May 5th may be necessary.

Note: Flag Raising Policy Update was brought forth ahead of schedule for efficiency purposes

Discuss and Vote to Approve Flag Raising Policy Update

Wendy Rovelli and Cameron McKennitt of the Flag Raising Policy Subcommittee presented the revised Flag Raising Policy with highlighted discussion points:

- The Town Flag Policy has been discussed several times in previous meetings. The remaining item for decision is whether to allow ceremonial flags on town light poles, in addition to the town center flag pole, with the approval of the Select Board.
- The additional town employee cost of raising and lowering flags on town light poles is estimated at \$600.

Upon a motion duly made and seconded, it was voted: to Approve Flag Raising Policy revisions with a 4 to 1 majority.

Roll Call Vote:

Ms. Hartman-Aye
Ms. Ackerman-Aye
Ms. Rovelli-Aye

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Mr. Howell-Aye
Mr. McKennitt-Nay

*Move to open Public Hearing
Motion duly made and seconded, Public Hearing was opened*

Public Hearing: Tree Decision Appeal 183 Hubbard Street project

The Select Board heard an appeal regarding the relocation of a tree on a property at 183 Hubbard Street. Mr. and Mrs. Duffy, property owners, requested to move the tree, which is located in the middle of a driveway, to another location to allow for driveway access. The property owners requested the relocation of the tree which had been planted in 2022 and said that they are redeveloping the property for their children. He also stated that the tree blocks their view and is not in a great location for it.

- Eric Shaw, Concord Tree Warden, reported that he had originally approved the removal, but it was appealed by a resident, and thus came to be heard by the Select Board. There was a public hearing on the matter and further reported on the process for public shade tree removal. Mr. Shaw also stated that he believes that the tree is young enough to be transplanted.
- Mr. and Mrs. Gailus, who appealed the initial request, stated that they would prefer all trees stay in their original locations. Tanya Galis stated that her objection was that the garage was built before the permission was being asked to remove the tree and wanted the best for the tree at this point. Mark Galius suggested a fee be associated with the tree removal request to cover the town's costs.
- Additionally, Christa Collins, Anne Wagner, and Stephan Bader offered comments on the importance of protecting public trees as well as the Town's investments in them.

The Select Board discussed the process and need for improvement in permit approval and communication, as well as the costs associated with the tree program.

Upon a motion duly made and seconded, it was voted: to Approve the tree relocation with a 4 to 1 majority, if deemed prudent by the tree warden and cost-effective.

It was recommended that the relocation occur in early spring.

Discuss and Vote to Approve Grant of Location: Comcast to install new coaxial cable from Pole #17 on Baker Avenue to Pole #13 on Baker Avenue Extension

This is to provide service to a commercial property at 86 Baker Avenue Extension. A Grant of Location Comcast request to install a new coaxial cable from pole 17 to pole 13 on Baker Avenue, in order to provide service to 86 Baker Avenue Extension. The Select Board heard Ms. Maloney, the representative from Comcast and Jason Bulgar from the Concord Municipal Light Plant who was also present.

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Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve a request from Comcast to install a new coax cable from pole 17 on Baker Avenue to pole 13 on Baker Avenue Extension.

Discuss and Vote to Approve Tax Relief Task Force Charge DRAFT

Wendy Rovelli discussed A Tax Relief Task Force Charge draft with the goal of evaluating and studying the impact of the Tax Relief Program and looking into other tax program changes. The task force will identify metrics to evaluate the impact of the Residential Tax Exemption (RTE) and will research other tax programs that could provide relief. Volunteers are encouraged to submit a volunteer card online to be considered for a position on this Task Force.

Ms. Rovelli shared highlights of the Tax Relief Task Force Charge:

- Consider the impacts of the RTE on residents, landlords, potential homeowners, and the real estate market. Also look at fairness issues created by the RTE. Creating a model on how to measure the impacts of the RTE.
- An Assessor's Office member will be an important resource to the Task Force.
- Members of the Task Force will be nominated by the Select Board.
- The name of the task force will be changed to the Tax Relief Evaluation Task Force

The Task Force plans to present an interim update by September 2025

Mr. McKennitt asked questions regarding the analyses proposed in the Charter, and said he would like to see a broader charge that provides more latitude to the committee and makes sure that in addition to analysis of the RTE all tax relief options are explored.

Ms. Ackerman replied that a previous tax committee had looked at a number of senior tax relief options.

Upon a motion duly made and seconded, it was voted by a 4-1 majority: to approve the task force charge draft with the changes that were agreed upon in the discussion.

Discuss Select Board Goals Update

The Select Board Chair reviewed progress on each goal with the Select Board members, including:

Diversity, Equity, and Inclusion: There was a discussion about the representation on town committees and the need to analyze their demographics. Cameron McKennitt agreed to do this work.

Financial Planning and Stability: Pilot agreement, the Town's Land Use Matrix, and an update to revolving enterprise fees, with plans to discuss this at the February 3rd meeting.

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Zoning, Land Use and Community Development: Brief update on the Warner Pond Task Force, the West Concord plan, and updates to parking requirements, including mention of an upcoming Planning Board Meeting which will discuss moving related warrant articles for Town Meeting.

Town Infrastructure: Discussion of cell phone service, including a new RFP for the landfill site, and the need to develop a more holistic approach, as well as consulting industry experts. This also included discussions about the Climate Action Committee plan and Capital projects.

Land Use Opportunities: An update on the MCI Concord project and Land Use Matrix will be a key planning tool.

Effective and Transparent Governance: Process was discussed, and noted areas for improvement such as the tree removal process and public correspondence policy.

The Select Board Chair concluded that they were making good progress toward meeting their goals.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to adjourn the meeting at 8:38 PM

Meeting Materials:

[Select Board Meeting Packet January 6, 2025](#)

[Concord Select Board Meeting - January 6, 2025](#)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: January 27, 2025

Re: Gift Acceptance to the Town 250 Gift Account

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Consent Agenda of your meeting packet is an anonymous donation to the Town 250 Gift Account in the amount of \$50,000.00.

Town 250 Gift Account

\$50,000.00

Accepted: _____
Select Board Clerk

Date: _____



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: January 27, 2025

Re: Gift Acceptance to the Town 250 Gift Account

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Consent Agenda of your meeting packet is a donation from Elmer Funkhouser and Katharine Stout to the Town 250 Gift Account in the amount of \$1,000.00.

Town 250 Gift Account

\$1,000.00

Accepted: _____
Select Board Clerk

Date: _____



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: January 27, 2025

Re: Additional Tour Guide Licenses for 2025 Renewal

Included in your meeting packet are six (6) additional Tour Guide Licenses for renewal for the 2025 calendar year:

- i. Matthew Beres
- ii. Thomas Jeffrey Driscoll
- iii. Karla Hailer
- iv. Tracey Price
- v. Tammy Rose
- vi. David Siskind

These have been reviewed and are complete with payment.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

4

Select Board Appointments and Reappointments

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Move to Approve Select Board Appointments and Reappointments:

- i. Jan Saragoni of 102 Estabrook Road to the Concord Cultural Council for a term to expire on May 31, 2027.
- ii. Leda Zimmerman of 213 Silver Hill Road to the Concord Cultural Council for a term to expire May 31, 2027.
- iii. Reappoint Kristen Dahlmann of 55 Fairhaven Road to the Historic District Commission as an Associate Member for a full, five-year term to expire January 31, 2030.
- iv. *Retroactive term correction for:* Justin Huff of 76 Pine Street to the Public Ceremonies and Celebrations Committee for a full five-year term to expire May 31, 2030.
- v. *Retroactive term correction for:* Terri Ackerman of 89 Heath's Bridge Road to a full term on the Hanscom Field Advisory Commission to expire May 31, 2027.

Additional Information

Board Action

Motion	Second	In favor	Opposed	Disposition



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

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**Change of Directors Liquor License
Application for Concord Rod & Gun Club**

**Presenter: Gina Joyce, Concord Rod &
Gun Club President**

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Approve Change of Directors Liquor License Application for Concord Rod & Gun Club

Presenter: Gina Joyce, Concord Rod & Gun Club President

Additional Information

Board Action

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



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: January 27, 2025

Re: Application for a Change of Directors/Officers for Concord Rod & Gun

Included in your meeting packet is an ABCC Liquor License application for a Change of Directors for Concord Rod and Gun. As a non-profit organization, this is a standard application that Concord Rod and Gun files annually to correctly note their change of directors with the ABCC on the liquor license. This license application does *not* require a formal public hearing, though still requires approval of the Select Board.

I have reviewed the application with Gina Joyce, current President of Concord Rod and Gun, and it is complete with payment. Please reach out with any questions.

Your Information

Payment

Receipt

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.



Transaction Processed Successfully.

INVOICE #: 045755d7-5991-4db0-88fc-e8ee85e48f33

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Concord Rod & Gun Club	\$200.00
		\$200.00

Total Convenience Fee: \$4.18

Date Paid: 12/20/2024 7:29:52 AM EDT

Total Amount Paid: \$204.18

Payment On Behalf Of

License Number or Business Name:
Concord Rod & Gun Club

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Dejan

Last Name:
Bojanic

State:
MA

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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

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

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

APPLICATION FOR AMENDMENT

-Change of Officers, Stock or Ownership Interest

Change of Officers/ Directors/LLC Managers **Change of Stock Interest**

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

- (e.g. New Stockholders or Transfer or Issuance of Stock)
- Payment Receipt
 - Monetary Transmittal Form
 - DOR Certificate of Good Standing
 - DUA Certificate of Compliance
 - Change of Stock Application
 - Financial Statement
 - Vote of the Entity
 - CORI Authorization
 - Purchase & Sale Agreement
 - Supporting Financial Records
 - Advertisement
 - Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Non-Profit Club Change of Officers/ Directors

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

Management Agreement

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Concord Rod & Gun Club Inc.	Concord	00009-CL-0244

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Chnage of one Director of the club as shown in supporting documentation

APPLICATION CONTACT

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

Name	Title	Email	Phone
Gina Joyce	President	president@concordrodandgun.com	(978) 303-5922

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

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

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

Name of Principal	Residential Address	SSN	DOB
Gina Joyce			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Joseph Brooks			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Dejan Bojanic			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Glen Urban			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Secretary	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Glenn Gutwillig			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Membership Director	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Dale Chayes			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY
 Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

MANAGEMENT AGREEMENT
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement. Yes No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

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

Entity Name

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

Concord Rod & Gun Club

N/A

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

Title and or Position: Director
Percentage of Ownership: 0
Director: Yes No
US Citizen: Yes No
MA Resident: Yes No

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

Title and or Position: Director
Percentage of Ownership: 0
Director: Yes No
US Citizen: Yes No
MA Resident: Yes No

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

Title and or Position: Director
Percentage of Ownership: 0
Director: Yes No
US Citizen: Yes No
MA Resident: Yes No

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

Title and or Position: Director
Percentage of Ownership: 0
Director: Yes No
US Citizen: Yes No
MA Resident: Yes No

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

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

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

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

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

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

CRIMINAL HISTORY

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

Yes No

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

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

Name of Principal	Title/Position	Percentage of Ownership
Gina Joyce	President	0
Name of Principal	Title/Position	Percentage of Ownership
Joseph Brooks	Vice President	0
Name of Principal	Title/Position	Percentage of Ownership
Dejan Bojanic	Treasurer	0
Name of Principal	Title/Position	Percentage of Ownership
Glenn Gutwillig	Membership Director	0
Name of Principal	Title/Position	Percentage of Ownership
Glen Urban	Secretary	0
Name of Principal	Title/Position	Percentage of Ownership
Jeff Miner	Director	0

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled?

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

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

7. FINANCIAL DISCLOSURE

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):”

Associated Cost(s):

SOURCE OF CASH CONTRIBUTION

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

Name of Contributor	Amount of Contribution
Total	

SOURCE OF FINANCING

Please provide signed financing documentation.

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

FINANCIAL INFORMATION

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

APPLICANT'S STATEMENT

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

of Concord Rod & Gun Club Inc.
Name of the Entity/Corporation

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

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

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

Signature:



Date: 12/19/2024

Title:

President

ADDITIONAL INFORMATION

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

3 (continued) Current Officers:

Dale Chayes - Director - 0% ownership

Phil Sailer - Director - 0% ownership

Peter Atwood - Director - 0% ownership

Robb Ricker - Director - 0% ownership

Only change to the application is the removal of Jeff Miner is Director and the addition of Michael Albanese as Director.

ENTITY VOTE

The Board of Directors or LLC Managers of

Concord Rod & Gun Club Inc.

Entity Name

duly voted to apply to the Licensing Authority of

Concord

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

11/18/2024

Date of Meeting

For the following transactions (Check all that apply):

- Change of Officers/Directors/LLC Manager
- Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Other


"VOTED: To authorize

Gina Joyce

Name of Person

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

A true copy attest,



Corporate Officer /LLC Manager Signature

Gina M. Joyce

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)



Corporations Division

Business Entity Summary

ID Number: 046058565

[Request certificate](#) [New search](#)

Summary for: CONCORD ROD & GUN CLUB., INC.

The exact name of the Nonprofit Corporation: CONCORD ROD & GUN CLUB., INC.			
Entity type: Nonprofit Corporation			
Identification Number: 046058565		Old ID Number: 000002927	
Date of Organization in Massachusetts: 12-03-1947		Date of Revival:	
Last date certain:			
Current Fiscal Month/Day: /		Previous Fiscal Month/Day: 00/00	
The location of the Principal Office in Massachusetts:			
Address: 74 STRAWBERRY HILL ROAD			
City or town, State, Zip code, Country: CONCORD, MA 01742 USA			
The name and address of the Resident Agent:			
Name:			
Address:			
City or town, State, Zip code, Country:			
The Officers and Directors of the Corporation:			
Title	Individual Name	Address	Term expires
PRESIDENT	GINA JOYCE		until succ
TREASURER	DEJAN BOJANIC		Until Successor Qualified
SECRETARY	GLEN L URBAN		Until Successor Qualified
VICE PRESIDENT	JOSEPH F BROOKS JR.		Until Successor Qualified
MEMBERSHIP DIRECTOR	GLENN GUTWILLIG		until succe
DIRECTOR	PETER ATWOOD		until succ
DIRECTOR	ROBB RICKER		until succ
DIRECTOR	DALE CHAYES		Until successor qualified
DIRECTOR	PHILIP SAILER		Until successor qualified
DIRECTOR	MICHAEL ALBANESE		until succ

Consent Confidential Data Merger Allowed Manufacturing

Note: Additional information that is not available on this system is located in the Card File.

