



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting Agenda

Monday, May 12, 2025 at 5:00 PM

Town House, Select Board Room, 22 Monument Square and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84006972784?pwd=V3aCRV79KMYQWXJGcbsJlgoYbi5fhW.1>

Meeting ID: 840 0697 2784

Passcode: 960013

Dial In Toll-Free: 833 548 0276

	Time	Agenda Item
I.	5:00 PM	<p>Executive Session: To consider the value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body: Discuss terms of a potential MOA between the Select Board and Deaconess Abundant Life regarding the proposed warrant article for a Continuing Care Retirement Community Overlay District</p> <p>Presenter: Mina Makarious, Town Counsel</p>
II.	6:00 PM	<p><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.</p>
III.	6:15 PM	<p>Consent Agenda:</p> <ul style="list-style-type: none"> i. Meeting Minutes: January 27, 2025; February 24, 2025; March 3, 2025; May 5, 2025 ii. Town Accountant Warrants: May 1, 2025 iii. Gift Acceptances: iv. One Day Liquor Licenses: <ul style="list-style-type: none"> a. Wines & Malt Beverages Only for Sara Killelea of Concord Country Club for events to be held at Concord Country Club, 246 ORNAC: <ul style="list-style-type: none"> - Thursday, July 17, 2025 from 12:00 PM – 8:00 PM - Friday, July 18, 2025 from 11:00 AM – 8:00 PM

		<ul style="list-style-type: none"> b. All Alcoholic Beverages for Sara Killelea of Concord Country Club for events to be held at Concord Country Club, 246 ORNAC: <ul style="list-style-type: none"> - Friday, August 1, 2025 from 11:00 AM – 11:00 PM - Saturday, August 2, 2025 from 11:00 AM – 11:00 PM c. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for events to be held at Verrill Farm, 11 Wheeler Road: <ul style="list-style-type: none"> - Wednesday, June 11, 2025 from 5:00 PM – 7:00 PM - Sunday, June 29, 2025 from 4:00 PM – 7:00 PM - Saturday, September 27, 2025 from 5:00 PM – 8:00 PM
IV.	6:15 PM	<p>Select Board Appointment and Reappointments:</p> <ul style="list-style-type: none"> - <i>Appoint</i> Matthew Johnson of 21 Winthrop Street to the Concord Municipal Affordable Housing Trust for a term to expire May 31, 2027 - <i>Reappoint</i> Michael Lawson of 1695 Lowell Road to the Economic Vitality Committee for a second term to expire May 31, 2028 - <i>Reappoint</i> Allison Aley of 47 Warner Street as a full member to the West Concord Advisory Committee for a term to expire May 31, 2028 - <i>Nominate</i> Lindsay Wolff of 41 Frances Street to the West Concord Advisory Committee as an associate member for a term to expire May 31, 2028
V.	6:20 PM	<p>Discuss and Vote Flag Raising Requests:</p> <ul style="list-style-type: none"> - ConcordPride Day, Saturday, June 7, 2025 - Juneteenth, Thursday, June 19, 2025 <p>Presenter: Mark Howell, Select Board Clerk</p>
VI.	6:25 PM	<p>Discuss and Vote on Amended Land Use Working Group Charge</p> <p>Presenter: Mary Hartman, Chair</p>
VII.	6:30 PM	<p>Discuss and Vote on Concept of Limits for Deliberation at Annual Town Meeting</p> <p>Presenter: Carmin Reiss, Town Moderator</p>
VIII.	6:35 PM	<p>Discuss and Assign Presenters from the Select Board for specific articles at Annual Town Meeting</p> <p>Presenter: Mary Hartman, Chair</p>
IX.	6:45 PM	<p>Discussion with Finance Committee representatives on the Reserve Fund</p>

		Presenter: Eric Dahlberg, Chair of the Finance Committee, Don Kupka and Lyndsey Lis, Finance Committee Members
X.	7:05 PM	Presentation of the PILOT Program Action Plan and Revenue Forecast Presenter: Anthony Ansaldi, Chief Financial Officer
XI.	7:15 PM	Presentation on Article 46 – Citizen Petition: Zoning Bylaw Amendment – Continuing Care Retirement Community Overlay District (CCRCOD) Presenters: Chris Sintros, President & CEO, New England Deaconess Association and Mark Bobrowski, Attorney for New England Deaconess Association
XII.	7:45 PM	Discuss and Vote on Amended Public Ceremonies and Celebrations Committee Charge Presenter: Terri Ackerman, Select Board Member
XIII.	7:50 PM	Chair’s Report
XIV.	7:55 PM	Town Manager’s Report
XV.	8:05 PM	Select Board Liaison Reports
XVI.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:

Tuesday, May 27, 2025

Monday, June 2, 2025 (Annual Town Meeting)



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



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: May 12, 2025

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

Included in your meeting packet for this evening is Batch #5 of Concord Country Club One Day Liquor License applications. There are applications for Wines & Malt Beverages Only (2) and All Alcoholic Beverages (2) for Sara Killelea for events taking place at Concord Country Club, 246 ORNAC:

- Thursday, July 17, 2025 from 12:00 PM – 8:00 PM
- Friday, July 18, 2025 from 11:00 AM – 8:00 PM
- Friday, August 1, 2025 from 11:00 AM – 11:00 PM
- Saturday, August 2, 2025 from 11:00 AM – 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: Friday, April 18, 2025 12:49:31 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	Ladies Invitational Day 1
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	7/17/2025 12:00 PM
End Time	8:00 PM
Premises to be Licensed	Concord Country Club
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? 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: Friday, April 18, 2025 12:51:16 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	Ladies Invitational Day 2
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	7/18/2025 11:00 AM
End Time	8:00 PM
Premises to be Licensed	Concord Country Club
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? 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

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Manager's Office

(Section Break)

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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.

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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: Friday, April 18, 2025 12:53:23 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	Dawson Invitational Day 1
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	8/1/2025 11:00 AM
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

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To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Friday, April 18, 2025 12:54:29 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	Dawson Invitational Day 2
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	8/2/2025 11:00 AM
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

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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: May 12, 2025

Re: One Day Liquor Licenses for Jennifer Verill of Verrill Farm

Included in your meeting packet are three (3) One Day Liquor Licenses for Jennifer Verrill of Verrill Farm for Wines and Malt Beverages Only for events taking place at Verrill Farm, 11 Wheeler Road:

- Wednesday, June 11, 2025 from 5:00 PM – 7:00 PM
- Sunday, June 29, 2025 from 4:00 PM – 7:00 PM
- Saturday, September 27, 2025 from 5:00 PM – 8:00 PM

Jennifer 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: Tuesday, May 6, 2025 11:58:09 AM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Pam Reed
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	Chamber of Commerce Appreciation Event
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	6/11/2025 5:00 PM
End Time	7:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
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? 2

More than 100 in attendance? No

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I acknowledge and accept the above statement of liability Jennifer Verrill

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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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: Tuesday, May 6, 2025 12:01:07 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/jeanine calabria
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	Neighborhood block party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/27/2025 5:00 PM
End Time	8:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
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? 2

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 Jennifer Verrill

APPLICATION FEE \$75.00

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To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Tuesday, May 6, 2025 12:04:22 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	Graduation Party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	6/29/2025 4:00 PM
End Time	7:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
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? 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 Jennifer Verrill

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.](#)

Request for Flag Raising

To: Kerry Lafleur, Town Manager

From: Mark Howell, Select Board Liaison to the DEI Commission

Date: May 8, 2025

I am proud to request on behalf of the DEI Commission that the Town raise celebratory flags for the 2025 Pride Festival and Juneteenth Holidays.

