



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting Select Board Annual Town Meeting Public Hearing Revised Agenda

Monday, April 14, 2025 at 6:00 PM
Town House, Public Hearing Room, 22 Monument Square and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86454020954?pwd=2vFv6aa8xSw0aakJBjpyuhX6NEPyGw.1>

Meeting ID: 864 5402 0954

Passcode: 019358

Dial In Toll-Free: 833 548 0276

	Time	Agenda Item
I.	6:00 PM	<i>Public Comment:</i> Public Comment is an opportunity for the public to address the Select Board on matters under consideration by the Select Board. Therefore, comments related to political campaigns are not appropriate. 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	<p>Consent Agenda:</p> <ul style="list-style-type: none"> i. Minutes: March 24, 2025 ii. Town Accountant Warrants: March 6, 2025; March 10, 2025 iii. Letter to Massachusetts Delegation re: Funding 250th FY25 State Supplemental Budget Bill H. 4003 iv. Proclamations: <ul style="list-style-type: none"> - Public Safety Telecommunicators Week, April 13-25, 2025 - Administrative Professionals' Day – Wednesday, April 23, 2025 - Holocaust Remembrance Week, April 20-27, 2025, May 4, 2025 v. Gift Acceptances: <ul style="list-style-type: none"> - Concord Lumber to the Town Fire Department for equipment value amount \$2,103.89 - The Garden Club of Concord to the Town for Arbor Day in the amount of \$725.00 - Trustees of Town Donations to the Town 250 Gift Fund in the amount of \$1,200.00 for an engineering evaluation of the Monument Square flagpole - Martha Mattison Curran to the Town 250 Gift Fund in the amount of \$500.00 for the 1775 Witness House Flag project

		<ul style="list-style-type: none"> - Concord Academy to the Town 250 Gift Fund in the amount of \$10,000.00 vi. Tour Guide License: Jake Edwards Antriasian vii. One Day Liquor Licenses: <ul style="list-style-type: none"> - All Alcoholic Beverages for Sara Killelea of Concord Country Club for events at Concord Country Club, 246 ORNAC: <ul style="list-style-type: none"> ▪ Wednesday, July 9, 2025 from 12:00 PM – 10:00 PM ▪ Saturday, September 6, 2025 from 11:00 AM – 11:00 PM ▪ Wednesday, September 24, 2025 from 12:00 PM – 10:00 PM ▪ Tuesday, October 7, 2025 from 12:00 PM – 11:00 PM ▪ Friday, November 7, 2025 from 3:00 PM – 11:00 PM - All Alcoholic Beverages for Lauren D’Agostino of Susan Lane Events for the Anderson Family Reunion at Nashoba Brooks Discovery Barn, 200 Strawberry Hill Road on Saturday, May 10, 2025 from 6:00 PM – 10:00 PM - Wines & Malt Beverages Only for Merrill Genoa of Concord Academy for the Concord Academy Reunion & Alumni Weekend at Concord Academy, 166 Main Street: <ul style="list-style-type: none"> ▪ Friday, June 6, 2025 from 5:30 PM – 10:00 PM ▪ Saturday, June 7, 2025 from 5:00 PM – 10:00 PM - Wines Only for Olivia Boger of Runway for Recovery for the Love Local Concord Event on Walden Street (between Main Street and Hubbard Street) on Thursday, May 29, 2025 from 6:30 PM – 8:30 PM - Malt Beverages Only for Allison Shilling of the Concord Museum for the Paul Revere’s Bike Ride for the Concord Museum at Concord Museum, 53 Cambridge Turnpike on Saturday, May 17, 2025 from 11:30 AM – 2:00 PM
III.	6:15 PM	<p>Select Board Appointments and Reappointments:</p> <ul style="list-style-type: none"> - <i>Reappoint</i> Anna Feldweg of 343 Commonwealth Avenue to the West Concord Advisory Committee for a term to expire April 30, 2028 - <i>Reappoint</i> Barbara Morse of 1975 Main Street to the West Concord Advisory Committee for a second term to expire April 30, 2028
IV.	6:15 PM	<p>Discuss and Vote to Approve the Climate Action Committee Charge</p> <p>Presenter: Wendy Rovelli, Select Board Liaison</p>
V.	6:20 PM	<p>Presentation of Discover Concord Magazine Special Edition</p> <p>Presenter : Jennifer Schunemann, Voyager Publishing</p>
VI.	6:25 PM	<p>Chair’s Report</p> <ul style="list-style-type: none"> - Vote to Approve Town Manager’s 3-year Contract Renewal

		<p><i>The final vote to execute a non-union personnel agreement must occur in open session. A public body may enter executive session under Purpose 2 to “conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct . . . contract negotiations with nonunion personnel.” G.L. c. 30A, § 21(a)(2). This purpose allows a public body to meet in executive session to discuss its strategy with respect to negotiating a contract with non-union personnel, and to engage in direct negotiations with non-union personnel. However, the executive session purpose does not permit the public body to take a final vote to execute such a contract behind closed doors. While a public body may agree on terms with individual non-union personnel in Executive Session, the final vote to execute such agreements must be taken by the public body in Open Session. See OML 2011-56; OML 2011-44; OML 2011-28.</i></p>
VII.	6:30 PM	Town Manager’s Report
VIII.	6:35 PM	Select Board Liaison Reports
IX.	6:40 PM	<p>Discuss and Approve Extension of Time to File the Comcast Preliminary Assessment of Denial</p> <p>Jason Bulger, Director of the Concord Municipal Light Plant</p>
X.	6:45 PM	<p>Discuss and Approve Request to remove designation of 15-Minute Parking Space to Return General Public Parking</p> <p>Presenter: Mimi Graney, Economic Vitality Manager</p>
XI.	6:50 PM	<p>Discuss and Approve Request to Accept Gift from the Green Thumbs for Purchase and Installation of a Teak Bench</p> <p>Presenter: Mimi Graney, Economic Vitality Manager</p>
XII.	6:55 PM	<p>Discuss and Vote on Revised Select Board Alcohol Rules and Regulations</p> <p>Presenter: Shannon McAndrew, Management Specialist</p>
XIII.	7:00 PM	<p>Discuss Massachusetts Water Resources Authority – Individual Mobilization Augmentees (IMA)</p> <p>Presenters: Alan Cathcart, Public Works Director</p>
XIV.	7:15 PM	Presentation on Annual Town Meeting Warrant Article 41 – Citizen Petition: Zoning Bylaw Amendment: Personal Wireless Communications Facility

		Presenter: Henry Dane, Petitioner
XV.	7:30 PM	Annual Town Meeting Public Hearing on the following articles: <ul style="list-style-type: none"> - Article 4 – Ratify Personnel Board Actions - Article 5 – Ratify Personnel Board Classification and Compensation Plan - Article 26 – General Bylaw Amendment: Leasing of Land by Select Board and Town Manager - Article 27 – Remote Participation at Annual and Special Town Meeting - Article 28 – Citizen Petition: Ranked Choice Voting - Article 30 – Authorize Grant of Easement to Verizon – 835 – 923 Old Marlboro Road (Concord Middle School) - Article 31 – Select Board to Accept Easements - Article 35 – Citizen Petition: Protect Orchard House from Stormwater Runoff - Article 36 – Citizen Petition: Ban Second-Generation Anticoagulant Rodenticides (SGARs)
XVI.	<i>Immediately Following Warrant Article Presentation</i>	Discuss Recommendations on Annual Town Meeting Warrant Articles and Discuss Motions for Select Board Sponsored Warrant Articles Presenter: Mary Hartman, Select Board Chair
XVII.		Discuss and Vote to Approve Revised App #10 Presenter: Cameron McKennitt, Select Board Member
XVIII.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:

Monday, April 28, 2025

Monday, May 5, 2025

Monday, May 12, 2025



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, April 14, 2025

1

Call to Order Select Board Meeting

Requested by: SB Chair

Action Sought: Call to Order

Proposed Motion(s)

Public Comment

Public Comment: Public Comment is an opportunity for the public to address the Select Board on matters under consideration by the Select Board. Therefore, comments related to political campaigns are not appropriate. 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.

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, April 14, 2025

2

Consent Agenda

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Consent Agenda:

- i. Minutes: March 24, 2025
- ii. Town Accountant Warrants: March 6, 2025; March 10, 2025
- iii. Letter to Massachusetts Delegation re: Funding 250th FY25 State Supplemental Budget Bill H. 4003
- iv. Proclamations:
 - Public Safety Telecommunicators Week, April 13-25, 2025
 - Administrative Professionals' Day – Wednesday, April 23, 2025
- v. Gift Acceptances:
 - Concord Lumber to the Town Fire Department for equipment value amount \$2,103.89
 - The Garden Club of Concord to the Town for Arbor Day in the amount of \$725.00
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**Town of Concord
Select Board
Minutes
March 24, 2025**

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 March 24, 2025.

Present were: Mary Hartman, Chair; Mark Howell, Clerk; Wendy Rovelli and Cameron McKennitt. Terri Ackerman, not present.

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 except Ms. Ackerman was not present.

Roll Call:

Ms. Ackerman, Absent
Ms. Hartman, Here
Mr. Howell, Here
Mr. McKennitt, Here
Ms. Rovelli, Here

Public Comment

Jim Jackson, 44 Old Marlboro Road, discussed Warrant Article 46, a citizen's petition for a zoning bylaw amendment for a continuing care community overlay district proposed across the street from the Newbury Court property. While not opposing the development he expressed concerns over the allowed height of buildings, asking the Select Board not to endorse the article as written.

The Select Board Chair responded with a reminder that this will also be heard at the April 9th Planning Board Hearing. Mr. Howell briefly discussed the hearing process and the role of the Select Board.

Consent Agenda

Consent Agenda:

- i. Town Accountant Warrants: February 27, 2025; February 28, 2025
- ii. Proclamations:
 - 100 Year Birthday Proclamation Honoring Frances “Fran” Gardella
- iii. Gift Acceptances:
 - Voyager Publishing (Discover Concord Magazine) donating 100 copies of the 250th Commemorative Issue, Discover the Battle Road, to the Concord250 Gift Fund, valued at \$2,500 to be used by the 250 Hospitality Subcommittee for VIPs
 - Concord Council on Aging from Shelley Metzenbaum & Steve Kelman in the amount of \$1,000.00
 - Concord Independent Battery to the Concord 250 Gift Fund for an enlarged American Flag for Monument Square valued at \$689
- iv. One Day Liquor Licenses:

**Town of Concord
Select Board
Minutes
March 24, 2025**

- Jennifer Burkart of J. McLaughlin for Wines & Malt Beverages Only for the 10 Year Anniversary of J. McLaughlin Store at 14 Walden Street from 4:00 PM – 7:00 PM
- Sarah Sweeney of the Military Friends Foundation for All Alcoholic Beverages for the Tough Ruck 26.2 for the Fallen at The Fenn School, 516 Monument Street from 11:00 AM to 7:00 PM
- All Alcoholic Beverages for Sara Killelea of Concord Country Club for events held at Concord Country Club, 246 ORNAC:
 - Saturday, June 28, 2025 from 11:00 AM – 11:00 PM
 - Wednesday, July 23, 2025 from 12:00 PM – 10:00 PM
 - Wednesday, August 27, 2025 from 12:00 PM – 10:00 PM
 - Thursday, September 4, 2025 from 11:00 AM – 11:00 PM
 - Friday, September 5, 2025 from 11:00 AM – 11:00 PM
- Jennifer Verrill of Verrill Farm for Wines & Malt Beverages Only for events to be held at Verrill Farm, 11 Wheeler Road:
 - Saturday, June 28, 2025 from 2:00 PM – 5:00 PM
 - Saturday, May 3, 2025 from 4:00 PM – 6:00 PM

Mr. Howell thanked those gifts as noted in the consent agenda Voyager Publishing, the Council on Aging, Shelley Metzenbaum & Steve Kelman, and the Conquered Independent Battery for their gifts to the town. And highlighted a Special Proclamation for Frances Gardella on her Centennial Birthday, which will be celebrated on April 4th at Concord Park Senior Living.

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

Select Board Appointments

Select Board Appointment and Reappointments:

Reappointment Joseph Rogers of 20 Tracy Street to the Agricultural Committee as an Associate Member for a second term to expire April 30, 2028

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the Select Board Reappointments.

Discuss and Approve 2025 Concord Independent Battery Compliance Package

Representatives from the Concord Independent Battery, including Captain Peter Met and Secretary (soon-to-be President-elect) John Thompson, presented their annual compliance package.

**Town of Concord
Select Board
Minutes
March 24, 2025**

The package detailed their schedule of activities, noting an event at Nashawtuc Country Club to provide an honorary opening for a golf tournament benefiting Folds of Honor, which supports the children of disabled, wounded, or lost veterans. The Fire Department will be present for this event.

- The Battery highlighted that the inspection of the cannon, required every five years by the Department of the Army, is due again next year.
- They mentioned their preparations for the upcoming 250th anniversary celebrations, anticipating a busy period.
- The Battery presented a gift to the town: a new, larger flag for the center of town. This was an idea collaborated on with Sandy Smith, a 50-year member of the Battery. The new flag installation is approved by the town engineering group and the Fire Department will test it.
- The flag presentation is planned for April 12th at 11:30 AM at the flagpole, following a test fire of the cannon.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the 2025 Concord Independent Battery Compliance Package.

Discuss and Vote to Approve Ratification of 2025 Annual Town Meeting Warrant

The Select Board discussed the Annual Town Meeting Warrant and Hearing Schedule with small changes to the 2025 Annual Town Meeting Warrant, which now contains 58 articles, down from the initially anticipated 60.

- The reduction is due to a clerical error of the misinterpretation of two articles that should have been condensed into one. Additionally, there were two similar requests for debt related to the amenities building, and only one version now remains.

The Select Board also discussed a reordering of the articles to be heard at the hearings. The articles originally scheduled for the FinCom hearing on April 10th have been moved to the 15th, and those for the 15th have been moved to the 10th.

- This change was requested by the School Committee due to a conflicting meeting in Carlisle on April 10th. The Finance Committee has accommodated this change. This was for information only and did not require a vote.

The Select Board confirmed that the version of the warrant on the website and the Bridge will be updated with the correct article order for the hearing dates.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve Ratification of 2025 Annual Town Meeting Warrant

**Town of Concord
Select Board
Minutes
March 24, 2025**

Discuss Concord250 Executive Committee Update on Public Safety

Gary Clayton, co-chair of the Concord 250 Executive Committee, provided what is planned to be their final briefing to the Select Board, with a primary focus on public safety, joined by Police Chief Mulcahy.

- Public Information Forum is scheduled Tuesday, April 1st 6:00 PM to 7:30 PM at the main library in the Goodwin Forum, focusing on logistics, transportation, and public safety.
- Communications: A hard-copy brochure will have wide distribution, including plenty at the Concord Depot and local businesses. Also, weekly updates on 250 programs and events will continue to be provided in digital format.

Chief Mulcahy provided a high-level update on safety plans for the large-scale event on Saturday, April 19th.

- Planning has been ongoing for two years with municipal, county, state, and federal public safety partners, guided by 10 working groups facilitated by the Mass Emergency Management Agency (MEMA). Our goal is a measured response that can be scaled up or down, ensuring safety and enjoyment for residents, businesses, VIPs, and attendees
- An emergency operations center (EOC) will be set up at the Public Safety Building. A unified command center (UCC) will be located in Lexington. Governor and Lieutenant Governor are likely to attend, no confirmation yet from the federal dignitaries
- Also noteworthy is the infrastructure and personnel deployment that will take place based on expected crowd size, with approximately 150 Fire/EMS personnel, 200 police/traffic officers, and 47 public works staff expected. Communications equipment, including cells on wheels, will be deployed for real-time coordination
- The MBTA schedule will be adjusted for that day with hourly trains, no bikes will be permitted on the trains. Intercom community transportation shuttles will be available from satellite parking locations to drop-off points at the Concord Museum
- First aid stations and medical tents will be at strategic points

Public communication is ongoing through town websites, social media, and conquer250.org. Road closures will begin on April 18th at 6 PM, with a gradual shutdown overnight by the State Police, and are intended to reopen by 11 PM on Saturday after the drone show. Attendance estimates are upwards of 200,000 people, based on the 1975 bicentennial attendance.

Discuss and Approve Fiscal Year 2026 Budget: General Fund Final Recommendation

Kerry Lafleur, Town Manager presented and walked through an overview of FY2026 Budget General Fund Final Proposal, aligning with the Finance Committee's guideline of a 2.85% increase. For the full recording please use this link: [Select Board Recording March 24, 2025](#)

**Town of Concord
Select Board
Minutes
March 24, 2025**

Summary of Key Points:

Budget Structure: Divided into guideline spending (Town, CPS, CCRSD, non-guideline) and non-guideline spending.

- Education Spending: 59% of total budget, including capital and debt service but excluding joint accounts
- General Fund: Organized into seven cost centers

Budget Adjustments and Reductions:

- Level Service Budgets Submitted: Resulted in a \$1.5M increase, reduced by \$600K to meet guidelines
- Expense Reductions: \$200K cut, mainly in facilities maintenance
- Personnel Cuts: \$400K reduction, leading to a 4.74 FTE decrease
- One planned layoff (Director of Sustainability)
- Elimination of vacant positions
- Voluntary reassignments

Sustainability activities will now be covered by the Deputy Town Manager, supported by a management analyst. Sustainability efforts continue, focusing on the climate action plan update and ESCO energy audit.

Cost Center Breakdown:

- General Government: 2.48% budget decrease, 3.95 FTE reduction in Town Manager's Office, HR, IT, and Sustainability. Assistant Town Manager salary reallocated
- Finance: 4.26% increase for Munis ERP optimization. No FTE change, shift in responsibilities within the department
- Planning & Land Management: Level-funded, slight staffing reductions in temporary and natural resources roles
- Human Services: 10.31% increase, due to library funding requirements and union contracts. No changes to library hours
- Public Safety: 4.49% increase, with standalone dispatch function being created and potential regional service partnerships explored
- Public Works: 1.8% decrease, consolidating Parks and Playgrounds under Facilities
- One FTE moved to Solid Waste Enterprise Fund
- Unclassified: 19% increase to cover union contract settlements and merit adjustments

**Town of Concord
Select Board
Minutes
March 24, 2025**

Budget Trends & Concerns:

- Personnel Costs: 71% of total budget, other expenses at 29%
- Historical Trends: 10-year data show budget growth exceeding inflation, driven by service demands, long-term liabilities, and capital needs
- Concerns: Risks in Planning & Land Management due to upcoming projects (MCI, zoning, parking)

The Select Board thanked the Town Manager and were very receptive and appreciative of the detailed historical data.

More clarification was provided around the HR Budget Increase. Ms. Lafleur spoke about this in greater detail about FTE cuts, costs rising due to centralized recruiting expenses.

There will be a Budget Book released by April 1st, containing detailed department breakdowns and org charts.

Revenue & Financial Planning:

Revenue Projections:

- State Aid: Based on the Governor's budget
- Local Receipts: Conservative estimates, with potential increases from 250th anniversary events
- Fee Increases Considered: In DPLM & building permits
- Enterprise & Revolving Funds: Indirect cost recovery under review

Next Budget Discussion will be at Finance Committee Hearing on April 15th.

Discuss Town Reserve Policy

Representatives from the Finance Committee, Eric Dalberg, Chair; Lyndsey Lis, Don Kupka presented on the Town's Reserve Policy, with Lois Wasoff in the gallery.

The current policy (from 2017) is considered dated, vague, and insufficient, especially with the focus on new stabilization funds (Capital and Debt Stabilization) proposed in Warrant Article 18 and the transfer to the General Stabilization Fund in Article 19.

Mounting economic uncertainty and Moody's recent rating outlook, which flagged Concord's below-average reserves as a potential risk factor despite affirming the AAA bond rating. The Collins Center for Public Management study also noted that the town does not prioritize maintaining adequate cash reserves and that financial policies are vague.

Ms. Lis discussed the definitions of free cash and stabilization funds, highlighting their similarities (reducing property taxes, funding capital projects, not for recurring operating expenses) and differences (carry-forward balances, restrictions on use, appropriation vote requirements).

**Town of Concord
Select Board
Minutes
March 24, 2025**

Concord's Reserves: General Stabilization Fund holds ~\$5M; total reserves at 11% of the FY24 budget, below the 16.3% AAA-rated average. Lexington's Strategy: Targets 7% free cash, moves excess into stabilization funds to manage capital expenses and tax impacts.

Free Cash & Reserves: Current estimates at \$10.4-\$11.1M (7.75%-8.2% of the budget); Finance Committee recommends a 15-25% reserve target.

Middle School Stabilization Fund: Holds \$5.1M, expected to be drawn down over four years to offset middle school debt tax impact.

Next Steps: Finance Committee to vote on recommendations, collaborate with the Select Board, and integrate capital planning with debt projections.

**Discuss and Approve Recommendation to Remove Inaccurate Scipio Brister Oval
Historical Street Marker at Brister's Hill Road**

Alan Bogosian, Historical Commission Chair and Nancy Fresella-Lee recommended the removal of an inaccurate oval historic marker above the Brister's Hill Road street sign. Stating that the sign incorrectly reads "Scipio Freeman" instead of "Brister Freeman" due to confusion stemming from Thoreau's book Walden. The "Historic Street Sign Program" that installed these signs in the mid-1990s was short-lived, and this particular sign is simply inaccurate.

The Historical Commission is not looking to replace the sign at this time. They are currently surveying all monuments and markers in town and may have further recommendations in the future regarding safety, condition, and interpretive signage best practices.

- DPW is expected to handle the removal of the sign. Shannon McAndrew has been in touch with the Public Works Director.
- The marker is not in a historic district.

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the recommendation to Remove Inaccurate Scipio Brister Oval Historical Street Marker at Brister's Hill Road

Chair's Report

Ms. Hartman reported on:

Land Use Matrix Task Force, the Finance Committee member will serve as a non-voting liaison, as they cannot be a voting member. Letters have been sent to relevant committee chairs requesting nominations by the end of April.