View filings for this business entity:

[ALL FILINGS](#)
[Annual Report](#)
[Application For Revival](#)
[Articles of Amendment](#)
[Articles of Consolidation - Foreign and Domestic](#)

[View filings](#)

Comments or notes associated with this business entity:

[New search](#)

William Francis Galvin

Secretary of the Commonwealth of Massachusetts

One Ashburton Place
Boston, MA 02108
1-800-392-6090
cis@sec.state.ma.us

Connect with Us





Certificate of Compliance

Date: December 20, 2024

Letter ID: L0003904438

Employer ID (FEIN): XX-XXX8565

11/12/20
CONCORD ROD & GUN CLUB, INC.
PO BOX 271
CONCORD MA 01742-0271

Certificate ID: L0003904438

FEIN: XX-XXX8565

The Department of Unemployment Assistance certifies that as of 19-Dec-2024, CONCORD ROD & GUN CLUB, INC. does not currently have any unemployment or wage reporting obligations. By obtaining this certificate, CONCORD ROD & GUN CLUB, INC. acknowledges they are required to notify the agency if they meet the subjectivity requirements for unemployment insurance outlined in Massachusetts General Laws, Chapter 151A, Section 8 and/or the wage reporting requirements outlined in Massachusetts General Laws, Chapter 62 E, Section 2.

This certificate expires on 18-Jan-2025 .

Sincerely,

Katie Dishnica, Director
Department of Unemployment Assistance

Questions?
Revenue Enforcement Unit
Department of Unemployment Assistance
Email us: Revenue.Enforcement@detma.org
Call us: (617) 626-5750



Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L1318794656
Notice Date: December 19, 2024
Case ID: 0-002-710-503



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



CONCORD ROD AND GUN CLUB INC
77 STRAWBERRY HILL RD
CONCORD MA 01742-5503

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, CONCORD ROD AND GUN CLUB INC dba:CONCORD ROD & GUN CLUB, INC. is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: March 30, 2023

To Whom It May Concern :

I hereby certify that

CONCORD ROD & GUN CLUB., INC.

appears by the records of this office to have been incorporated under the General Laws of this
Commonwealth on **December 03, 1947** (Chapter 180).

I also certify that so far as appears of record here, said corporation still has legal existence.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

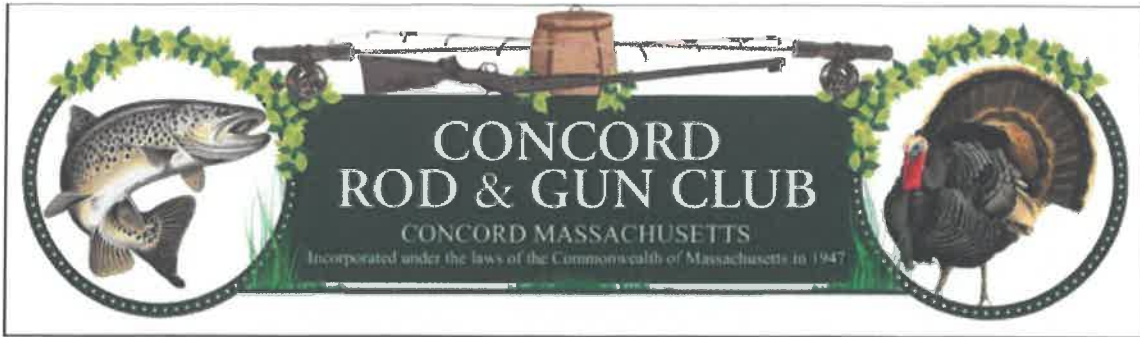
William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 23030649870

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: bod



BOARD OF GOVERNORS

Minutes

2 December 2024, 7:00 PM.

In Person at the Club and Virtual at:

[Zoom Link](#)

1. New Applicants approved:
 - Brooks Johnson
 - Rich Berke
 - Joel Goodmonson
 - Leander Bechtold
2. Approved: [previous BoG Minutes](#)
3. [Monthly task check list](#) reviewed, approved ABCC filing by Gina Joyce
4. Dave Wood is examining 8 boxes of old documents to assess their historical value. He suggests the BoG should decide what records it wants to achieve physically and digitally in the future.
5. Meeting adjourned



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

6

Discuss and Review Concord250 Executive Committee Transportation Plan and Permanent Memorial Update

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Discuss and Review Concord250 Executive Committee Transportation Plan and Permanent Memorial Update

Presenters: Rob Munro, Concord250 Executive Committee Co-Chair and Joe Palumbo, 2025 Memorial Subcommittee

Additional Information

Board Action

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



January 20, 2025

I. Introduction

We have developed an inter-town and intra-Concord transportation plan. Below is an update on where each plan currently stands. I want to note and acknowledge the great deal of collaboration between the Concord250 Executive Committee, Concord Public Safety, Public Works, the MBTA, Minuteman National Historical Park, and many other town staff. Additionally, the Intermunicipal Agreement group representing the Battle Road towns of Arlington, Concord, Lexington, and Lincoln, are indebted to the region's public safety and public works officials for help in composing the region's transportation plan. The following information was shared at the Concord Chamber of Commerce breakfast on Friday, January 17th, 2025. We will work closely with our communications teams to ensure this information is shared through various media with residents and visitors with frequency over the next three months.

II. Transportation Goals

- Supporting multiple modes of safe, accessible, efficient transportation;
- Promote public transit as key mode of access;
- Ensure clear communication with residents and visitors through a variety of media;

III. Concord Transportation Plan

CONCORD 250 MASSACHUSETTS
Still heard round the world

Concord Road Closures
Start Time: Friday April 18, 2025, 6:00PM
End time: Saturday April 19, 2025, 11:00PM

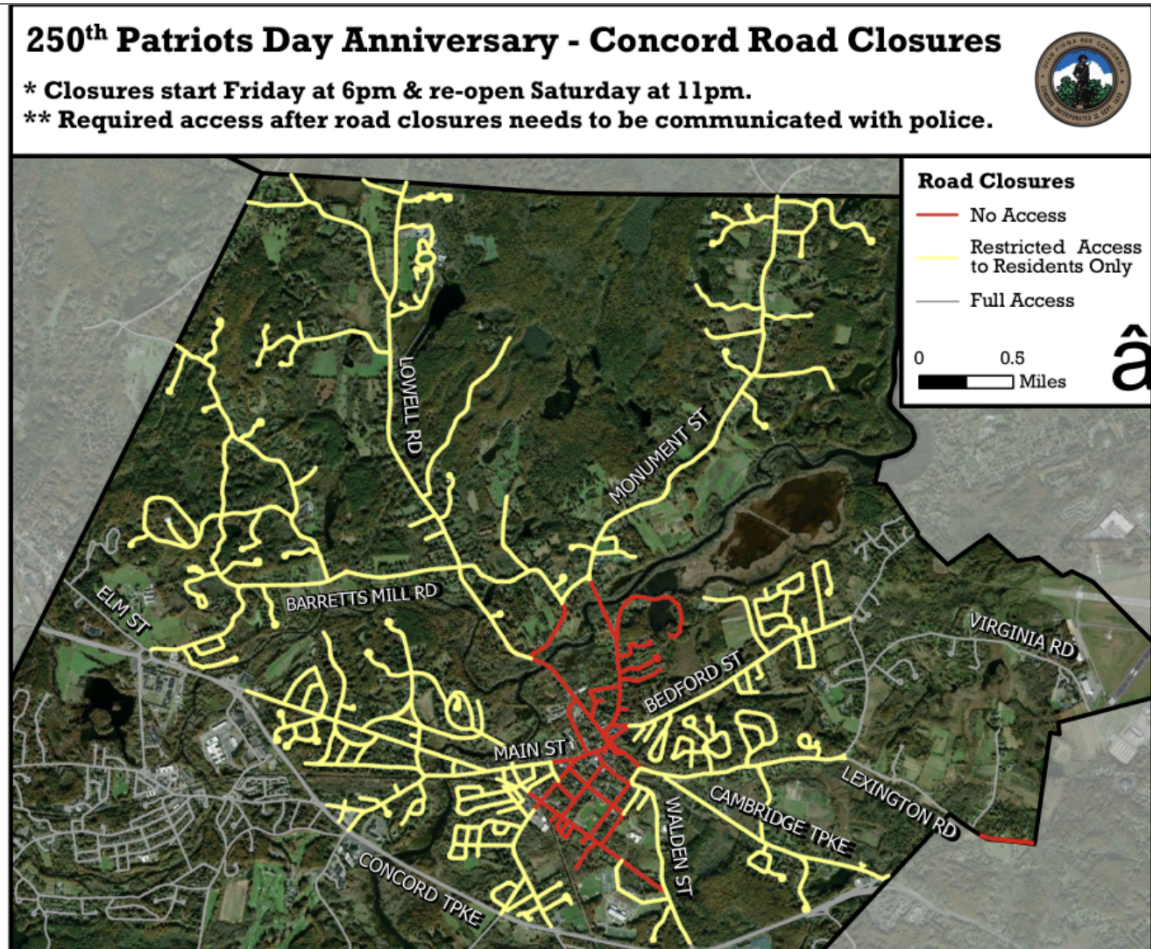
MBTA Commuter Line
Saturday April 19, 2025, Special Event Schedule
First Train Leaving North Station @ 4:00AM

Concord Transportation
Buses to start at 6:00AM April 19th

Intra Community Bus Shuttle Between Concord and Lexington
Busses to start at 6:00AM: End at 7:00PM
Pickup / Dropoff
Concord - Concord Museum (Concord)
Lexington - Park Drive near the playground circle
Includes two stops on Route 2A MMNP Visitor Center & Hartwell Tavern Lot

*Please note that the MBTA have continued to be collaborative partners and have designated Saturday, April 19th as a Special Event Schedule, which will double commuter rail service. It also includes regular service between West Concord and Concord.

IV. Concord Road Closures



No Access	Thoreau St	Belknap Ct	Elsinore St	Laurel St	Oates Ln	Simon Willard Ln
Bartlett Hill Rd	Union St	Belknap St	Estabrook Rd	Ledge Rock Rd	Old Bedford Rd	Simon Willard Rd
Bedford St	Walden St	Birch Dr	Fairhaven Rd	Lee Dr	Old Farm Rd	Southfield Cir
Bow St	Walden Ter	Brewsters Rdg	Far Afield	Lewis Rd	Old Road To Nine	Southfield Rd
Church Grn	Willow St	Bristers Hill Rd	Farmers Cliff Rd	Lexington Rd	Acre Cor	Spencer Brook Rd
Court Ln	Windmill Hill Rd	Brooks St	Finigan Way	Liberty St	Park Ln	Strawberry Hill Rd
Devens St		Bruce Rd	Flint Rd	Lindsay Pond Rd	Partridge Ln	Sudbury Rd
Everett St	Restricted Access to Residents Only	Buttricks Hill Rd	Florio Dr	Love Ln	Peter Spring Rd	Temple Rd
Fielding St	Abbott Ln	Byron St	Garden Rd	Lowell Rd	Pilgrim Rd	Thoreau St
Great Meadows Rd	Academy Ln	Cambridge Tpke	Garland Rd	McCallar Ln	Pond View Ln	Turning Mill Rd
Heywood St	Adams Ln	Carr Rd	Garrison Rd	Macone Farm Ln	Potter St	Ursula Dr
Housing Authority	Adams Rd	Cedar Way	Gifford Ln	Magnolia St	Powers Rd	Walden St
Hubbard St	Adin Dr	Channing Rd	Grant St	Main St	Pratt Ln	Walnut St
Independence Ct	Alcott Rd	Chestnut St	Greenfield Ln	Meadow Pond	Prescott Rd	Wastewater Treatment Plant Rd
Keyes Rd	Allen Farm Ln	Coburn Hill Rd	Grove St	Middle St	Red Coat Ln	Wayside Rd
Lang St	Annursnac Hill Rd	College Rd	Hartwell Rd	Middlesex School Rd	Reservoir Driveway	Westford Rd
Laurel St	Arrowhead Rd	Concord Tpke	Hawthorne Ln	Mildred Cir	Revolutionary Rd	Whippoorwill Ln
Lexington Rd	Ash St	Coolidge Rd	Heywood St	Minuteman Dr	Ridge Rd	Whits End Rd
Liberty St	Assabet Ave	Coppermine Rd	Hildreth Ln	Monsen Rd	Ridgeway Rd	Whittemore St
Lowell Rd	Attawan Rd	Cottage Ln	Hosmer Rd	Monument Farm Rd	River St	Willard Cmn
Main St	Authors Rd	Cranefield Rd	Hugh Cargill Rd	Monument St	Riverdale Cir	Wilson Rd
Martin Rd	Baker Ave	Crescent Rd	Independence Rd	Musketaquid Rd	Riverdale Rd	Winsor Ln
Monument Sq	Balls Hill Rd	Cress Brook Rd	Indian Spring Rd	Musterfield Rd	Sachem Trl	Wood St
Monument St	Barnes Hill Rd	Crowell Farm Rd	Isaac Davis Rd	Nancy Rd	Sandy Pond Rd	Wright Farm
Munroe Pl	Barretts Mill Rd	Dana Rd	Jeff Adams Way	Nashawtuc Rd	Sarah Way	
Ripley Hill Rd	Bartkus Farm	Davis Ct	Jonas Brown Cir	Nashoba Rd	Saw Mill Rd	
Stow St	Bateman's Rdg	Dee Rd	Keuka Rd	Nimrod Dr	Sheldon Ln	
Sudbury Rd	Bedford Ct	Edmonds Rd	Kingman Ln	North Mdw	Sidney Ln	
Thoreau Ct	Bedford St	Elm St	Lanes End	Oak Rd	Silver Hill Rd	



V. Parking

1.	Baker Ave (General Parking/Shuttle Pickup)	11.	Court House (Handicap/ Accessible, Employee & VIP Parking)
2.	Verill 1 – Wheeler Road (General Parking/Shuttle Pickup)	12.	Crosby’s (Downtown Business Employee Pkng/Shuttle Dropoff, Handicap/ Accessible)
3.	Verill 2 – Plainfield Road (General Parking/Shuttle Pickup)	13.	Ripley School (General Parking) (BACKUP)
4.	MCI Concord (General Parking/Shuttle Pickup)	14.	Walden Pond (General Parking) (STAFFED)
5.	Middlesex School (General Parking/Shuttle Pickup)	15.	Public Safety (EOC)
6.	Carlisle 1 (General Parking/Shuttle Pickup)	16.	MMHS (UCC) (STAFFED)
7.	Carlisle 2 (General Parking/Shuttle Pickup)	17.	Alcott School (PARADE PARKING)
8.	Virginia Rd & Middlesex Green (General Parking/Shuttle Pickup)	18.	CGHS (PARADE PARKING-THOREAU STREET SIDE)
9.	Lincoln Station, Town of Lincoln (General Parking/Shuttle Pickup)	19.	GMLP Fiber Facility (General Parking/Shuttle Pickup) Backup
10.	747 Main Street (Handicap/ Accessible, Employee & VIP Parking)	20.	