The Pride Festival request is for decorative flags to be displayed from Friday June 6 through Monday June 9. With a flag raising ceremony on Saturday June 7. The Juneteenth Flag raising request is for the national holiday, Thursday June 19, 2025.

These requests are consistent with previous celebrations in Concord. I ask that the Select Board approve these requests.

Respectfully,

Mark Howell

2025 Honoring The Federal Holiday Juneteenth National Independence Day in Concord

What New

For the 3rd time , The Town of Concord is honoring the Juneteenth holiday through in collaboration with various local groups

Why It Matters

This town supported celebration is a formal recognition of the dignity and importance of this holiday for all residents of Concord and those who visit.

Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans. Deriving its name from combining "June" and "nineteenth", it is celebrated on the anniversary of the order, issued by Major General Gordon Granger on June 19, 1865, proclaiming freedom for the enslaved in Texas. The last to be freed. Originating in Galveston, Juneteenth has since been observed annually in various parts of the United States, often broadly celebrating African-American culture. The day was first recognized as a federal holiday in 2021, when President Joe Biden signed the Juneteenth National Independence Day Act

The emancipation of enslaved Black Americans was not the end of the Nation's work to deliver on the promise of equality — it was only the beginning. On Juneteenth, we recommit to our shared work to ensure racial justice, equity, and equality in America. We commemorate the centuries of struggle and progress led by abolitionists, educators, civil rights advocates, and everyday Americans who have brought our Nation closer to fulfilling its promise.

What is Next

Concord's Diversity, Equity and Inclusion Commission would like to formally request that the select board acknowledge the celebration of Juneteenth and grant permission that the Juneteenth flag be flow on June 19, 2025.

The Juneteenth flag is a symbol for the Juneteenth holiday in the United States. The colors and symbols on the flag are representative of freedom and the end of slavery. The date on the flag represents that of General Order No. 3 issued in Galveston, Texas in 1865. In 2020 the Boston Red Sox raised the Juneteenth flag over Fenway Park and in 2021, many states began recognizing Juneteenth by flying the flag over their state capitol buildings, especially after Juneteenth was declared a federal holiday in June 2021.

The flag uses the colors of red, white and blue from the American flag. The red, white, and blue colors were meant to convey the message that all enslaved people and their descendants are American.



Bottom Line

Upon approval of the Select board of this activity interested collaborators may wish to participate /view the raising of the flag on **June 19, 2025 at 9am.**

Respectfully Submitted

Town of Concord Diversity, Equity and Inclusion Commission



Celebrating ConcordPride

What New

For the **2nd** time this year The Town of Concord is celebrating Concord Pride in collaboration with various local groups and in unison with neighboring communities.

Why It Matters

This town supported celebration is a formal recognition of the dignity and importance of this celebration for all residents of Concord and those who visit.

ConcordPride is being celebrated for the 2nd time in Concord, MA with joy and excitement and the intention of lifting up the LGBTQIA community. Concord Pride demonstrates the town's explicit commitment to affirming the lived experiences and celebrations related to the LGBTQIA+ community that take place annually during the month of June.

ConcordPride is a month-long series of events and activities sponsored by local organizations that provide fun and educational ways to learn and celebrate during the month of June launched by a weekend of festivities **Saturday June 7.**

ConcordPride Fest includes a gathering in Monument Square, a rally and march down Main St followed by events, music, crafts , entertainment and food throughout the day in both Concord and West Concord. The event is fun, free, family friendly and welcomes all. **ConcordPride.org**

The Planning Team(partial listing)

Town of Concord Recreation Department

The Concord Free Public Library

Town of Concord Diversity Equity and Inclusion Commission

Trinitarian Congregational Church

First Parish in Concord

Concord Art

Concord Museum

Concord Visitor Center

The Robbins House

What is Next

Concord's Diversity, Equity and Inclusion Commission would like to formally request that the Select Board acknowledge the celebration of ConcordPride and grant permission that the Progress Pride Flag be flown on June 7th , 2024.

Additionally, we request permission to hang decorative pride flags along the lampposts in keeping with the method that was successfully implemented by town staff in 2024.

Progress Pride Flag

The Progress Pride Flag evolved from the Philadelphia Pride Flag and was created by Daniel Quasar. Quasar added a white, pink, and light blue stripe to represent the Trans community. While the black and brown stripes still represented communities of color, the black stripe is also a nod the thousands of individuals that the we lost during the HIV/AIDS crisis in 1980s and 1990s. Since its creation, the flag has become very popular and its is the flag flown by Red Sox during Pride Celebrations at Fenway Park



Bottom Line

Upon approval of the Select board of this activity everyone is welcome to participate in the events and celebration on **June 7th, 2025.**

Respectfully Submitted

Town of Concord Diversity, Equity and Inclusion Commission



**Town of Concord
Land Use Working Group
Charge**

Background

Several relatively large parcels of land could become available to the town within the next five years including MCI Concord (51 acres), 2229 Main St (46 acres), Peabody School Site (20 acres) and various smaller parcels. These parcels, added to the 14 acres already owned by the Concord Housing Development Corp (Junction Village) could bring the total land available to the town to over 140 acres. The work of the Land Use Working Group is to identify current town needs and recommend best matches between needs and available parcels.

Purpose

The working group will make recommendations to the Select Board regarding the best use of parcels as they become available. This work will be done in Phases:

- Phase I will address urgent needs. Concord faces critical challenges delivering the services of its municipal departments due to limitations of existing facilities. Both the Public Safety building and the Public Works facility are in failure mode, and both require relocation. As identified in the 2020 Concord Municipal Facilities Assessment, renovations and/or expansion of these facilities is not an option. Consolidation of administrative offices is also a consideration since co-location of admin functions could yield significant efficiencies and cost savings.
- Phase II will address other potential uses including commercial development, housing, and recreation/open space.

Responsibilities of the Working Group

The working group will weigh these needs and wants against the available land taking into consideration program requirements, zoning regulations, community priorities, project timelines, and financial feasibility to recommend a course of action. Specific responsibilities include:

- **Research Written Reports.** These include:
 - The 2021 Final Report of the Nuclear Metals/Starmet Property Re-use Planning Committee
 - The 2020 Concord Municipal Facilities Assessment
 - The 2024 Final Report of the 2229 Main Street Advisory Task Force
 - The MCI-Concord enabling legislation: The Massachusetts House Passed General Appropriation Bill H4601, Section 76
 - Envision Concord Bridge to 2030
 - The Housing Production Plan 2022
 - The Recreation Strategic Plan
- **Assess Program Needs.** Review the operational and spatial requirements of the Public Safety, Public Works and other relevant municipal facilities.
- **Evaluate Properties.** Analyze current and prospective parcels for suitability based on location, size, cost, environmental considerations, accessibility, zoning, alignment with stated town goals, other infrastructure requirements and any domino effects of freeing up current facility locations.

- **Understand Timing.** Develop an understand of when sites will become available and the timing/urgency of possible uses/needs.
- **Integrate Efforts.** Communicate with the MCI Advisory Board and EPA/DOJ to link the work of this working group to milestones and decision points at the MCI and 2229 Main St sites.
- **Engage the Community.** Solicit public input through forums, surveys and other methods to understand and incorporate community responses.
- **Report Findings.** Provide frequent updates to the Select Board. It is expected that updates will be timed to coincide with key milestones reached by the MCI Advisory Board as well as information to EPA regarding probably uses envisioned for 2229 Main St and how that might be accomplished during the remedial stage of work.
- **Develop Recommendations.** Propose a prioritized plan for municipal facility relocation including timelines, financial considerations, zoning requirements, etc.
- **Written Report.** At the completion of the work, deliver a final, written report to the Select Board outlining the working groups analysis and recommendations.