A call out was made for a new Minute Man Vocational School representative as the current representative is retiring after town meeting.

**Town of Concord
Select Board
Minutes
March 24, 2025**

Copies of the Community Health Needs Assessment summary report from the Board of Health were distributed, providing insights into community health concerns.

Reminders were given about upcoming Select Board hearings outside the regular schedule.

Town Manager's Report

Town Manager, Kerry Lafleur presented the Weekly Operation's Report. The full Weekly Operation's Report is available on the Town Manager's webpage on the Town website here: [Town Manager's Report: March 14, 2025](#)

The Town Manager reported on a meeting with the Recreation Commission regarding the Doug White field, with good attendance and discussion of options, timelines, and costs. Answers to outstanding questions are being collected.

Ms. Lafleur also provided an update on the 250th Committee, acknowledging the significant staff time dedicated to the event as it approaches in three weeks. The Town Manager asked for public patience during this busy period, noting that staff are also preparing for town meeting public hearings.

Ms. Lafleur added that the cost estimates for the turf replacement at the Doug White field are within the Fields budget.

Select Board Liaison Reports

Mark Howell reported:

MCI Concord: A productive meeting occurred with the MCI advisory board chair, town staff, Mass DOT and others regarding rotary re-design, specifically the impact of MCI's departure on the available land for the project. DOT has assigned a project manager and is committed to quarterly meetings, looking at alternative designs to improve connectivity and reduce congestion, considering factors like the Bruce Freeman Rail Trail and the water treatment facility.

Mr. Howell stated that the consultant for MCI is engaged, and preliminary schedules for major public outreach workshops in the last week of April and the last week of May were discussed. Themed conversations, including housing, will take place in May.

- The MCI website is expected to launch in mid-April.
- The discovery phase findings will be presented to the MCI advisory board next week.
- Funding was discussed, including accessing the existing state earmarks and the challenges with their serial nature. Efforts are underway to unlock the second earmark sooner for wastewater planning. A request for a new earmark for FY26 will be made, though prospects are dim. The advisory board will determine the final request for a free cash transfer at its April meeting for potential backup funds.

**Town of Concord
Select Board
Minutes
March 24, 2025**

Ms. Rovelli reported that the School Committee is working on a marketing outreach plan and will be asking committees and athletic groups to support the proposed Amenities Building warrant article.

Mr. McKennitt noted that Mrs. Gardella, celebrating her 100th birthday, was his kindergarten teacher at Harvey Wheeler, and he plans to deliver her Centennial Proclamation on April 4th.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to adjourn the meeting at 8:50 PM.

Meeting Materials:

[Select Board Recording March 24, 2025](#)
[Select Board Meeting Packet for March 24, 2025](#)

DRAFT



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

April 8, 2025

The Honorable Michael J. Barrett
State House
24 Beacon Street
Room 109-D
Boston, MA 02133

The Honorable Simon Cataldo
State House
24 Beacon Street
Room 136
Boston, MA 02133

The Honorable Carmine Gentile
State House
24 Beacon Street
Room 167
Boston, MA 02133

RE: Fiscal Year 2025 Supplemental State Budget Bill (H. 4003)

Dear Senator Barrett, Representative Cataldo, and Representative Gentile

We are writing to urge your support of the Governor's FY25 supplemental budget bill, H. 4003. The bill, amongst other things, includes \$15 Million to support celebrations for the 250th anniversary including funds for "municipalities for public safety, transportation, and logistical costs associated with anniversary celebrations" (H. 4003, Section 1599-1776). The Governor's specific inclusion of public safety in this appropriation reflects the concern by the Commonwealth, shared by the Town, to ensure a safe event.

The 250th anniversary of the historic Revolutionary War Battle in Concord is upon us and our committee – and the entire Town of Concord – is busy with our final preparations for this event up to and including April 19, 2025. The parade route has been finalized, the website has been updated, the food trucks are coming, and the block parties are being organized. We cannot wait to welcome you – our VIPs – and the general public to our

Town to celebrate this revolutionary event! These planning efforts have revealed a need to secure historic levels of public safety personnel for this event by the Town, the Battle Road Towns, and by the Commonwealth.

The Town's anticipated public safety costs are approximately \$750,000. The Town has already committed \$500K in local funds for public safety. The public safety needs exceed the Town's local resources. Considering the event is almost upon us and the likely time involved in passing any supplemental budget bill, we further urge you to ensure that these funds can go towards reimbursement for a municipality's out-of-pocket expenditures for those purposes.

We ask for your support of H. 4003 and to ensure that these grant funds are available on a reimbursement basis to those impacted communities who are working to bridge the gap between the needs and the available resources for this historic event.

Thank you for your continued advocacy for the Town.

Sincerely,

Mary Hartman, Select Board Chair

cc:

Mark Howell, Select Board Clerk
Terri Ackerman, Select Board Member
Wendy Rovelli, Select Board Member
Cameron McKennitt, Select Board Member
Kerry A. Lafleur, Town Manager
Gary Clayton, Concord 250th Committee co-chair
Robert Munro, Concord 250th Committee co-chair

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

**PUBLIC SAFETY TELECOMMUNICATORS WEEK
APRIL 13 – APRIL 25, 2025**

- WHEREAS** the second full week in April, has been declared "National Public Safety Telecommunicators Week" by the Senate and House of Representatives of the United States of America,
- WHEREAS** emergencies can occur at any time that require police, fire, or emergency medical services,
- WHEREAS** when an emergency occurs the prompt response of law enforcement, fire services, and ambulance services is critical to the protection of life and preservation of property,
- WHEREAS** the safety of our deputies, police officers, firefighters, and emergency medical personnel is dependent upon the quality and accuracy of information obtained and relayed from citizens who access the 9-1-1 emergency system,
- WHEREAS** Public Safety Telecommunicators are the single vital link for our first responding personnel by monitoring their activities by radio, providing them information, and ensuring their safety,
- WHEREAS** Public Safety Telecommunicators of the Town of Concord have contributed to the apprehension of criminals, suppression of fires and treatment of patients, and
- WHEREAS** our Public Safety Telecommunicators daily serve the public in countless ways without due recognition by the beneficiaries of their services.
- NOW
THEREFORE,** We do proclaim the week of April 13 – April 25, 2025 as Public Safety Telecommunicators Week.



CONCORD SELECT BOARD

Proclaimed this 14th day of April 2025

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

**ADMINISTRATIVE PROFESSIONALS' DAY
WEDNESDAY, APRIL 23, 2025**

WHEREAS Administrative professionals play an essential role in coordinating the office operations of government, businesses, educational institutions, and other organizations; and

WHEREAS Administrative professionals are vital contributors in today's team-oriented work environment and are key front-line public relations ambassadors for their organizations; and

WHEREAS The work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, have the willingness to learn and accept new challenges, and

WHEREAS Administrative Professionals Day is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals, and

WHEREAS The Town is extremely proud of our talented and highly skilled Administrative Professional staff and officially recognize and appreciate their hard work, support and continued professional growth

NOW THEREFORE, We, the Select Board of the Town of Concord, do hereby proclaim Wednesday, April 23, 2025 as Administrative Professionals' Day.



CONCORD SELECT BOARD

Proclaimed this 14th day of April 2025

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

DAYS OF REMEMBRANCE FOR THE VICTIMS OF THE HOLOCAUST

WHEREAS The Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 - six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS The history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS We the people of Concord should always remember the terrible events of the Holocaust and the genocides in Armenia, Cambodia, Bosnia, Rwanda and Darfur, we all have a duty to use these memories as a catalyst to rid us of racial hatred, intolerance, tyranny, and discrimination; and

WHEREAS We the people of Concord should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS April 24, 2025 has been designated pursuant to an Act of Congress and internationally as a Day of Remembrance for Victims of the Nazi Holocaust known as Yom Hashoah; and

WHEREAS It is appropriate for the people of Concord to join the international commemoration; and

NOW THEREFORE We, the Concord Select Board, call for a memorial service for the victims of the Holocaust to be held at the Concord Town House on Sunday, May 4, 2025 at 7:00 PM and proclaim the week of April 20, 2025 through April 27, 2025 as *Days of Remembrance* for the victims of the Holocaust.

Proclaimed this 10th day of April 2023.



CONCORD SELECT BOARD



**Town of Concord
Finance Department**

Town House
P.O. Box 535

Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: April 11, 2025

Re: Gift Acceptance to the Fire Department for Tools

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Select Board Agenda of your meeting packet is a donation from Concord Lumber for a variety of tools to the Concord Fire Department with a total value of \$2,103.89.

Concord Fire Department

\$2,103.89

Accepted: _____

Select Board Clerk

Date: _____



CONCORD

Building & Design Center

126 Lowell Rd | Concord | MA. 01742 | 978-369-3640 | 978-952-2411 (FAX)
www.ConcordBDC.com

Quotation

Quote No 721960
Quote Date 04/07/2025
Last Modified Date 04/07/2025
Expiration Date 04/12/2025
Printed Date
Customer 1
Your Ref EPT. TOOL DONATION
Delivery On 04/07/2025
Taken By Jonathan Peckham
Sales Rep CLC Internal Use
Branch 1 - Concord

Invoice Address

CONCORD LUMBER CORP.CLC
 PO BOX 1526
 55 WHITE ST.
 LITTLETON, MA, 01460

Delivery Address

CONCORD LUMBER CORP.CLC
 Donations
 CONCORD FIRE DEPARTMENT
 209 WALDEN STREET
 CONCORD, MA, 01742



Special Instructions	Notes

Line	Product Code	Description	Qty/Footage	Price	Per	Total
1	2017354	DCF850B DeWalt 20V ATOMIC Cordless COMPACT Impact Driver 1/4"	2 EA	118.57	EA	237.14
2	3009179	DeWalt 20V MAX LED Work Light DCL077B	4 EA	88.27	EA	353.08
3	2833689	DCL079B DeWalt 20V MAX LED Work Light w/Tripod 39 in. H 3,000 lumens	1 EA	191.24	EA	191.24
4	2036810	DEWALT 20V-60V MAX FLEXVOLT 9AH LITHIUM-2PK	2 EA	284.09	EA	568.18
5	2026379	DEWALT DCD800B 20V XR COMPACT DRILL/DRVR BARE	2 EA	128.40	EA	256.80
6	2402733	DCB203-2 DEWALT 20V LI-ON COMPCT BATTERY 2 PK	2 EA	131.48	EA	262.96
7	2837946	DCS498B Dewalt 20V MAX 0.63 Ga. Fiber Cement Shear (Tool Only)	1 EA	234.49	EA	234.49

Total Amount	\$2,103.89
Sales Tax	\$0.00
Quotation Total	\$2,103.89

This quote expires 4/12/2025. By your signature below, you are agreeing to the Terms and Conditions set forth on back or attached.

 Buyer Date

ADDITIONAL TERMS AND CONDITIONS

1. This quotation is subject to terms set forth in the credit application and on our website. Buyer's acceptance of this quote constitutes acceptance of each of said terms which are incorporated by reference herein. Any acceptance by Buyer is expressly limited to the terms herein.
2. Buyer hereby constitutes any person engaged in the performance of labor upon the premises where delivery is to be made, as buyer's agent to accept delivery of any material delivered under this contract, and it is understood that Seller will in no way be responsible for the disposition of any material after such delivery to the premises.
3. Buyer shall pay all Finance Charges due Seller under the terms of the separate Credit Agreement between Buyer and Seller.
4. Seller reserves the right to make delivery in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Buyer of its obligation to accept remaining deliveries.
5. Seller reserves the right at any time to suspend credit, to change credit terms provided herein, to suspend performance, to decline to ship, or to stop any goods in transit when, in its sole opinion, the financial condition of the buyer so warrants. In any such case, in addition to and not exclusive of any other remedies herein or by law provided (including the right to recover damages), cash payment a satisfactory security agreement from Buyer may be required by Seller before shipment, the due date of payment by Buyer under any contract or order with Seller may be accelerated by Seller or Seller may terminate any contract between Buyer and Seller. Failure to pay any invoice when due makes all subsequent invoices immediately due and payable, irrespective of terms, and Seller may withhold all subsequent deliveries until the full account is settled. Acceptance by Seller of less than full payment shall not be a waiver of any of its rights.
6. **EXPRESS WARRANTIES AND ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE ARE EXCLUDED AND DISCLAIMED.**
7. Seller shall not be liable for normal manufacturing defects or customary variances from specifications.
8. Any claim for shortage in quantity or defective material shall be made in writing to Seller within 24 hours of delivery; otherwise such claim shall be deemed to have been waived.
9. Buyer shall afford Seller prompt and reasonable opportunity to inspect goods as to which any claim is made. Seller reserves the right, in its sole discretion, to repair, replace or substitute other goods therefor, and by making such repair or replacement, Seller shall have no further liability to Buyer with respect to such goods. If any defective goods are not so repaired or replaced by Seller, Seller's liability shall be limited to the stated purchase price of such goods. Seller shall in no event be liable for Buyer's costs (including but not limited to manufacturing costs), lost profits, goodwill or other indirect, special, incidental or consequential damages.
10. Buyer shall strictly observe and comply with all federal, state and local laws, rules, regulations and orders which govern or affect the manufacture, sale, handling or disposal of the goods covered hereunder.



**Town of Concord
Finance Department**

Town House
P.O. Box 535

Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: March 25, 2025

Re: Gift Acceptance to the Town for Arbor Day

The Select Board must accept gifts in the amount of \$725.00 or more. Included in the Consent Agenda of your meeting packet is a donation from the Garden Club of Concord in the amount of \$725.00.

Arbor Day Tree Donation

\$725.00

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: April 14, 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 the Trustees of Town Donations to the Town 250 Gift Account in the amount of \$1,200.00 for an engineering evaluation of the Monument Square flagpole.

Town 250 Gift Account

\$1,200.00

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: April 14, 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 Martha Mattison Curran to the Town 250 Gift Account in the amount of \$500.00 for the purpose of the 1775 Witness House Flag project.

Town 250 Gift Account \$500.00

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: April 14, 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 Concord Academy to the Town 250 Gift Account in the amount of \$10,000.00.

Town 250 Gift Account \$10,000.00

Accepted: _____
Select Board Clerk

Date: _____

TOWN OF CONCORD

Application For Tourist Guide License

To offer Guide Service within Concord

License Fee \$50.00

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

Name: Jake Edward Antriasian

Address: 18 Charles Street, Bedford, MA 01730


Company or companies employed with: Town of Concord

Website Address: _____

Telephone Number: +1-978-941-1945

Email Address: Jakeantriasian@gmail.com

Year Concord History Course Taken: 2024

Signature: 

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

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

Office Use Only

Paid: Check Cash
Date: Town of Concord visitors staff

Check #

License expires on December 31, 2025

(OVER)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: April 14, 2025

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

Included in your meeting packet for this evening is Batch #4 of Concord Country Club One Day Liquor License applications. There are five (5) applications for All Alcoholic Beverages for Sara Killelea for events taking place at Concord Country Club, 246 ORNAC:

- Wednesday, July 9, 2025 from 12:00 PM – 10:00 PM
- Saturday, September 6, 2025 from 11:00 AM – 11:00 PM
- Wednesday, September 24, 2025 from 12:00 PM – 10:00 PM
- Tuesday, October 7, 2025 from 12:00 PM – 11:00 PM
- Friday, November 7, 2025 from 3:00 PM – 11:00 PM

Sara maintains an updated file of Bartender TIPS Certifications and Crowd Manager Certificates with the Town Manager's Office. These applications are complete with payment.

Please reach out with any questions.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 1:44:39 PM

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Men's Senior Member Guest
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	7/9/2025 12:00 PM
End Time	10:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 15+

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attended under 21 y ears of age at any event. therefore, this policy must be adhered to for all events. Applicants agree to check the ages of all guests at the door. If a persons under the age of 21 are present, his or her hand shall be stamped to indicate the he/she is underage for the bartender.

I certify that Concord's
Under 21 Policy, as
outlined above, will be
followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 1:58:46 PM

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Member 3 Guest
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	9/24/2025 12:00 PM
End Time	10:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 15+

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

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I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attended under 21 y ears of age at any event. therefore, this policy must be adhered to for all events. Applicants agree to check the ages of all guests at the door. If a persons under the age of 21 are present, his or her hand shall be stamped to indicate the he/she is underage for the bartender.

I certify that Concord's
Under 21 Policy, as
outlined above, will be
followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:00:11 PM

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Women's Closing Harvest Dinner
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	10/7/2025 12:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 15+

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

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I certify that Concord's
Under 21 Policy, as
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A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:01:40 PM

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Closing Cocktail Party
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	11/7/2025 3:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 15+

More than 100 in attendance? Yes

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

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

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I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

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Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:03:08 PM

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Kentucky Derby Party
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	5/3/2025 3:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? Yes

If NO, number of years licensed? *Field not completed.*

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

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I certify that Concord's
Under 21 Policy, as
outlined above, will be
followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

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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: April 14, 2025

Re: One Day Liquor License for Lauren D'Agostino of Susan Lane Events

Included in your meeting packet is an application for a One Day Liquor License for All Alcoholic Beverages for Lauren D'Agostino of Susan Lane Events for the Anderson Family Reunion at Nashoba Brooks Discovery Barn, 200 Strawberry Hill Road, on Saturday, May 10, 2025 from 6:00 PM – 10:00 PM.

This application is complete with payment and TIPS Certifications.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Monday, March 10, 2025 12:51:13 PM

One Day Special Liquor Licenses

Company or Organization	Susan Lane Events
Applicant Name	Lauren D'Agostino
Email Address	lauren@susanlaneevents.com
Applicant Address	136 Main St.
City	Acton
State	MA
Zip Code	01720
Phone Number	978-846-3551
Name of Event	Anderson Family Reunion
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	5/10/2025 6:00 PM
End Time	10:00 PM
Premises to be Licensed	Nashoba Brooks School Barn
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? Yes

If NO, number of years licensed? *Field not completed.*

More than 100 in attendance? Yes

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

I acknowledge and accept the above statement of liability Lauren D'Agostino

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

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(Section Break)

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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: April 14, 2025

Re: One Day Liquor Licenses for Merrill Genoa of Concord Academy

Included in your meeting packet are two (2) One Day Liquor Licenses for Merrill Genoa of Concord Academy for Wines and Malt Beverages for the Concord Academy Reunion and Alumni Weekend at Concord Academy, 166 Main Street on:

- Friday, June 6, 2025 from 5:30 PM – 10:00 PM
- Saturday, June 7, 2025 from 5:00 PM – 10:00 PM

These applications are complete with payment and TIPS Certifications.

Please reach out with any questions.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Monday, March 3, 2025 3:50:53 PM

One Day Special Liquor Licenses

Company or Organization	Concord Academy
Applicant Name	Merrill Genoa
Email Address	merrill_genoa@concordacademy.org
Applicant Address	166 Main Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9784022248
Name of Event	Concord Academy
Activity Is	Non-Profit
Event Type	Party in Residential Home
Event Date & Start Time	6/6/2025 5:30 PM
End Time	10:00 PM
Premises to be Licensed	Concord Academy
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 5+

More than 100 in attendance? Yes

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

I acknowledge and accept the above statement of liability Merrill Genoa

APPLICATION FEE \$75.00

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

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(Section Break)

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From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Monday, March 3, 2025 3:54:15 PM

One Day Special Liquor Licenses

Company or Organization	Concord Academy
Applicant Name	Merrill Genoa
Email Address	merrill_genoa@concordacademy.org
Applicant Address	166 Main Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9784022248
Name of Event	Concord Academy Reunion and Alum Weekend
Activity Is	Non-Profit
Event Type	Party in Residential Home
Event Date & Start Time	6/7/2025 5:00 PM
End Time	10:00 PM
Premises to be Licensed	Concord Academy
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 5+

More than 100 in attendance? Yes

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

I acknowledge and accept the above statement of liability Merrill Genoa

APPLICATION FEE \$75.00

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

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(Section Break)

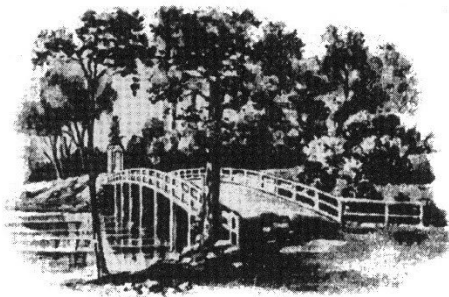
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OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: April 14, 2025

Re: One Day Liquor License for Olivia Boger of Runway for Recovery

Included in your packet is a One Day Liquor License application for Wines Only for Olivia Boger of Runway for Recovery, a nonprofit organization seeking to hold a fundraiser event on Thursday, May 29, 2025 from 6:30 PM to 8:30 PM on Walden Street between Main Street and Hubbard Street. As such, the applicant is seeking to close the public way during the event, and if approved, will be provided support from both Concord Public Works and the Concord Police Department. This is the applicant's third year seeking approval for this fundraising event.

This application is complete with payment and TIPS Certification. This application was also reviewed by the Use of Town Property internal review team, including the Police Department, Fire Department, Public Works, Department of Planning and Land Management, and Risk and Compliance and are comfortable proceeding pending the Select Board's approval of the license.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, March 5, 2025 12:20:53 PM

One Day Special Liquor Licenses

Company or Organization	Runway for Recovery
Applicant Name	Olivia Boger
Email Address	olivia@runwayforrecovery.org
Applicant Address	29 Water Street
City	Newburyport
State	Massachusetts
Zip Code	01950
Phone Number	6177102172
Name of Event	Olivia Boger
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	5/29/2025 6:30 PM
End Time	8:30 PM
Premises to be Licensed	Walden Street (between Hubbard and Main Street)
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? Yes

1st one-day license for Organization? No

If NO, number of years licensed? 18

More than 100 in attendance? Yes

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

I acknowledge and accept the above statement of liability Olivia Boger

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
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Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

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I acknowledge and Copies of cards have been included with this application

agree to the Town of
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(Section Break)

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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: April 14, 2025

Re: One Day Liquor License for Allison Shilling of the Concord Museum

Included in your meeting packet is an application for a One Day Liquor License for Malt Beverages Only for Allison Shilling of the Concord Museum for the Paul Revere's Bike Ride for the Concord Museum to be held at the Concord Museum on Saturday, May 17, 2025 from 11:30 Am – 2:00 PM.