PARKING

VI. Regional Transportation plan

Below are specifics from the Invitation to Bid document was published on January 10th and will close on January 28th. This is the second bid for regional transportation. We made considerable changes to our Invitation to Bid:

- We reduced the hours of operation for the bus routes;
- We removed the the bus routes from outside parking lots to Concord and Lexington;
- We reduced the number of busses needed;
- We kept all bus service on Saturday, April 19th



1. Scope of Services and Specifications

Timeline

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

Base Bid Bus Routes and Timing:

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

Saturday, April 19, 2025

For the 2 bus route detailed below, the Town is requesting the following:

- 15 buses for Route A
- 5 buses for Route B
- Continuous loops for the timeframe outlined
- Drivers a
- Dedicated person to liaise with Emergency Operations Center on Saturday for the duration of the transportation routes

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

Route A: Lexington / Concord Transportation Route

North Great Road / Route 2A

Time Frame 6:00am to 7:00pm

Bus Drop Off/Pick-up

From Lexington:

Bus Drop Off/Pick-up

From Lexington:

Bus Drop Off/Pick-up: (Park Drive near the playground circle). Follow Park Drive until Waltham Street. Take right onto Waltham Street and follow until Rte 2A. Take a right onto Rte. 2A west, towards Concord. Once you enter the Town of Lincoln, there is a drop off at the Minuteman National Park Visitors Center. Continue west on Rte 2A towards Concord and there is a second drop off at the Minuteman National Park Hartwell Lot on Rte 2A. Continue west into Concord on Rte 2A. Take right on Cambridge TN. follow to the drop off/ pick up point at Concord Museum.



Return Trip- Follow Lexington Road in Concord to Route. Take a left on to Route 2A and follow eastbound. Drop off location at the Minuteman National Park Hartwell Lot on Rte 2A. Continue east on Rte 2A and a second drop off location at the Minuteman National Park Visitors Center. Continue onto Route 2A, Turn left onto Waltham Street from Rte. 2A-eastbound, follow Waltham Street until Park Drive. Turn Left onto Park Drive until drop off /pickup location.

Route B: Arlington to Lexington

Time Frame 9:00am to 7:00pm

Bus Drop Off/Pick-up

From Arlington: From the Russell Common Municipal Lot (78-92 Chestnut St, Arlington, MA 02474) turn left onto Mystic St (southbound) and continue on Pleasant Street for 300 ft. Take MA-2 West onto the Concord Turnpike. Take exit 129B onto Waltham St towards Lexington center. Follow Waltham Street until Park Drive. Take a left onto Park Drive stopping at the drop off / pick up location on Park Drive near the playground circle.

Return Trip – From the drop off / pick up location, Park Drive near the playground Circle, follow Park Drive until Waltham Street. Turn right onto Waltham Street. Enter MA-2 East. Take Concord Turnpike eastbound for 3.5 miles. Take exit 134 toward Massachusetts 60/Belmont/Arlington and merge onto Frontage Rd. Use left turning lane onto Pleasant St. Continue for 1 mile and the Russell Common Municipal Lot (78-92 Chestnut St, Arlington, MA 02474) will be on the right.

Equipment and Staffing Specifications:

- Vendor must provide one specified individual who will be responsible for all communications with the central command (public safety group) in the event of any emergency situations.
- Vendor must have ability for communication between central command liaison and all buses to ensure open communication in case re-routing is needed
- All vehicles provided must be accessible and accommodating for all ages and families (i.e. wheelchairs, strollers)
- The vehicle should be equivalent to a passenger coach bus vehicle with 50-55 seats minimum
- For Route A a minimum of 2 vehicles must provide ADA accommodations with a lift ramp and wheelchair securement system. For Route B, a minimum of 1 vehicle must provide ADA accommodations with a lift ramp and wheelchair securement system.
- Back-up vehicles must be available in the event that vehicles break, or any part of the interior or exterior becomes an issue to the driver, passengers or safety becomes endangered by the vehicle. Vehicles must be taken out of commission due to vehicle



- issues deemed problematic. The back-up vehicles should be equivalent vehicles and ADA compliant.
- All repairs to vehicles must be done promptly and in a time frame that is reasonable. Extended delays may be cause for financial penalty.
- The Contractor must provide at its expense duly licensed operators for all equipment. The Contractor shall exercise good judgment in hiring and supervising operators to ensure that operators are mature, honest and responsible individuals with good driving records. The drivers must be trained so as to provide a smooth quite comfortable ride at all times and operate at safe speeds. The drivers must be trained to operate the wheelchair ramp/lift. The Contractor must provide copies of the operator's commercial driver's license and DTE certification. Persons with prior felonious convictions may not operate buses. The Town reserves the right to instruct the Contractor to change or remove specific operators whose maturity, honesty, and/or responsibility is questionable.
- The successful bidder shall be required to apply for certification that will permit access to the criminal offender record information ("CORI") system, and the successful bidder shall be required to take all lawful steps to obtain criminal background information through the CORI system for each individual who will serve as an employee or independent contractor to drive the bidder's buses/shuttles. In addition, the successful bidder shall take all lawful steps to qualify for access to the sex offender registry information ("SORI") system, and the successful bidder shall take all lawful steps to obtain sex offense information for each individual who will serve as an employee or independent contractor to drive the bidder's routes. To the extent legally permitted, no
- person with a criminal or sexual offense background will be hired as an employee or independent contractor to drive for the bidder.
- The Contractor must implement a drug testing policy for drivers in accordance with Federal law including Procedures for Transportation Workplace, Drug and Alcohol Testing Programs (49 CFR Part 40); Prevention of Prohibited Drug Use in Transit Operations (49 CFR Part 653); and Prevention of Alcohol and Prohibited Drug Misuse in Transit Operations (49 CFR Part 653 and 654). The Town of Concord must be provided with the written policy of the contractor regarding drug testing. The Town may request copies of drivers' test results.

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



VII. Communication Outreach:

Town website
Visitor Center
Concord250 Social Media
MBTA Marketing and Communication

Mass250
Minute Man National Historical Park
Concord Bridge

CONCORD

250



Permanent Memorial

MASSACHUSETTS







PAUL REVERE
BRONZE STATUE
CAST BY
T.F. Mc GANN & SONS CO.
BOSTON, MASS.
CYRUS E. DALLIN, SCULPTOR



THE WRIGHT TAVERN, CONCORD, MASS.



- **The Concept:**

- Celebrating the fight for human freedom and equality will be the driving concept behind a new public greenspace on Monument Square, to be constructed on the currently unused portion of “Parcel 1693,” a parcel of land gifted to the Town in 1900 as a commemoration of the 125th anniversary of the beginning of the American Revolution.

The Statement of Purpose/Mission

At the heart of democracy is the belief that liberty, equality, and dignity are essential rights of all people. Over the past 250 years Americans have expanded, through protest and struggle, our understanding of what freedom and justice for ALL really means. We, the people of Concord, on the occasion of the 250th anniversary of the beginning of the American Revolution, choose to celebrate that.

In this reflective space, a permanent memorial will be created to commemorate the ongoing battle for social justice and individual freedom. Featuring stories and quotations of individuals and groups with connections to Concord – including women, Black, Indigenous, and people of color, as well as the names of soldiers who lost their lives in the American Revolution – it will be a welcoming place for contemplation and gathering in the heart of the town.

By elevating the lives of trailblazers whose contributions have not always been shared, honored, or remembered, and reflecting on how their work and words remain relevant today, the memorial will honor their legacies and inspire current and future generations to continue to strive for freedom and justice, no matter the cost.



Six Month Communication and Engagement Plan

Raise awareness about the sub committee's proposal to create a memorial park on Parcel 1693 dedicated to the expansion of freedom and equality as reflected in the project's statement of purpose.

Engage the community to help shape the park's vision, ensuring it reflects the legacies of those who have fought for freedom, equality, and justice for all people.

Foster broad-based support for the project by connecting the park's mission to the charge of Concord250 and the ongoing expansion of freedom.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

7

Discuss and Approve Revised Annual Town Meeting Calendar

Presenter: Carmin Reiss, Town Moderator

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve
Revised Annual Town Meeting Calendar

Presenter: Carmin Reiss, Town Moderator

Additional Information

Board Action

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

**PROPOSED REVISION – January 9, 2025
2025 ATM Calendar**

	Current 2025 ATM	Proposed 2025 ATM	Reason for Proposed Change
Warrant Opens	Fri, Jan 17	Fri, Jan 17	No Change
Draft Articles Due (Town Staff)	Wed, Feb 5	Wed, Feb 5	No Change
Warrant Closes	Wed, Feb 19	Wed, Feb 19	No Change
SB Votes Warrant Order	Mon, Mar 3	Mon, Mar 3	No Change
Warrant Review with Town Counsel	Wed, Mar 12	Tues, Mar 4	Move up to allow earlier submission for publication of Warrant
Warrant to The Concord.Bridge. Printer (and posted on Town Website)	Wed, Mar 19	Tues, Mar 11	Move up to allow earlier submission for publication of Warrant
Warrant as.insert.in. The.Bridge.Mailed to Households	Wed, Apr 2	Thurs, Mar 27	Move up to allow greater advance availability before first Public Hearing (which would now be PB on Apr 9); NOTE: Need to confirm timing with The Bridge
Deadline.for. Motions.	Th, May 8	Fri, Mar 28	Move up to enable sponsors to present anticipated motions at Public Hearings
Motions.Review. Meeting.w–Town. Counsel	Tu, May 13	Wed, Apr 2	Move up to enable sponsors to present anticipated motions at Public Hearings
1st Hearing	FC, Th Apr 10	PB, Wed, Apr 9	Per PB request, PB hearing moved up from May 8 to allow more time for any revisions to anticipated motions following hearing, PB votes on recommendations, and PB Report
2nd Hearing	SB, Mon, Apr 14	FC (Schools), Th Apr 10	Shift due to change in PB hearing date to be Hearing #1
3rd Hearing	FC (MMRHS, CPC), Tu, Apr 15	SB, Mon, Apr 14	Shift due to change in PB hearing date to be Hearing #1
4th Hearing	FC (Enterprise), Th, May 1	FC (MMRHS, CPC), Tu, Apr 15	Shift due to change in PB hearing date to be Hearing #1

**PROPOSED REVISION – January 9, 2025
2025 ATM Calendar**

Deadline for town staff, town boards, committees to submit supplemental materials for ATM Briefing Book	Wed, May 14	Wed, Apr 30	Move up to permit incorporation in ATM Briefing Book and advance review by the Moderator
5th Hearing	PB, Tu, May 6	FC (Enterprise), Th, May 1	Shift due to change in PB hearing date to be Hearing #1

Select Board Meeting with Moderator to provide input on Consent Calendar	Mon, May 12	Mon, May 5	Move up to facilitate earlier submission of ATM Briefing Book (incorporating FinCom Report); note that moving PB Hearing from May 6 to Apr 9 should make earlier deadline achievable)
Deadline for SB & FC Recommendations	Mon, May 12	Mon, May 5	Move up to facilitate earlier submission of ATM Briefing Book (incorporating FinCom Report); note that moving PB Hearing from May 6 to Apr 9 should make earlier deadline achievable)
Deadline for Completion of ATM Briefing Book incorporating FinCom Report and supplements prepared by article sponsors	Wed, May 14	Tues, May 6	Move up to facilitate earlier submission to printer and publication of ATM Briefing Book (incorporating FinCom Report)
Moderator's ATM Coordination Meeting (All Article Sponsors and ATM Coordinator)	Fri, May 16, 9 AM	Fri, May 16, 9 AM	No Change
ATM Briefing Book and incorporated FinCom Report Mailed (and posted on website)	Mon, May 19	Mon, May 19	No change in date FinCom Report mailed (which is 2 weeks in advance of ATM), but mailing will now be ATM Briefing Book which incorporates FinCom Report
Deadline to submit PowerPoint Presentations by article sponsors and paper Handouts by non-article sponsors	Fri, May 23	Fri, May 23	No Change

**PROPOSED REVISION – January 9, 2025
2025 ATM Calendar**

Voter Registration Deadline for ATM	Fri, May 23	Fri, May 23	No Change
Moderator’s Staff Meeting (location, format, time TBD)	Wed, May 28	Wed, May 28	No Change
ATM Date	Mon, June 2 at 7 pm	Mon, June 2	No Change
Subsequent Additional Days as needed to conclude Annual Town Meeting	Tu, June 3 At 7 pm	Tu, June 3 (and. consecutive. nights.as. needed)	No Change



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

8

****Break** Town Caucus**Break****

Requested by: SB Chair

Action Sought: Move to Caucus

Proposed Motion(s)

Motion: Move to Pause Select Board Meeting and move to Town Caucus

Additional Information

7:00 PM Town Caucus in Town House Hearing Room

Board Action

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

CITIZENS CAUCUS

The voters of the Town of Concord will meet in Caucus
at the Town House, 22 Monument Square

MONDAY, JANUARY 27, 2025*
AT 7:00 PM

TO NOMINATE TOWN OFFICERS

Nominations will be made for the following offices:

Town Moderator (1-year term)

Two Members of the Select Board (3-year terms)

Two Members of the School Committee (3-year terms)

The Caucus will be held under the provisions of Chapter 53, §121 and §118 of the Massachusetts General Laws
and will be called to order by the Town Clerk

Select Board

Mary Hartman, Chair

Mark Howell, Clerk

Terri Ackerman

Cameron McKennitt

Wendy Rovelli



For the Select Board

Date Signed: 12/16/2024

Kaari Mai Tari, Town Clerk

*Snow Date: Tuesday, January 28, 2025



Concord Select Board Meeting

AGENDA ACTION REQUEST

Monday, January 27, 2025

9

Discuss and Review Draft Article for Town Meeting – Home Rule Petition for Remote Participation

Presenter: Eric Moore, Town Meeting Study Committee Chair

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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



Town Meeting Study Committee

To: Concord Select Board

From: Eric Moore, Chair of the Town Meeting Study Committee

Date: January 27, 2025

Re: Warrant Article for a Home Rule Petition for Remote Participation at Town Meetings

Background:

Eric Van Loon, of the Town Meeting Study Committee, has spoken with the following people regarding a prospective Home Rule Petition for Remote Participation in Town Meeting:

- Representative Cataldo
- Representative Gentile
- Senator Barrett and staffer Ethan Raye
- David Karr

He reports there is support from Concord's legislative representatives for this prospective Home Rule Petition.

A draft Warrant Article, based on last year's Town Meeting 2024 motion, has been reviewed by Town Counsel. The Article presented below incorporates Town Counsel's edits.

Request:

The TMSC requests that the Select Board to sponsor this Article in the Warrant for Town Meeting 2025.

Proposed Language for Warrant Article for Home Rule Petition:

Remote Participation at Concord Town Meetings

To determine whether the Town will authorize the Select Board to petition the General Court for special legislation substantially in the form below and to authorize the Select Board to approve amendments to said legislation by the General Court

before its enactment that are within the general objectives of this Article; or take any other action relative thereto:

“An Act authorizing remote participation at Town Meetings and Special Town Meetings in the Town of Concord”

SECTION 1. Notwithstanding chapter 39 of the General Laws, or any other general or special law or charter provision to the contrary, the Town of Concord may hold Town Meetings and Special Town Meetings with voters located in a common, physical location in-person, fully remotely or through a hybrid of a remote and in-person format.

SECTION 2. Any Town meeting held completely remotely or in hybrid form in accordance with this act shall be recorded and the recording shall be made available for public viewing on the town’s website, or another publicly available video platform for at least 30 days following the conclusion of the meeting. The recording shall also be a public record of the Town, subject to disclosure upon request.