Duration

The working group will be appointed for a term of 12 months beginning on the date of its first meeting. Extensions may be granted by the Select Board if additional time is required to complete this charge. The working group will provide quarterly updates to the Select Board on the progress of its work.

Membership

1. One member of the Select Board or their designee
2. One member of the School Committee or their designee
3. One member of the Public Works Committee or their designee
4. One member of the MCI Advisory Board or their designee
5. One **ex-officio member** of the 2229 Main St. Task Force or their designee
6. One member of the Concord Municipal Affordable Housing Trust or their designee
7. One member of the Economic Vitality Committee or their designee
8. **One member of the Planning Board or their designee**
9. One member at-large appointed by the Select Board

Additionally, the Finance Committee will appoint an observer.

These citizens will be supported by active involvement of senior town managers. It is expected that senior staff will clearly and consistently communicate their priorities to this working group before and throughout the duration of the work.

Other Considerations

The working group will conduct its business in full conformance with the Open Meeting Law, Public Records Law, Conflict of Interest Law and other state and local rules encouraging openness and transparency in governance. Each meeting will allow adequate time for public comment.

The Deputy Town Manager will consult with the Town Manager to discuss staff assistance or other financial support.

Proposed: Land Use Working Group Membership

Board/Committee/Commission	Nominee	Voting??	Voting #
Select Board	TBD	Yes	1
School Committee	TBD	Yes	2
Public Works Commission	Sven Weber	Yes	3
MCI Advisory Board	Scott Bates	Yes	4
2229 Main St Advisory Board	Paul Boehm	NO	
Concord Municipal Affordable Housing Trust	Keith Bergman	Yes	5
Economic Vitality Committee	Mark Martines	Yes	6
Recreation Commission	Phil Griffiths	Yes	7
Planning Board	TBD	Yes	8
At-Large	TBD	Yes	9
Finance Committee	Kathy Cuoculo	NO	

2025 Warrant Articles

Legend Blue Highlight are proposed articles for the Consent Calendar
 Green Highlight are proposed "high interests" articles for pre-scheduling
 Pink Highlight are proposed articles for the Select Board to make statements on

	Article Name	Article Sponsor	Recommendation	Board Member Name - Statements
1	Choose Town Officers	Select Board	N/A	
2	Hear Reports	Select Board	N/A	
3	Meeting Procedure	Finance Committee	N/A	
4	Ratify Personnel Board Actions	Personnel Board	Affirmative Action 5-0-0	
5	Ratify Personnel Board Classification & Compensation Plan	Personnel Board	Affirmative Action 5-0-0	
6	FY25 Budget Line-Item Adjustments	Chief Financial Officer	No Motion Anticipated	
7	FY26 Budget	Town Manager	Affirmative Action 4-0-0	
8	Debt Exclusion for Road Maintenance	Public Works Commission	Affirmative Action 4-0-0	
9	FY26 Capital Improvement and Debt Plan	Town Manager	Affirmative Action 4-0-0	
10	Concord Public Schools Operating Budget	Concord School Committee	Affirmative Action 4-0-0	
11	Concord Public Schools Capital Budget	Concord School Committee	Affirmative Action 4-0-0	
12	Concord-Carlisle Regional School District Budget	Concord-Carlisle Regional School Committee	Affirmative Action 4-0-0	
13	Amenities Building	Town Manager or Chief Financial Officer	Report at Town Meeting	
14	Non-Resident Tuition Revolving Fund	Concord School Committee	Affirmative Action 4-0-0	
15	Facilities Rental Revolving Fund	Concord School Committee	Affirmative Action 4-0-0	
16	Authority to Contract for up to Five Years for Selected Items	Concord School Committee	Affirmative Action 4-0-0	
17	Minuteman Regional Technical School District Budget	Minuteman Regional School Committee Representative	Affirmative Action 4-0-0	
18	Creation of Capital and Debt Stabilization Funds	Chief Financial Officer	Report at Town Meeting	
19	Appropriation to General Stabilization Fund	Chief Financial Officer	Report at Town Meeting	
20	OPEB Trust Fund Appropriation	Chief Financial Officer	Affirmative Action 4-0-0	
21	OPEB Trust Fund Expense	Chief Financial Officer	Affirmative Action 4-0-0	
22	Retirement Board Stipends	Retirement Board	Affirmative Action 4-0-0	
23	Acceptance of the HERG Act	Board of Assessors	Affirmative Action 4-0-0	
24	Transfer from Middle School Stabilization Fund	Chief Financial Officer	Affirmative Action 4-0-0	
25	Transfer of Phabody School and Appropriate Funds	Town Manager	Affirmative Action 4-0-0	
26	General Bylaw Amendment: Leasing of Land by Select Board and Town Manager	Select Board	Affirmative Action 5-0-0	
27	Remote Participation at Annual and Special Town Meetings	Select Board	Affirmative Action 5-0-0	
28	Citizen Petition: Ranked Choice Voting	Stephan Bader	Affirmative Action 5-0-0	
29	Feasibility of Acquiring 2229 Main Street (NMI Starnet Site)	Select Board	No Motion Anticipated	
30	Authorize Grant of Easement to Verizon - 835-923 Old Marlboro Road (Concord Middle School)	Town Manager's Office	Affirmative Action 5-0-0	
31	Select Board to Accept Easements	Public Works Commission	Affirmative Action 5-0-0	
32	Betterments for Temporary Improvements to a Private Way Darton and Dover Streets	Public Works Commission	Report at Town Meeting	
33	MCI Concord - Planning	Select Board	Affirmative Action 5-0-0	
34	Stormwater Enterprise Fund Expenditures	Public Works Commission	Affirmative Action 5-0-0	
35	Citizen Petition: Protect Orchard House from Stormwater Runoff	John Althous	Report at Town Meeting 5-0-0	
36	Citizen Petition: San Second-Generation Anticoagulant Rodenticides (SGARs)	Meehan Sinclair and Owen Shipley	Affirmative Action 3-1-1	
37	Zoning Bylaw Amendment: Joint Parking Bylaw	Planning Board	Affirmative Action - 4-0-0	
38	Zoning Bylaw Amendment: General Housekeeping - Multiple Sections	Planning Board	Affirmative Action - 4-0-0	
39	Zoning Bylaw Amendment: ADU Bylaw	Planning Board	Affirmative Action - 4-0-0	
40	Zoning Bylaw Amendment: Floodplain Conservancy District Bylaw	Planning Board	Affirmative Action - 4-0-0	
41	Citizen Petition: Zoning Bylaw Amendment: Personal Wireless Communications Facility	Henry Dane	Affirmative Action - 4-0-0	
42	General Bylaw Amendment: Sign Bylaw	Planning Board	Affirmative Action - 4-0-0	
43	Zoning Bylaw Amendment: Accessory Retail in Industrial	Economic Vitality Committee	Affirmative Action - 4-0-0	
44	Zoning Bylaw Amendment: Commercial Parking	Economic Vitality Committee	Affirmative Action - 4-0-0	
45	Zoning Bylaw Amendment: Planned Residential Development (PRD) Bylaw	Concord Housing Foundation	Affirmative Action 4-1-0	
46	Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District	New England Deaconess Assoc.	Report at Town Meeting	
47	Community Preservation Appropriation Recommendations	Community Preservation Committee	Affirmative Action - 4-0-0	
48	Authorize Expenditure of Revolving Funds under Mass. Gen. Laws 44 B 53 E1/2	Town Manager	Affirmative Action 5-0-0	
49	Light Fund Budget and PILOT Payment	Town Manager	Affirmative Action 5-0-0	
50	Solid Waste Fund Budget	Public Works Commission	Affirmative Action 5-0-0	
51	Sewer Fund Budget	Public Works Commission	Affirmative Action 5-0-0	
52	Sewer Improvement Fund Budget	Public Works Commission	Affirmative Action 5-0-0	
53	Water System Expenditures	Public Works Commission	Affirmative Action 5-0-0	
54	PEG Fund Budget	Town Manager	Affirmative Action 5-0-0	
55	Beede Swim and Fitness Center Enterprise Fund Budget	Town Manager	Affirmative Action 5-0-0	
56	Appropriate and Transfer Balance of Parking Meter Fund	Town Manager	Affirmative Action 5-0-0	
57	Unpaid Bills	Chief Financial Officer	Affirmative Action 5-0-0	
58	Debt Recission	Chief Financial Officer	No Motion Anticipated	