This application is complete with payment and TIPS Certifications.

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

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

#36025

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

NAME: (please print) Allison Shilling
COMPANY or organization: Concord Museum
ADDRESS: 53 Cambridge Turnpike, Concord, MA 01742
TELEPHONE: 978.369.9763 x238
DATE(S) APPLIED FOR: 5/17/2025
EVENT: Paul Revere's Bike Ride for the Concord Museum
HOURS OF OPERATION: 11:30 am - 2:00 pm
PREMISES TO BE LICENSED: Concord Museum
ADDRESS OF PREMISE LICENSED: 53 Cambridge Turnpike, Concord, MA 01742

License is for the Sale of:

All Alcoholic Beverages	<input type="checkbox"/>
Wines & Malt Beverages Only	<input type="checkbox"/>
Wines Only	<input type="checkbox"/>
Malt Beverages Only	<input checked="" type="checkbox"/>

The Licensed Activity or Enterprise is:

For Profit	<input type="checkbox"/>
Non-Profit	<input checked="" type="checkbox"/>

Are the bartenders TIPS or equivalently trained? Yes No

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

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

 If no, number of consecutive years licensed? 20+

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

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

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

Signature of Applicant: *Allison Shilling* **Date:** 5/20/25



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

3

Select Board Appointments and Reappointments

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Select Board Appointments and Reappointments:

- *Reappoint* Anna Feldweg of 343 Commonwealth Avenue to the West Concord Advisory Committee for a term to expire April 30, 2028
- *Reappoint* Barbara Morse of 1975 Main Street to the West Concord Advisory Committee for a second term to expire April 30, 2028

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, April 14, 2025

4

Discuss and Approve the Climate Action Committee Revised Charge

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Climate Action Committee Charge Revision

Board Action

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

Town of Concord
CLIMATE ACTION COMMITTEE
Committee Charge

A. Background

In 2017, voters at Town Meeting approved Article 51, which set ambitious climate goals in line with the Massachusetts Global Warming Solutions Act, including a 100% non-emitting municipal power supply by 2030, and an 80% reduction in greenhouse gas emissions by 2050. In 2020, the Town published the *Sustainable Concord Climate Action and Resilience Plan*, which outlines the steps that the Town, commercial entities, and residents will need to take to meet these climate goals.

The Comprehensive Sustainability and Energy Committee (CSEC) and the Climate Action Advisory Board (CAAB) have been instrumental in forwarding Concord's sustainability agenda in this period. CSEC has developed and executed programs that encourage residents to adopt more sustainable technologies and practices, while CAAB has been responsible for advising the Town's Sustainability Director on the implementation of climate goals.

Over time, CAAB's policy-making and CSEC's advocacy missions have increasingly overlapped, requiring greater levels of coordination. By combining forces with a shared purpose, a single, a unified Climate Action Committee will focus the Town's future efforts.

B. Purpose

The purpose of the Climate Action Committee is to implement policies and practices to achieve the objectives of the Town's *Climate Action and Resilience Plan*. These may include:

- Town procurement and operational policies, town bylaws, and rules and regulations that promote sustainability and climate resilience.
- Effective educational and incentive programs for both businesses and residents.
- Strategies to leverage and coordinate with local, state, regional, and federal climate-related programs and funding.

C. Duties and Responsibilities

1. Review Concord's climate-related data to report annual progress relative to climate action goals as defined in the Climate Action and Resilience Plan.
2. Develop tools to educate the public and businesses about the benefits of sustainable practices and define and track metrics for stakeholder engagement.
3. Work with the Concord Municipal Light Plant to develop and promote customer-focused incentives, services, and programs to reduce greenhouse gas (GHG) emissions.

4. Work across Town departments to identify present and future climate vulnerabilities and implement potential adaptation strategies to help Concord become more climate resilient in the future.
5. Together with the Director of Sustainability, identify and implement achievable short-term and long-term projects and initiatives for encouraging sustainable energy practices for the entire community, including residential, commercial, and municipal entities.
6. Provide input to and adopt revisions to the Climate Action and Resilience Plan at least once every five years to reflect new needs, objectives, and initiatives.

D. Membership

The members of the Climate Action Committee shall be appointed by the Town Manager with the approval of the Select Board.

The term of office shall be three years. However, any existing member of the Climate Action Advisory Board or Comprehensive Sustainability and Energy Committee may join the Climate Action Committee for the remainder of their prior committee's term, and shall be eligible for reappointment if they would have been eligible in their prior committee.

For purposes of establishing quorum, the initial number of committee members will equal the number appointed. As members' terms end (or they resign), they will not be replaced until the number of members equals 97. Thereafter, the number of committee members will remain at 97.

Members should represent a diversity of interests and professional expertise in the fields of sustainability, climate resilience, and non-emitting power generation. One member shall be recommended by the Concord Municipal Light Board. Preference will also be given to candidates who have experience with public works, planning and zoning, or the local business community. The committee will also seek to recruit at least one youth member.

E. Other Considerations

The Climate Action Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's discussions, votes, and actions.

All Climate Action Committee activities are subject to Open Meeting Law, including proper notice and posting of meetings. All records will be maintained in conformity with the Public Record Law.

Requests for staff assistance or operating expenses will be made through the Town Manager, who will endeavor to comply with reasonable requests.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

5

Presentation of *Discover Concord Magazine* Special Edition

Requested by: SB Chair

Action Sought: Accept

Proposed Motion(s)

Motion: None

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, April 14, 2025

6

Chair's Report

Requested by: SB Chair

Action Sought: Approval

Proposed Motion(s)

Motion: Move to Vote to Approve Town Manager's 3-year Contract Renewal

The final vote to execute a non-union personnel agreement must occur in open session. A public body may enter executive session under Purpose 2 to "conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct . . . contract negotiations with nonunion personnel." G.L. c. 30A, § 21(a)(2). This purpose allows a public body to meet in executive session to discuss its strategy with respect to negotiating a contract with non-union personnel, and to engage in direct negotiations with non- union personnel. However, the executive session purpose does not permit the public body to take a final vote to execute such a contract behind closed doors. While a public body may agree on terms with individual non- union personnel in Executive Session, the final vote to execute such agreements must be taken by the public body in Open Session. See OML 2011-56; OML 2011-44; OML 2011-28.

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, April 14, 2025

7

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>



Concord Select Board Meeting
AGENDA ACTION REQUEST

8

Monday, April 14, 2025

Select Board Liaison Reports

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Board Action

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

Liaison Report for Wendy Rovelli (4/14/25)

School Committee (3/25)

- The joint committee held a School Choice Public hearing related to an annual option to participate in school choice. Superintendent recommends not participating due to capacity and transportation hurdles. Both School committees voted to not participate.
- Michelle McDougal was announced as the new METCO Representative to the committee.
- The Launch Program had a soft opening of a retail storefront as part of the regional school district's Special Education Transition Program.
- The CCRSD committee voted to give formal consent for the Town to replace the Doug White Fields (vote is required as per the inter-governmental agreement).

Climate Action Committee (3/25)

- Energy Savings Performance Contract/ESCO – Eric Simms reported that draft RFP was prepared for town counsel review (based on DOER RFQ model and City of Salem).
- Power Options - a consortium working for towns is putting together “energy decarbonization as a service” offering. They may offer an alternative ESCO performance option - Carbon emission reduction vs energy savings. The CAC committee was very interested and believes pursuing this option would be a valuable step in meeting our GHG reduction targets.
- Municipal Vulnerability Preparedness Action Grant will be submitted (by Eric) on April 4th. The goal is to establish a formal framework for coordinating collaboration around water resource management and climate resiliency across Sudbury, Assabet, and Concord (SuAsCo) River watershed communities. Scope will include community input meetings and development of an RFP for modeling and data analysis.

Board of Assessors (3/26)

- Completed review of all, but 1 abatement residential abatement applications. A total of 22 real estate tax abatements have been granted
- Note: April 16th is the FY26 start date for Senior Means Tested Exemption applications. If you qualify for the state circuit breaker and asset limit is 275K or under, you are approved.

Tax Relief Evaluation Committee (3/31)

- The committee held a brainstorming session focused on identifying stakeholders and related issues associated with the Tax Exemption program. Members identified areas for further research, data collection and analysis. Further planning to be discussed on April 14th.

West Concord Advisory Committee (4/2)

- John Boynton attended and provided an update on MCI planning activities, including upcoming community outreach sessions.
- The committee will be updating a presentation which envisions a process of sharing/promoting all green and blue spaces in the West Concord area. The intent will be to share this information at the upcoming MCI meetings.

School Committee (4/10)

- The committee reviewed FY25 the quarterly budgets and associated transfers across DESE categories. CPS instructional leadership/staffing reductions offset increases homeless transportation, custodial wages& retirements and special education increases. For CCRSD salary savings, FTE reductions and reduced OPEB funding offset increases in special education.

- The administration is projecting the FY25 Excess and Deficiency (E&D) balance to exceed the statutory 5% cap. A motion was approved to transfer E&D reserves of \$200K to a Capital Stabilization account and \$200K for an FY25 OPEB contribution were reviewed and approved.
- Amenities Building – The committee reviewed and approved an FAQ, outreach letter for warrant article support to user groups and warrant article slides.

Zoning Board of Appeals (4/10)

- The committee reviewed and approved a special permit for the construction of a Definitive Subdivision requiring the removal of 60,690 c.y. of earth at 146B & 1442 Main Street, 110 & 11B Highland Street.

Light Plant:

- in 2024 the Town of Concord saw 164 additional houses move to heat pumps
- We are making good progress in getting a site license at the Middle School as part of the process of enabling solar
- In broader investigations of solar storage and capacity utilization across the town (avoiding excess power generation) - further diligence is indicating that it may be more timely and feasible than originally thought to push excess power back to the larger grid (through Eversource). As a result, we are going to be pursuing this opportunity more aggressively



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

9

**Discuss and Approve Extension of Time to File
the Comcast Preliminary Assessment of Denial**

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Discuss and Approve Extension of Time to File the Comcast Preliminary Assessment of Denial

Additional Information

Board Action

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

Jason Bulger
Director, CMLP



1175 Elm St
Concord, MA 01742

April 7, 2025

Concord Select Board,

I am writing this memo to provide an update on the Comcast license renewal process and ask that the Select Board grant one final extension to be filed with the Department of Telecommunications and Cable (DTC).

First, I am happy to report that the principal negotiations with Comcast have concluded and both parties agree on both the overall principles and the detailed language in the contract. We have also concluded our review by special counsel obtained specifically for this purpose. Comcast has agreed to all of the minor changes that resulted from that review, and we have obtained the recommendation of this agreement by the PEG Access Advisory Committee during an executive session at their March 4, 2025 meeting. At this point, we are simply waiting for a copy of any accompanying letters (commonly known as side letters) from Comcast for review.

Once we have the final clean copy of the agreement and the accompanying letters, we will ask that the Select Board schedule a public hearing for the purpose of hearing a summary of the process, reviewing the negotiated agreement, and taking public comment prior to considering whether to execute the 10-year renewal. We are targeting April 28, 2025 for this, but we are at Comcast's disposal right now.

Our immediate need is for one final 120-day extension, which must be filed with the DTC prior to the date of April 19, 2025. We respectfully request the Board vote to approve the extension to issue a preliminary assessment of denial and sign the document enclosed. It can be returned to Andrea Fountain who will get it back to me for filing.

Thank you very much, and with warm regards,

A handwritten signature in black ink, appearing to read "Jason Bulger". The signature is written in a cursive, flowing style.

Jason Bulger
Director, Concord Municipal Light Plant

Via email (dte.filing@mass.gov)

Ms. Shonda Green, Department Secretary
Department of Telecommunications and Cable
1000 Washington Street, Suite 6
Boston, MA/ 02118-6500

Re: Motion for Extension of Time to File the Preliminary Assessment of Denial

Dear Ms. Green:

The Town of Concord is in the midst of the cable license renewal negotiations with Comcast. Comcast issued its Formal Renewal Proposal on December 15, 2023. The Concord Select Board voted on March 18, 2024 to preliminarily deny Comcast's proposal. The Town has conducted an extensive ascertainment process and has been in negotiations with Comcast but was not prepared to approve Comcast's proposal by the license expiration date of April 23, 2024. The Town and Comcast have been meeting regularly for preliminary negotiations and will continue to negotiate, and the Town is confident that with additional time the parties can come to an agreement. The Town hereby moves for another one-hundred twenty (120) days for the Town to file its preliminary assessment of denial, from April 19, 2025 to August 17, 2025. Comcast has provided its assent to this motion.

Thank you for your consideration of this matter.

Sincerely,

Town of Concord Select Board:

Mary Hartman, Chair

Mark Howell, Clerk

Terri Ackerman

Cameron McKennitt

Wendy Rovelli



Concord Select Board Meeting
AGENDA ACTION REQUEST

10

Monday, April 14, 2025

Discuss and Approve the Request to remove designation of 15-Minute Parking Space to Return General Public Parking

Requested by: SB Chair

Action Sought: Approve

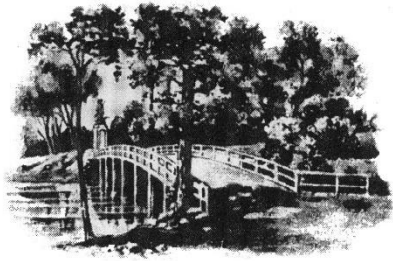
Proposed Motion(s)

Motion: Move to Approve Request to remove designation of 15-Minute Parking Space to Return General Public Parking

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

To: Select Board

From: Mimi Graney, Economic Vitality Manager

Date: March 24, 2025

Re: Request: Remove the special 15-minute parking designation in front of 42 Main Street and return the space to general public parking

Background:

In late 2023, at the request of nearby merchants, the Select Board approved a 15-minute short-term parking space in front of 42 Main Street to facilitate high-turnover parking. This space had previously served as a designated takeout pick-up area during the COVID-19 emergency period.

Throughout recent months—including during roadway construction—the short-term space served as a helpful transitional measure for businesses and customers. A sign on an inactive parking meter communicated the temporary 15-minute limit in an unobtrusive manner.

Current Conditions:

With the completion of the intersection improvements at Main and Walden Streets—including new curbs, crosswalks, illuminated bollards, and landscaping—the streetscape has been significantly enhanced. As part of the improvements, inactive parking meters and associated infrastructure have been removed as a result of the Select Board's vote to remove all on-street parking meters in the Town of Concord on November 20, 2023.

Consideration:

To maintain the visual appeal of the upgraded streetscape, nearby merchants recommend against installing standard 15-minute parking signage, which would require a metal post and aluminum sign. In weighing the limited benefit of a single short-term space against the visual impact of permanent signage in this prominent location, Concord Center merchants believe it is appropriate to revert the space to general parking use.

Action Requested:

Approve the removal of the 15-minute parking designation at 42 Main Street and return the space to standard parking regulations.



15-Minute Parking



42 Main Street



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

11

Discuss Request to Accept Gift from the Green Thumbs for Purchase and Installation of a Teak Bench

Requested by: SB Chair

Action Sought: Approve

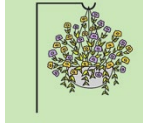
Proposed Motion(s)

Motion: Move to Approve request to accept gift from the Green Thumbs for Purchase and Installation of a Teak Bench.

Additional Information

Board Action

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



WEST CONCORD GREEN THUMBS

April 7, 2025

To members of the Concord Select Board, c/o Mary Hartman, chair:

The West Concord Green Thumbs, a group of volunteers who steward multiple garden spaces in West Concord Village, would like to donate \$1,200 to the town of Concord to purchase and install a teak bench for Mandrioli Park that fits within an existing pair of benches in the same public space. Our goal is to create a more welcoming, pleasant and plentiful seating area within our beautiful garden space along Commonwealth Avenue across from the business district and adjacent to the Bruce Freeman Rail Trail.

The new bench will sit nestled among roses and oak leaf hydrangeas, nepeta and bountiful yellow coreopsis. It will also be situated close to a new yellowwood tree the town will plant in the garden as part of the 250th celebration.

The bench promises to be a beautiful addition to our already lovely garden space.

Thank you for your consideration of our gift. Please don't hesitate to reach out if you have any additional questions.

Very sincerely yours,

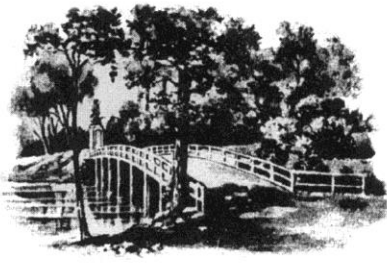
Carlene Hempel, president

West Concord Green Thumbs

617-335-0580

carlenehempel@hotmail.com

<https://www.westconcordgreenthumbs.org>



OLD NORTH BRIDGE

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

To: Mary Hartman, Select Board
From: Mimi Graney, Economic Vitality Manager
Date: March 24, 2025
Re: Receipt of Donation from the West Concord Green Thumbs
Establishment of a West Concord Beautification Gift Account
Launch of West Concord Bench Program

Requested Action:

In accordance with APP #19, I respectfully request that the Select Board:

1. **Accept \$1,200 donation** from the West Concord Green Thumbs
2. **Approve the creation of the West Concord Beautification Gift Account** to receive and expend this and future donations for public-facing beautification projects in West Concord.

Purpose:

The creation of a West Concord Beautification Gift Account will provide the means to receive and expend private donations for beautification projects in West Concord that are visible from the public right-of-way. The intent is to fund small-scale, high-impact improvements that enhance the pedestrian environment, support economic vitality, and complement the district's identity.

Eligible uses of the West Concord Beautification Gift Account may include but are not limited to public seating (benches), flower planting and seasonal displays, bicycle amenities like racks and tool kits, maintenance of public art, signage and information kiosks. The overarching goal is to support an attractive, welcoming environment that supports pedestrians, fosters community pride, and encourages activity throughout the commercial district.

Administration of the account would be through the Concord Economic Vitality Division. Projects would engage the collaboration of town committees and community partners such as the West Concord Junction Cultural District, West Concord Advisory Committee, and others.

Bench Campaign

The first program under this gift account will be a **community bench campaign**, beginning with the identification of potential bench locations in West Concord through community input and coordination with Concord Public Works (CPW). The campaign will include a solicitation of donations to fund the purchase and installation of these benches. The project is comparable to the program completed this

month in Concord Center and Thoreau Depot that provided for the installation of fifteen benches with funds provided through the Mass Office of Travel and Tourism. This initiative reflects growing community interest in enhancing the public realm of West Concord with benches and aligns with the Town’s ongoing efforts to support vibrant, accessible commercial districts.

The initiating donation is a **\$1,200 gift from the West Concord Green Thumbs.**

Funds will be used to purchase and install a teak bench in Mandrioli Park. The proposed bench style is the Kingsley Bate Dunbarton Teak 5’ Bench. This style matches the existing benches on site and in Junction Park. This bench is high-quality with an “age-friendly” design with a back and arms for comfort and accessibility.

Pending approval, the plaque on this initial bench will read:

“A Gift to the Town of Concord from the West Concord Green Thumbs”

The bench design and its siting were approved by Concord Public Works, who will take delivery of the bench and install it at the designated location. Benches are expected to remain in place for a minimum of three years. If a bench is found to be in disrepair either during or after this period, it will be removed.



Photo of Mandrioli Park in West Concord showing the existing site and proposed location of the third bench marked in pink.

Catalog image showing the Dunbarton bench.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

12

Discuss and Approve Revised Select Board Alcohol Rules and Regulations

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Revised Select Board Alcohol Rules and Regulations

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: April 14, 2025

Re: Proposed Amendments to the Select Board's Alcohol Rules and Regulations

Included in your meeting packet is an amended version of the Select Board's Alcohol Rules and Regulations for consideration, along with the current version from 2009. The effort to amend the Rules and Regulations works toward Select Board Goal I: Effective and Transparent Governance – Improve Select Board Processes.

These were originally reviewed by the Select Board in March, with a follow-up request to reach out to Liquor Licensees for feedback. I reached out to all Liquor Licensees on April 2, 2025, and did not receive any feedback.

The proposed amendments are both substantive and administrative (e.g., Board of Selectmen changed to Select Board), with amendments proposed by myself, Chris Carmody as Risk and Compliance Manager, Lieutenant Tim Landers as representative of the Police Department, and with a final review and proposed amendments made by Town Counsel. Below are substantive changes I'd like to highlight:

- I. New Sections
 - Section II. Grant of Licenses
 - Section III. Application for Licenses
 -
- II. Re-Worked Sections
 - Section IV. General Provisions for Holders of Alcoholic Beverages Licenses
 - o **For consideration** – Hours of Service
 - Currently, the Select Board votes on the hours of service on an individual basis. This was something that Town Counsel suggested from best practices.
 - Section V. Violations
 - VI. Miscellaneous Provisions:
 - o Amendments to License to Add Outdoor Alcoholic Beverage Table Service to the Licensed Premise – new procedures from the ABCC as of April 30, 2024



Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
Amended: October 6, 2008
Amended: January 5, 2009
Amended: XXXXX, 2025

TOWN OF CONCORD SELECT BOARD ALCOHOLIC BEVERAGES REGULATIONS

I. Purpose

The Select Board (“the “Board”) is authorized by M.G.L. c. 138, §§ 1, et seq., to issue and to regulate Alcoholic Beverage Licenses (“License”). These regulations are the guiding principles by which the Board will review and decide matters concerning filing, issuance, renewal, modification, and enforcement of Licenses for all premises subject to a License (“Licensed Premises”).