SECTION 3. All actions taken at a remote or hybrid Town Meeting held in accordance with this act shall have the same effect as if the Town Meeting had been conducted entirely in person.

SECTION 4. This act shall take effect upon its passage.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

10

Discuss and Review American Rescue Plan Act (ARPA)

Presenter: Chris Carmody, Risk and Compliance Manager

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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



Town of Concord

American Rescue Plan Act
State and Local Fiscal Recovery Funds

Progress Report #2

Dated January 27, 2025

I. State & Local Fiscal Recovery Funds

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act (ARPA), delivered \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. Of the \$350 billion, \$8.7 billion was appropriated to the Commonwealth of Massachusetts and of that, \$3.4 billion was distributed to cities, towns, counties, and other forms of local government. The ARPA award to the Town of Concord for \$5,654,719.44 was based on the 2019 population (reportedly 18,918 residents) and a per capita rate of \$299. US Treasury classified Concord as: (i) a non-entitlement unit (NEU), a local government serving a population under 50,000, and (ii) a Tier 5 reporting entity, a metropolitan city or county with a population below 250,000 residents and a receipt of less than \$10 Million in SLFRF funds.

II. ARPA Funds Use Plans

The Town’s ARPA program can generally be categorized into three sequential periods of work: (i) Town Manager’s plans for funds, (ii) compliance with December 31, 2024 obligation deadline, and (iii) compliance with December 31, 2026 expenditure deadline. Regarding (i), the Town Manager presented ARPA programs for each fiscal year as detailed below:

1. To the Select Board on June 27, 2022 for Fiscal Years 2022 and 2023:
 - a. Recording: https://youtu.be/z9as9Muuzq0?si=uFSb7oUVmy4uJ_Nz&t=8130
 - b. Board packet: <https://concordma.gov/DocumentCenter/View/37218/Select-Board-Meeting-Packet-June-27-2022>
2. To the Finance Committee on March 1, 2023 for Fiscal Year 2024:
 - a. Recording: <https://youtu.be/OmLs1GwIA3c?si=fj9H9W7sCPT2nmJs&t=2094>
 - b. Board packet: <https://concordma.gov/DocumentCenter/View/41164/Article-9-FY24-Budget>
3. To the Select Board on September 9, 2024 for Fiscal Years 2025 & 2026:
 - a. Recording: <https://youtu.be/QORn51eXZEY?si=D0LHbZHE8fUX-XqV&t=10018>;
 - b. Board packet: <https://concordma.gov/3757/September-9-2024>

US Treasury granted ARPA recipients a one-time option to choose between “lost revenue” and “project-based spending” for reporting purposes. The Town selected the “lost revenue” option for, amongst other reasons, ease of reporting and the ability to spend ARPA funds on any “government service.” US Treasury has encouraged the use of ARPA funds for the following purposes including but not limited to:

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers

- Invest in water, sewer, and broadband infrastructure
- Provide emergency relief from natural disasters or their negative economic impacts
- Support surface transportation projects

III. US Treasury ARPA Obligation Guidelines

US Treasury Guidelines on the SLFRF program have evolved over time, particularly the compliance requirements.¹ This evolution has resulted in compliance and reporting requirements changing over time such that the original requirements in April 2022 are substantially different than the current requirements (January 2025). US Treasury updated its guidance on July 27, 2022, April 10, 2023, February 1, 2024, March 5, 2024, and March 29, 2024. The current frequently asked questions document is accessible here: <https://home.treasury.gov/system/files?file=136/SLFRF-Final-Rule-FAQ.pdf>. FAQ Section 17, added on March 29, 2024, describes the acceptable conditions for “obligating” ARPA funds. Based on guidance provided by US Treasury (see Section 17 of the FAQs), a form of agreement provided by US Treasury to ARPA recipients on December 18, 2024, and a review by Town Counsel and the Town’s auditor, the Town entered into interdepartmental agreements between the Town Manager’s Office and all applicable town departments and division. The interdepartmental agreements serve to demonstrate compliance with US Treasury guidelines on “obligating” ARPA funds.

IV. Project Inventory

- a. The Town approved three (3) ARPA projects for FY22. Budget: \$800,000; Actual Expenditure: \$696,786. Balance of \$103,214.

Title	Description	Approved Amount	Expended	Interdepartmental Agreement?
Parking Meter Lost Revenue	Replacement of lost revenue from parking meter shut off during the pandemic	\$400,000	\$103,000	Yes. Account balance of \$297K reallocated for capital improvements to CFD Fire Engines 4 and 8; requires town meeting approval
Trolley Pilot	A pilot program focused on seasonal transportation targeted at tourists	\$100,000	\$73,101	No. Project was fully expended; account balance of approx. \$22,325 was returned to ARPA account for reallocation to other ARPA projects
Hazard Pay	One time payment to eligible employees for working during heightened period of public health risk to ensure continuity of municipal operations	\$300,000	\$223,685	No. Project was fully expended; account balance of approx. \$76,315 returned to ARPA account for reallocation to other ARPA projects

¹ US Treasury website: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>; Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds, version 9, dated December 19, 2024: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

b. The Town approved eight (8) ARPA projects for FY23. Budget: \$900,000; Net change: \$(46,302).

Title	Description	Approved Amount	Expended²	Interdepartmental Agreement?
Contribution to Concord Municipal Affordable Housing Trust	Contribution towards affordable housing project at Assabet Bluffs property	\$500,000	\$500,000	No. Fully expended.
Transportation initiatives	Transportation study; partial salary of transportation planner; Walden & Main road construction project; MBTA consultant for MBTA communities	\$200,000	\$188,345	Yes. Account balance of \$11,654 allocated to Rt. 2 Rotary engineering study
Economic Development Initiatives	Partial salary of Econ. Vitality Manager; Superfund Site consultant; mobile vending food safety program for 250 th	\$125,000	\$125,000	No. Fully expended.
SHI Inventory	Strategy development to increase Town's affordable housing threshold above 10%	\$30,000	\$5,000	No. Account balance of \$25,000 returned to ARPA account for reallocation to other ARPA projects.
Cell service due diligence	consultant work on Town efforts to improve cellular reception; evaluate site options; develop reception maps	\$25,000	\$8,842	Yes. Account balance of \$16,157 preserved for this purpose.
Cultural Arts	Promotion of cultural arts; promotion of Town events including Second Thursday Series, Freedom's Silhouette series, Artistic Wayfinding Sign	\$20,000	\$0	Yes. Preserves balance of \$20,000 for this purpose.
COVID supplies	Acquisition of critical COVID supplies for Concord Board of Health (masks, nursing services)	\$53,940	\$53,940	No. Fully expended.
ADA Compliance- sidewalk plow	Sidewalk plow to clear public ways	\$29,016	\$29,016	No. Fully expended.

² Account balances may not reflect certain departments directly incurring project costs and subsequently netting out the ARPA funds.

- c. The Town approved eleven (11) projects for FY24. Budgeted: \$1,270,000; Net change: \$242,836 due to project cancellations.

Title	Description	Approved Amount	Expended	Interdepartmental Agreement?
Contribution to 250 th Committee for event expenses	Fund event logistics: \$376K budgeted for public safety, \$124K budgeted for events and programs and other needs as required by the 250 th Committee in advance of the 250 th celebration	\$500,000	\$65,570	Yes. Account balance of \$434,430 preserved for this purpose. Committee budget separately provided.
Facilities Study	Municipal facility study; assess current and future municipal operational needs; evaluate existing facility constraints; analyze land opportunities; create roadmap for municipal priorities	\$150,000	\$0	Yes. Account balance of \$150,000 preserved for this purpose.
Public Park Improvements	Emerson Basketball & tennis courts rehabilitation; Rideout baseball and tennis court rehabilitation; consultant to produce assessment report for Recreation Commission in Jan. 2025	\$130,000	\$0	Yes. Account balance of \$130,000 preserved for this purpose.
Stormwater Management Fund	Evaluate feasibility of creation of fund; contribute funding to existing work by Weston & Sampson including project report, rate structure, etc.	\$100,000	\$82,217	Yes. Account balance of \$17,783 preserved for this purpose.
Municipal Buildings Energy Audit	Explore options for energy efficiency and implement recommendations	\$100,000	\$0	No. Project funds repurposed for MCI Redevelopment, contracted via interdepartmental agreement
DEI Initiatives	Advancing initiatives identified by DEI Commission including website accessibility, training for staff and board members, and 2022 Community survey followup	\$75,000	\$21,323	Yes. Account balance of \$53,677 preserved for this purpose.
MWRA Due Diligence	Investigate feasibility of joining Mass. Water Resource Authority	\$50,000	\$0	No. Project cancelled. Balance returned to ARPA account for other ARPA projects.
GIS data gathering	Additional data gathering and development	\$40,000	\$0	No. Project cancelled due to CTO needs assessment. Balance returned to ARPA account for other ARPA projects.

Municipal Strategic Planning	Continued review of organizational structure and development of common/shared goals	\$25,000	\$1,750	No. Project funds repurposed for FY25 pilot of town meeting voting clickers.
Level 3 Chargers at Public Safety	Installation at public safety to accelerate charging time of electric vehicles within the CPD fleet	\$150,000	\$0	No. Project cancelled due to facilities study and evaluation of public safety building constraints. Balance returned to ARPA account for other ARPA projects.
CFD new Ambulance Upgrades	Concord Fire Dept. ambulance upfitting cost adjustments	\$20,414	\$20,414	No. Fully expended.

- d. The Town approved twelve (12) projects for FY25 and FY26. Budget: \$2,851,850; Net change: \$19,400.

Title	Description	Approved Amount	Expended	Interdepartmental Agreement?
Baker Ave. Culvert Failure	Replace existing culvert at Baker Ave.; execute consultant contract; complete bid documents; complete street repairs in January 2025; complete design, permitting, and bid documents by April 2025; perform construction by October 15, 2025.	\$1,000,000	\$0	Yes. Account balance of \$1,000,000 preserved for this purpose.
Contribution to Concord Municipal Affordable Housing Trust	Contribution towards affordable housing project at 91B Main Street	\$500,000	\$0	Yes. Account balance of \$500,000 preserved for this purpose.
Baker and Main Street Road Construction	Reconfigure intersection of Main Street, Baker Avenue, and Cottage Street, and other intersection of Main Street, Crest Street, and Old Bridge to improve safety, traffic, and pedestrian accessibility; engineering firm is performing design and bid documents	\$450,000	\$0	Yes. Account balance of \$130,000 preserved for this purpose.
CFD transition from BLS to ALS service	Match funds for grant received by Concord Fire Department to upgrade ambulatory service to Advanced Life Support; ALS service date is projected to commence July 1, 2026	\$150,000	\$0	Yes. Account balance of \$150,000 preserved for this purpose.
250 th Tree Initiative	Contribute funds to 250 th Committee; plans to plant 250 trees as part of 250 th celebration	\$125,000	\$0	Yes. Account balance of \$125,000 preserved for this purpose.
Two Revolutions Footpath	Work with Thoreau Farm Trust and the National Park Service to develop a 0.8 mile pedestrian connection between the Battle Road trail and the Thoreau Birth House; work contemplates design and permitting	\$125,000	\$0	Yes. Account balance of \$125,000 preserved for this purpose.
Doug White Field Options Analysis	Engage consultant to perform engineering, design, permitting, bid and construction services for the turf replacement of the Doug White Fields at CCHS	\$100,000	\$0	Yes. Account balance of \$100,000 preserved for this purpose.
Munis payroll conversion	Consolidate ADP payroll and HRIS systems into Town's accounting software, Munis.	\$100,000	\$0	Yes. Account balance of \$100,000 preserved for this purpose.

Concord Police Dept. – replacement of body cameras	Replace worn/dated/nonfunctioning body cameras for Concord police officers	\$100,000	\$99,526	No. Fully expended.
Rt. 2 Corridor Engineering Study	Develop concept plans for near term traffic improvements for up to five intersections along Rt. 2 in Concord including pedestrian and bicycle improvements	\$84,200	TBD	Yes. Account balance preserved for this purpose.
White Pond Drainage Study	Study drainage at White Pond	\$75,000	TBD	Yes. Account balance preserved for this purpose.
Keyes Road Street Lighting Improvements	Fund street light improvements along Keyes Road	\$9,400	\$0	Yes. Account balance preserved for this purpose.
Voting Clickers Pilot at annual town meeting	Pilot use of voting clickers at annual town meeting	\$10,000 (in addition to repurposing of other ARPA funds)	\$0	Yes. Account balance preserved for this purpose.

Reporting

The Town is required to submit annual ARPA expenditure reports by April 30 for the previous twelve-month period ending March 31. A schedule of required annual reports can be found below.

Annual Report	Period Covered	Due Date
1	April 1, 2021 – March 31, 2022	April 30, 2022 (filed)
2	April 1, 2022 – March 31, 2023	April 30, 2023 (filed)
3	April 1, 2023 – March 31, 2024	April 30, 2024 (filed)
4	April 1, 2024 – March 31, 2025	April 30, 2025
5	April 1, 2025 – March 31, 2026	April 30, 2026
6	April 1, 2026 – December 31, 2026	April 30, 2027

More information about the State and Local Fiscal Recovery Fund program and associated reporting requirements are located at www.treasury.gov/SLFRP .



Concord Select Board Meeting
AGENDA ACTION REQUEST

11

Monday, January 27, 2025

Discuss and Review PILOT Action Plan Update

Presenter: Anthony Ansaldi, Chief Financial Officer

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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



Payment in Lieu of Taxes (PILOT) Action Plan

SELECT BOARD MEETING – JANUARY 27, 2025

Overview of the PILOT Program



What is the PILOT Program?

Voluntary contributions from tax-exempt organizations.

Supports municipal services (public safety, infrastructure).

Ensures fairness and financial sustainability.



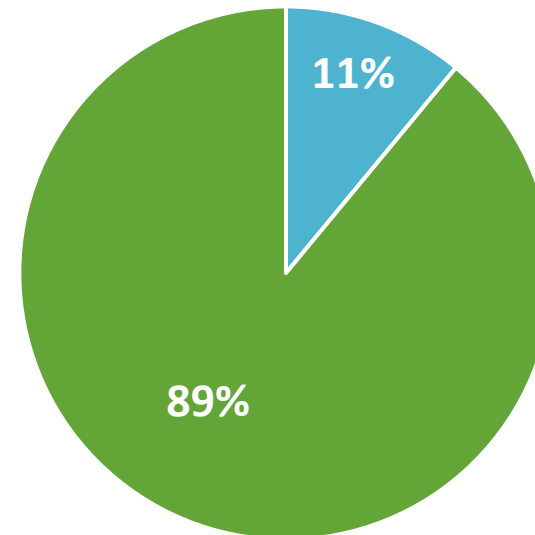
Why it Matters for Concord:

11% of Concord's land is tax-exempt.

Aims to offset municipal service costs.