Finance Committee Reserves Discussion

For Select Board Meeting
Monday, May 12, 2025

Agenda

1. Recap reserves discussion to date
2. Types of reserves and their functions
3. Recap of FinCom recommended reserve policies
4. Discuss proposed stabilization fund articles on the Annual Town Meeting warrant
5. Discuss ways to work together to develop/revise financial policies

1. Recap reserves discussion to date

- FinCom leadership participated in reserves policy discussion with Select Board on March 24.
 - Recap of key points:
 - FinCom recommends a review and refresh of Concord’s reserves policy
 - Concord’s reserves are lower than those of peer towns and lower than necessary in light of:
 - Macroeconomic risks
 - Future capital needs
 - Reserves should take the form of:
 1. Free Cash (target balance: 5-7% of following year’s operating budget)
 2. General Purpose Stabilization Fund (target balance: 5-7% of following year’s operating budget)
 3. Special Purpose Stabilization Funds (target balance to be coordinated with long term capital plan)

- Subsequently
 - FinCom issued a memorandum to Select Board dated 4/7/25 recommending draft policy language.

2. Types of reserves and their functions *per Massachusetts Division of Local Services*

Concord's financial policies predate important changes in Commonwealth laws re. stabilization funds¹

Type of Reserves²:

1. Free Cash:

- the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the prior year, or simply the available fund balance in the general fund as of June 30.
- Limit use of free cash to funding one-time expenditures (e.g., capital projects, snow and ice deficits, or emergencies), or use it to fund other reserves. Target balance for free cash certification as a percentage of the general fund budget, such as five to seven percent.
- Appropriations from Free Cash require a majority vote of the legislative body.

2. General Purpose Stabilization Funds:

- provide emergency funds for use in a major or significant event, such as natural disaster, an uninsured loss, damage to a capital asset, or prolonged decrease in revenue
- withdrawals should be limited to mitigating emergencies or other unanticipated events that cannot be supported by current general fund appropriations
- A recommended goal is typically in the five to seven percent of the current operating budget range.
- Appropriations into a general purpose stabilization fund require a majority vote of the legislative body. Appropriations from a general purpose stabilization fund require a two-thirds vote of the legislative body.³

1. <https://dls-gw.dor.state.ma.us/gateway/dlspublic/igrmaintenance/index/811>

2. <https://www.mass.gov/info-details/highly-recommended-financial-reserves>

3. <https://dls-gw.dor.state.ma.us/gateway/dlspublic/igrmaintenance/index/811>

2. Types of reserves and their functions *per Massachusetts Division of Local Services*

3. Special Purpose Stabilization Funds

- Support these objectives⁴:
 - **Think long term.**
 - **Save money.** If a community purchases a \$400,000 fire truck by borrowing over 15 years instead of paying cash in full, interest payments could add about \$150,000 to the total cost.
 - **Manage debt.** An approach that balances debt with pay-as-you-go practices and protects against unforeseen costs is viewed in a positive light by credit rating agencies.
 - **Build resident confidence in government.** Special purpose stabilization funds directly address resident concerns and provide assurance that money appropriated for a particular purpose will be used for that purpose and not be diverted.
- Stabilization funds **mitigate tax impact** of planned capital projects, i.e. buildings or roads projects
- Appropriations into or out of a special purpose stabilization funds require a **majority vote** of the legislative body.

4. <https://www.mass.gov/doc/special-purpose-stabilization-funds>

3. Recap of FinCom recommended reserve policies

Recommended Type of Reserves:

1. Free Cash

- Target balance: 5-7% of following year's operating budget.
- Funds in excess of target to be used to fund General and/or Special Purpose Stabilization Funds
- When all General and Special Purpose Stabilization Funds are funded, excess Free Cash to be used to reduce the current year tax burden

2. General Purpose Stabilization Fund

- Target balance: 5-7% of following year's operating budget
- Expenditure limited to:
 - ◆ emergency use in a major or significant event, such as natural disaster, an uninsured loss, damage to a capital asset, or
 - ◆ prolonged (through end of current fiscal year) decrease in revenue outside of the Town's control.

3. Special Purpose Stabilization Funds

- The Town shall create one or more Capital Stabilization Funds in coordination with the Town's Long Range Capital Plan with the goal to prevent an unusually large increase in taxes caused by the project.
- Target balances for each fund to be proposed by the Town Manager, reviewed by the Finance Committee and approved by the Select Board.
- Capital Stabilization Funds shall be expended for their stated purpose or transferred to other reserve funds.

4. Discuss proposed stabilization fund articles on the Annual Town Meeting warrant

- FinCom deferred deliberation/action on these articles pending tonight's discussion:

Article	Description
Article 18. Creation of Capital and Debt Stabilization Funds	<ul style="list-style-type: none">This article seeks Town Meeting approval to create a Capital Stabilization Fund and Debt Stabilization Fund and transfer from Free Cash an amount of money to set aside for future capital and debt projects/expenses.Initial transfers would be:<ul style="list-style-type: none">\$500K to Debt Stabilization\$100K to Capital Stabilization
Article 19. Appropriation to General Stabilization Fund	<ul style="list-style-type: none">This article seeks Town Meeting approval to transfer from Free Cash to the existing General Stabilization Fund the amount of: \$1,093,584 (subject to change)

5. Discuss ways to work together to develop/revise financial policies.

- FinCom recognizes that the Select Board is responsible for setting Town policies.
- The Commonwealth recommends annual review of fund targets in coordination with long term capital plans
- Several guidelines and regulations have been revised or were created subsequent to current Town Financial Policies (2017)
- We are happy to offer recommendations, analysis, and draft language to inform and assist.



TOWN OF CONCORD

Finance Department

22 Monument Square
P.O. Box 535
Concord, Massachusetts 01752

TO: Concord Select Board
Kerry A Lafleur, Town Manager

FROM: Anthony M. Ansaldi, Jr., Chief Financial Officer

DATE: May 6, 2025

RE: Follow-Up on PILOT Policy Implementation – Outreach to Non-Profit Property Owners

On November 18, 2024, the Select Board formally adopted the Town of Concord's Payment in Lieu of Taxes (PILOT) Policy, establishing a framework to seek voluntary financial contributions from tax-exempt non-profit entities to support the Town's critical municipal services.

As a follow-up to that policy adoption, I am preparing to initiate outreach to eligible non-profit property owners located in Concord. The outreach will take the form of a formal letter (attached) inviting these organizations to enter into voluntary PILOT agreements with the Town. The letter explains the purpose of the PILOT program, the fiscal challenges that prompted its development, and the value of shared responsibility in sustaining essential public services such as police, fire, and public works.