In granting, issuing, renewing, modifying, or enforcing Licenses, the Board may, at its discretion, attach to Licenses conditions or restrictions that it determines to be in the public interest. These conditions or restrictions include, but are not limited to, hours of operation, seating capacity, or floor areas for sales or service. All License holders must comply with all applicable State and local laws, including but not limited to M.G.L. c 138 and c. 140, the State Building Code, the State Sanitary Code, the Alcoholic Beverage Control Commission (ABCC) Regulations, the Concord Town Bylaws, and any other applicable rules or regulations of the Town of Concord.

Failure to comply with federal, state, or local laws, regulations, rules, or conditions may result in the suspension, revocation, or denial of a renewal of a License. Certain violations may also result in civil or criminal liability.

II. Grant of Licenses Limited

Only establishments providing food service are eligible to receive alcoholic beverages licenses. “Food service” is defined as the service of any food, including appetizers, desserts and snacks.

III. Applications for Licenses.

All applications for new Licenses shall adhere to the provisions of M.G.L. c. 138, § 15A. Application packages must comply with the following.

- A. Applications for New or Transferred Licenses. All applicants for a new or transferred License must submit:
- i. The applicant’s Alcoholic Beverages Control Commission (“ABCC”) application package;
 - ii. A floor plan of the building on which is clearly marked and designated the location of proposed service bars and the dining rooms, function rooms, restrooms, or other rooms;
 - iii. If the applicant is a corporation, the application shall also:

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
Amended: October 6, 2008
Amended: January 5, 2009
Amended: XXXXX, 2025

- a. Include the full names and home addresses of the president, treasurer, clerk and secretary, directors and manager or other principal representative of the corporation;
 - b. Be signed by a corporate officer duly authorized by a vote of the corporation's board of directors or other similar board, with a copy of such vote certified by the clerk or secretary of the corporation, together with a copy of the certificate of its organization, submitted with the application;
 - c. Include a copy of the vote appointing the corporation's manager or other principal representative shall also be submitted with the application.
- iv. The \$200 application fee;
 - v. Current certificate of alcohol awareness training for premises manager; and
 - vi. Any additional information specific to the applicant, as requested by the Board.

B. Application for Renewal. All applicants for a renewed License must submit:

- i. The applicant's ABCC Renewal Application Form;
- ii. Whether the ownership of the Licensed Premises has changed since the last action taken on the License;
- iii. If the applicant is a corporation, the application for renewal shall also:
 - a. Include the full names and home addresses of the president, treasurer, clerk and secretary, directors and manager or other principal representative of the corporation;
 - b. Be signed by a corporate officer duly authorized by a vote of the corporation's board of directors or other similar board, with a copy of such vote certified by the clerk or secretary of the corporation, together with a copy of the certificate of its organization, submitted with the application;
 - c. Include a copy of the vote appointing the corporation's manager or other principal representative shall also be submitted with the application
- iv. Proof of insurance;
- v. Current certificate of alcohol awareness training for premises manager;
- vi. A list of any violations these Regulations within the last three (3) years;
- vii. The \$100 application fee;
- viii. Thirty days prior to the submission deadline for annual liquor license renewals, the Police Department will submit a written report to the Licensing Agent documenting any and all violations that occurred in the calendar year; and
- ix. Any additional information specific to the applicant, as requested by the Board.

IV. General Provisions for Holders of Alcoholic Beverages Licenses

- A. **OPTION 1: Hours of Service**. Unless the Board conditions a License on a further reduction of hours, the hours for service alcoholic beverages shall be as follows:

Commented [SM1]: Best practices suggested by Counsel

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
Amended: October 6, 2008
Amended: January 5, 2009
Amended: XXXXX, 2025

- i. Monday – Saturday (inclusive): 11:00 a.m. to 12:00 a.m.
- ii. Holiday hours will be determined by the Board. Clubs may serve alcoholic beverages past 12:00 midnight on New Year's Eve until 1:00 a.m. on January 1, subject to a written request to and the prior approval in writing from the Town Manager, at the Town Manager's discretion.

OPTION 2: Hours of Service. The Board votes on hours of service on an individual basis for businesses at the time the original application is heard. Any changes to hours of service must be made through a formal Amendment Application (Change of Hours) to be heard by the Board and submitted to the ABCC for approval. Extensions of hours for special events may be granted by the Board subject to a written request and approval by the Board.

Commented [SM2]: In line with current practices of Select Board

- B. **Supervision – Presence.** At all times during the service of alcoholic beverages on the Licensed Premises, the individual with management authority or control over the Licensed Premises must be willing and able to exert the control necessary to maintain the Licensed Premises in a safe, sanitary, and orderly manner. Such individual shall not consume alcoholic beverages on the Licensed Premises outside of the Licensed Premises' hours of operation for that day.
- C. **Clubs.** Under M.G.L. c. 138 §12, a License may be issued to a "Club," which means a nonprofit corporation or association, for sales of alcoholic beverages to Club members only and to the guests of the members. All other rules and regulations regarding sales and serving are in effect.
 - i. Alcoholic beverages may be sold to club members and guests introduced by members, but to no others.
 - ii. No manager, employee, owner, board member, Club member or guests of Club members shall consume alcoholic beverages in or upon the Licensed Premises before the opening hour or after the closing hour stated on the License.
 - iii. A current list of members, associate members and guests shall at all times be available to the Board or to the Town Manager, or to both.
- C. **Managers.** Each establishment to which a License granted is prohibited from operating without a Manager of Record on the premises during all hours of alcoholic beverage service.
 - i. The Manager of Record must be approved by the Board prior to that person assuming the duties of Manager of Record or Alternate Manager of Record. The Manager of Record must be engaged in the actual management of the Licensed Premises as their main occupation and must be present on the Licensed Premises for not less than thirty (30) hours per week during the hours when Alcoholic Beverages are sold. In the event

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
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Amended: January 5, 2009
Amended: XXXXX, 2025

- that the Manager of Record is not present, an individual previously approved by the Board as Alternate Manager of Record, must be present on the Licensed Premises during hours when Alcoholic Beverages are sold or served.
- ii. No corporation, organized under the laws of the commonwealth or any other state or foreign country, shall be issued a license to sell in any manner any alcoholic beverages unless such corporation shall have first appointed, by vote of its Board of Directors or other similar board, as manager or other principal representative, a citizen of the United States, and shall have vested in him by properly authorized and executed written delegation full authority and control of the premises described in the license of such corporation and of the conduct of all business therein relative to alcoholic beverages nor unless such manager or representative is, with respect to his character, satisfactory to the licensing authorities.
 - iii. The Alternate Manager of Record, a person qualified, authorized and satisfactory to the Board and whose authority to act in place of the Manager of Record shall first have been certified to the Board, must be present on the licensed premises and available to the licensing authorities and inspectors during all hours when alcoholic beverages are sold and the Manager of Record is not present.
 - iv. In the event of the removal, resignation or other departure of any Manager of Record or Alternate Manager of Record, notification must be made to the Board immediately. No person shall be authorized to serve as a replacement Manager of Record or Alternative Manager of Record unless appointed by the Board in accordance herewith.
 - v. The full name, residential address, business and telephone numbers of said Manager of Record and Alternate Manager of Record must be on file in the Select Board's Office and will be forwarded to the Police Department. Failure to have such information on file and current or the failure of the Manager of Record or Alternate Manager of Record to be on the premises while alcoholic beverages are offered for sale shall alone be cause for revocation or suspension of such license.
 - vi. The Manager of Record and all Alternate Managers of the facility must provide the Board with proof of current alcohol sales or service training (TIPS or equivalent training) upon the date of their appointment and at each annual renewal. All other employees who serve or sell alcohol must complete similar training within 45 days of hire and maintain their certification during their employment by the licensed establishment. In unusual circumstances, licensees may petition the Board in writing for an extension of time, not to exceed 30 calendar days, in order to comply with this section. Such an extension of time will only be granted if the Board is convinced that a good faith effort has been made to comply.

D. Manager's Duties. The Manager of Record shall ensure compliance with the following:

- i. Anyone selling or serving alcoholic beverages must be at least 18 years of age.

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
Amended: October 6, 2008
Amended: January 5, 2009
Amended: XXXXX, 2025

- ii. All Licensed establishments are required to have an alcohol serving policy on file with the Select Board's Office and the Concord Police Department. All employees who serve or sell alcoholic beverages must be familiar with the policy and responsible for its implementation.
- iii. All Licensed establishments are required to have an alcohol serving policy on file with the Select Board's Office and the Concord Police Department. All employees who serve or sell alcoholic beverages must be familiar with the policy and responsible for its implementation.
- iv. No manager, employee, owner, board member or club member shall consume alcoholic beverages in or upon the Licensed Premises before the opening hour or after the closing hour stated on the License
- v. Closing Hour
 - a. All bottles and glasses containing alcoholic beverages must be removed from tables and bars within 15 minutes after legal closing.
 - b. Premises must be cleared of all patrons and all employees other than managerial and cleaning employees not later than 30 minutes after legal closing time.
 - c. All outside signs or lights of the Licensed Premises must be extinguished.
- vi. Upon discovery of any unlawful, dangerous, disruptive, indecent, or immoral behavior, incident, trespass, accident, or other occurrence, the Manager of Record or Alternate Manager of Record must immediately call the Concord Police Department. After any occurrence for which a police report is made or for which the Concord Police Department takes any statements, the Manager of Record shall, within forty-eight hours, provide a written report to the Board. The report shall include:
 - a. Parties involved, by names;
 - b. Time of occurrence and date;
 - c. Action taken or to be taken by Manager of Record and time and date upon which action was taken;
 - d. Description of the circumstances – including damages and whether there were any apparent injuries; and
 - e. Employees present at the time of the incident.
- vii. The Manager of Record, Alternate Manager of Record, and all servers of alcoholic beverages shall make an effort to prevent a member or guest from operating a motor vehicle if said member or guest appears to be "under the influence" of alcohol.

V. Violations of Regulations or Concord Bylaws

- A. Violations. License holders will be in violation of these regulations for conduct including, but not limited to:
 - i. Sale or delivery to an underage person;
 - ii. Sale or delivery to intoxicated persons;
 - iii. Sales or serving before or after hours stated on the License;

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
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- iv. Use of narcotics on the Licensed premises;
- v. Unlicensed gambling/gaming, and failure to meet any of the terms of the regulations of the Board; or
- vi. Oral or written misrepresentation of fact made by an applicant, prospective license transferee, Manager of Record or Alternate Manager of Record in any application, report, or similar communication to the Board.

B. Procedure after Violations.

- i. Upon an observed or written report, complaint, or allegation of a violation, the Board shall designate one individual to conduct a preliminary investigation. The preliminary investigation shall take no more than thirty (30) days, and the designated investigator shall have the right to inspect the premises as reasonably necessary given the violation being investigated.
- ii. At the end of the investigation, the Board's designee shall provide to the Board a report with all facts, evidence, and other documentation obtained during the investigation.
- iii. The Board shall hold a hearing concerning the violation at the next regular meeting of the Board, unless the next regular meeting of the Board does not allow for proper notice thereof as to the hearing, in which case the hearing will occur at the following regular meeting of the Board. The License holder shall attend the hearing, and the Board shall open the hearing by either:
 - a. Notifying the License holder that the Board has not found a violation, including the reasons for this conclusion, and that the matter shall be closed, with written notice provided within fourteen (14) days of the hearing; or
 - b. Notifying the License Holder that the Board's preliminary determination is of a violation, and provide the License holder or an opportunity to be heard as to the violation. The License Holder may present evidence and testimony.
- iv. At the conclusion of a hearing under Section 5(B)(iii)(b), the Board shall vote to determine whether a violation has been found. If a violation is found, the Board shall notify the License holder in writing within fourteen (14) days, and of what enforcement action will be taken. The notice of violation must also inform the License holder of their right to appeal the Board's decision with the ABCC within five (5) days of the notice of violation.
- v. Within thirty (30) days of notice of a violation, the License holder shall provide to the Board, in writing, steps taken or to be taken to address the violation. This information shall be placed in the License holder's file with the Board and may be considered as part of the Board's review of an application for renewal of a License.

C. Enforcement. The Board may issue the following penalties:

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
Amended: October 6, 2008
Amended: January 5, 2009
Amended: XXXXX, 2025

- i. First offense: Written warning issued to the License holder, with a copy in the License holder's file with the Board.
- ii. Second offense within 12 months: A separate hearing before the Board to determine enforcement actions including, but not limited to, suspension or revocation of the License. The Board reserves the right to impose more significant consequences, for which the Board shall provide additional justification if applicable.
- iii. Third and subsequent offenses: Civil fines in the amounts permitted by applicable law.

D. Response to District Attorney Notification. The Board and each Licensed Premises shall adhere to the following process in the event that the Board receive notice from the District Attorney of a conviction in District Court for operating a motor vehicle under the influence of intoxicating liquor in which the convicted party alleges to have been served an alcoholic beverage at a Licensed Premises:

- i. First reported instance – The Board shall provide the Manager of Record of the Licensed Premises with a cautionary letter advising of the report. Further, upon the determination of the Board and based upon the results of further police investigation, the Manager of Record of the Licensed Premises, the Town Manager, the Police Chief and a member of the Board may meet in private to confirm the adequacy of the Licensed Premises policy and procedures in serving patrons.
- ii. Second and subsequent reported instances within twelve consecutive months – The Manager of Record of the Licensed Premises shall be called before a full meeting of the Board for a review of the Licensed Premises procedures and to consider an appropriate response of the Board based upon the information that is subsequently gathered.

VI. Miscellaneous Provisions

- A. Right to Inspect. The Concord Police, the Board, or the Board's duly authorized agents have the right to inspect any Licensed Premises at any time.
- B. Display of License. The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.
- C. Prohibition Against Brown Bagging. Brown bagging (i.e., consumption of alcoholic beverages brought into a business establishment by a customer or other person) is prohibited in the Town of Concord. No commercial establishment in the Town of Concord shall serve or permit the consumption of an alcoholic beverage upon its premises without an Alcoholic Beverage License. No patron shall be permitted to bring into or onto the premises of a commercial establishment any alcoholic beverage for consumption on the premises.

Adopted: May 26, 1987
Amended: May 10, 1993
Amended: May 15, 2006
Amended: October 6, 2008
Amended: January 5, 2009
Amended: XXXXX, 2025

- D. Prohibition of Service or Consumption of Alcoholic Beverages Outside of Licensed Premises. No licensee may permit the serving or consumption of an alcoholic beverage outside of the Licensed Premises designated in the license. In particular, but without limitation, alcoholic beverages may not be served or consumed on a patio, sidewalk, outdoor garden or similar area adjoining the Licensed Premises unless such area has been specifically provided for in the License.
- E. Amendments to License to Add Outdoor Alcoholic Beverage Table Service to the Licensed Premises. If a License holder wishes to amend the Licensed Premises designated in the license to include outdoor alcoholic table service, licensees should file an application for renewal with the Board. The Board shall then provide the ABCC notice of any amended License and can do so by submitting an updated Licensing Authority Certification form describing the newly approved Licensed Premises. The amendment does not require ABCC approval (as of April 30, 2024).
- F. Severability. With respect to the constitutionality of the Regulations or where a conflict may exist with any other law or regulation, each and every provision of these Regulations is declared to be separable and independently enforceable.

**TOWN OF CONCORD
BOARD OF SELECTMEN
ALCOHOLIC BEVERAGES RULES & REGULATIONS**

As the duly constituted Local Licensing Authority, the Board of Selectmen is authorized by Statute to issue and to regulate Alcoholic Beverage Licenses. These regulations are the guiding principles by which the Selectmen will review and decide matters concerning filing, issuance, renewal, modification, and compliance with licensing matters.

The Selectmen may adopt further rules and regulations and all such changes shall apply to existing License holders from the date of the adoption. The Selectmen may attach such conditions and restrictions to each such license as it deems to be in the public interest. (i.e., hours, seating capacity, floor areas for sales or service) All Alcoholic Beverage Licenses are conditioned on compliance with all applicable State and local laws, including but not limited to MGL Chapters 138 and 140, the State Building Code, the Alcoholic Beverage Control Commission Regulations and Concord's bylaws and regulations.

FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN THE LOSS OF YOUR LICENSE.

A. PERTAINING TO THE HOLDERS OF ALCOHOLIC BEVERAGES LICENSES

1. Duties of Management

- The Manager of Record must be approved by the Selectmen prior to that person assuming the duties of Manager of Record or Alternate Manager of Record. The Manager of Record must be engaged in the actual management of the Licensed Premises as his or her main occupation and must be present on the Licensed Premises for not less than thirty (30) hours per week during the hours when Alcoholic Beverages are sold. In the event that the Manager of Record is not present, an individual previously approved by the Selectmen as Alternate Manager of Record, **must** be present on the Licensed Premises during hours when Alcoholic Beverages are sold or served.
- Alternate Manager of Record. The Alternate Manager of Record, a person qualified, authorized and satisfactory to the Selectmen and whose authority to act in place of the Manager of Record shall first have been certified to the Selectmen, must be present on the licensed premises and available to the licensing authorities and inspectors during all hours when alcoholic beverages are sold and the Manager of Record is not present.
- Change of Manager of Record. In the event of the removal, resignation or other departure of any Manager of Record or Alternate Manager of Record, notification must be made to the Selectmen immediately. No person shall be authorized to serve as a replacement Manager of Record or Alternative Manager of Record unless appointed by the Selectmen in accordance herewith.
- Current Identification Information. The full name, residential address, business and home telephone numbers of said Manager of Record and Alternate Manager of Record must be on file in the Selectmen's Office and will be forwarded to the Police Department. Failure to have such information on file and current or the failure of the Manager of Record or Alternate Manager of Record to be on the premises while alcoholic beverages are offered for sale shall alone be cause for revocation or suspension of such license.
- Alcohol Sales or Serving Training. The Manager of Record and all Alternate Managers of the facility must provide the Selectmen with proof of current alcohol sales or service training (TIPS or equivalent training) upon the date of his or her appointment

and at each annual renewal. All other employees who serve or sell alcohol must complete similar training within 45 days of hire and maintain their certification during their employment by the licensed establishment. In unusual circumstances, licensees may petition the Board of Selectmen in writing for an extension of time, not to exceed 30 calendar days, in order to comply with this section. Such an extension of time will only be granted if the Board is convinced that a good faith effort has been made to comply.

- Legal age to sell or serve. Anyone selling or serving alcoholic beverages must be at least 18 years of age.
- Serving Policy. All Licensed establishments are required to have an alcohol serving policy on file with the Selectmen and the Concord Police Department. All employees who serve or sell alcoholic beverages must be familiar with the policy and responsible for its implementation.

2. Supervision –Presence

Neither the Licensed Premises nor the sale or serving of Alcoholic Beverages may be under the management or control of any person, who, in the judgment and discretion of the Selectmen, is unable or unwilling to exert the control necessary to maintain the Licensed Premises in a safe, sanitary and orderly manner.

No manager, employee, owner, board member or club member shall consume alcoholic beverages in or upon the Licensed Premises before the opening hour or after the closing hour stated on the License.

3. Duties at “Closing Hour”

It is the responsibility of the Manager of Record or Alternate Manager of Record in charge of the Licensed Premises to insure that they comply with the following “Closing Hour” requirements applicable to all establishments.

(a) All bottles and glasses containing alcoholic beverages must be removed from tables and bars within 15 minutes after legal closing.

(b) Premises must be cleared of all patrons and all employees other than managerial and cleaning employees not later than 30 minutes after legal closing time.

(c) All outside signs or lights of the Licensed Premises must be extinguished.

4. Duty to Summon Police

Upon the occurrence of a disturbance, Concord Police must be called to the Licensed Premises by the Manager of Record or Alternate Manager of Record in charge of the Licensed Premises.

5. Duty to File Report

In all instances where the police are called to the Licensed Premises regardless of the extent, severity or nature of any incident involving people in or upon the Licensed Premises, the Manager of Record or Alternate Manager of Record must submit to the Selectmen within twenty-four (24) hours of such occurrence, a complete and accurate written report of the incident. Said report will advise the Selectmen of all pertinent facts including, but not limited to:

(a) Parties involved, by names;

(b) Time of occurrence and date;

(c) Action taken by Manager and time and date upon which action was taken;

(d) Description of the circumstances – including damages and whether there were any apparent injuries; and

(e) Name of Manager or other person in charge of the Licensed Premises as well as any other employees present at the time of the incident

6. Violations

Violations may include, but not be limited to, sale or delivery to an underage person, sale or delivery to intoxicated persons, sales or serving before or after hours stated on the License, use of narcotics on the Licensed premises, gambling/gaming, and failure to meet any of the terms of the regulations of the Selectmen.

- The following course of action will be taken upon violations occurring within three years: 1st offense –written warning placed in the Licensing file and required training for personnel involved; 2nd offense –hearing before the Selectmen to determine action up to and including suspension and revocation of license. Extenuating circumstances may necessitate more serious consequences on any violations.
- The Selectmen will review alleged violations of rules and regulations to determine whether a Hearing is necessary. It is anticipated that in most cases, a Hearing will be held to determine what, if any, action should be taken.
- All violations and complaints received about Licensed establishments shall be in writing and placed in the file of the Licensee.
- At the time of License renewal and/or changes to the License, Licensee shall provide full information to the Selectmen concerning any violations of and complaints concerning alcoholic beverage rules and regulations in the last three years. The Selectmen may use such information as a basis for action on the License Renewal or change.
- Upon notice of violations or complaints from the Selectmen or otherwise, the License holder shall provide to the Selectmen evidence of steps taken to address the violation or of mitigating circumstances. Information provided to the Selectmen shall be placed in the Licensee's file and may be considered as a basis for action on a License Renewal or change.
- Any oral or written misrepresentation of fact made by an applicant, prospective license transferee, Manager of Record or Alternate Manager of Record in any application, report, or similar communication to the Selectmen is a violation and may result in the modification, suspension, revocation or cancellation of the License.
- The License holder has the right to appeal any decision of the Selectmen within five days of the decision to the Alcoholic Beverage Control Commission.