Taxable vs. Non-Taxable Land

■ Non-Taxable ■ Taxable






Current Status

EXISTING CONTRIBUTIONS:

- **Total PILOT Revenue: ~\$1,352,723**
- **Agreements in place with:**
 - State-Owned Properties: **\$872,561**
 - Federal Government Properties: **\$3,529**
 - Local Agreements:
 - Concord Municipal Light Plant: **~\$450,000**
 - Concord Housing Authority: **\$26,633**

KEY MILESTONES ACHIEVED:

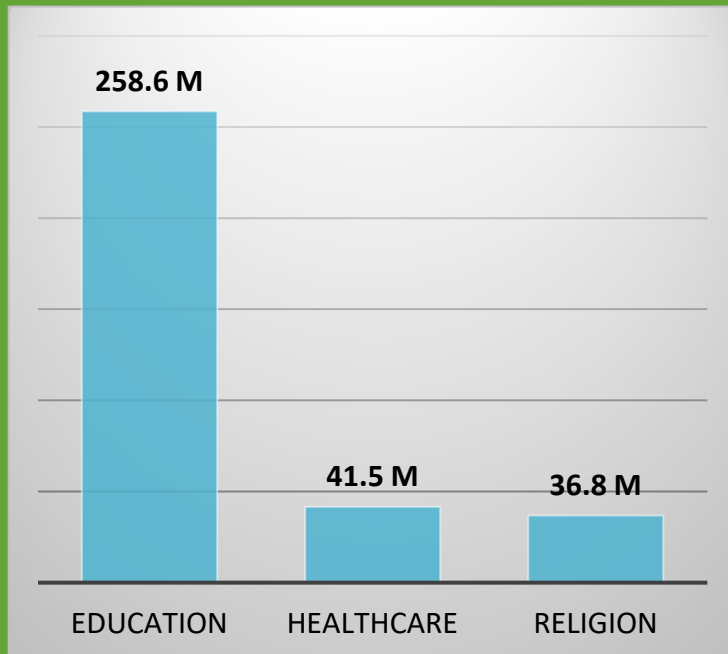
-  **Policy Adoption:** Completed November 2024
-  **Property Data Review:** Comprehensive analysis completed (\$1.13B exempt value)
-  **Outreach Preparation:** In progress for April 2025

Category	Parcels	Land Value	Building Value	Total Value	%	Tax 100%	Tax 25%
Educational Institutions	56	\$101,665,900	\$156,964,000	\$258,629,900	56%	\$3,204,424	\$801,106
Land	83	\$53,234,200	\$7,700	\$53,241,900	11%	\$659,667	\$164,917
Cultural/Community	14	\$14,887,200	\$28,650,100	\$43,537,300	9%	\$539,427	\$134,857
Healthcare Organizations	3	\$2,825,800	\$38,709,300	\$41,535,100	9%	\$514,620	\$128,655
Religious Organizations	12	\$9,848,100	\$26,930,200	\$36,778,300	8%	\$455,683	\$113,921
Conservation Organizations	21	\$21,524,000	\$6,597,700	\$28,121,700	6%	\$348,428	\$87,107
Housing	3	\$2,306,000	\$1,665,900	\$3,971,900	1%	\$49,212	\$12,303
Total	192	\$2,306,000	\$259,524,900	\$465,816,100	100%	\$5,771,461	\$1,442,865

Overview of All Targeted Tax-Exempt Properties – \$465,816,100

EXCLUSIONS: TOWN-OWNED, STATE/FEDERAL PROPERTIES, EXISTING AGREEMENTS

Targeted Properties for PILOT Outreach



Outreach Prioritization Criteria

- 🏢 **Total Assessed Value:** High-value properties are prioritized
- 🏥 **Institutional Significance:** Focus on major educational and healthcare institutions
- 🤝 **Willingness to Participate:** Based on collaboration history and community ties

Key Focus Areas:

- **Educational institutions:** 56 properties, 56% of total assessed value
- **Healthcare organizations:** 3 properties, 9% of total assessed value
- **Religious and charitable organizations:** 12 properties, 8% of total assessed value

Key Figures + Contribution Scenarios

Organization	Assessed Value	100 %	50%	25%	10%
Middlesex School	\$90,243,200	\$1,118,113	\$559,057	\$279,528	\$111,811
Emerson Hospital	\$41,535,100	\$514,620	\$257,310	\$128,655	\$51,462
Concord Academy	\$77,152,800	\$955,923	\$477,962	\$238,981	\$95,592
Other NFPs	\$256,885,000	\$3,182,805	\$1,591,403	\$795,701	\$318,281
Total	\$465,816,100	\$5,770,386	\$2,885,193	\$1,442,596	\$577,038



Phase 1

Jan – March

Outreach material
development



Phase 2

April – June

Initial outreach and
stakeholder meetings



Phase 3

FY26 +

Agreement execution and
monitoring

Implementation Plan

Key Considerations & Challenges



LEGAL COMPLIANCE AND
VOLUNTARY PARTICIPATION

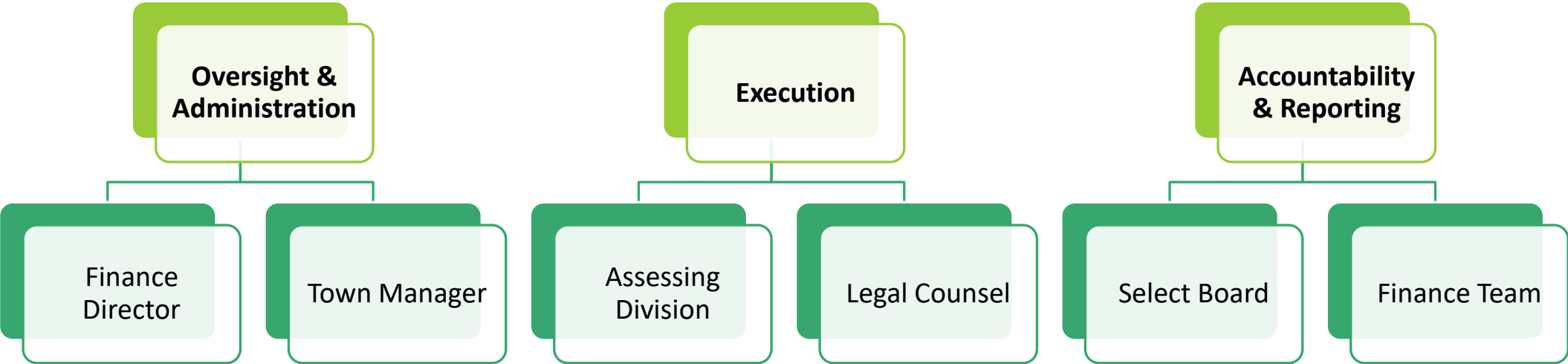


FINANCIAL SUSTAINABILITY
AND EXPECTATIONS



STAKEHOLDER ENGAGEMENT
AND PUBLIC PERCEPTION

Roles & Responsibilities



Next Steps

Finalizing outreach materials by March 2025

Sending outreach letters in April 2025

Conducting stakeholder meetings

Regular reporting to Select Board

Next Steps & Moving Forward

- **Outreach Launch:**
 - April 2025 – Initial communication with targeted organizations.
- **Collaboration Focus:**
 - Building sustainable partnerships with educational and healthcare institutions.
- **Transparency & Reporting:**
 - Regular updates to the Select Board and the community.

Concord is committed to fostering strong partnerships with our tax-exempt community to support essential services and ensure long-term financial sustainability.

JANUARY 27, 2025

TOWN OF CONCORD PILOT PROGRAM ACTION PLAN



Town of Concord PILOT Program – Action Plan

Prepared for the Select Board Meeting on January 27, 2025

Prepared by: Amanda Moore, Executive Assistant to the Town Manager

Presented by: Anthony Ansaldi, Finance Director

Date: January 27, 2025

Executive Summary

The Town of Concord's **Payment in Lieu of Taxes (PILOT) program** aims to foster collaboration with tax-exempt property owners by encouraging voluntary financial contributions to support essential municipal services. The Select Board formally adopted the PILOT policy on **November 18, 2024**, to promote **fairness, fiscal responsibility, and transparency** while ensuring equitable contributions from non-taxable entities that benefit from Town services.

In **Fiscal Year 2024**, Concord received **~\$1,352,723** in PILOT contributions, primarily from government entities. However, approximately **43% of the Town's non-taxable land, valued at \$465.8 million**, remains non-contributing. This action plan presents a structured approach to increasing participation among high-value tax-exempt organizations, with a focus on **educational and healthcare institutions**, which constitute a significant portion of the non-taxable properties.

Key Steps in the Action Plan

The Town's approach focuses on the following strategic actions:

- **Targeted Outreach:** Initiating direct communication with non-profits in **April 2025** to encourage voluntary participation.
- **Financial Planning:** Establishing contribution expectations based on assessed property values to promote fiscal equity.
- **Stakeholder Collaboration:** Engaging organizations to develop mutually beneficial agreements that align with their financial capacities.
- **Performance Monitoring:** Implementing regular tracking and evaluation to measure program effectiveness and ensure transparency.

This document provides an update on the progress of the PILOT program, details next steps for stakeholder engagement, and outlines the Town's efforts to achieve financial sustainability through expanded participation.

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Introduction

Background

Concord is home to a substantial number of tax-exempt properties, including educational institutions, healthcare facilities, and religious organizations. While these organizations provide significant value to the community, they also rely on essential municipal services such as public safety, road maintenance, and emergency response.

To address the financial impact of providing these services, the Select Board adopted the Payment in Lieu of Taxes (PILOT) policy on November 18, 2024, establishing a voluntary framework for tax-exempt organizations to contribute to municipal operations. This initiative aims to promote fairness, fiscal responsibility, and collaboration between the Town and its non-profit partners.

Purpose of the PILOT Program

The Concord PILOT program is designed to achieve the following:

1. Ensure fairness in cost-sharing by encouraging tax-exempt properties to contribute to municipal services they benefit from.
2. Strengthen the Town's financial sustainability by diversifying revenue sources.
3. Promote positive relationships and mutual benefits between the Town and non-profits.

Goals and Objectives

The PILOT program supports Concord's financial and community objectives through the following key goals:

1. **Enhancing Fiscal Sustainability:**
 - Generate stable, supplemental revenue to support essential town services, such as public safety, infrastructure maintenance, and emergency response.
 - Diversify Concord's revenue streams to reduce reliance on residential taxpayers and ensure long-term financial health.
2. **Promoting Equity:**
 - Establish fair and consistent contribution expectations based on non-profits' use of municipal services and their financial capacity.
 - Ensure all tax-exempt property owners have an opportunity to contribute in a way that aligns with their mission and financial ability.
3. **Foster Partnerships:**
 - Engage with tax-exempt organizations to create mutually beneficial agreements that recognize their contributions to the community.
 - Encourage open dialogue to develop sustainable relationships that support the Town's financial needs while respecting the non-profits' missions.
4. **Increasing Transparency:**
 - Provide regular updates to the Select Board, non-profits, and the public through clear financial reporting and progress tracking.
 - Ensure the PILOT process is open and accessible, fostering trust and community support.

Scope of the PILOT Program

The Concord PILOT program applies to a diverse range of tax-exempt properties and aims to ensure fair contributions while maintaining the Town's financial stability.

1. **Applicable Properties:**

- **Educational Institutions:** Private schools and colleges.
- **Healthcare Providers:** Hospitals and medical facilities.
- **Religious Organizations:** Churches, temples, and other places of worship.
- **Cultural and Charitable Organizations:** Non-profits focused on arts, history, conservation, and community services.

2. **Exclusions:**

- Town-owned properties, federal and state properties, and entities already under PILOT agreements.

3. **Voluntary Nature of PILOT Agreements:**

- Participation in the Concord PILOT program does not establish any legal tax liability for tax-exempt organizations. Contributions are voluntary and do not alter the property's tax-exempt status under Massachusetts law.

Current Status

The Town has made significant progress in refining the list of tax-exempt properties, prioritizing outreach efforts, and preparing for targeted engagement. The following key areas outline the status of the PILOT program implementation.

Tax Exempt Property Data Review:

A review was conducted of all of Concord's tax-exempt properties within Concord, identifying a total exempt property value of **\$1,138,529,400**, categorized across various sectors such as educational institutions, healthcare organizations, and charitable entities. This analysis serves as the foundation for targeted outreach and contribution discussions.

For a complete breakdown of all tax-exempt properties, refer to **Appendix A: Summary of All Tax-Exempt Properties**.

Existing PILOT Contributions:

Currently, the Town receives approximately **\$1,352,723** in annual PILOT contributions from the following sources:

1. **State-Owned Properties:** \$872,561
2. **Federal Government Properties:** \$3,529
3. **Local Agreements:**
 - **Concord Municipal Light Plant (CMLP):** ~\$450,000
 - **Concord Housing Authority:** \$26,633.41

These agreements provide a foundational revenue stream but present significant opportunities for further engagement with other tax-exempt organizations that do not currently participate in the PILOT program.

Excluded Properties:

Certain properties are excluded from the PILOT program, either due to their existing contribution agreements or their ineligibility under the current policy. Excluded properties include:

1. **Town-Owned Properties:** Municipally owned facilities and land.
2. **State and Federal Properties:** Contributions already established through PILOT agreements.
3. **Concord Housing Authority and CMLP:** Existing local agreements in place.

Targeted Properties for PILOT Outreach:

After excluding properties that are already contributing or ineligible, the Town has identified a total exempt property value of approximately **\$465.8 million** across key sectors, including:

1. **Educational Institutions**
2. **Healthcare Organizations**
3. **Religious and Charitable Organizations**

For a category-specific breakdown of targeted properties, refer to **Appendix B: Targeted Non-Profit Properties**.

Prioritization of Outreach Targets:

To maximize the effectiveness of the PILOT program, the Town has established the following prioritization criteria to guide outreach efforts:

1. **Total Assessed Value:** Properties with the highest assessed values will be prioritized to maximize potential contributions.
2. **Institutional Significance:** Outreach will focus on institutions with a strong community presence and reliance on Town services, particularly educational and healthcare organizations.
3. **Potential Willingness to Participate:** Organizations with a history of collaboration or prior engagement with the Town will be approached first.

The initial outreach phase will prioritize **educational and healthcare institutions**, which collectively represent **70% of the targeted exempt property value**.

Preparation for Outreach:

The Town is preparing to initiate communication with targeted non-profits in **April 2025**, encouraging voluntary participation and providing informational materials on the PILOT program.

Key outreach efforts include:

1. Development of introductory letters outlining program benefits and expectations.
2. Scheduling informational meetings to address stakeholder questions and concerns.
3. Implementing a follow-up strategy to ensure sustained engagement.

The outreach plan will be executed in phases, with initial contact focusing on high-value and high-impact institutions, ensuring efficient use of resources and maximizing participation.

Financial Impact Analysis

The financial impact of the PILOT program is assessed based on the total assessed values of targeted non-profit properties and their potential contribution levels under various participation scenarios. This analysis focuses on high-value properties, particularly educational institutions and healthcare facilities, which represent a substantial portion of Concord's non-taxable land.

Projected Contribution Scenarios

To estimate the potential financial benefits, various contribution scenarios have been developed based on a percentage of the assessed property values. These estimates help guide expectations for voluntary contributions from tax-exempt organizations.