The letter will be accompanied by a copy of the adopted PILOT Policy, which outlines the Town's goals and expectations regarding voluntary agreements. The intent of this initial outreach is to open a dialogue with non-profits and begin the process of negotiating individual agreements based on fair, transparent, and collaborative principles.

In recognition of the Board's policy goals and to reflect a reasonable expectation of near-term results, we have adjusted our FY26 revenue projections by decreasing investment income by \$100,000 and increasing projected PILOT receipts by \$100,000. This reallocation represents our initial revenue goal, with the hope and intention that actual PILOT receipts will exceed this conservative estimate as agreements are negotiated and implemented.

I will be attending the Select Board's meeting on Monday, May 12, 2025, to provide a brief update and answer any questions regarding this next phase of PILOT policy implementation.

Attachments:

1. Draft Outreach Letter to Non-Profit Entities
2. Adopted PILOT Policy (November 18, 2024)

Please let me know if there are any additional materials or information you would like included in the outreach process.



TOWN OF CONCORD

Finance Department

22 Monument Square
P.O. Box 535
Concord, Massachusetts 01752

Anthony M. Ansaldi, Jr.
Chief Financial Officer

May 12, 2025

Emerson Hospital
Christine Schuster, Chief Executive Officer
133 Old Rd to 9 Acre Corner
Concord, MA 01742

Dear Ms. Schuster,

Re: Invitation to Enter a Voluntary Payment in Lieu of Taxes (PILOT) Agreement

The Town of Concord greatly values the many contributions that non-profit organizations make to the fabric of our community. From enriching the cultural and educational life of our residents to providing essential health and human services, your organization plays a vital role in maintaining the character and well-being of Concord.

As you may be aware, the Town recently adopted a formal **Payment in Lieu of Taxes (PILOT) Policy** to address the growing challenge of funding essential municipal services while balancing the financial impact on residents and commercial taxpayers. Currently, approximately 85% of Concord's annual revenue is generated through property taxes, paid exclusively by taxable property owners. As tax-exempt properties increase, the financial burden is shifted to a smaller base of taxpayers.

The purpose of the PILOT program is to encourage tax-exempt property owners to contribute voluntarily toward the costs of vital services such as police, fire, public works, and other town operations that directly benefit all Concord residents, including your organization. Under Massachusetts law (M.G.L. Chapter 59, Section 5), these contributions remain strictly voluntary but are essential to preserving the town's ability to deliver high-quality services to all.

We are inviting your organization to consider entering into a voluntary PILOT agreement with the Town. These agreements are structured with fairness and flexibility in mind. Payments are based on a proportion of the tax levy related to critical services—typically around 25% of the full tax levy—and can be phased in over time to accommodate financial planning needs. Each agreement is tailored to the unique situation and capacity of the participating organization.

We would welcome the opportunity to begin a conversation about a potential PILOT agreement and how your organization can help sustain the community that we all care deeply about. A copy of the Town's PILOT Policy is enclosed for your review.

Please feel free to contact me at 978-318-3095 or aansaldi@concordma.gov to schedule a meeting or ask any questions. We look forward to working collaboratively with you in support of Concord's future.

Sincerely,

Anthony M. Ansaldi, Jr.
Chief Financial Officer
Town of Concord
aansaldi@concordma.gov
978-318-3095

DRAFT

TOWN OF CONCORD

APP#67 (Proposed)

Payment in Lieu of Taxes (PILOT) Policy

PURPOSE

Payments in lieu of taxes help local governments offset losses in property taxes due to the existence of tax-exempt, Federal and other non-profit entities.

The Town of Concord, through its various departments, provides a variety of services to its residential, commercial and non-profit organizations located or conducting business within the Town border. While municipal service requirements vary among these diverse groups, all benefit from the overall enhanced quality of life enjoyed by the community. However, the cost of municipal services is substantial, and the Commonwealth of Massachusetts has limited the sources of revenue available to municipalities. In Concord, property tax provides approximately 85% of municipal revenue and is paid by the residents and commercial taxpayers only. Revenue generated from property taxes is determined by law (Proposition 2 ½), mix of land uses, and geography.

The Town is approximately 26 square miles in size and is largely built out. New development is based primarily on reuse. The current makeup of the Town based on land use is approximately 89% taxable land and 11% non-taxable.

A taxable parcel that becomes tax-exempt does not reduce the Town's total tax levy. Instead, it shifts the tax burden to all remaining taxable parcels. It is a primary goal of the Town to preserve its taxable land, while at the same time continuing to support its rich cultural diversity. It is also a goal of the Select Board to have the cost burden of providing services borne by and shared among all residents, taxpayers, commercial entities and non-profit institutions, to the extent possible and reasonable.

The Commonwealth of Massachusetts and its political sub-divisions, including the Town of Concord, have historically been recognized as leaders in historical preservation, healthcare, education, arts and culture, and have encouraged non-profits to organize in the state to enrich the quality of life of its residents. The General Court of the Commonwealth created a series of property tax exemptions within the General Laws (M.G.L. Chapter 59 Section 5) as an incentive to support the often-vital work of non-profit organizations.

The Town's location in relation to Boston Metro Area, its unique historical and cultural legacy, and its easy access to mass transportation and major roadways, makes it attractive for non-profit institutions to locate in Concord. Concord recognizes that non-profit organizations contribute directly to the quality of life within the community and welcomes them to the town.

To maintain a fair balance between the cost of town services and payment for those services, the Select Board has developed a policy to address the need for a payment-in-lieu-of-tax (PILOT) program for tax exempt properties.

POLICY

To maintain the financial health of the community and the Town's ability to continue to provide a range of quality services, the Town must preserve its existing tax base and expand that revenue source where reasonably possible. It is the Town policy to distribute the burden of cost in a fair method among all users of services: individual citizens, businesses and non-profit institutions.

M.G.L. Chapter 59 section 5 enables the granting of tax-exempt status to certain non-profit organizations. Once an organization is granted an exemption, the Town cannot legally require that organization to pay a property tax or bind that organization to give up the rights to these legal exemptions. Therefore:

1. The Town will seek voluntary PILOT Agreements with all tax-exempt institutions within the community that own real property, or that rent real property from the Town (pursuant to MGL Chapter 59 section 5, sub-section 2B).
2. These PILOT Agreements should be based upon fair market value and tax levy. PILOT Agreements should be established on the basis that the non-profit organization's payment amount is equal to the percentage of tax levy that supports the critical services of the Town's Police, Fire, Public Works operations and other Town services and dependent upon. The Town has determined that this share is equal to at least [25%] of the full levy. If a non-profit organization enters into a voluntary PILOT agreement, the Town may offer to phase in the impact over a period of time. The Town expects to negotiate PILOT agreements, whereby once the payment target is reached, the payment will annually increase by an escalation factor generally equal to the average historic growth in annual tax levy.
3. A PILOT Agreement will remain in force for the entire tenure of its contractual term if the use and value established in the PILOT Agreement have not changed. All property under a PILOT Agreement must still meet all the requirements for eligibility for exempt status.
4. A PILOT Agreement does not replace the requirement that each organization, owning property on January 1, and seeking property tax exemption must file a "Return of Property Held for Charitable Purposes" form (State Tax Form 3ABC) with the Board of Assessors on or before March first of each year.

**PROPOSED ZONING AMENDMENT:
Continuing Care Retirement
Community Overlay District
(CCRCOD)**

by New England Deaconess Association (NEDA)

CCRCOD: 12.1 Acres West of ORNAC

- A contiguous 12.1 acre parcel.
- Formerly improved with seven residences, all now derelict.
- Access to public water.
- Private sewer proposed.