6A Response to District Attorney Notification

The Selectmen and each Licensed Premises shall adhere to the following process in the event that the Board of Selectmen receive notice from the District Attorney of a conviction in District Court for operating a motor vehicle under the influence of intoxicating liquor in which the convicted party alleges to have been served an alcoholic beverage at a Licensed Premises:

1st reported instance – The Selectmen shall provide the Manager of Record of the Licensed Premises with a cautionary letter advising of the report. Further, upon the determination of the Selectmen and based upon the results of further police investigation, the Manager of Record of the Licensed Premises, the Town Manager, the Police Chief and a member of the Selectmen may meet in private to confirm the adequacy of the Licensed Premises policy and procedures in serving patrons.

2nd and subsequent reported instances within twelve consecutive months – The Manager of Record of the Licensed Premises shall be called before a full Meeting of the Selectmen for a review of the Licensed Premises procedures and to consider an appropri-

ate response of the Selectmen based upon the information that is subsequently gathered.

7. Penalties

Failure to comply with any of the Regulations or any changes, additions or modifications thereto imposed by the Selectmen, the Alcoholic Beverages Control Commission, or any law of the Commonwealth, may result in the modification, suspension, revocation or cancellation of the license.

B. GENERAL PROVISIONS

1. Right to Inspect

The Concord Police, the Selectmen, or their duly authorized agents have the right to inspect any Licensed Premises at any time.

2. Prohibition Against "Brown Bagging"

Brown bagging (i.e., consumption of alcoholic beverages brought into a business establishment by a customer or other person) is prohibited in the Town of Concord.

No commercial establishment in the Town of Concord shall serve or permit the consumption of an alcoholic beverage upon its premises without an Alcoholic Beverage License.

No patron shall be permitted to bring into or onto the premises of a commercial establishment any alcoholic beverage for consumption on the premises.

3. Prohibition of Service or Consumption of Alcoholic Beverages Outside of Room or Areas Designated by Licensee

No licensee may permit the serving or consumption of an alcoholic beverage outside of the area of the Licensed Premises designated in the license. In particular, but without limitation, alcoholic beverages may not be served or consumed on a patio, sidewalk, outdoor garden or similar area adjoining the Licensed Premises unless such area has been specifically provided for in the License.

4. Club License

Under MGL C. 138 §12 A "club" license may be issued to a nonprofit corporation or association for sales of alcoholic beverages to members only and, subject to regulations by Selectmen, to the guests of the members. All other rules and regulations regarding sales and serving are in effect.

Alcoholic beverages may be sold to club members and guests introduced by members, but to no others.

No manager, employee, owner, board member, club member or guests of club members shall consume alcoholic beverages in or upon the Licensed Premises before the opening hour or after the closing hour stated on the License.

5. Severability

With respect to the constitutionality of the Regulations or where a conflict may exist with any other law or regulation, each and every provision of these Regulations is declared to be separable and independently enforceable.

Adopted May 26, 1987

Amended May 10, 1993

Amended May 15, 2006

Amended: October 6, 2008

Amended January 5, 2009



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

13

**Discuss Massachusetts Water Resources
Authority – Individual Mobilization
Augmentees (IMA)**

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>



DATE: April 3, 2025

MEMORANDUM

TO: Select Board

VIA: Kerry Lafleur, Town Manager

FROM: *AHC* Alan H. Cathcart, Public Works Director

SUBJECT: IGA for Shared Consulting Services
MWRA Regional Expansion to Metro West - Cost Allocation Analysis

Many towns and water districts within the Metro-West region are increasingly concerned for their long-term viability and resiliency given the presence of per- and polyfluoroalkyl (PFAS) substances and the challenges in meeting water demands and growth expectations in their communities. Other concerns are related to periodic droughts, well capacity limitations, increasing staffing requirements, and potential water withdrawal impacts on local river and stream flows. The MWRA recently completed a study to assess the feasibility of expanding MWRA's water system to the MetroWest area which would potentially serve the following communities: Acton, Ayer, Bedford, Boxborough, Chelmsford, Concord, Groton, Holliston, Hopkinton, Hudson, Lincoln, Littleton, Maynard, Natick, Sherborn, Stow, Sudbury, Wayland, Wellesley, Westborough, Westford, and Weston. The conceptual system expansion is projected to cost over \$1.1 billion.

Concord, along with several other water suppliers located within this conceptual Metro-West service area have determined it would be mutually beneficial to retain the services of a consultant to expand upon the MWRA feasibility study in an attempt to better understand potential cost implications to individual communities. This effort is directly in keeping with the Town Manager's goal to *"Plan for long-term utility needs by continuing to work with MWRA and other regional partners and neighboring communities to investigate the feasibility of regional water"*.

The town of Maynard has agreed to serve as the primary point of contact for the procurement and execution of the contract for these services. The framework by which this work will be managed has been detailed in the Intermunicipal Agreement (IGA) attached.

In order to proceed with this important and time-sensitive initiative, I am respectfully requesting the Select Board authorize Kerry Lafluer, Town Manager, to execute this IGA on it's behalf.

**INTERGOVERNMENTAL AGREEMENT FOR
SHARED CONSULTING SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT FOR SHARED CONSULTING SERVICES (this “Agreement”) is made this [_____] day of April, 2025 (the “Effective Date”), and is by and among the **WATER SUPPLY DISTRICT OF ACTON**, a Massachusetts governmental entity, with an address of 693 Massachusetts Avenue, Acton, Massachusetts (“Acton Water District”), the **TOWN OF MAYNARD**, a Massachusetts municipal corporation, with an address of 195 Main Street, Maynard, Massachusetts (“Maynard”), the **TOWN OF CONCORD**, a Massachusetts municipal corporation, with an address of 22 Monument Square, Concord, Massachusetts (“Concord”), the **TOWN OF WESTFORD**, a Massachusetts municipal corporation, with an address of Westford Town Hall, 55 Main Street, Westford, Massachusetts (“Westford”), the **TOWN OF LITTLETON**, a Massachusetts municipal corporation, with an address of 37 Shattuck Street, Littleton, Massachusetts (“Littleton”), the **TOWN OF GROTON**, a Massachusetts municipal corporation, with an address of 173 Main Street, Groton, Massachusetts (“Groton”), and the **TOWN OF AYER**, a Massachusetts municipal corporation, with an address of 1 Main Street, Ayer, Massachusetts (“Ayer”). The Acton Water District, Maynard, Concord, Westford, Littleton, Groton, and Ayer are together the “Parties” and individually a “Party.” The Parties other than the Town of Maynard are together the “Contributing Parties” and individually a “Contributing Party.”

WHEREAS, the Parties are each empowered by law to retain consulting services for various public works projects, including analysis of public water supply alternatives available to the Parties, which is a proper municipal function and service; and

WHEREAS, the Parties have separately explored the possibility of connecting to the Massachusetts Water Resources Authority (“MWRA”) system for the provision of public water supply; and

WHEREAS, the Parties acknowledge that they have similar interests in conducting an in-depth cost and financial analysis to assess the viability of connecting to the MWRA system and that retaining consulting services on behalf of the Parties would bolster the efficacy of the analysis and minimize consulting fees for the Parties; and

WHEREAS, Maynard has received a model for providing a comprehensive Cost Allocation Analysis and Technical Memorandum to identify the financial feasibility of prospective new members in the MetroWest area connecting to the MWRA system (“Shared Consulting Services”); and

WHEREAS, the Parties find that it is in their best interest to procure the services of a qualified expert to provide a comprehensive Cost Allocation Analysis and Technical Memorandum to them so they are better informed about the financial impacts of connecting to the MWRA; and

WHEREAS, the Parties have authority to enter into this Agreement pursuant to G. L. c. 40, § 4A, to perform jointly activities or undertakings which any one of the Parties is authorized by law to perform; and

WHEREAS, the Contributing Parties desire to authorize Maynard to enter a contract with the chosen expert to deliver the Shared Consulting Services to the Parties with the cost for such Shared Consulting Services to be paid by Maynard to the expert and thereafter divided equally among all the Parties; and

WHEREAS, the Parties intend that this Agreement shall set forth the terms and conditions of having the expert perform the Shared Consulting Services for the benefit of all the Parties, including the maximum financial liability of the Parties, in accordance with G. L. c. 40, §4A;

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement, the Parties agree as follows:

1. Agreement. Each of the Parties hereto agrees to pay an equal share for the services of a qualified expert (the “Qualified Expert”) to perform a comprehensive Cost Allocation Analysis and Technical Memorandum for the Parties collectively and individually, and to issue a Final Report of its conclusions so that the Parties are better informed about the financial impacts of connecting to the MWRA water supply system, as set forth in further detail in the Scope of Services attached hereto as Exhibit A (the “Work”).
2. Term. The term of this Agreement shall commence on the Effective Date and shall continue until this Agreement is terminated or until the Work is completed and the Qualified Expert has issued a Final Report in accordance with the procedures set forth in Section 6 of this Agreement, provided that in no event shall the term of this Agreement exceed twenty-five (25) years or such other maximum term for an intergovernmental agreement set forth in G. L. c. 40, § 4A, as may be amended from time-to-time, or any other applicable law.
3. Lead Municipality. During the term of this Agreement, Maynard shall act as the Lead Municipality and shall perform or provide the following tasks, subject to the terms and conditions of this Agreement:
 - a. Issue Request for Proposals to obtain the services of a Qualified Expert to perform the Work;
 - b. Enter into a contract with a Qualified Expert approved in accordance with this Agreement to perform the Work;
 - c. Manage the Qualified Expert’s services;
 - d. Receive invoices from the Qualified Expert and make payments in a timely manner for services rendered;

- e. Administer the collection, accounting and the use of funds provided by the Parties to fund the Work; and
- f. Provide overall program oversight and related administration.

4. Request for Proposals.

a. Within five (5) days of the Effective Date of this Agreement, Maynard shall provide each of the Contributing Parties with a draft Request for Proposals (the "RFP"), which shall incorporate the scope of services described in Exhibit A and shall contain contract terms and conditions. Within fourteen (14) days of receipt of the draft RFP, any Party may submit written comments and suggestions to Maynard or initiate the Dispute Resolution process set forth in Section 8 of this Agreement.

b. Upon approval of the RFP as set forth herein, Maynard shall issue the RFP.

5. Contract with Qualified Expert.

a. Once responsive proposals are received, each Party shall appoint one person to assist Maynard in the review of proposals and the selection of the Qualified Expert and they shall choose a Qualified Expert in accordance with the voting procedure set forth in Section 8 of this Agreement. Notwithstanding the foregoing, the Parties shall collectively reserve the right to reject all proposals.

b. Upon a decision to award a contract to a Qualified Expert, Maynard and the Qualified Expert shall enter into a written contract for performance of the Work (the "Contract"). The Contract shall contain language acknowledging that the Contributing Parties are intended third-party beneficiaries to the Contract, and as such have the right to enforce the terms and conditions of the Contract to the same extent as Maynard. The Contract shall also include a term, a detailed fee structure, and a "not-to-exceed" amount for the total cost of the Work, including reimbursable out-of-pocket expenses incurred by Qualified Expert in connection with the Work, and it shall incorporate the terms of this Agreement.

6. Expert's Work Product. Upon completion of the Work, each Party shall be entitled to a comprehensive report detailing the Qualified Expert's work, which shall include its analysis, conclusions and recommendations, and the manner in which it arrived at same, and shall include an analysis specific to each Party. The Contract shall include a requirement that prior to issuance of a final invoice, the Qualified Expert shall provide each Party with a Draft Report for review and approval. Within thirty (30) days of receipt of the Draft Report, any Party may challenge the Draft Report or any portion thereof in accordance with Section 8 of this Agreement. If no such challenge is made or upon the resolution of any challenges, the Draft Report will be deemed approved by the Parties.

7. Funding Structure and Payments.

a. The total cost of the Work shall be divided equally amongst the Parties. Prior to execution of a Contract with the Qualified Expert, each Party shall provide the other Parties with a certification from the official having the duties of municipal accountant that an appropriation for the Party's share of the Contract has been made. No Party will be permitted to participate in this Agreement, including Maynard, unless an appropriation for the full amount of its share has been made prior to execution of a Contract with the Qualified Expert.

b. For all work associated with the Contract, the Qualified Expert shall bill Maynard directly and Maynard shall pay the invoices pursuant to the terms and conditions of the Contract and this Agreement.

c. Prior to paying an invoice, Maynard shall provide each of the Contributing Parties with a copy of the applicable invoice from the Qualified Expert to Maynard, and such other reasonable backup as the Contributing Parties may request. Within fourteen (14) days of receipt of the invoice, any Contributing Party may dispute the invoice in accordance with the dispute Resolution Procedure set forth in Section 8.

d. Upon approval of the invoice in accordance with the preceding paragraph, Maynard shall remit payment to the Qualified Expert in a timely manner and will send proof of payment to the Contributing Parties. Maynard shall divide the amount paid equally among the Parties, including Maynard, and shall send invoices to each of the Contributing Parties for reimbursement to Maynard of the Contributing Parties' respective equal shares of the amount paid by Maynard to the Qualified Expert. The Contributing Parties shall pay such invoices within thirty (30) days following receipt thereof.

e. Notwithstanding the foregoing, any Party may contract with the Qualified Expert for supplemental services and/or for additional hours in excess of the scope of services set forth in Exhibit A; provided, however, that the Party contracting for such services shall be solely responsible for the costs thereof and there shall be a separate agreement between the Party and the Qualified Expert for such services.

8. Dispute Resolution.

a. Any Party may dispute any of the matters provided for in the preceding paragraphs of this Agreement by providing written notice to the other Parties that it has a dispute within the time set forth in the applicable Paragraph of this Agreement, which notice shall include a statement of reasons for the dispute. If no time period for disputing a particular matter is established, the dispute must be initiated within fourteen (14) days of receipt of notice of the item in dispute.

b. Any Party that fails to file a Notice of Dispute within the required time shall be deemed to have waived its right to dispute the matter and the matter shall be deemed approved by the Party.

c. Upon receipt of a Notice of Dispute, the Parties shall each designate one representative to meet with the other Parties' representatives to discuss the dispute and to attempt to reach a resolution. The meeting shall be scheduled and held by Maynard, with at least forty-eight (48) hours' notice to the other Parties. Each Party whose representative attends the meeting will have one vote with respect to the decision. The decision shall be made by a majority of those present at the meeting, with Maynard casting the deciding vote in the event of a tie. The decision of the majority of the Parties' representatives at the meeting shall be final, and the Party with the dispute shall accept the decision and pay its share of any invoice issued in connection with such dispute. Any Party who fails to send a representative to the meeting referenced in this section shall be deemed to have waived its right to vote on the matter.

9. Indemnification. Notwithstanding the final sentence of the second-to-last paragraph of G.L. c. 40, § 4A, and to the extent permitted by law, each of the Parties shall indemnify and hold harmless each of the other Parties and all of their officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the Qualified Expert of its duties under the Contract including, without limitation, any claim of claim, demand, suit, liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Qualified Expert's employees while in or performing services for the Parties, provided however, that nothing herein shall be construed to limit any Party's, including Maynard's, rights of indemnification or breach of contract damages against the Qualified Expert. For avoidance of doubt this indemnification shall in no way be construed as providing indemnification of the Qualified Expert under any circumstances by any of the Contributing Parties.

10. Liability. Pursuant to G. L. c. 40, § 4A, each Party shall be liable for the acts and omissions of its own employees and not for the employees of the others in the performance of this Agreement, and to the extent provided by G. L. c. 258. By entering into this Agreement, none of the Parties has waived or abrogated any governmental immunity or limitation of damages which may be extended to them by operation of law.

11. Maximum Financial Liability. Pursuant to G. L. c. 40, § 4A, this Agreement sets forth the maximum extent of each Party's financial liability, which is an equal share of the cost of the Work.

12. Financial Safeguards. Pursuant to G. L. c. 40, § 4A, each Contributing Party shall, upon paying in full an invoice labeled "Final Invoice" from Maynard for the Work, provide to the other Parties a report or statement of all sums paid to Maynard for the Work. The Parties acknowledge that each Party shall receive from the Qualified Expert copies of all invoices sent to Maynard for the Work, as required by Section 7. Maynard shall maintain separate, accurate and comprehensive records of all services performed under the Contract, and all contributions received from the Contributing Parties.

13. Termination and Withdrawal. This Agreement shall automatically terminate if the Parties fail to award a contract to a Qualified Expert in accordance Section 5 hereof. Any Party may withdraw from this Agreement by providing written notice to the other Parties at least thirty (30) days prior to the execution of a contract with a Qualified Expert. Upon receipt of such notice, the remaining Parties shall decide whether they wish to continue on with this Agreement, and if so, the cost of the Qualified Expert shall be reapportioned amongst the remaining Parties. If Maynard chooses to withdraw, the remaining Parties shall designate a new Lead Municipality. If the Parties do not wish to complete the project without the withdrawing Party, the Agreement may be terminated by agreement of the remaining Parties. Any Party that fails to give notice of its intent to withdraw within the time set forth herein will be deemed to have agreed to the Contract with the Qualified Expert and they shall thereafter be responsible for payment of their full share even if they wish to withdraw at some later date. A Party wishing to withdraw at a later date will not be provided with a refund of any amounts paid prior to their withdrawal and they shall not be entitled to receive the Qualified Expert's report.

14. Cooperation. The Parties acknowledge and agree that, for the Qualified Expert to perform the Work, they will require that the Parties provide the Qualified Expert with various documents, records, information, and access to personnel. The Parties agree to cooperate in good faith with the Qualified Expert in furnishing, within commercially reasonable timeframes, the materials and personnel access necessary for the Qualified Expert to perform the Work, subject to any reasonable operational limitations and conditions.

15. Addition of Parties. Following the Effective Date of this Agreement, the Parties may, by unanimous written consent, allow one or more additional municipal entities to join this Agreement (a "New Party"), provided that, as a precondition to the New Party joining this Agreement, the New Party shall make a one-time catch-up payment to each of the existing Parties in an amount equal to a fraction, the numerator of which is (a) the total cost of the Work paid to date, divided by the new number of Parties expressly including the New Party, and the denominator of which is (b) the number of existing Parties excluding the New Party. By way of example only, if the total amount paid to the Qualified Expert at the time of the addition of a New Party is \$60,000 and there are five existing Parties, then the New Party would be required to make a catch-up payment of \$2,000 to each of the five existing Parties. Upon the unanimous written consent of the existing Parties and the payment by the New Party to the existing Parties required under this Section, the New Party shall thereafter be deemed a Party under this Agreement and the total remaining cost of the Contract with the Qualified Expert will be reapportioned amongst the Parties.

16. No Third-Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.

17. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such

provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

18. Amendment. The provisions, terms, and conditions of this Agreement shall be modified only by written amendments executed by all of the Parties; provided, however, that each Party shall designate one representative who shall have the authority to agree to extend any of the deadlines set forth herein.

19. Waiver. The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the Party waiving such obligation or condition. Forbearance or indulgence by a Party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that Party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

20. Assignment. No Party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other Parties.

21. Venue. Any action filed in court hereunder shall be filed in the courts of Middlesex County, Commonwealth of Massachusetts.

22. Governing Law. This Agreement shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

23. Headings. The article, section, and paragraph headings provided in this Agreement are for convenience only, are not part of this Agreement and shall not affect the interpretation of this Agreement.

24. Execution and Counterparts. A signed email or facsimile copy of this Agreement, or a signed portable document format (.pdf) copy of this Agreement, shall be binding upon the Parties as fully and to the same extent as an original signed copy. This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any Party may execute this Agreement by signing one or more counterparts.

25. Complete Agreement. This Agreement constitutes the entire agreement between the Parties concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Parties concerning the subject matter hereof. Each Party acknowledges that it has not relied on any representations by any other Party or by anyone acting or purporting to act for another Party or for whose actions the any other Party is responsible, other than the express, written representations set forth herein.

26. Notices. With the exception of invoices sent in accordance with Section 7 of this Agreement, all notices required or permitted by this Agreement shall be in writing and shall be sent by certified mail, postage prepaid, or reputable overnight courier, and addressed as follows:

If intended for Maynard:

Select Board
Town of Maynard
195 Main Street
Maynard, MA 01754

If intended for Acton Water District:

District Manager
Acton Water District
693 Massachusetts Avenue
Acton, MA 01720

If intended for Concord:

Town Manager
22 Monument Square
Concord, MA 01742

If intended for Westford:

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If intended for Littleton:

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If intended for Groton:

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[]

If intended for Ayer:

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[]

[]

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties have set their hands and seals on the day and year first above written.

TOWN OF MAYNARD

WATER SUPPLY DISTRICT OF ACTON

By: _____
[Name], [Title] of the Maynard Select Board
Duly authorized by vote of the Maynard
Select Board on [____], 202[__]

By: _____
Matthew Mostoller, District Manager
Duly authorized by vote of the
Commissioners of the Water Supply District
of Acton on February 10, 2025

TOWN OF CONCORD

TOWN OF WESTFORD

By: _____
Kerry A. Lafleur, Town Manager,
Duly authorized by vote of the Concord
Select Board on [____], 202[__]

By: _____
Kristen Las, Town Manager
Duly authorized by vote of the Westford
Select Board on [____], 202[__]

TOWN OF LITTLETON

TOWN OF GROTON

By: _____
[Name/Title/Authorization]
Duly authorized by vote of the Littleton
[____] on [____], 2025

By: _____
Mark Haddad, Town Manager
Duly authorized by vote of the Groton
Select Board on [____], 202[__]

TOWN OF AYER

By: _____
Robert Pontbriand, Town Manager
Duly authorized by vote of the Ayer
[____] on [____], 2025

EXHIBIT A
Scope of Services

Maynard: MWRA Connection Cost Allocation Analysis	Request for Qualifications (RFQ)
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Exhibit A-Scope of Work

- Project initiation and facilitate workshops
- Develop cost allocation scenarios
- Develop interactive cost allocation models for all agreed upon scenarios
- Review cost allocation model and scenarios
- Develop documentation of final cost allocation analysis
- Present results of final cost allocation analysis and complete technical memorandum
- Participate in additional meetings and conference calls and conduct additional analysis or modifications to the final cost allocation strategy as required.