The table below outlines potential revenue under **10%, 25%, and 50%** contribution scenarios. For a detailed property listing, refer to **Appendix C: All Exempt Properties**.

Organization	Assessed Value	100 %	50%	25%	10%
Middlesex School	\$90,243,200	\$1,118,113	\$559,057	\$279,528	\$111,811
Emerson Hospital	\$41,535,100	\$514,620	\$257,310	\$128,655	\$51,462
Concord Academy	\$77,152,800	\$955,923	\$477,962	\$238,981	\$95,592
Other NFPs	\$256,885,000	\$3,182,805	\$1,591,403	\$795,701	\$318,281
Total	\$465,816,100	\$5,770,386	\$2,885,193	\$1,442,596	\$577,038

Key Takeaways from Financial Analysis

- 1. Significant Revenue Potential:**
 - If all targeted non-profit organizations contributed at a 10% rate, the Town could potentially generate **\$577,098** in additional revenue.
 - A 25% contribution could yield **\$1,442,745**, and a 50% contribution could result in **\$2,885,489**, providing substantial financial support for municipal services such as public safety, infrastructure, and community programs.
- 2. Concentration of High-Value Institutions:**
 - Middlesex School, Concord Academy, and Emerson Hospital represent the largest individual opportunities for contributions, accounting for **\$209 million** in assessed value and potential contributions of over **\$1.04 million** at a 25% rate.
 - These three institutions alone contribute nearly **45%** of the total assessed value of targeted properties, making them a focal point for outreach efforts.
- 3. Diverse Contribution Potential from Other Non-Profits:**
 - Non-profit properties outside the top three institutions, collectively valued at **\$256.89 million**, present a significant opportunity, accounting for **55%** of the total targeted tax-exempt properties.
 - A strategic, phased outreach approach could secure meaningful contributions from a broad range of organizations.
- 4. Revenue Diversification for Financial Stability:**
 - PILOT contributions can provide an alternative revenue source to reduce financial pressure on residential taxpayers.

- Equitably distributing contributions across tax-exempt entities can enhance the Town’s fiscal sustainability while maintaining essential services.
- 5. Challenges of Voluntary Participation:**
- Although the potential financial impact is significant, securing participation will require:
 - Effective stakeholder engagement with clear messaging on mutual benefits.
 - Flexible contribution structures tailored to organizational capacities.
 - Transparent communication to build trust and commitment among participants.
- 6. Next Steps for Financial Planning:**
- The Town should prioritize targeted outreach to high-value institutions while simultaneously engaging with smaller non-profits to maximize participation and equity.
 - Ongoing tracking and reporting will ensure transparency and facilitate future financial planning decisions.

Implementation Plan & Key Considerations

Implementation Roadmap

The successful execution of the PILOT program will be carried out in a phased approach, focusing on strategic outreach, agreement development, and ongoing monitoring. The following roadmap outlines key actions and responsibilities across designated timeframes:

- 1. Phase 1: Outreach Preparation (FY25 Q3: Jan–Mar)**
 - Draft and finalize outreach materials, including letters and informational packets tailored to different types of tax-exempt organizations.
 - Identify key stakeholders and assign outreach responsibilities across relevant Town departments.
 - Develop FAQs and supporting documents to address common concerns and ensure clarity on the program's voluntary nature.
 - Establish a dedicated PILOT program webpage to centralize information and submission portals.
- 2. Phase 2: Initial Communication (FY25 Q4: April-June)**
 - Send outreach letters to targeted organizations, providing details about the PILOT policy and expected next steps.
 - Conduct informational sessions with stakeholders to foster dialogue and address concerns.
 - Launch an online submission portal to facilitate voluntary participation and streamline communication.
- 3. Phase 3: Agreement Execution and Monitoring (FY26 Onward)**
 - Facilitate negotiations and finalize tailored PILOT agreements with participating organizations.
 - Implement tracking mechanisms to monitor contributions and measure program success.
 - Provide quarterly progress updates to the Select Board and publish key insights for public transparency.
 - Establish an annual review process to assess program effectiveness and identify opportunities for improvement.

Strategic Considerations for Success

To ensure successful implementation of the PILOT program, the following strategic considerations should be carefully managed:

1. **Legal Compliance and Voluntary Nature:**
 - Ensure compliance with Massachusetts General Law (M.G.L. Chapter 59, Section 5) while maintaining the voluntary framework of the program.
 - Develop legally sound agreement templates that clearly define the scope of contributions and protect the Town's interests while fostering goodwill with participating organizations.
2. **Financial Sustainability and Contribution Expectations:**
 - Align financial contributions with the Town's municipal service costs to support long-term fiscal sustainability.
 - Balance expectations by considering non-profits' financial capacities while maintaining equitable contribution levels.
3. **Stakeholder Engagement and Participation Barriers:**
 - Foster trust through proactive communication and engagement to build cooperative relationships with non-profits.
 - Address potential barriers to participation by highlighting the mutual benefits of the program, such as enhanced community services and goodwill.
 - Manage public expectations by providing clear messaging regarding the voluntary nature of the PILOT program.
4. **Program Flexibility and Agreement Customization:**
 - Customize PILOT agreements to accommodate the unique financial situations of different non-profits.
 - Maintain consistency across agreements while allowing flexibility in contribution structures to encourage participation.
5. **Ongoing Monitoring and Reporting:**
 - Establish regular review cycles to track the program's effectiveness and adjust outreach and contribution strategies as needed.
 - Provide periodic reports to the Select Board and the public to ensure transparency and accountability, fostering continued support and trust in the program.
 - Leverage data analytics to assess trends, forecast future participation, and identify areas for improvement.

Roles & Responsibilities

Successful implementation of the PILOT program requires collaboration across departments with clearly defined responsibilities:

Program Oversight & Administration

1. **Finance Director:**
 - Leads the overall implementation of the PILOT program.
 - Manages financial planning, tracking, and reporting of contributions.
 - Serves as the primary point of contact for non-profit organizations.
2. **Town Manager's Office:**
 - Ensures the PILOT program aligns with town policies and strategic priorities.

- Facilitates stakeholder engagement, providing leadership in outreach efforts.
- Coordinates interdepartmental collaboration and communication.

Operational Execution

1. **Assessing Division:**

- Manages property valuation data to ensure accurate assessments for outreach planning.
- Assists in identifying targeted properties based on valuation and categorization criteria.
- Provides ongoing data support for financial projections and reporting.

2. **Legal Counsel:**

- Drafts and reviews PILOT agreements to ensure compliance with Massachusetts law and Town policies.
- Advises on potential legal risks and assists in the negotiation of agreements.
- Ensures agreements are legally sound and aligned with voluntary contribution frameworks.

Accountability & Reporting:

1. **Select Board:**

- Provides oversight, policy approvals, and strategic direction for the PILOT program.
- Reviews progress reports and offers guidance on engagement strategies.
- Ensures public transparency and maintains community trust in the program.

2. **Finance Team:**

- Monitors contribution levels and tracks payment schedules.
- Prepares periodic financial reports for the Select Board and public review.
- Provides financial analysis to support decision-making and future program adjustments
- Select Board: Provides oversight and policy approvals.
- Finance Team: Monitors contribution levels and prepares reports.

Conclusion

The Town of Concord remains **committed to fostering strong partnerships** with tax-exempt organizations to achieve a fair and sustainable approach to municipal funding. Through the PILOT program, the Town aims to balance financial responsibility with community collaboration, ensuring that non-profits contribute equitably while continuing to thrive within the community.

This action plan provides a clear roadmap for sustainable engagement, fiscal responsibility, and long-term partnership development. Moving forward, the Town will focus on:

1. **Prioritizing engagement** with high-value institutions, such as educational and healthcare organizations.
2. **Executing tailored agreements** that align with the financial capabilities of participating non-profits.
3. **Maintaining transparent communication** with stakeholders through regular updates and reporting mechanisms.

By implementing the outlined steps and fostering a cooperative approach, the PILOT program will contribute to Concord's long-term financial stability while supporting the valuable contributions of the Town's non-profit community.

Appendix A: Summary of All Tax-Exempt Properties

Category	Parcel	Land Value	Building Value	Total Value	%	Taxed at 100%	Taxed at 25%
Town	291	\$203,524,500	\$222,669,400	\$426,193,900	37%	\$5,280,542	\$1,320,136
Educational Institutions	56	\$101,665,900	\$156,964,000	\$258,629,900	23%	\$3,204,424	\$801,106
State	58	\$85,696,400	\$48,265,700	\$133,962,100	12%	\$1,659,790	\$414,948
Federal	78	\$61,442,800	\$18,057,600	\$79,500,400	7%	\$985,010	\$246,252
Land	83	\$53,234,200	\$7,700	\$53,241,900	5%	\$659,667	\$164,917
Cultural/Community	14	\$14,887,200	\$28,650,100	\$43,537,300	4%	\$539,427	\$134,857
Healthcare Organizations	3	\$2,825,800	\$38,709,300	\$41,535,100	4%	\$514,620	\$128,655
Housing	29	\$16,073,700	\$20,955,100	\$37,028,800	3%	\$458,787	\$114,697
Religious Organizations	12	\$9,848,100	\$26,930,200	\$36,778,300	3%	\$455,683	\$113,921
Conservation Organizations	21	\$21,524,000	\$6,597,700	\$28,121,700	2%	\$348,428	\$87,107
Total	645	\$2,825,800	\$567,806,800	\$1,138,529,400	100%	\$14,106,379	\$3,526,595

Appendix B: Targeted Non-Profit Properties

Category	Parcels	Land Value	Building Value	Total Value	Perce	Taxed at 100%	Taxed at 25%
Educational Institutions	56	\$101,665,900	\$156,964,000	\$258,629,900	56%	\$3,204,424	\$801,106
Land	83	\$53,234,200	\$7,700	\$53,241,900	11%	\$659,667	\$164,917
Cultural/Community	14	\$14,887,200	\$28,650,100	\$43,537,300	9%	\$539,427	\$134,857
Healthcare Organizations	3	\$2,825,800	\$38,709,300	\$41,535,100	9%	\$514,620	\$128,655
Religious Organizations	12	\$9,848,100	\$26,930,200	\$36,778,300	8%	\$455,683	\$113,921
Conservation Organizations	21	\$21,524,000	\$6,597,700	\$28,121,700	6%	\$348,428	\$87,107
Housing	3	\$2,306,000	\$1,665,900	\$3,971,900	1%	\$49,212	\$12,303
Total	192	\$2,306,000	\$259,524,900	\$465,816,100	100%	\$5,771,461	\$1,442,865

DRAFT

Appendix C: All Exempt Properties

Category	Parcels	Land Value	Building Value	Total Value	%	Tax 100%	Taxed at 25%
Town	291	\$ 203,524,500	\$ 222,669,400	\$ 426,193,900	37%	\$ 5,280,542	\$ 1,320,136
Concord Free Public Library Corp	1	\$ 495,700	\$ 1,412,100	\$ 1,907,800	0%	\$ 23,638	\$ 5,909
Concord Free Public Library Corporation	1	\$ 1,157,400	\$ 10,349,600	\$ 11,507,000	1%	\$ 142,572	\$ 35,643
Concord Public Schools	9	\$ 37,602,500	\$ 120,138,500	\$ 157,741,000	14%	\$ 1,954,411	\$ 488,603
Concord-Carlisle Regional School	1	\$ 7,594,600	\$ 56,237,500	\$ 63,832,100	6%	\$ 790,880	\$ 197,720
Town Of Concord	277	\$ 153,899,700	\$ 34,529,700	\$ 188,429,400	17%	\$ 2,334,640	\$ 583,660
Town Of Concord	2	\$ 2,774,600	\$ 2,000	\$ 2,776,600	0%	\$ 34,402	\$ 8,601
Educational Institutions	56	\$ 101,665,900	\$ 156,964,000	\$ 258,629,900	23%	\$ 3,204,424	\$ 801,106
Concord Academy	6	\$ 30,811,700	\$ 46,341,100	\$ 77,152,800	7%	\$ 955,923	\$ 238,981
Concord Children's Center Inc	1	\$ 642,200	\$ 2,350,200	\$ 2,992,400	0%	\$ 37,076	\$ 9,269
Concord-Assabet School Inc.	1	\$ 1,023,800	\$ 3,464,000	\$ 4,487,800	0%	\$ 55,604	\$ 13,901
Fenn School	11	\$ 11,182,000	\$ 14,425,500	\$ 25,607,500	2%	\$ 317,277	\$ 79,319
Middlesex School	4	\$ 11,571,600	\$ 78,671,600	\$ 90,243,200	8%	\$ 1,118,113	\$ 279,528
Nashoba Brooks School	1	\$ 4,845,500	\$ 11,259,500	\$ 16,105,000	1%	\$ 199,541	\$ 49,885
President & Fellows of Harvard Coll	30	\$ 38,296,700	\$ -	\$ 38,296,700	3%	\$ 474,496	\$ 118,624
The Fenn School	2	\$ 3,292,400	\$ 452,100	\$ 3,744,500	0%	\$ 46,394	\$ 11,599
State	58	\$ 85,696,400	\$ 48,265,700	\$ 133,962,100	12%	\$ 1,659,790	\$ 414,948
Commonwealth of Massachusetts	41	\$ 58,927,500	\$ 45,134,000	\$ 104,061,500	9%	\$ 1,289,322	\$ 322,330
Commonwealth of Massachusetts	2	\$ 4,538,900	\$ 2,311,300	\$ 6,850,200	1%	\$ 84,874	\$ 21,218
Massachusetts Bay Transit Authority	2	\$ 579,900	\$ 308,300	\$ 888,200	0%	\$ 11,005	\$ 2,751
Massachusetts Dept Of Highways	3	\$ 119,600	\$ -	\$ 119,600	0%	\$ 1,482	\$ 370
Massachusetts Port Authority	9	\$ 20,196,600	\$ -	\$ 20,196,600	2%	\$ 250,236	\$ 62,559
Middlesex County	1	\$ 1,333,900	\$ 512,100	\$ 1,846,000	0%	\$ 22,872	\$ 5,718
Federal	78	\$ 61,442,800	\$ 18,057,600	\$ 79,500,400	7%	\$ 985,010	\$ 246,252
United States of America	5	\$ 1,590,000	\$ 1,483,000	\$ 3,073,000	0%	\$ 38,074	\$ 9,519
Usa Department of The Interior	71	\$ 58,607,600	\$ 16,034,900	\$ 74,642,500	7%	\$ 924,821	\$ 231,205
Usa National Park	2	\$ 1,245,200	\$ 539,700	\$ 1,784,900	0%	\$ 22,115	\$ 5,529
Land	83	\$ 53,234,200	\$ 7,700	\$ 53,241,900	5%	\$ 659,667	\$ 164,917
Concord Land Conservation Tr	54	\$ 38,313,200	\$ -	\$ 38,313,200	3%	\$ 474,701	\$ 118,675
Concord Land Conservation Trust	28	\$ 14,730,300	\$ 7,700	\$ 14,738,000	1%	\$ 182,604	\$ 45,651
Lincoln Land Conservation Tr	1	\$ 190,700	\$ -	\$ 190,700	0%	\$ 2,363	\$ 591
Cultural/Community	14	\$ 14,887,200	\$ 28,650,100	\$ 43,537,300	4%	\$ 539,427	\$ 134,857
Boys Scouts of America	1	\$ 176,600	\$ -	\$ 176,600	0%	\$ 2,188	\$ 547
Concord Antiquarian Society	2	\$ 689,700	\$ 3,320,100	\$ 4,009,800	0%	\$ 49,681	\$ 12,420
Concord Art Association	1	\$ 964,100	\$ 1,928,800	\$ 2,892,900	0%	\$ 35,843	\$ 8,961
Concord Scout House Inc	1	\$ 1,049,100	\$ 688,100	\$ 1,737,200	0%	\$ 21,524	\$ 5,381
Habitat For Humanity of Greater Lowell Inc	1	\$ -	\$ 228,000	\$ 228,000	0%	\$ 2,825	\$ 706
Louisa May Alcott Memorial Assoc	3	\$ 2,266,300	\$ 2,280,700	\$ 4,547,000	0%	\$ 56,337	\$ 14,084
Minuteman Arc for Human Services Inc	1	\$ 1,578,800	\$ 2,725,800	\$ 4,304,600	0%	\$ 53,334	\$ 13,333