Why CCRCOD?

- NEDA is a licensed CCRC with decades of service.
- A CCRC has multiple integrated components:
 - Independent Living, Assisted Living, Memory Care, and Skilled Nursing
 - A not for profit CCRC offers health and financial security to older adults.
- CCRC must have a contract for these services with tenants. Per M.G.L. Chapter 93, Section 76, CCRCs must submit operational documents to EOEA.
- It is the combination of the three components and the contract for services that allow tenants to “age in place.”

CCRCOD: Fundamentally about Service

- A not-for-profit CCRC is about service over the long term. At Newbury Court, it's an institutional commitment to a stage of life.
- Newbury Court is a 501(c)(3) that pays over \$900,000 in taxes to the Town of Concord annually.
- Newbury Court averages \$1,000,000+ of charity care annually to its residents at Newbury Court.

Why Not Use the Existing Concord Bylaw?

- Existing Concord Bylaw does not “fit” the proposed development of the property.
- For example:
 - CCRC is not mentioned in the Use Table
 - Independent living is not mentioned in the Use Table
 - Two-Family is allowed only by special permit in RAA and MP
 - Assisted Living is NOT allowed in the RAA or MP
 - Assisted living requires 20% affordability (and does not provide “charity care”)
 - “Affordable” assisted living is not defined
 - Accessory uses are limited and antiquated
 - PRD requires 75% “affordability”

40B Monthly Shelter Costs	CRCC Monthly Shelter and Service Cost
Rent	Rent (included in Monthly Fees)
Utilities	Utilities (included in Monthly Fees)
Incidental Fees (sheltered parking, garbage disposal, etc.)	Incidental Fees (sheltered parking, garbage disposal, etc.) (included in Monthly Fees)
Taxes	Taxes (included in Monthly Fees)
Services	Services
<i>None</i>	Dining Available (3 meals 7 days / week – in dining or delivered)
	Transportation (included in Monthly Fees)
	Personal Emergency Response System available to all clients with 24x7 (included in Monthly Fees)
	Common facilities (library, theater, Chapel etc.) (included in Monthly Fees)
	Housekeeping (included in Monthly Fees)
	Fitness classes (included in Monthly Fees)
	Gym (included in Monthly Fees)
	24 hour on site concierge (included in Monthly Fees)
	24 hour on site nursing staff (CNA or RN/LPN) (included in Monthly Fees)
	In unit maintenance available daily (included in Monthly Fees)
	IT Support on site daily (included in Monthly Fees)
	Daily “I’m ok” Check in included (included in Monthly Fees)
	Outpatient Rehabilitation services
	Technology Innovation ongoing
	Access to memory support
	Access to skilled nursing
	Access to Case Management / Social Worker (included in Monthly Fees)

The fundamental difference is the “services.”

- Under DHCD’s Chapter 40B Guidelines (2014) CCRC units are “ownership” units.
- Assisted living units are rental units.
- In both cases, “affordability” is based on income, adjusted for household size, with shelter costs capped at 30%. Some ‘affordable’ assisted living facilities have service subsidies through programs such as GAFC.
- Chapter 40B Guidelines provide little flexibility on the amount of services to be included in calculating CCRC unit affordability.
- In a CCRC, the lifetime commitment to health and financial security is the focus, including services and accommodations.

CCRCOD: KEY PROVISIONS*

Overlay District (Proposed Floor Amendment)

7.12.1 Standards.

7.12.1.1 *Overlay District.* The Continuing Care Retirement Community Overlay District (CCRCOD) shall not replace existing zoning districts but shall be superimposed on the underlying zoning district(s) as shown on the Zoning Map. The regulations for uses, dimensions, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except as provided below. ~~for uses allowed as of right in the CCRCOD. Uses that are not identified in Section 7.12 are governed by the requirements of the underlying zoning district(s).~~ When an Applicant seeks site plan approval for a CCRC, then notwithstanding anything to the contrary in this Zoning Bylaw, such site plan shall not be subject to approval governed by any other provisions of this Zoning Bylaw, unless such provision is specifically referenced in this Section 7.12. When a building permit is issued for any CCRC approved in accordance with this Section 7.12, the provisions of the underlying district(s) shall no longer be applicable to the land shown on the approved site plan which was submitted pursuant to Section 7.12 for such CCRC.

** The complete text of the proposed CCRCOD , with proposed floor amendments, is appended to the rear of this PowerPoint.*

CCRCOD: KEY PROVISIONS (cont.)

- ***Density of 16 Units/Acre***
- ***7.12.3 Maximum permissible density.*** The maximum permissible density within the CCRCOD shall not exceed sixteen (16) dwelling and/or health services units per acre.
- ***Open Space to Equal 20% of District***
- ***7.12.7 Common Open Space.*** The area of the common open space shall equal at least twenty (20) percent of the total area of the CCRCOD.
- ***Building Height***
- ***7.12.5.1*** The height of a free-standing independent living dwelling unit shall not exceed thirty-five (35) feet in height.
- ***7.12.5.2*** The height of a multi-unit building shall not exceed eighty-five (85) feet in height