Compliance with Federal, State, & Local Laws, Statutes & Regulations

The selected Respondent(s) will be required to review all plans for compliance with federal, state, and local laws, statues and regulations, and federal law and regulations. The Consultant (s) shall adhere at all times to the highest professional certifications, standards, and guidelines, any and all such laws, statutes and regulations, as applicable to the profession(s).

Review plans and provide recommendations with respect to building design and construction including mechanical, electrical, plumbing, fire protection, Americans with Disabilities Act compliance, and site work.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

14

**Presentation on Annual Town Meeting
Warrant Article 41 – Citizen Petition:
Zoning Bylaw Amendment: Personal
Wireless Communications Facility**

Requested by: SB Chair

Action Sought: Citizen Petition

Proposed Motion(s)

Motion: Presentation on Annual Town Meeting Warrant Article 41 – Citizen Petition: Zoning Bylaw Amendment: Personal Wireless Communications Facility

Additional Information

Board Action

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

ARTICLE 41: Petition to Amend Zoning Bylaw –
Wireless Communications

ARTICLE 41.

**Citizen Petition: Zoning Bylaw Amendment: Personal
Wireless Communications Facility**

Mr. Dane moves that the Town take affirmative
action on Article 41 as printed in the Warrant.

2/3 Vote Required

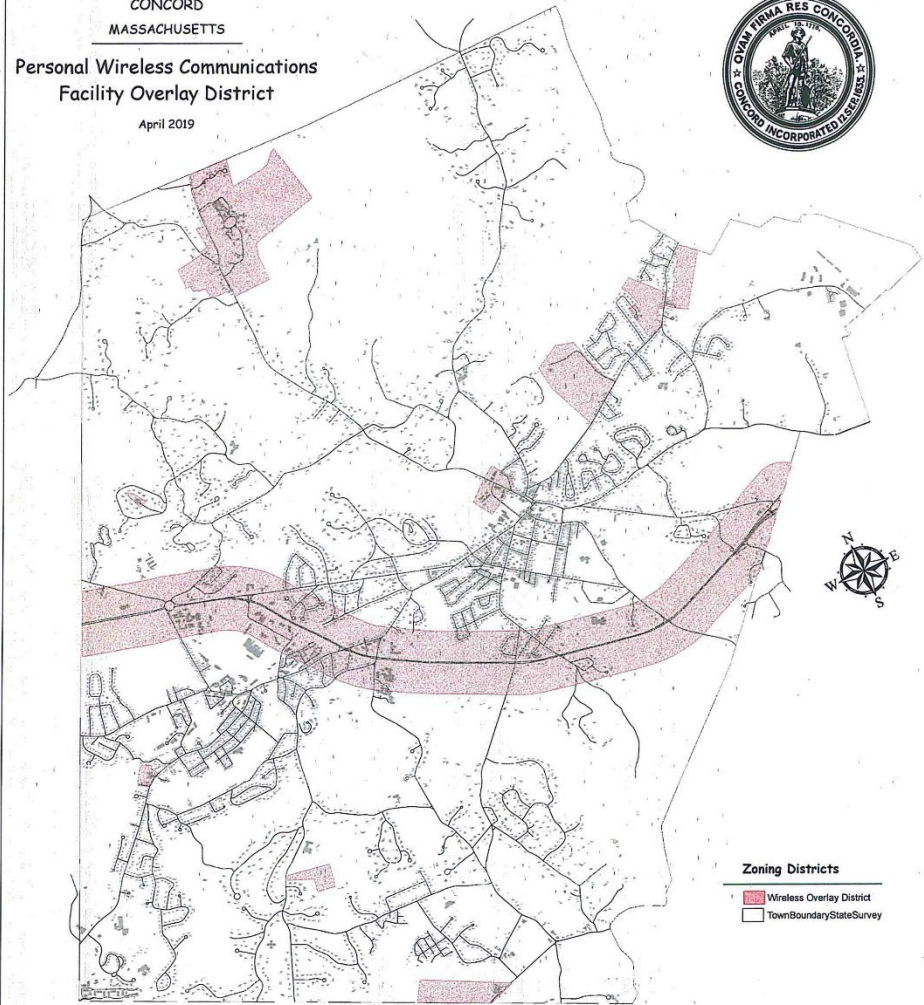
ARTICLE 41: Petition to Amend Zoning Bylaw – Wireless Communications

Amend Section 7.8.4.5 of the Zoning Bylaw by deleting the first sentence of said section in its entirety and replacing it with the following:

7.8.4.5 Relief from general requirements: The Board may grant relief from the general requirements contained in subsection 7.8.4.2 or from any location requirements imposed by the “Personal Wireless Communications Facility Overlay District Map, Town of Concord, April 2019 (Scale 1" = 1,000' consisting of a single sheet)” or any successor thereto where the Board determines that there is a significant gap in coverage, that the granted relief provides a viable means of reducing or eliminating such significant gap in coverage, and that the desired relief may be granted without substantial detriment to the neighborhood or derogating from the intent and purpose of this bylaw.

Personal Wireless Communications
Facility Overlay District

April 2019



ARTICLE 41: Petition to Amend Zoning Bylaw –
Wireless Communications

ARTICLE 41.

**Citizen Petition: Zoning Bylaw Amendment: Personal
Wireless Communications Facility**

Mr. Dane moves that the Town take affirmative
action on Article 41 as printed in the Warrant.

2/3 Vote Required



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

15

**Annual Town Meeting Public Hearing on
the following articles:**

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: Public Hearing on Following Articles:

- Article 4 - Ratify Personnel Board Actions
- Article 5 – Ratify Personnel Board Classification and Compensation Plan
- Article 26 – General Bylaw Amendment: Leasing of Land by Select Board and Town Manager
- Article 27 – Remote Participation at Annual and Special Town Meeting
- Article 28 – Citizen Petition: Ranked Choice Voting
- Article 30 – Authorize Grant of Easement to Verizon – 835 – 923 Old Marlboro Road (Concord Middle School)
- Article 31 – Select Board to Accept Easements
- Article 35 – Citizen Petition: Protect Orchard House from Stormwater Runoff
- Article 36 – Citizen Petition: Ban Second-Generation Anticoagulant Rodenticides (SGARs)

Additional Information

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Board Action

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

Article 4

Ratify Personnel Board Actions

ARTICLE 4. Ratify Personnel Board Classification Actions

Mr. Mrachek moves that the Town take affirmative action on Article 4 as printed in the Warrant, with the addition of the following actions taken subsequent to the closing of the Warrant: Add the title of “Human Services Generalist” to Grade 6, effective March 12, 2025.

Classification Actions

- An Amendment to a plan which:
 - Adds or deletes a job title
 - Assigns a title to a salary range
 - Reassigns a title from one salary range to another

*Note: Existence of a title on the Plan does **not** approve funding; funding is subject to town meeting approved General Fund and Enterprise Fund budgets.*

Actions are Necessary When...

- The Town Manager creates a new position
- The duties of an existing position change in a significant manner
- A position title needs to be updated

Results of Actions

- Maintain appropriate job titles and salary ranges
- Allows the Town to attract and retain competent employees
- Comply with pay equity laws

Recommendation

The Personnel Board recommends affirmative action on Article 4 as printed in the warrant and in the updated filing with the Town Clerk as presented at Town Meeting to amend the classification of specific roles, job titles or salary ranges.

ARTICLE 4. Ratify Personnel Board Classification Actions

Mr. Mrachek moves that the Town take affirmative action on Article 4 as printed in the Warrant, with the addition of the following actions taken subsequent to the closing of the Warrant: Add the title of “Human Services Generalist” to Grade 6, effective March 12, 2025.

Article 5.

Ratify Personnel Board
Classification and
Compensation Plan

ARTICLE 5. Ratify Personnel Board Classification and Compensation Plan

Mr. Mrachek moves that the Town take affirmative action on Article 5 as printed in the Warrant, with the addition of the following position added subsequent to the closing of the Warrant: Human Services Generalist, Grade 6

Clarification

- Article 5 does not cover how much money is spent on salaries.

- Items still subject to approval include
 - Job Titles
 - Groupings/Grades of Positions
 - Salary Ranges

Objective

- A Classification & Compensation Plan that considers:
 - Uniform salary ranges based on job responsibilities and requirements
 - Equal pay for equal work
 - Internal equity across departments
 - External competitiveness of salaries
 - Comparability with salaries of unionized employees

Components of a Plan

- Classification
 - Job Evaluation – Internal Equity

- Compensation
 - Salary Survey – External competitiveness and benchmarking of positions in comparable communities.

Updated Plan

We have provided for Town Meeting a handout with the most current version of the plan which has been updated since the warrant was printed.

Recommendation

The Personnel Board recommends affirmative action on Article 5 as printed in the warrant and in the updated filing with the Town Clerk and as presented for amendment at Town Meeting.

ARTICLE 5. Ratify Personnel Board Classification and Compensation Plan

Mr. Mrachek moves that the Town take affirmative action on Article 5 as printed in the Warrant, with the addition of the following position added subsequent to the closing of the Warrant: Human Services Generalist, Grade 6

Article 26

General Bylaw Amendment:
Leasing of Land by Select Board
and Town Manager

ARTICLE 26: General Bylaw Amendment: Leasing
of Land by Select Board and Town Manager

ARTICLE 26. General Bylaw Amendment: Leasing of Land by Select Board and Town Manager

Select Board Member moves that the Town take
affirmative action on Article 26 as printed in the
Warrant.

ARTICLE 26: General Bylaw Amendment: Leasing of Land by Select Board and Town Manager

Leasing of Land by Select Board and Town Manager

This article would amend the General Bylaw adopted by 2017 Annual Town Meeting under Article 21 to authorize the Town Manager, with the approval of the Select Board, to approve leases of land for up to thirty years without the need for a separate Town Meeting approval.

Any such approval would have to occur in a public meeting of the Select Board.

ARTICLE 26: General Bylaw Amendment: Leasing of Land by Select Board and Town Manager

Leasing of Land by Select Board and Town Manager

- Enhances flexibility for long-term land leases, including cellular infrastructure.
- Longer lease terms attract investment by ensuring returns on capital projects.
- Positions the Town for future infrastructure needs while ensuring Select Board oversight.

ARTICLE 26: General Bylaw Amendment: Leasing of Land by Select Board and Town Manager

Current Project

- Landfill Cell Tower Project – Encouraged by Town Meeting in 2024
- Finalizing the lease with Wireless Edge Towers
- Current bylaw limits the lease to ten years
- Lease language allows for a longer term (pending Town Meeting approval)

ARTICLE 26: General Bylaw Amendment: Leasing
of Land by Select Board and Town Manager

ARTICLE 26. General Bylaw Amendment: Leasing of Land by Select Board and Town Manager

Select Board Member moves that the Town take
affirmative action on Article 26 as printed in the
Warrant.

Article 27

Remote Participation at Annual
and Special Town Meeting

ARTICLE 27. Remote Participation at Town Meetings

The Select Board moves:

That the Town take affirmative action on
Article 27 as printed in the Warrant

Article Explanation

This article would authorize the **Select Board** to **petition** the state legislature **for special legislation** to allow Concord to permit voters to **participate – and vote – remotely** from home at Town meetings.

Background

- TM 2024 voted to create a **Town Meeting Study Committee** (TMSC) to recommend, among other things, ways to make TM **more inclusive**.
- Moderator Carmin Reiss appointed nine members: former Chairs/Members of Select Board, FinCom, Planning Board, DEI Commission, a former town manager, a former Moderator, three parents of school-age children, and three members new to Town government.

ARTICLE 27: Town Meeting
Remote Participation

Background - 2

TM 2024 also voted to refer Article 28, (a Citizen Petition urging remote participation at town meetings) to the TMSC for consideration.

Town-wide Voter Survey

- The TMSC created and promulgated a survey, to which **more than 1000 voters** responded.
- In addition to checking boxes, voters added more than 60 pages of wide-ranging comments.

Barriers to TM participation

- Many survey respondents indicated that they
- **wanted to participate** in TM, **but could not** attend lengthy, weeknight meetings that ran late.
- These included: many elderly citizens, parents (especially of young children), those who traveled for work, or others who had to be at work early the next day.

ARTICLE 27: Town Meeting Remote Participation

Pandemic/ Zoom Transformation

- Many Concord citizens (from school children, to tech-savvy teens, to parents and grandparents) participate regularly and comfortably in hybrid meetings from remote locations.
- So perhaps not surprisingly, **nearly 80%** of TMSC survey respondents **avored** “being able to deliberate and vote **remotely** on issues during Town Meeting.”

State Law

- Current state law does not permit this. It requires in-person attendance to vote at Town Meetings.
- However, Concord can seek an exemption from this state law by filing a **Home Rule Petition** with the state legislature. Only the Select Board can initiate this, and only if Town Meeting has previously approved the measure.

Groundwork

- An informal group of Concord voters has been working on developing remote participation technology for many years.
- The town of Wayland has had a similar working group, Wayland Town Meeting has voted approval, and Wayland has filed a Home Rule Petition.

Three Voting Steps

- An affirmative TM vote authorizing Select Board action.
- A Select Board vote to file a Home Rule Petition with the State Legislature.
- The State Legislature vote approving the measure.

Legislative “currents”

- Concord’s three legislators (Reps. Simon Cataldo and Carmine Gentile and Sen. Mike Barrett) will all promote a remote participation HRP, after a TM endorsement vote.
- In March, the State Legislature extended pandemic-era approval for hybrid public meetings statewide.
- Governor Healy has introduced legislation that would make this permanent.

Uncertainties remain

- The speed of legislative action is a major unknown.
- Technologically, assuring absolute voting security from remote locations is not yet 100% mature.
- Prohibiting one voter in a two-voter households from casting two votes remains an issue to be resolved.
- Allowing voting and participation from home could decrease in-person TM participation.

TMSC recommendation

- Appreciating that various aspects of full remote TM participation remain to be resolved, the TMSC nonetheless supports **authorizing the Select Board to petition the state legislature for special legislation** authorizing Concord to permit voters to participate and vote in town meetings remotely.
- The TMSC strongly urges **affirmative action on Article 27.**

ARTICLE 27. Remote Participation at Town Meetings

The Select Board moves:

That the Town take affirmative action on
Article 27 as printed in the Warrant.

ARTICLE 28. Ranked Choice Voting for Concord Municipal Elections

Mr. Bader moves: That the Town take affirmative action on Article 28 [to authorize the Select Board to petition the General Court] as printed in the Briefing Book.

Article 28

Citizen Petition: Ranked Choice
Voting

ARTICLE 28. Ranked Choice Voting for Concord Municipal Elections

Mr. Bader moves: That the Town take affirmative action on Article 28 [to authorize the Select Board to petition the General Court] as printed in the Briefing Book.

Ranked Choice Voting



**Continuing Concord's proud tradition of
trailblazing for democracy**

Current system

- **Winners do not need a majority of the vote to win**
- **Newcomers can be vote splitters and discouraged from running**
- **Campaigns can be divisive and negative**
- **Most elections are unexciting for many voters**

Ranked Choice Voting

Ranked choice voting is a **simple change to the ballot** that enables a better voter experience and better campaigns.

Ranked Choice Voting gives voters **more freedom, more expression, and more power**. Instead of picking just 1 candidate, a voter can rank their candidates in order of **preference** — 1st, 2nd, 3rd...

Concord's second bite at the apple

5/22 Concord Town meeting **overwhelmingly passed** Ranked Choice Voting

8/22 Home rule petition filed with state legislature for approval

1/23 Home rule petition re-filed at State House

6/23 The Joint Committee on Election Laws held a well-attended hearing

8/24 193rd session ended. No action taken

Cannot simply refile as before. Needs Town passage again.

Concord for RCV

League of Women Voters (Concord-Carlisle) supports Article
28

Select Board, Town Clerk & Board of Registrars
supported 2022 RCV article

State Ballot Question 2 in 2020

- **63%** of Concord residents voted (12/19K)
- **61.4% Voted YES!**

Who Else Is Using?

- MA
 - **Cambridge** (1941)
 - **Easthampton** (2021) - same size & number of precincts as Concord
 - **Acton, Amherst, Arlington, Brookline, Lexington & Northampton** all filed RCV home rule petitions
 - **Boston** (2025) - anticipated this week
- Alaska (2020) & Maine (2018)
- Australia & New Zealand, Northern Ireland & Scotland (for decades)

Current: 1-Vote → 1-Chance

Your candidate wins or loses. Period.

Vote for not more than ONE	
LOUISA MAY ALCOTT	<input type="radio"/>
HENRY DAVID THOREAU	<input checked="" type="radio"/>
RALPH WALDO EMERSON	<input type="radio"/>
MARGARET FULLER	<input type="radio"/>

Vote for not more than TWO	
LOUISA MAY ALCOTT	<input type="radio"/>
HENRY DAVID THOREAU	<input checked="" type="radio"/>
RALPH WALDO EMERSON	<input type="radio"/>
MARGARET FULLER	<input checked="" type="radio"/>

Current System: Vote splitting or bullet-voting can cause your vote to be wasted.

With RCV: 1-Vote → MULTIPLE Chances

...to have elected representative that reflects YOUR view.

Rank the candidates in order of preference	1st	2nd	3rd	4th
LOUISA MAY ALCOTT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
HENRY DAVID THOREAU	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MARGARET FULLER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
RALPH WALDO EMERSON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

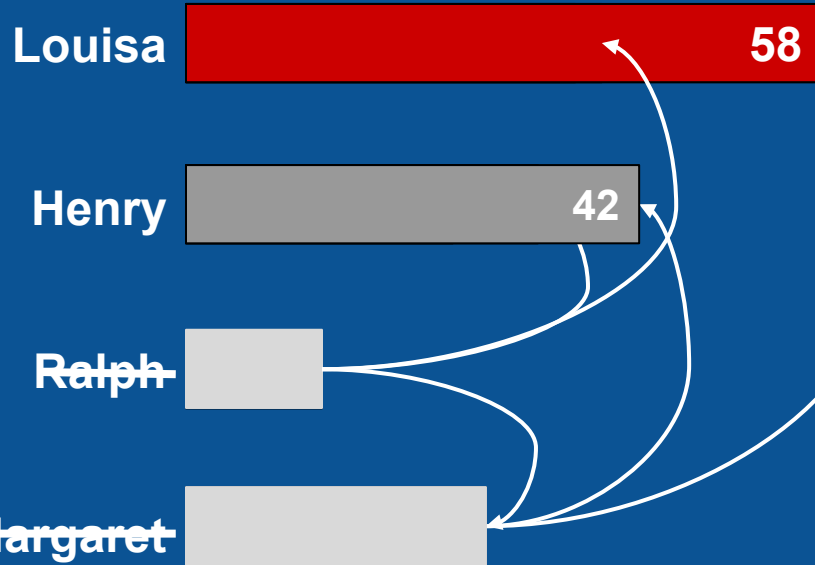
You state your preferences: 1, 2, 3...

The software applies all your preferences for an immediate, accurate, transparent outcome.

Counting the Votes

Select Board Race with 100 Ballots

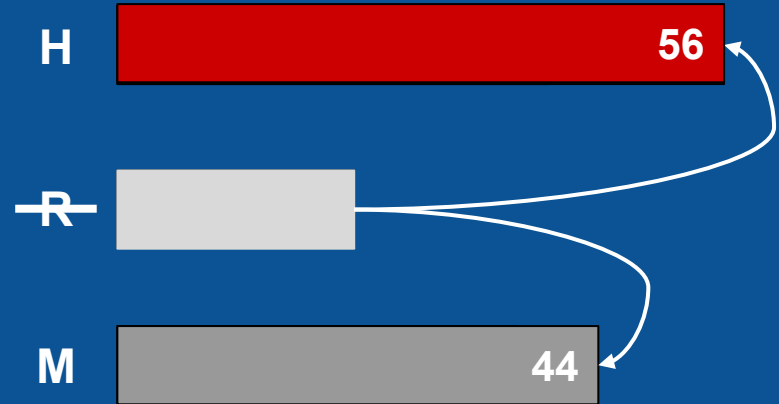
Louisa wins with a majority



To Fill a Second Seat ...

⊥

Henry wins with a majority



Implementation

In collaboration with the Town Clerk & Board of Registrars

- **Current voting machines are RCV-compatible.**
- **Town clerk will get a dedicated laptop to run software (which will expedite ALL elections).**
- **If State House approval comes within 90 days of next election, will use RCV in NEXT election.**
- **First usage could be overseen/audited by expert consultant.**



Concord:
It's time to
trailblaze
for
democracy
again

Mr Bader moves
that the Town
take affirmative action on Article 28
Ranked Choice Voting for Concord Elections
(as printed in the briefing book)

ARTICLE 28. Ranked Choice Voting for Concord Municipal Elections

Mr. Bader moves: That the Town take affirmative action on Article 28 [to authorize the Select Board to petition the General Court] as printed in the Briefing Book.

EXTRA SLIDES MIGHT
NEED FOR Q & A

Article 28: Ranked Choice Voting

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. RANKED CHOICE VOTING

(a) For the purposes of this section, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

"Concluded ballot", a ballot that does not rank any continuing candidate or contains an overvote at the highest-ranked continuing candidate.

"Continuing candidate", a candidate who has not been defeated.

"Highest-ranked continuing candidate", the continuing candidate with the highest ranking on a voter's ballot. Where a ballot omits 1 or more rankings, the next highest ranking shall be used for determining the highest-ranked continuing candidate.