Ralph Waldo Emerson Mem Assoc	1	\$ 743,400	\$ 2,020,500	\$ 2,763,900	0%	\$ 34,245	\$ 8,561
The Protestant Guild for Human Svs Inc	1	\$ 2,961,100	\$ 5,262,600	\$ 8,223,700	1%	\$ 101,892	\$ 25,473
Toc - 51 Walden Performing Arts Center	1	\$ 877,700	\$ 1,188,200	\$ 2,065,900	0%	\$ 25,597	\$ 6,399
Toc - The Umbrella Arts Center	1	\$ 3,580,400	\$ 9,007,300	\$ 12,587,700	1%	\$ 155,962	\$ 38,990
Healthcare Organizations	3	\$ 2,825,800	\$ 38,709,300	\$ 41,535,100	4%	\$ 514,620	\$ 128,655
Emerson Hospital	3	\$ 2,825,800	\$ 38,709,300	\$ 41,535,100	4%	\$ 514,620	\$ 128,655
Religious Organizations	12	\$ 9,848,100	\$ 26,930,200	\$ 36,778,300	3%	\$ 455,683	\$ 113,921
Archbishop Of Boston Corp Sole	2	\$ 1,481,500	\$ 6,138,500	\$ 7,620,000	1%	\$ 94,412	\$ 23,603
Christian Science Church	1	\$ 765,200	\$ 1,790,500	\$ 2,555,700	0%	\$ 31,665	\$ 7,916
Concord Area Jewish Study Group Inc	1	\$ 883,100	\$ 4,602,500	\$ 5,485,600	0%	\$ 67,967	\$ 16,992
Masonic Corp	1	\$ 529,400	\$ 1,073,600	\$ 1,603,000	0%	\$ 19,861	\$ 4,965
New Life Community Church	1	\$ 926,800	\$ 1,012,900	\$ 1,939,700	0%	\$ 24,033	\$ 6,008
St Bernards Catholic Church	1	\$ 779,800	\$ -	\$ 779,800	0%	\$ 9,662	\$ 2,415
Trinitarian Congregational Church	1	\$ 2,040,000	\$ 3,656,800	\$ 5,696,800	1%	\$ 70,583	\$ 17,646
Trinity Church Of Concord	1	\$ 1,117,700	\$ 5,217,700	\$ 6,335,400	1%	\$ 78,496	\$ 19,624
West Concord Union Church	2	\$ 906,400	\$ 3,087,900	\$ 3,994,300	0%	\$ 49,489	\$ 12,372
West Concord Union Church, The	1	\$ 418,200	\$ 349,800	\$ 768,000	0%	\$ 9,516	\$ 2,379
Concord Housing	26	\$ 13,767,700	\$ 19,289,200	\$ 33,056,900	3%	\$ 409,575	\$ 102,394
Cha Local Properties LLC	10	\$ 4,703,900	\$ 4,222,200	\$ 8,926,100	1%	\$ 110,594	\$ 27,649
CHDC - JV LLC	1	\$ 1,443,700	\$ -	\$ 1,443,700	0%	\$ 17,887	\$ 4,472
Concord Housing Authority	13	\$ 6,845,900	\$ 14,897,800	\$ 21,743,700	2%	\$ 269,404	\$ 67,351
Concord Housing Development Corp	2	\$ 774,200	\$ 169,200	\$ 943,400	0%	\$ 11,689	\$ 2,922
Conservation Organizations	21	\$ 21,524,000	\$ 6,597,700	\$ 28,121,700	2%	\$ 348,428	\$ 87,107
Massachusetts Audubon Society Inc	4	\$ 12,079,300	\$ 4,232,100	\$ 16,311,400	1%	\$ 202,098	\$ 50,525
Massachusetts Bay Transit Authority	1	\$ 28,000	\$ -	\$ 28,000	0%	\$ 347	\$ 87
Sudbury Valley Trustees Inc	3	\$ 1,660,900	\$ -	\$ 1,660,900	0%	\$ 20,579	\$ 5,145
The Walden Woods Project	3	\$ 1,349,900	\$ 542,300	\$ 1,892,200	0%	\$ 23,444	\$ 5,861
Thoreau Farm Trust Inc	1	\$ 701,700	\$ 694,500	\$ 1,396,200	0%	\$ 17,299	\$ 4,325
Trustees Of Reservations	2	\$ 1,637,500	\$ 1,127,400	\$ 2,764,900	0%	\$ 34,257	\$ 8,564
Trustees Of Town Donations	1	\$ 238,700	\$ -	\$ 238,700	0%	\$ 2,957	\$ 739
Walden Woods Project Inc	6	\$ 3,828,000	\$ 1,400	\$ 3,829,400	0%	\$ 47,446	\$ 11,862
Housing	3	\$ 2,306,000	\$ 1,665,900	\$ 3,971,900	0%	\$ 49,212	\$ 12,303
Community Housing Options Inc	1	\$ 521,700	\$ 611,800	\$ 1,133,500	0%	\$ 14,044	\$ 3,511
Concord Assabet Adolescent Services	1	\$ 693,300	\$ 531,200	\$ 1,224,500	0%	\$ 15,172	\$ 3,793
Concord Home For the Aged	1	\$ 1,091,000	\$ 522,900	\$ 1,613,900	0%	\$ 19,996	\$ 4,999
Grand Total	645	\$ 570,722,600	\$ 567,806,800	\$ 1,138,529,400	100%	\$14,106,379	\$ 3,526,595



THE TOWN OF
CONCORD
MASSACHUSETTS

Office of the Town Manager
Concord, Massachusetts 01742

Kerry A. Lafleur
Town Manager
Town House
P.O. Box 535
22 Monument Square
www.concordma.gov
(978) 318-3000

[Date]

[Recipient Name]

[Recipient Title]

[Non-Profit Organization Name]

[Address]

[City, State, ZIP]

Subject: Invitation to Participate in Concord's PILOT Program

Dear [Recipient Name],

I hope this letter finds you well. On behalf of the Town of Concord, I am reaching out to share information about our recently adopted Payment in Lieu of Taxes (PILOT) program and to explore potential collaboration with [Non-Profit Organization Name].

About the PILOT Program

The PILOT program is designed to foster partnerships between the Town and tax-exempt organizations like yours. While we recognize and deeply appreciate the invaluable contributions that non-profits make to our community, the program seeks to address the shared use of municipal services—such as public safety, infrastructure maintenance, and other essential services—that benefit all property owners, including tax-exempt entities.

Why Participate?

Your organization plays a vital role in our community, and your voluntary participation in the PILOT program will:

- Support the sustainability of services that directly benefit your operations.
- Demonstrate goodwill and commitment to Concord's long-term growth and success.
- Provide an opportunity to collaborate on mutually beneficial solutions.

Next Steps

We would welcome the opportunity to discuss this program with you in more detail and explore how we can work together to achieve our mutual goals. Please feel free to contact me at [Phone Number] or [Email Address] to schedule a meeting at your convenience, or visit [website link] for additional information.

Participation in the PILOT program is voluntary and does not affect your organization's tax-exempt status under Massachusetts law.

Thank you for your time and consideration. We look forward to the possibility of partnering with [Non-Profit Organization Name] to continue making Concord a wonderful place to live and work.

Best regards,

[Your Name]

[Your Title]

Town of Concord



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

12

Town Manager's Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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



Town of Concord

Weekly Operations Report

2025 Volume 2/January 24th, 2025

General Administration

Town Clerk

[2025 Annual Town Census](#)

Number of Census Forms mailed: 8,716

Number of Census Forms returned to date: 2,881 (33% return)

Please find your census form and return it to the Town Clerk's Office in person, to our dropbox, by mail, or by email (census@concordma.gov).

Have you misplaced it? No problem! Just let us know and we will mail or email you another one. Remember that any changes to voter information need to be signed by the voter.

December GEM Winner

Congratulations to our December **GEM** Lottery Award winner Mardi Hutchinson from Recreation! For **G**oing the **E**xtra **M**ile in providing CPR/First Aid training to Library staff, as well as her efforts on Town events such as the tree lighting, Mardi will receive a \$25.00 gift certificate to a local business to enjoy.

Follow this link to learn more about the GEM Program:

[Town of Concord \(concordma.gov\)](https://www.concordma.gov)

If you know someone who has gone the extra mile and deserves recognition, nominate them at [GEM-Form \(concordma.gov\)](#) Completed forms can be submitted to Magnolia Begley, Human Resources, mbegley@concordma.gov



Police Department

Calls for Service

Thursday, January 16th thru Wednesday, January 22nd, 2025

- Log items: 542
- Traffic enforcement: 27
- Motor vehicle stops: 60
- Motor vehicle crashes and/or exchanges: 10
- Arrests: 1

Captain Goldman attended the 250th Celebration briefing and update at MEMA on January 16th.

On January 23rd, Chief Mulcahy attended the annual Middlesex Chiefs training.

Town Engineer

MassDOT Safe Routes to School Signs and Lines Program

MassDOT, through its Safe Routes to School (SRTS) Program, is pleased to announce the awardees of their 2024-2025 Signs and Lines Program. The Massachusetts SRTS Program, sponsored by MassDOT and with funds from the Federal Highway Administration, promotes safer routes for students to actively get to and from school by fostering partnerships between community-led organizations, local law enforcement, education leaders, and public health departments.

The SRTS Signs and Lines Program typically provides design services and up to \$10,000 in construction funding for up to five municipalities for low-cost infrastructure projects around public elementary, middle, and high schools. Eligible low-cost projects include signage and pavement markings to improve safety and accessibility along key walking and biking routes to a school.

The application period opened on September 4, 2024, and all applications were due on October 4, 2024. All SRTS partner schools (that have been a partner for at least six months as of 9/4/24) were encouraged to apply. The projects are intended to be completed no later than June 30, 2025, and within the current school year. The three schools/communities selected this year are as follows:

- Thoreau Elementary School, Concord
- Gates Middle School, Scituate
- City View Discovery School, Worcester

For questions related to the Signs and Lines Program, email SRTS@dot.state.ma.us. You can also visit [Safe Routes To School - Engineering | Mass.gov](http://SafeRoutesToSchool-Engineering|Mass.gov). For more information on Massachusetts Safe Routes to School visit:

www.mass.gov/safe-routes-to-school

www.facebook.com/SafeRoutes.MA

www.twitter.com/SafeRoutes_MA

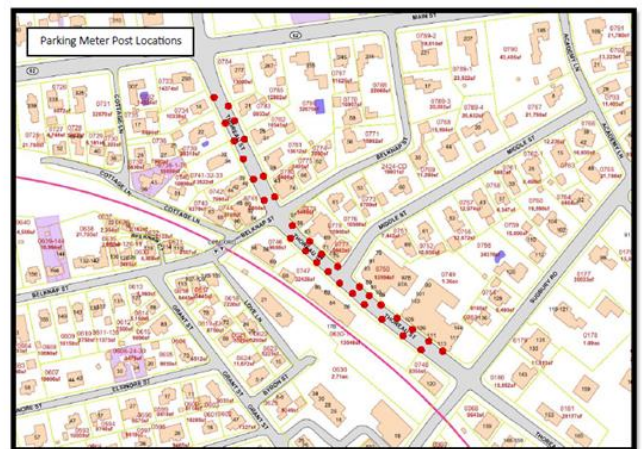
www.instagram.com/srts_ma

www.linkedin.com/company/ma-safe-routes-to-school

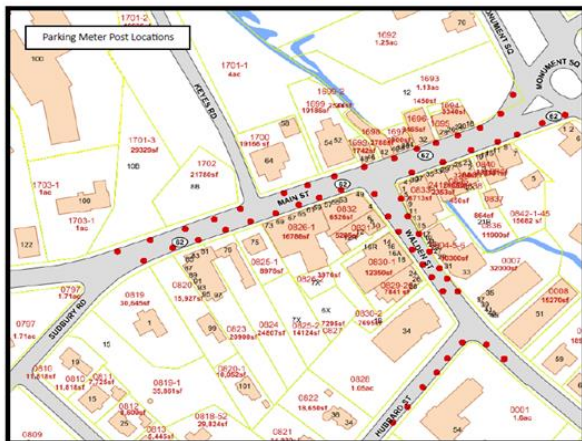
Parking Meter Posts Removal

The removal of 103 meter posts by Aruda Construction began on January 16th. The work started on Thoreau St between Sudbury Rd and Main St and then continued on Main St, Walden St, Hubbard St, Church St, and Commonwealth Ave. The work which includes removing the post, foundation and restoring the ground surface is expected to take 3 to 4 weeks to complete depending on weather conditions.

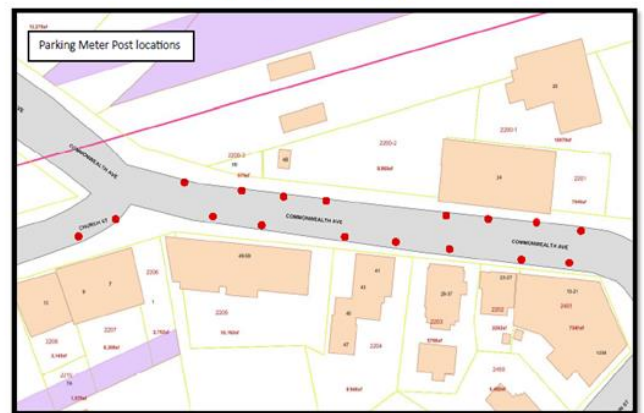
Thoreau Street



Main Street



Locus Map- Commonwealth Ave



Recreation

Camp Updates

Camp Three Rivers

- Camper Registrations open Feb 5 for residences & Feb 12 for non-residence
- More information: <https://www.concordrec.com/251/Camp-Three-Rivers>

Elementary School Enrichment Programs

- Currently 15 programs are running during the Winter 1 session
- Over 185 students are registered in programs

Ski Nashoba

- 94 total students registered, with 6-7 volunteer chaperones. The program is a real hit and has been running smoothly this year.
- One parent commented, "Thank you again for all that you do. I absolutely love the program as does my daughter."