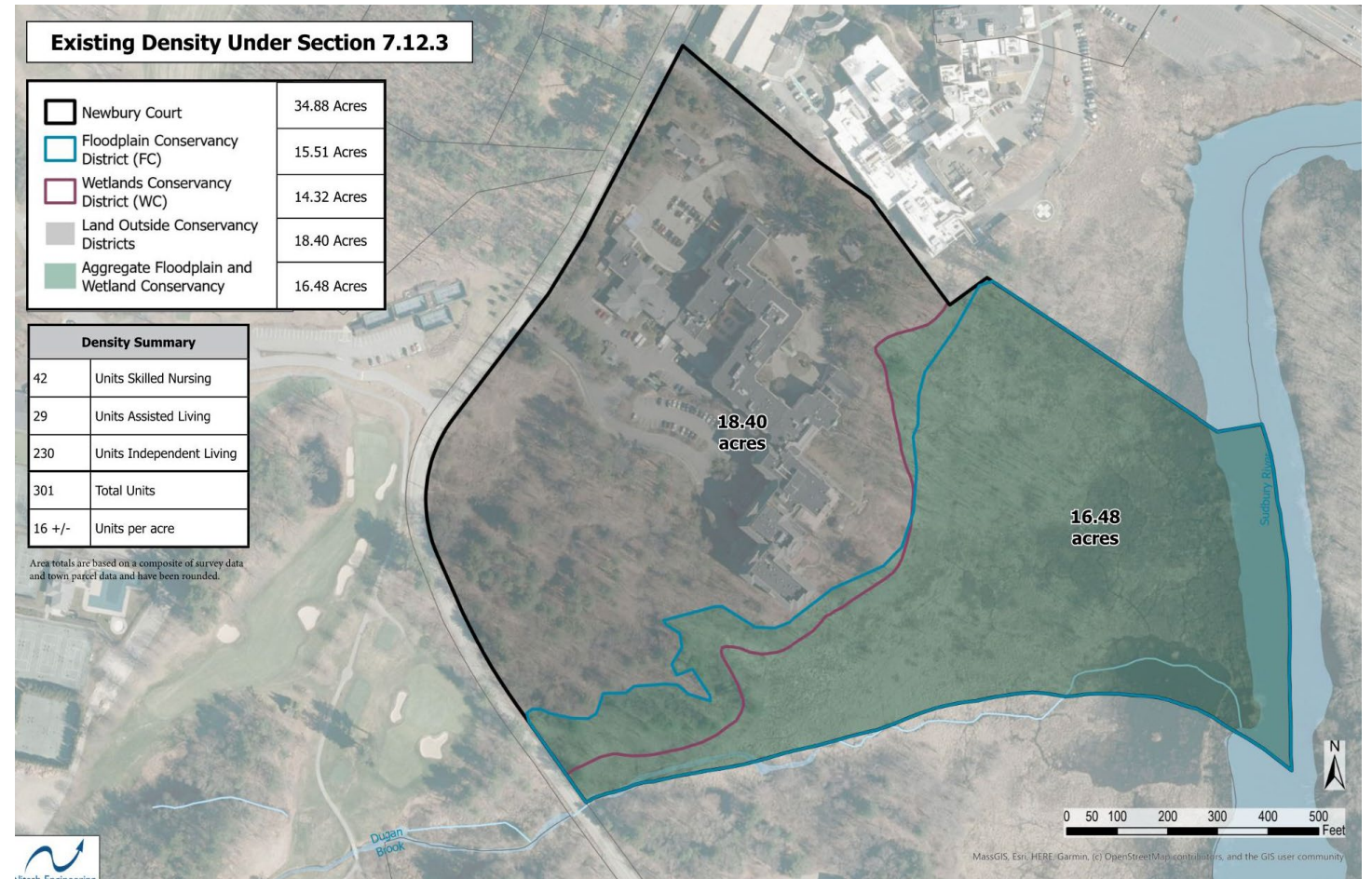
CCRCOD Density Calculation

- Total upland acres = 12.1 acres
- Maximum Proposed Density per upland acre = 16+/- units



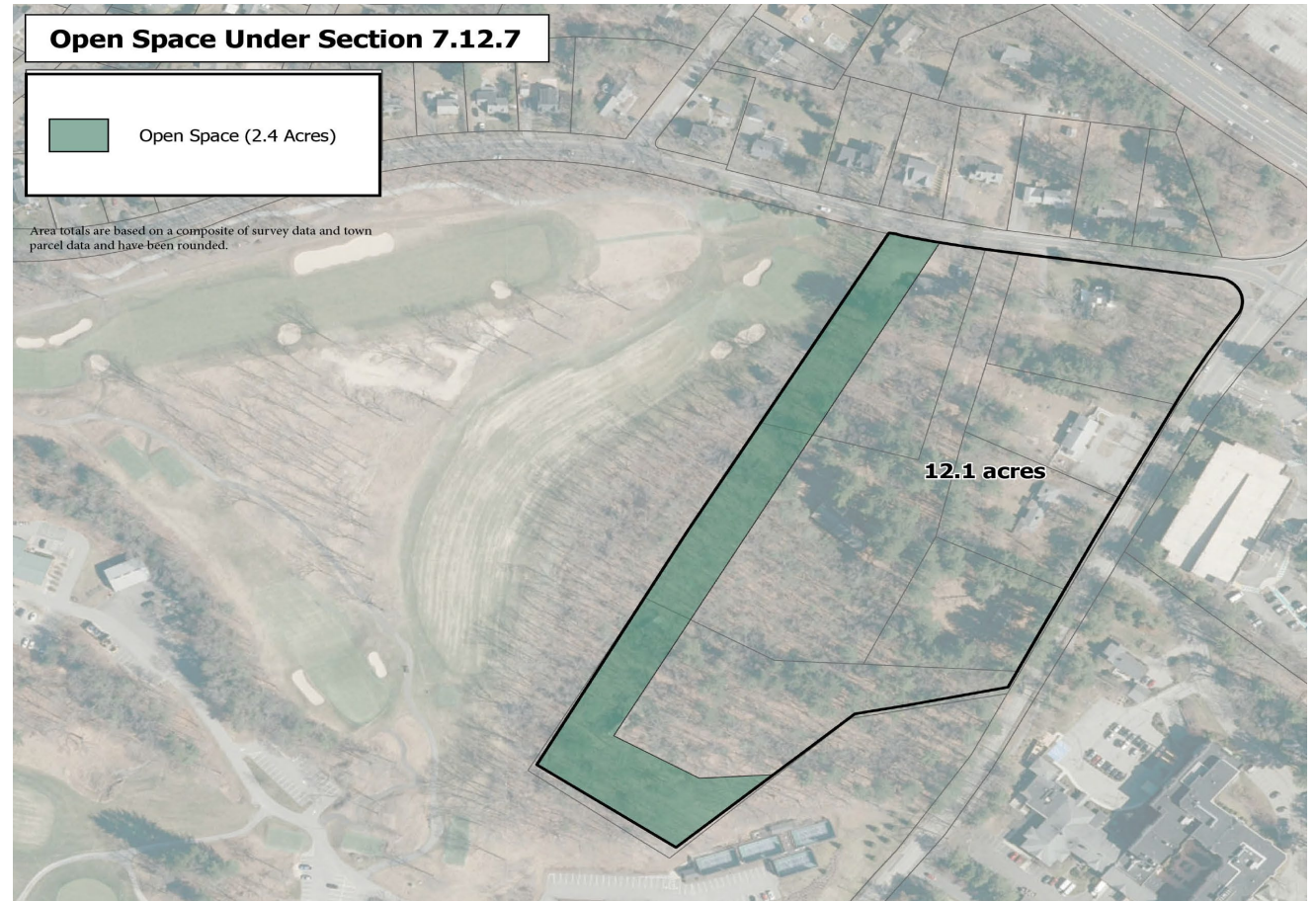
Density Comparison with Newbury Court

- Total existing density = 301 units
- Total Acres = 34.88
- Total uplands acres = 18.4
- Density per upland acre = 16 +/-



CCRCOD Open Space (Proposed)

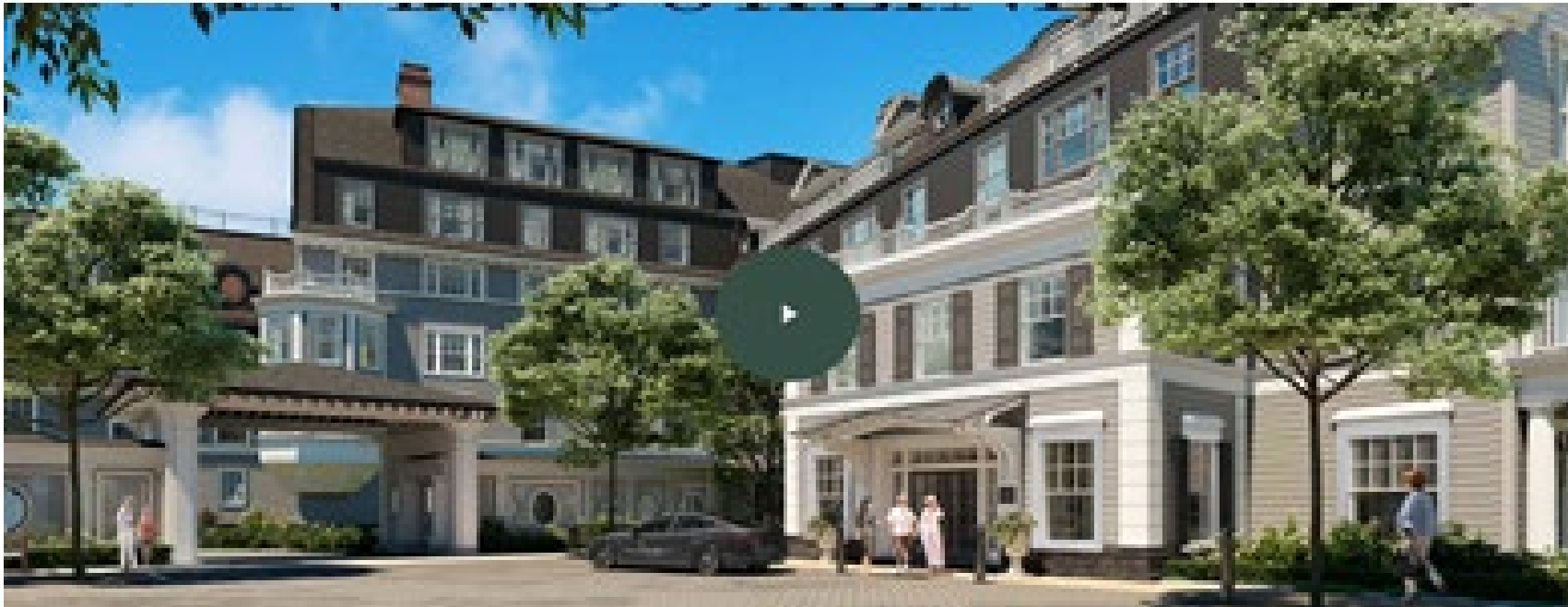
- Total uplands acres = 12.1 acres
- 20% required open space = 2.42 acres