"Overvote", a circumstance in which a voter ranks more than 1 candidate at the same ranking.

"Ranking", the number assigned on a ballot by a voter to a candidate to express the voter's preference for that candidate. Ranking number 1 shall be the highest ranking, ranking number 2 shall be the next-highest ranking, and so on.

Article 28: Ranked Choice Voting

■) All elected town offices shall be elected by ranked choice voting, except for single-seat offices when the number of candidates printed on the ballot is less than or equal to 2 or multi-seat offices when the number of candidates printed on the ballot is less than or equal to the number of seats to be elected. Ranked choice voting elections shall be tabulated in rounds pursuant to this section.

(c) In any single-seat election, each round shall begin by counting each ballot as 1 vote for its highest-ranked continuing candidate. Concluded ballots shall not be counted for any continuing candidate. Each round shall proceed sequentially as follows:

(1) If there are 2 continuing candidates, the candidate with the most votes shall be elected, and tabulation shall be complete.

(2) If there are more than 2 continuing candidates, the candidate with the fewest votes shall be defeated and a new round shall begin.

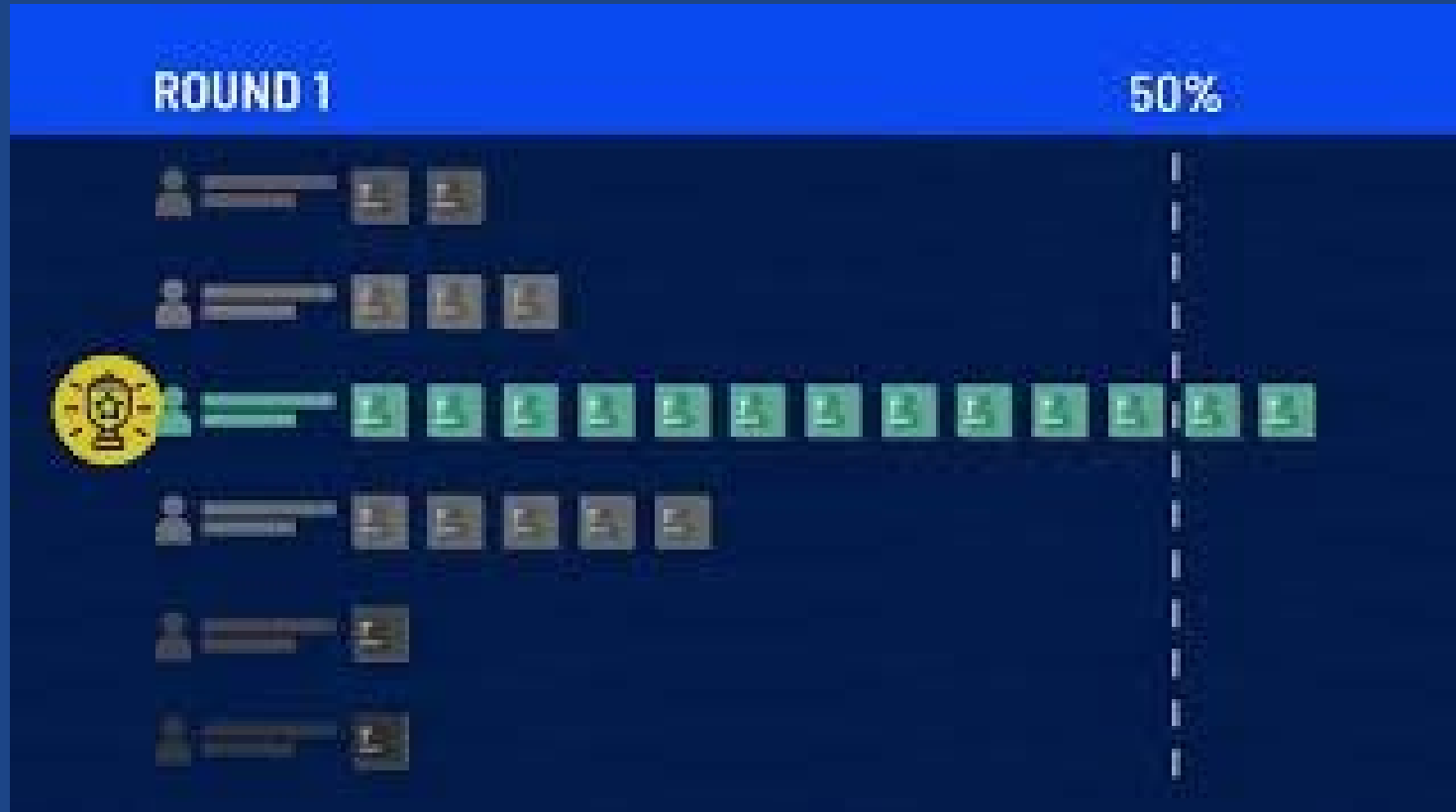
(d) In any multi-seat election, the first seat shall be filled pursuant to the tabulation process established in subsection (c). The remaining seats shall be filled by repeated application of the tabulation process established in subsection (c); provided, however, that all rankings marked for candidates who have already been elected shall be disregarded and ballots shall be counted as 1 vote for their next highest-ranked continuing candidate.

Article 28: Ranked Choice Voting

(e) If 2 or more candidates are tied with the fewest votes such that tabulation cannot continue until the candidate with the fewest votes shall be defeated, the tied candidate with the fewest votes in the prior round shall be defeated. If 2 or more such tied candidates were tied with the fewest votes in the prior round, the second tie shall be decided by referring similarly to the number of votes for each candidate in the second-prior round. This process shall be applied successively as many times as necessary. The town clerk shall establish a method of tie-breaking that will be used if 2 or more candidates are tied with the fewest votes in the first round of tabulation.

(f) The town clerk shall have the authority to promulgate whatever rules are necessary to implement this act.

SECTION 2. This act shall take effect upon its passage, provided there are at least 90 days until the next election, to allow for proper implementation.



Key Concepts

Plurality (current): winner has the MOST FIRST CHOICE votes

Majority (RCV): winner has MORE THAN HALF OF ALL votes

Threshold: percentage of votes needed to win

What Article 28 will do

- Implement Ranked Choice Voting for town elected offices
 - Select Board, School Committee, Housing Authority, Moderator
-

What Article 28 will not do

- Change the current structure of elected offices
- Affect state elections or the state ballot

US RCV Usage

9

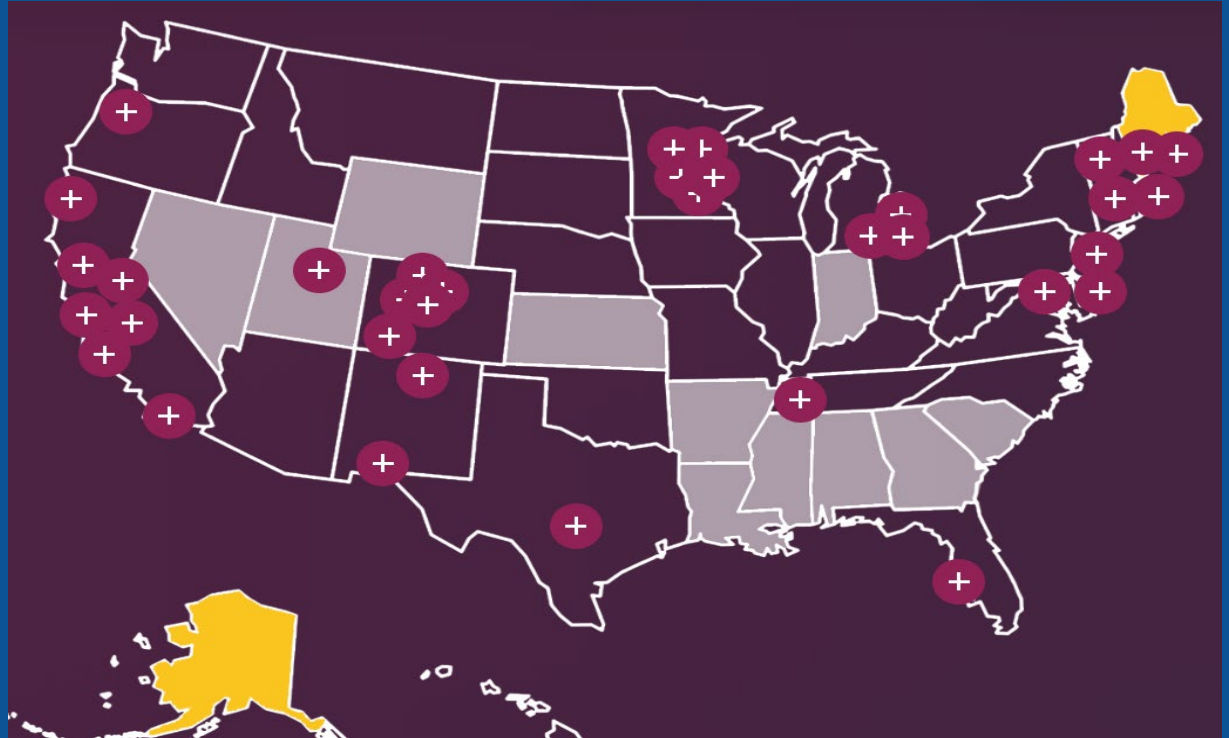
Million voters live in RCV communities.

28

States include at least one jurisdiction that uses RCV.

425

Elections have used RCV since 2004.



Let's Say - Your 1st Choice...

Crosses the threshold - 51% for 1-seat / 34% for 2-seat
Game over. Your candidate wins.

Gets fewest votes - with no chance of winning
Your vote goes to your 2nd choice.

NO VOTE WASTED

Why Do It?

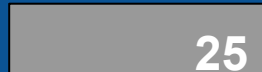
- Track record of success where in use (domestically & internationally)
- More institutions, organizations, states & municipalities using RCV
- Enthusiastically endorsed by LWV (national and local)
- Modest expense to town: (check with Kai on latest price!)
- Metrowest neighbors (Acton, Wayland, Natick and Newton) are also moving in the RCV direction

RCV will give us MORE

- First-time candidates
- Positive campaigning
- Interest in elections
- People voting

More Democracy - More Better

The Problem of Vote-Splitting

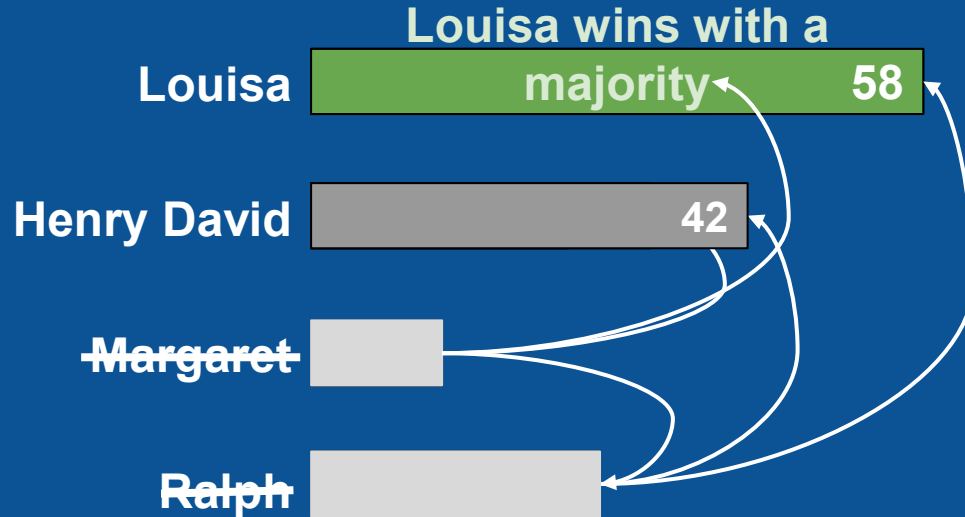


Peeps wins with less than a majority (< 50%) of support



Counting the Votes

Select Board Race with 100 Ballots



Reasons given NOT to

“It’s too complicated”

- Cambridge has been using 1941.
- Easthampton - same size and # of precincts - used last November.
- Concord Voters can handle the voting. Machines handle the counting.

Do you know how your car works or how to program a computer?

But... we happily use our car and computers.

Reasons given NOT to

“It’s too liberal/partisan”

- **Whichever party - takes advantage away from incumbent insiders**

“It’s too radical.”

- Actually has more of a **centrist** impact.
- Those who’ve been using wouldn’t go back. ME, AK, NY, UT
- It is the **wave** of the future!

“It will cost \$”

- The amount is **modest**.

Article 30

Authorize Grant of Easement to
Verizon – 835 – 923 Old
Marlboro Road
(Concord Middle School)

ARTICLE 30: AUTHORIZATION OF GRANT OF EASEMENT TO VERIZON – 835-923 OLD MARLBORO ROAD (CONCORD MIDDLE SCHOOL)

Article 30: Authorization of Grant of Easement to Verizon – 835-923 Old Marlboro Road (Concord Middle School)

Ms. Hartman moves that the Town take affirmative action on Article 30 as printed in the Warrant.

ARTICLE 30: AUTHORIZATION OF GRANT OF EASEMENT TO VERIZON – 835-923 OLD MARLBORO ROAD (CONCORD MIDDLE SCHOOL)

Purpose

- It was determined during construction of the new Concord Middle School that Verizon's prior telecommunications were not documented in a recorded easement. This would formalize the easement.
- Provides telecommunication services such as phone and internet to the new Concord Middle School
- Connection currently provided through access license to allow construction to stay on schedule
- This easement does not contemplate any new wireless communications towers or facilities

ARTICLE 30: AUTHORIZATION OF GRANT OF EASEMENT TO VERIZON – 835-923 OLD MARLBORO ROAD (CONCORD MIDDLE SCHOOL)

Article 30: Authorization of Grant of Easement to Verizon – 835-923 Old Marlboro Road (Concord Middle School)

Ms. Hartman moves that the Town take affirmative action on Article 30 as printed in the Warrant.

Article 31

Select Board to Accept
Easements

ARTICLE 31: SELECT BOARD TO ACCEPT EASEMENTS

Article 31: Select Board to Accept Easements

Mr. Weber moves that the Town take Affirmative action on Article 31 as printed in the Warrant.

ARTICLE 31: SELECT BOARD TO ACCEPT EASEMENTS

Purpose

- Allows the acceptance of easements by the Select Board, at no cost to the town.
- Gives authorization for easement acceptance related to enterprise funds.
- Provides the flexibility to address land interests in project (public and private) development in a timelier fashion and reduces the need for temporary legal instruments.

ARTICLE 31: SELECT BOARD TO ACCEPT EASEMENTS

Examples

- The four parcels including the two with banks on them that abut the Main St/Baker Ave/Cottage St intersection. These easements are needed for the construction of traffic improvements at that intersection.
- 58 Monument Square (Masonic Temple) for the repair of the sidewalk.
- 250 Old Bedford Road for sidewalk and electric easements.

ARTICLE 31: SELECT BOARD TO ACCEPT EASEMENTS

Article 31: Select Board to Accept Easements

Mr. Weber moves that the Town take Affirmative action on Article 31 as printed in the Warrant.

Article 35

Citizen Petition: Protect
Orchard House from
Stormwater Runoff

ARTICLE 35. Protect Orchard House from Storm Water Runoff

Mr. Althouse moves that the Town urge the Town Manager, in consultation with the Public Works Commission and Historic Districts Commission, to take action to remedy the inundation of storm water runoff impacting Louisa May Alcott's Orchard House resulting from changes to the grading and slope of Alcott Road in 2018.

Why bring this issue to Town Meeting?

- Inform the public about a threat to a much loved National Historic Landmark.
- Facilitate discussions to spark ideas for a solution.
- Prioritize funding and resolution to halt further damage to the Orchard House landscape and initiate repairs.

ARTICLE 35: Protect Orchard House



Background

- No stormwater runoff problems until the reconstruction of Alcott Road in 2018, which changed the slope of the road.
- Previously, stormwater was directed to the drainage system on the east side of the road.
- Grading changes now channel the water westward into the orchard and surrounding land.
- Stormwater causes a waterfall at the property boundary, eroding the soil along Alcott Road and creating deep ponds.

Two heirloom apple trees at Orchard House died due to flooding created by run-off from Alcott Road





vimeo

Effects of Stormwater Runoff

- Apple trees cannot survive with 'wet feet'.
- Two heirloom apple trees were killed by fire blight, a bacterial disease made worse by wet conditions.
- The planting of a native shrub border along Alcott Road is paused until runoff erosion is addressed.
- Gravel and asphalt are washing from the road into the beds and lawn.
- The ponding water blocks access across the lawn, forcing staff and visitors into a busy parking area.

Tree killed by Fire Blight



Efforts to resolve issue

- DPW was notified about this problem 2 ½ years ago.
- Multiple discussions with DPW staff onsite and in writing.
- Using our property as a storm water basin is not an option.
- Solutions proposed to date are not adequate.
- Temporary compost sock installed by Orchard House to protect the landscape is not historically appropriate.

ARTICLE 35. Protect Orchard House from Storm Water Runoff

Mr. Althouse moves that the Town urge the Town Manager, in consultation with the Public Works Commission and Historic Districts Commission, to take action to remedy the inundation of storm water runoff impacting Louisa May Alcott's Orchard House resulting from changes to the grading and slope of Alcott Road in 2018.

Article 36

Citizen Petition: Ban Second-
Generation Anticoagulant
Rodenticides
(SGARs)



ARTICLE 36: Ban Second-Generation Anticoagulant Rodenticides (SGARs)

Ms. Sinclair moves that the Town take affirmative action on Article 36 as printed in the Warrant.



Banning SGAR Poisons in Concord



SGAR poisons threaten wildlife, pets, and human health. Together, we can create a safer environment for all residents—both human and animal.





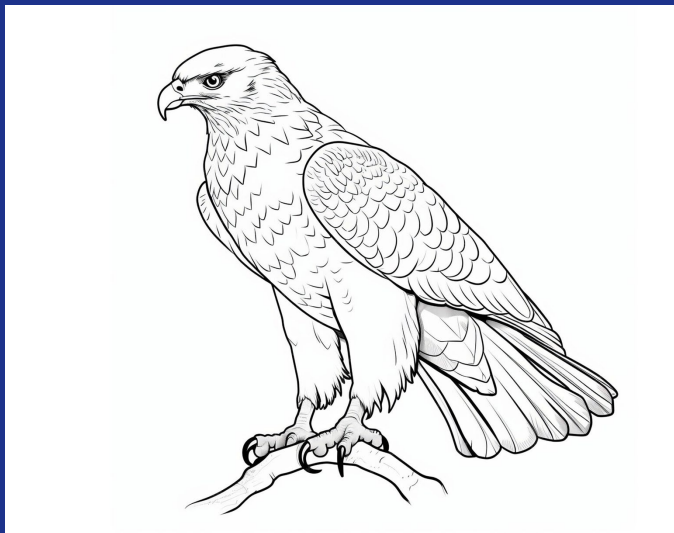
What are SGARs

- Second-generation anticoagulant rodenticides
- Class of rodent poisons that kill by preventing blood clotting
- Banned for retail sale due to dangers to pets & children
- Not used by the Town of Concord
- Widely used by licensed professionals in MA





The Problem: Bioaccumulation



As the predator eats poisoned animals, the toxins accumulate in its body until it succumbs.