Programs

Winter Wonderland

- January 25th, 2025 from 1-3 pm
- Hunt Recreation Center Horse wagon rides, smores, crafts, bounce house, and live DJ

Shamrock Ball

- March 15th, 2025
- Registration starts on February 3rd, 2025
- More information: <https://concordrec.com/>



Carousel

We have an art display in the art gallery at Harvey Wheeler beginning on January 24th through March 6th. Our theme is "Every Heart and Every Snowflake is Different." It's a Winter and Valentine-themed exhibit.

Beede

Heart Health Month

There will be a FREE blood pressure screening provided by Emerson Hospital in Beede Lobby on Friday, February 14th from 8 am to 12 pm. There is no registration required.

Council on Aging

Noon Year's Party

Nearly 100 seniors had fun on January 31st at the COA's 'Noon Year's Party.' The Steve Rudolph Trio played hit tunes and led the countdown to Noon when everyone toasted each other with sparkling cider and sang Auld Lang Syne.





Concord Select Board Meeting
AGENDA ACTION REQUEST
Monday, January 27, 2025

13

Chair's Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

14

Discuss Select Board Liaison Reports

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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

Mary Hartman Liaison Report for Jan 27, 2025 Select Board meeting

Economic Vitality Committee (1/15)

- Have identified four panelists for the Commercial Development forum to be held January 29, 2025 at the Goodwin Room in the library starting at 6:00.
- Will release the survey to business owners to gauge customer needs and develop a bench of “best fit” businesses (by category and/or specific businesses) tailored to Concord’s three retail districts as vacancies might emerge.

Finance Committee (1/9)

FinCom hosted a formal hearing regarding the joint Capital Improvement Plan in accordance with the recommendation from the Capital Planning Task Force. The presentation was essentially what the Select Board heard at our Dec 16 tri-board meeting. There were no questions from the public.

Town and schools will present details behind their guideline operating budgets at the Feb 13 FinCom mtg.

Ag Committee (1/16)

Still working on hosting a speaker event in spring, date and speaker tbd. Ag committee is interested in working with the housing groups to identify affordable housing for farmers.

CMAHT (1/7)

CPC has agreed to support a \$740K allocation to the trust in its FY25 TM warrant article. \$240K of this is money was underspend on the Gerow affordable unit. If approved, this will bring the balance in the trust to \$2.759m.

Two home rule petitions (local real estate transfer fee and building permit surcharge) approved at the January 2023 Special Town Meeting for a reliable source of CMAHT funding have been refiled by Rep Gentile and do not need to be re-approved at the FY25 town meeting.

Housing Roundtable (1/14)

The following boards/committees/staff presented updates regarding their efforts relative to housing:

- Concord Municipal Affordable Housing Trust
- Concord Housing Development Corporation
- Megan Zammuto, Deputy Town Manager

- Concord Housing Authority
- Planning Board
- Select Board
- Concord Housing Foundation
- Community Preservation Committee

Terri Ackerman asked for a schedule to show the town's total contribution by project for recent projects. Keith sent this out via email on 1/15 and will include in the CMAHT 2024 Annual Report.

League of Women Voters First Friday (1/10)

Both myself, Megan Zammuto and Paul Boehm participated in a panel discussion around processes used to match available land to potential uses. The discussion began with a closer look at the Peabody school site then zoomed out to all potentially available land (~160 acres). The Land Use matrix and working group were introduced.

SB January 27 Liaison Report - Mark Howell

Warners Pond Task Force -

Subcommittees completed revisions of proposals, main board is meeting to bring a level of consistency regarding facts and overlaps. This discussion dominated the Jan 16th Task Force meeting. The goal remains to reach a recommendation in March. Next meeting is January 30.

Attended Chairs Breakfast

MCI Legal and Governance and Main board.

- RFP responses are due Jan 27, Participating the selection Subcommittee
- Mass DOT meeting with the new project manager for Rotary redesign is scheduled for January 27.
- Production a video targeted to help familiarize community with the site is in progress but the public engagement subcommittee drone footage is scheduled to be acquired on Jan 29.
- DCAMM coordination meeting covered wastewater treatment facility status of capital project needs, some consideration around future re-permitting as well as outline of expectations around the February response to the state offer for the WWTF.

CMS Building Project

On budget and on schedule for Feb 24 building opening

Building committee tours the facility on Jan 22, it looks fantastic.

Lots of communications plans Building signage not ready, banner will be there.

Contingency at \$8.175 remaining (57% Hard Cost 68% Soft cost remaining)

Winter conditions costs finalize with General Contractor

CMLP funding for temporary poles for lighting and security due to Solar delay optimized, \$55K down from \$90 estimated

School Committee (1/7)

- METCO - Plan is to fill open representative position by March. METCO program discussion planned for 1/21/24 with METCO leadership attending.
- CCRSD chair to attend 1/14 CPC to discuss feasibility to consider new Amenities project proposal outside of current annual evaluation. Dr. Hunter attending to review questions on the submitted project for the Thoreau school.
- Voted to create a CCHS Campus Completion sub-committee to discuss potential a fund-raising sources for the amenities building and explore coordination with CC at Play for fundraising and project management for the future track project.
- Reviewed detail of Superintendent proposed FY26 budgets.
 - o New Wastewater treatment facility contract services are factored into budgets
 - o The administration anticipates the state phasing out of Concord homeless shelter over next 18 months, with grant funding remaining available to offset costs through FY26 for shelter students attending CCHS & CPS schools. Homeless transportation costs not budgeted, homeless transportation will be reimbursed to the school district the following year as revenue. For CPS, town will designate and appropriate receipts from state for homeless transportation to the school district (similar to FY25).
 - o Proposed CPS budget is \$47,632,034, representing a \$1,116,321 or 2.40% increase over FY25 (which matches Fin Com guideline). Consolidating savings of \$576,000 from moving to the new Ellen Garrison Building at Concord Middle School are factored into the FY26 budget. Total FTEs are projected to be 423.79, which incorporates a reduction of 7.57 FTEs.
 - o The total proposed CCRSD budget is \$40,479,952, representing a \$1,505,045 or 3.86% increase over FY25. FTE's are decreasing by 0.2. 225.0 FTE's in FY26. Total Revenues are projected to be \$4,877,244 with an increase of \$109,231 or 2.3% over FY25. After netting of grants, charter tuition, interest, Excess & Deficiency contributions and based on Concord's 76.63% of students (859 students as of 10/1/24), Concord's assessment is projected to be \$27,282,355, representing a \$1,141,447 or 4.37% increase over FY25.

Campus Completion Sub-Committee (1/13, 1/21)

- Charter drafted to focus on all potential funding sources for Amenities building and longer term for the track at the Walden St Entrance.
- Plan is to submit CPC applications to both Concord and Carlisle for the Amenities building.

School Committee (1/21)

- Discussions were held on both METCO and DEIB programs.
- Warrant article for Amenities building to be drafted at the \$1.8M level and can be refined in March when detailed design and cost is provided. Will ask Moderator to have article follow vote of CPC.
- Need clarification from legal counsel as to how CPC funds (if approved) would be allocated - is it a reduction to the total project cost or a reduction to the town specific allocation.
- FY25 budget transfers across DESE cost categories approved for both CPS and CCRSD. CCRSD changes include funding of OPEB at \$0 to offset unbudgeted OOD tuition costs (OPEB funding percentage remains high).

Planning Board (1/7)

- Draft warrant article supporting Joint parking was reviewed and there was general consensus that this article should be pursued for TM
- A warrant article to update residential parking was reviewed and several concerns raised related to larger housing developments. Consultant will be asked to look at requirements based on size of development and proximity to train station.

Zoning Board of Appeals (1/9)

- Board approved 300-310 Baker Ave site plan which proposes to demolishing a 60-foot by 94-foot area of the 300-310 Baker Avenue building and constructing 54 new parking spaces in that footprint. Approval includes relief from required parking (182 spaces) and approval of joint parking arrangement with the NOVO Project (292 & 294 Baker Ave)

Hugh Cargill Trust (1/14)

- Based on a discussion of needs and available funds managed by the Trustees of Town Donations, the board agreed to increase the annual funding cap from \$1,000 to \$2,000 per household. Committee members will be conducting outreaching to referral sources to inform them of the change. An update to the HCT charter will be needed and included in a future Select Board agenda (consent agenda).

- An anonymous donor has gifted \$30,000 to the HCT - a big thank you for the generous gift!!

Liaison Report-Terri Ackerman-1/27/25

HFAC

- On January 28, new Massport CEO Rich Davies will be presenting to HATS via zoom. HFAC members will likely attend and the public is welcome to participate as well. We expect the Q&A to be quite interesting, as we learn about Mr. Davies vision for the future of Massport and Hanscom Field.

Public Ceremonies and Celebrations

- Nominations for Honored Citizen of the Year will be accepted until Jan 31. The nomination form can be found on the PCCC web page.

Cemetery Commission

- Kerry LaFleur attended the Jan 8 meeting and explained the 3 trust fund accounts. There is adequate revenue to support 100% of the annual operation, plus a surplus to save for future capital costs. The committee requested a 5-year projection, so they can engage in thoughtful planning.
- Looking for new volunteers to serve on the Cemetery Commission.

Public Works/Transportation Advisory Committee

- TAC members and I attended a Public Works Commission meeting to learn about Tier III capital projects.
- The Public Works Commission recommended sending a letter to the SB requesting that we accept an easement at the corner of Darton and Dover Streets in order to mitigate stormwater buildup in that area. The owner and neighbors are supportive. Since these are private roads, the matter would go to Town Meeting and then be assessed to abutters as a betterment.

2229 Main St. Oversight Committee

- Seeking to fill a vacancy on the committee.

PEG Access

- Contract negotiations are nearing the final stage. Once Town Counsel and PEG Access Committee sign off, the next step will be for the SB to hold an Executive Session and then a Public Hearing. Alternatively, there may be a joint Executive Session between PEG Access Committee and the SB, followed by the Public Hearing. The SB will need to sign the final contract.
- MMN will be filming the prison grounds with drones in late January.

250th Executive Committee

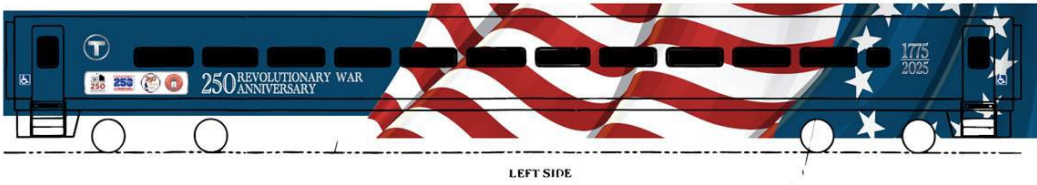
- After the traumatic New Orleans event, public safety officials are double-checking the plans for every entry point into Concord and ensuring that heavy equipment is available as barriers.
- Bus services are being scaled back and re-bid. Responses to the first bid came in over budget.
- MBTA train cars will be wrapped with the attached decoration.
- I attended the MEMA training “Before Help Arrives.”
- Julie Manoogian, Manager of Minuteman Media Network (MMN) is coordinating with the 250th Committee as they make plans to film and livestream on April 19th. They will also be renting 1-2 Jumbotrons so disabled and other visitors can watch live events at the Bridge on a large screen at the Umbrella or a similar central location.

Permanent Memorial Subcommittee of the 250th

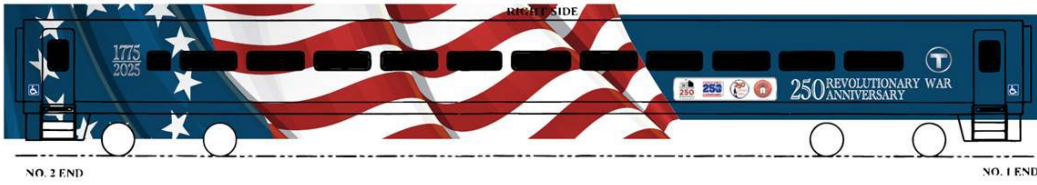
- Beginning January 9, the Subcommittee began an intensive public engagement process by holding weekly zoom meetings at 5 PM on Thursdays. The public is encouraged to attend and offer input on who, where, and how to create the Permanent Memorial. Specifically, should the memorial emphasize servicemen who gave their lives, traditional leadership, diverse representation, the recently discovered 19 names, or all of the above; should the memorial be in Parcel 1693, another part of Monument Square, or somewhere else; and how much green space versus constructed monument should there be.

Finance Committee/Capital Planning

- Attended Public Hearing on Capital Planning.



LEFT SIDE



NO. 2 END

NO. 1 END

250th Revolutionary War Anniversary Coach

Cameron McKennitt Liaison Report for Jan 27, 2025 Select Board meeting

Public Works Commission

- Work continues in preparation for Town Meeting around the proposed Roads program, which includes safety and pedestrian improvements
- Work is also continuing around the Stormwater utility and rates, with a rate hearing likely in May and a report out soon
- also making progress on a White Pond easement for stormwater system improvement

Municipal Light Board

- We have received 7 volunteer cards for the open Light Plant board position. Actively reviewing the applications and having discussions to determine recommended candidate
- With Time-of-Use rates going into effect, work is going on to look at updates to the bill presentation. The Light Plant team and the Board have done some excellent work to benchmark what bills look like from other electric utilities, and to come up with some great suggestions on how bills can be easy to read while providing pertinent information to help customers understand their energy usage and areas where they may be able to impact their cost
- It is worth noting on time-of-use rates that an analysis was done to look at how homes using heat pumps would fare from a cost perspective, and in almost all cases they would have done better (e.g. lower cost) on the time-of-use rates vs. the standard residential rates
- With regards to the solar/battery project at the middle school - permits are needed for both the solar and the battery components. They can be addressed separately - while intention is to do both, it is possible to do the rooftop solar and not the battery. Conversations with school officials are continuing.

Recreation Commission

- As it pertains to the Doug White fields and turf replacement, The Recreation Commission has agreed to vet the project and serve as the venue for public presentation, comment and feedback. Activity is moving forward with the goal of field replacement in 2025.

Town Meeting Study Committee

- Discussions have continued regarding additional opportunities to make town meeting more efficient and to encourage broader participation.
- As the last meeting, it was voted by the committee not to recommend representative town meeting - based on survey results and input from the committee, the belief is that we should continue the current format whereby all town citizens have the opportunity to come to town meeting.
- The TMSC will be presenting at the upcoming SB meeting on Home Rule Petition for remote voting



Concord Select Board Meeting
AGENDA ACTION REQUEST
Monday, January 27, 2025

15

**Discuss and Review Dog Nuisance
Complaint Update**

Presenter: Kerry Lafleur, Town Manager

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, January 27, 2025

16

Adjournment

Requested by: SB Chair

Action Sought: Adjourn

Proposed Motion(s)

Motion: Move to Adjourn

Additional Information

Board Action

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