Statistics

In Massachusetts:

- 100% of Red-tailed Hawks tested positive
- 100s of raptors, foxes, and coyotes die each year
- Dozens of dogs, cats, and other household pets
- Nearly 100 people exposed annually, almost half of whom are children under 6





Humane and More Effective Alternative

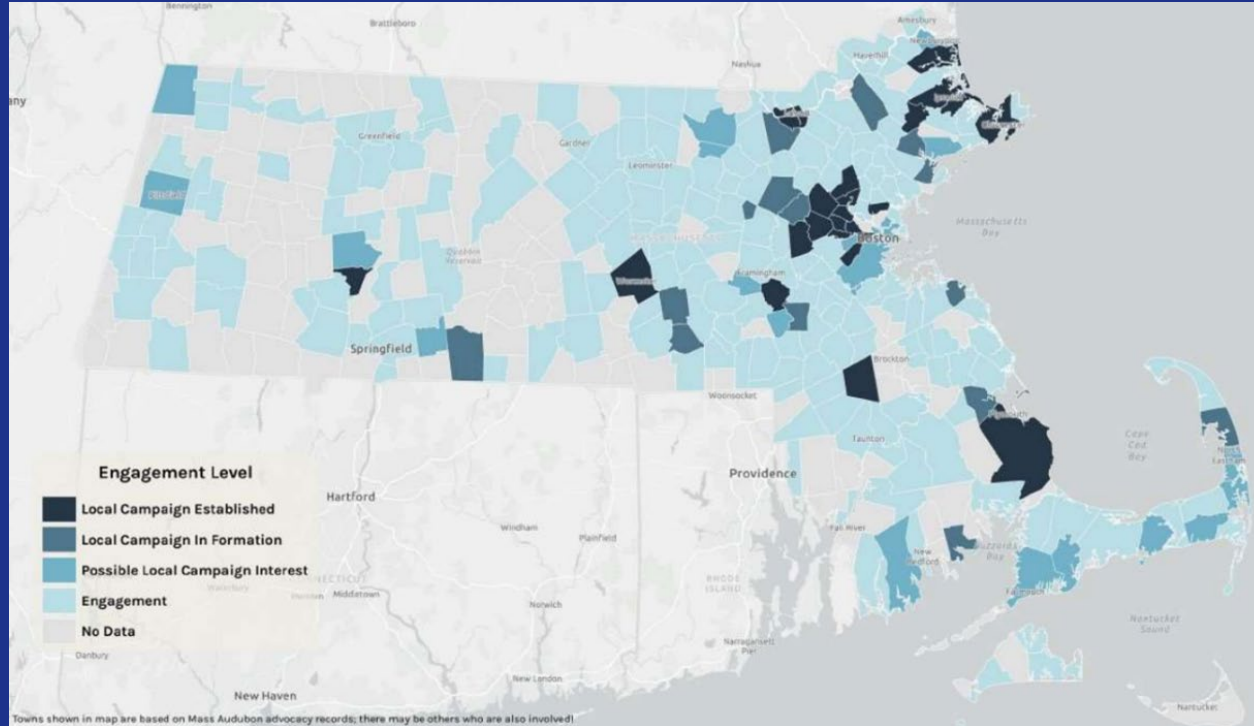
Non-SGAR Integrated Pest Management (IPM) Plan

- Modify the environment (exclude, starve) to make it less attractive to rodents
- Target by using snap traps, CO2 & natural predators
- Non-SGAR poisons including Vitamin D3 & RatX





Statewide Initiative





Currently not used on municipal property





A YES vote allows us to petition the state to ban SGARs townwide





ARTICLE 36: Ban Second-Generation Anticoagulant Rodenticides (SGARs)

Ms. Sinclair moves that the Town take affirmative action on Article 36 as printed in the Warrant.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

16

**Discuss Recommendations on Annual
Town Meeting Warrant Articles and
Discuss Motions for Select Board
Sponsored Warrant Articles**

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: Discuss Recommendations on Annual Town Meeting Warrant Articles and Discuss Motions for Select Board Sponsored Warrant Articles

Additional Information

Board Action

2025 Warrant Articles

	Article Name	Article Sponsor	Select Board Member - Movant	Motion	Notes
1	Choose Town Officers	Select Board	N/A	N/A	
2	Hear Reports	Select Board		XXXX moves that the Town receive the 2024 Annual Report.	
6	FY25 Budget Line-Item Adjustments	Chief Financial Officer	N/A	No motion anticipated.	
7	FY26 Budget	Town Manager		<p>XXXX moves that the Town raise and appropriate the sum of \$59,239,957, and transfer the following amounts:</p> <ul style="list-style-type: none"> •\$282,685 from the Cemetery Fund; •\$316,187 from the Sewer Fund; •\$916,983 from the Water Fund; •\$894,593 from the Light Fund; •\$146,111 from the Solid Waste Fund; •\$59,423 from the Swim & Fitness Fund; •\$36,855 from the Telecom Fund; •\$1,591 from PEG Access Fund; •\$1,580,403 from the Pension Reserve Fund; •\$140,788 from the Recreation Fund; •\$3,500 from the Transportation Network Fund; and •\$29,851 from the National Opioid Settlement Fund <p>for a total appropriation under Article 7 of \$63,630,061, as printed in the Briefing Book, Items 1 – 14 for the necessary and expedient purposes of the Town for the Fiscal Year ending June 30, 2026, and that the same be expended only for such purposes under the direction of the Town Manager; and further, that the Town Manager is authorized to turn in or sell at public auction surplus equipment, the amount allowed or received therefor to be applied against the purchase of new equipment; and that the appropriation for Salary Reserve under Line Item 10 shall be transferred by the Town Manager to the various salary line items in accordance with Non-Union salary levels established effective July 1, 2025 and the implementation of the Non-Union merit pay plan in accordance with Section 10.2 (2) of the Personnel Bylaws, and any and all collective bargaining agreements in effect for FY2026; and further that the Town authorize the funds to be expended from the Title 5 Septic Loan Betterment Reserve Account to meet the loan payments to the Massachusetts Clean Water Trust due and payable during FY2026.</p>	
9	FY26 Capital Improvement and Debt Plan	Town Manager		XXXX moves that the Town raise and appropriate the sum of \$2,656,950 and authorize the Town Treasurer with the approval of the Select Board to borrow by the issuance of bonds or notes under the provisions of Mass. Gen. Laws c. 44, § 7 or § 8, or any other enabling authority, the sum of \$x,xxx,xxx for a total appropriation of \$x,xxx,xxx, to fund the FY26 Capital Improvement and Debt Plan, as printed in the Warrant, such funds to be expended under the direction of the Town Manager.	
13	Amenities Building	Town Manager or Chief Financial Officer		XXXX moves that the Town appropriates \$1,850,000 to be expended at the direction of the Concord-Carlisle Regional School District School Committee, for the purpose of constructing an amenities building with public restrooms and concessions space, including without limitation the costs of engineering, design, site preparation, excavation, subsurface materials, and construction, and all other costs incidental or related thereto, at the Concord-Carlisle High School located at 500 Walden Street, Concord, Massachusetts; that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow up to the appropriated amount pursuant to Mass. Gen. Laws c. 44, § 7(1), or any other enabling authority; provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Mass. Gen. Laws c. 59 § 21C(4).	
18	Creation of Capital and Debt Stabilization Funds	Chief Financial Officer		XXXX moves that the Town vote to create (a) Debt Stabilization Fund, for the purpose of offsetting the debt associated with future capital projects, and to transfer \$xxx,xxx from Free Cash into said fund; and vote to create (b) Capital Stabilization, for the purpose of funding future capital projects, and to transfer \$xxx,xxx from Free Cash into said fund; as authorized under Mass. Gen. Laws c. 40, §5B.	
19	Appropriation to General Stabilization Fund	Chief Financial Officer		XXXX moves that the Town transfer the sum of \$x,xxx,xxx from Free Cash to the General Stabilization Fund.	
20	OPEB Trust Fund Appropriation	Chief Financial Officer		XXXX moves that the Town raise and appropriate the sum of \$1,467,851, or any other sum, to the Other Post-Employment Benefits (OPEB) Liability Trust Fund established under Mass. Gen. Laws c. 32B, § 20.	
21	OPEB Trust Fund Expense	Chief Financial Officer		XXXX moves that the Town vote to appropriate the sum of \$275,000 from the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) established under Mass. Gen. Laws c. 32B, § 20, for OPEB Fund expenses, and further to authorize the Trustee of the OPEB fund to employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the OPEB Fund.	
24	Transfer from Middle School Stabilization Fund	Chief Financial Officer		XXXX moves that the Town vote to transfer the sum of \$1,000,000 from the Middle School Stabilization Fund, to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2026, to offset the debt associated with the school construction project.	Finance Committee may want to move this
25	Transfer of Peabody School and Appropriate Funds	Town Manager		XXXX moves that the Town vote to take affirmative action on Article 25 as printed in the Briefing Book.	
26	General Bylaw Amendment: Leasing of Land by Select Board and Town Manager	Select Board		XXXX moves that the Town take affirmative action on Article 26 as printed in the Warrant.	
27	Remote Participation at Annual and Special Town Meetings	Select Board		XXXX moves that the Town take affirmative action on Article 27 as printed in the Warrant.	Town Meeting Study Committee may want to move this
29	Feasibility of Acquiring 2229 Main Street (NMI Starmet Site)	Select Board	N/A	No motion anticipated.	
30	Authorize Grant of Easement to Verizon - 835-923 Old Marlboro Road (Concord Middle School)	Town Manager's Office		XXXX moves that the Town take affirmative action on Article 30 as printed in the Warrant.	
48	Authorize Expenditure of Revolving Funds under Mass. Gen. Laws 44 § 53 E1/2	Town Manager		XXXX moves that the Town take affirmative action on Article 48 as printed in the Warrant.	
56	Appropriate and Transfer Balance of Parking Meter Fund	Town Manager		XXXX moves that the Town take appropriate \$XX,XXX from Parking Meter Receipts to fund expenses related to removal of the parking meters, and further, that the balance of the fund be released for transfer or reallocation.	
57	Unpaid Bills	Chief Financial Officer		XXXX moves that the Town take affirmative action on Article 57 as printed in the Briefing Book.	
58	Debt Recission	Chief Financial Officer	N/A	No motion anticipated.	

2025 Warrant Articles

	Article Name	Article Sponsor	Already Heard at Public Hearing?	Recommendation
1	Choose Town Officers	Select Board	N/A	N/A
2	Hear Reports	Select Board	N/A	N/A
3	Meeting Procedure	Finance Committee	No	
4	Ratify Personnel Board Actions	Personnel Board	Yes	
5	Ratify Personnel Board Classification & Compensation Plan	Personnel Board	Yes	
6	FY25 Budget Line-Item Adjustments	Chief Financial Officer	No	
7	FY26 Budget	Town Manager	No	
8	Debt Exclusion for Road Maintenance	Public Works Commission	No	
9	FY26 Capital Improvement and Debt Plan	Town Manager	No	
10	Concord Public Schools Operating Budget	Concord School Committee	No	
11	Concord Public Schools Capital Budget	Concord School Committee	No	
12	Concord-Carlisle Regional School District Budget	Concord-Carlisle Regional School Committee	No	
13	Amenities Building	Town Manager or Chief Financial Officer	No	
14	Non-Resident Tuition Revolving Fund	Concord School Committee	No	
15	Facilities Rental Revolving Fund	Concord School Committee	No	
16	Authority to Contract for up to Five Years for Selected Items	Concord School Committee	No	
17	Minuteman Regional Technical School District Budget	Minuteman Regional School Committee Representative	Yes	
18	Creation of Capital and Debt Stabilization Funds	Chief Financial Officer	No	
19	Appropriation to General Stabilization Fund	Chief Financial Officer	No	
20	OPEB Trust Fund Appropriation	Chief Financial Officer	No	
21	OPEB Trust Fund Expense	Chief Financial Officer	No	
22	Retirement Board Stipends	Retirement Board	Yes	
23	Acceptance of the HERO Act	Board of Assessors	Yes	
24	Transfer from Middle School Stabilization Fund	Chief Financial Officer	No	
25	Transfer of Peabody School and Appropriate Funds	Town Manager	Yes	
26	General Bylaw Amendment: Leasing of Land by Select Board and Town Manager	Select Board	Yes	
27	Remote Participation at Annual and Special Town Meetings	Select Board	Yes	
28	Citizen Petition: Ranked Choice Voting	Stephan Bader	Yes	
29	Feasibility of Acquiring 2229 Main Street (NMI Starmet Site)	Select Board	Yes	
30	Authorize Grant of Easement to Verizon - 835-923 Old Marlboro Road (Concord Middle School)	Town Manager's Office	Yes	
31	Select Board to Accept Easements	Public Works Commission	Yes	
32	Betterments for Temporary Improvements to a Private Way - Darton and Dover Streets	Public Works Commission	Yes	
33	MCI Concord - Planning	Select Board	No	
34	Stormwater Enterprise Fund Expenditures	Public Works Commission	No	
35	Citizen Petition: Protect Orchard House from Stormwater Runoff	John Althouse	Yes	

36	Citizen Petition: Ban Second-Generation Anticoagulant Rodenticides (SGARs)	Meaghan Sinclair and Gwen Shipley	Yes	
37	Zoning Bylaw Amendment: Joint Parking Bylaw	Planning Board	Yes	
38	Zoning Bylaw Amendment: General Housekeeping - Multiple Sections	Planning Board	Yes	
39	Zoning Bylaw Amendment: ADU Bylaw	Planning Board	Yes	
40	Zoning Bylaw Amendment: Floodplain Conservancy District Bylaw	Planning Board	Yes	
41	Citizen Petition: Zoning Bylaw Amendment: Personal Wireless Communications Facility	Henry Dane	Yes	
42	General Bylaw Amendment: Sign Bylaw	Planning Board	Yes	
43	Zoning Bylaw Amendment: Accessory Retail in Industrial	Economic Vitality Committee	Yes	
44	Zoning Bylaw Amendment: Commercial Parking	Economic Vitality Committee	Yes	
45	Zoning Bylaw Amendment: Planned Residential Development (PRD) Bylaw	Concord Housing Foundation	Yes	
46	Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District	New England Deaconess Assoc.	Yes	
47	Community Preservation Appropriation Recommendations	Community Preservation Committee	Yes	
48	Authorize Expenditure of Revolving Funds under Mass. Gen. Laws 44 § 53 E1/2	Town Manager	No	
49	Light Fund Budget and PILOT Payment	Town Manager	No	
50	Solid Waste Fund Budget	Public Works Commission	No	
51	Sewer Fund Budget	Public Works Commission	No	
52	Sewer Improvement Fund Budget	Public Works Commission	No	
53	Water System Expenditures	Public Works Commission	No	
54	PEG Fund Budget	Town Manager	No	
55	Beebe Swim and Fitness Center Enterprise Fund Budget	Town Manager	No	
56	Appropriate and Transfer Balance of Parking Meter Fund	Town Manager	No	
57	Unpaid Bills	Chief Financial Officer	No	
58	Debt Recission	Chief Financial Officer	No	

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



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

17

Discuss and Approve Revised App #10

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Revised App #10

Additional Information

Board Action

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

2nd Discussion Regarding:
*Update of Town of Concord APP #10: Town Board,
Committee, and Task Force Appointment Policy*

Concord Select Board

April 14, 2025

From our last discussion on March 3

Deeper dive on the data around people appointed to multiple committees

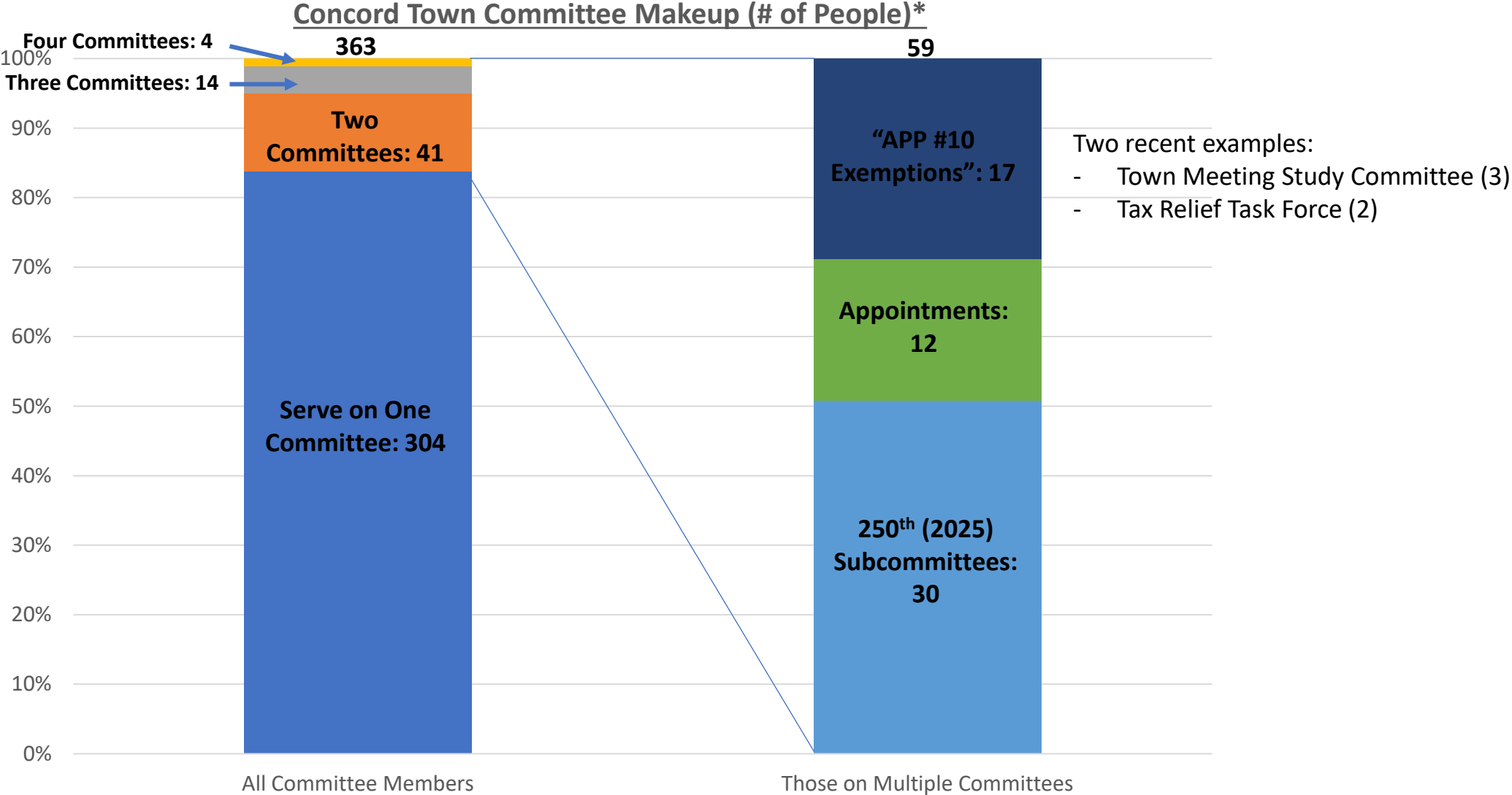
How do we make sure people are aware of openings – so they can apply/express interest

How do we make sure we are aware of potential candidates – so we can reach out to gauge interest, so we have a pool we can draw from

How do we ensure the process for appointments is transparent and well understood/communicated

Two slides that follow will cover data and our volunteer database. Word document then covers specific proposed changes to APP #10 for discussion

A point-in-time analysis shows 59 people appointed to multiple committees. Of these, 42 are a result of 250th Subcommittees that will be ending or are appointed representatives from other committees



* Committee data as of November, 2024, plus addition of Tax Relief Task Force committee membership. Analysis of 250th (2025) subcommittees and appointments done on a best-efforts basis by Cameron McKennitt – cannot attest that I have captured every appointment for example.

Challenges and opportunities with our current volunteer database

Based on information provided as of April 10, 2025:

- We have 302 people listed in the volunteer database
- For almost all (288 of the 302), we have no information on when they applied
- We don't know whether they are now sitting on any committees
- There are some records with no contact information, and people who have moved or are deceased
- Topping the list of #1 committees of interest: Library (14 people), DEI (13), Planning (11), CMLP (11)

Suggestion: could we do a one-time cleanup

- Email the list, ask them to confirm 1) are they still interested, 2) are they on any current committees, and 3) confirm their top three choices

Going forward, ensure we capture date of submission; add a column to indicate if and when people were placed on a committee; distribute the list to Committee Chairs and Clerks at least once per year so they can see as they have openings who is a volunteer and who is interested in their Committee

ITEM 1: PROPOSED UPDATES TO PARTICIPATION IN TOWN GOVERNMENT

V. Participation in Town Government

Effective Town government requires active and informed citizen participation. The work of every Committee is inter-dependent with that of others. To foster informed decision making in the Town, the Select Board and Town Manager believe it appropriate that every Committee have ~~as full~~ representation of its membership ~~at relevant Town government functions, for example as possible as the following regular governmental functions:~~

- ~~Chair's Breakfast Town government Coordination Meetings (September & December)~~
- Finance Committee budget hearings
- ~~Planning Board h~~Hearings on Town Meeting warrant articles
- ~~Select Board's hearings on Town Meeting warrant articles~~
- Town Meeting

The objective is not to enforce uniformity or adherence to a majority view, but to assure understanding of all issues relating to the work of the Committee on which an individual serves and an understanding of Town government in general. ~~Broad participation is essential to maintain an open Town Meeting and to avoid domination by those having only a limited range of knowledge or special interests.~~

ITEM 2: Proposed New Section - Formation of a New Committee and Dissolution of an Existing Committee.

“For a new Committee to be formed, it requires sponsorship from a Select Board member and a majority vote of the Select Board. There should be a public announcement and solicitation of volunteers to serve on the new Committee. A list of all interested volunteers should be compiled and discussed, followed by a vote on new Committee membership.

Select Board members and Chairs of existing Committees can propose dissolution of an existing Committee. Such dissolution requires a majority vote of the Select Board.”

ITEM 3: Potential Adds to Appointment Policy and Procedures

VII. Appointment Policy and Procedures

Potential Adds:

Volunteer Card Requirement - “In order to be considered for placement onto a Committee, it is required that a Volunteer Card be completed and submitted to the Town. This can be done in person at the Town Clerk’s office, or filled out online at _____”

Opening Visibility - “The Town Clerk’s office shall maintain an electronic list of people who have submitted Volunteer Cards, which shall include a notation for those volunteers who have not been placed on any committees. When an opening for a Committee position occurs, or is anticipated, volunteers will receive an e-mail message alerting them to the opening.”

Note: not trying to create administrative burden. Is there an automated way to set an alert/trigger an e-mail? Can committee chair/clerk be responsible for informing there is an opening and access the database to e-mail people regarding an opening?

Since appointments are supposed to turn over on May 31st unless prescribed by statute, should we have a “Committee turnover review” in February/March each year, before town meeting stuff gets heavy, to look at upcoming openings and available volunteers?

ITEM 4: Additional Proposed Changes to Appointment Language

VII (b) Appointments for Additional Terms

It is intended that re-appointments under this section VII(b) shall be rare, and discouraged if there are other available qualified volunteers. In each such case, the appointment shall specifically reference this section of this Appointment Policy.

VII (c) Dual Committee Appointments

In general, individuals shall be limited to service on only one Committee at a time, especially in the case of a statutory or regulatory Committee and in cases where there are available qualified volunteers who are not currently serving on a Committee. However, the Appointing Authority may make exceptions, from time to time, on a case-by-case basis. In addition, exceptions shall be made for instances in which, by law or specific Committee charge, a Committee member serves as a representative on another Committee (e.g. the Board of Health representative on the Council on Aging), or serves on a joint Committee formed from other Committees. Notwithstanding these exceptions, no individual shall sit on more than three Committees or subcommittees at any point in time.

VII (h) Role of Committee in Appointments

Committees shall not make any representation to candidates concerning the likelihood of appointment ~~nor provide their suggestions on candidates to the Appointing Authority with any rank order,~~ nor take any vote with respect to candidates.

- (i) Selection Procedures
 1. The ~~individual member and the~~ Committee Cchair and/or Clerk shall notify the Appointing Authority in writing as soon as a vacancy occurs, or if they are aware that there will be an upcoming vacancy in the next three months.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, April 14, 2025

18

Adjournment

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Adjourn at _____ PM

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, April 14, 2025

Supplemental Materials

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

SUPPLEMENTAL MATERIALS

Additional Information

Board Action

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