Preliminary Concepts for the CCRCOD – Perimeter Town Homes



Preliminary Concepts for the CCRCOD – Multi-Unit Buildings in the Center



Groundwater Discharge Permit

- Due diligence was performed by Sanborn Head Hydro-Geo including the installation and study of test wells.
- Studies indicate greater than 40,000 gallons / day potential meeting Mass DEP groundwater discharge requirements.

Parking

Current Parking Census at Newbury Court:

- 154 resident spaces in use for 230 Independent Living units.
- Proposed Independent Living Parking Spaces in CCRCOD = 1 space per unit.
- Assisted Living Facility Parking and Skilled Nursing Parking will comply with Table IV requirements for all new units.

Trip Comparison to Prior/Allowed Uses

<u>Peak Period/Direction</u>	<u>Historical Uses</u>			<u>Proposed Senior Housing Community</u>	<u>Δ</u>
	<u>Single Family Homes (LUC 210)</u>	<u>Childcare Facility (LUC 565)</u>	<u>Total</u>		
<i>Weekday Morning Peak Hour:</i>					
Entering	2	22	24	25	+1
Exiting	5	20	25	10	-15
Total	7	42	49	35	-14
<i>Weekday Evening Peak Hour:</i>					
Entering	5	20	25	7	-18
Exiting	3	22	25	26	+1
Total	8	42	50	33	-17
<i>Weekday Daily (24-Hour):</i>	88	182	270	390	+120

CCRCOD: KEY PROVISIONS

7.12.8 Attainable Dwelling and/or Health Services Units. The Planning Board may require, as a condition of site plan approval, that up to ten percent (10%) of the independent living dwellings and/or health services units shall be Attainable Units, with an initial entry price and monthly rental price and assets determined to be attainable for an individual or household with incomes of less than one hundred and fifty (150) percent of the median family income for the Boston Metropolitan Area as determined by the most recent calculation of the U.S. Department of Housing and Urban Development. ~~between 70%–140% of the Area Median Income, adjusted for household size, for the Boston Metropolitan Area as determined by the most recent calculation of the U.S. Department of Housing and Urban Development. as established by the U.S. Census Bureau.~~ The Attainable Units shall be located within the CCRCOD, or at another Concord CCRC location determined to be acceptable by the Planning Board. The CCRC shall annually monitor new Attainable Units and verify to the Planning Board that all new Units comply with income and asset limitations.

CCRC Tools to Promote Attainable Units and Services

Four Main Economic Considerations:

- Monthly Service Fee
- Entry Fee
- Exit – Contract Refund
- Medicaid Payments
- Long-Term Care Insurance



The CCRC Model is Not a Housing Model

- CCRCs prioritize care and services within housing. Services make up 80% of our costs.
- If service-rich housing opportunities aren't available on a spectrum, residents within a community are forced into two basic options. Neither has a service component:
 - Homeownership (SF & Condo)
 - Apartments (Market Rate & Affordable)
- CCRCs provide flexibility for varied housing and supportive service needs that evolve over time as residents age in place.
- CCRCs receive NO housing subsidy: LIHTC, Vouchers, Section 8, HAP Contract, etc.

CCRC Flexibility: Delivering Care & Attainability

- Mr. Z had \$525,000 in assets and \$3,000/M in income with pre-existing care needs. We served him in his apartment with discounted care costs. Paid no entrance fee.
- A couple moved in with no assets and \$3,400/M in total income. They have lived here both in an apartment and in the nursing home since 2019. Paid no entrance fee.
- Mrs. X moved in 2015 with \$230,000 of assets and \$3,200/M of income. Her monthly rate was \$1,800/month. Paid no entrance fee.
- Mr. Y moved in with income of approximately \$4,000/M and \$350,000 in assets. He paid an entrance fee of \$250,000 with a 50% refundable contract. He lived her for 15 years including care in the home and through the continuum.
- Approximately 70% of the Mass Health cases in the nursing home come from the external community to meet a need.



133 Old Road to Nine Acre Corner
Concord, MA 01742

Christine C. Schuster, RN, MBA
President & Chief Executive Officer

April 7, 2025

Town of Concord
22 Monument Square
Concord, MA 01742

Dear Concord Select Board, Planning Board, and Citizens,

On behalf of Emerson Health, I am writing to express strong support for the rezoning proposal put forward by Newbury Court. As the former owners of the 12-acre parcel in question, we believe that expanding the continuing care retirement community represents a significant investment in the health and well-being of our town.

For more than a century, Emerson Hospital and the Newbury Court/Deaconess campus have been neighbors and mission-aligned partners, committed to caring for members of our community at every stage of life. Our shared nonprofit values and dedication to service have guided our collaboration over the years.

The caregiving community has faced extraordinary challenges in recent years, and we are optimistic about a brighter future. The proposed expansion of Newbury Court highlights the ongoing importance of compassionate care in Concord and will strengthen a vital resource for seniors and families alike.

We respectfully encourage you to support this proposal with a "yes" vote at Town Meeting.

Sincerely,

A handwritten signature in black ink that reads 'Christine C. Schuster'.

Christine C. Schuster, RN, MBA
President & CEO

Thank You!

**We invite you to visit Newbury Court and
learn more at an upcoming open house:**

APRIL 17: 9:30-11:00 AM

MAY 2: 5:00-6:30 PM

MAY 15 : 9:30-11:00 AM

May 7, 2025

Dear Members of the Town of Concord Select Board,

Below please find a list of concerns developed by a group of neighbors of Newbury Court regarding the proposed change of zoning and Memorandum of Agreement between the Town of Concord and the developer. This list has been sent to Newbury Court also.

Old Marlboro Road Neighborhood Group

Jim and Melissa Jackson – 44 Old Marlboro Road
Jennifer and Ed Hurley-Wales - 66 Old Marlboro Road
Greg Damyanov and Tsveta Semova 15 Emerson Rd.
Adi Kulkarni; 16 Old Marlboro Road
Kanwal Singh 26 Old Marlboro Road
Mark Staknia 34 Old Marlboro Road
Jim and Kathy Boucher 80 Old Marlboro Road
Connaught and Brian Colbert 88 Old Marlboro Road
Arturo and Vanessa Sedo 126 Old Marlboro Rd
Scot and Maaria Indermuehle 42 Old Marlboro Road
Joe and Kim Morahan 110 Old Marlboro Road

Concerns for the Newbury Court Development

100' setback/open space from Old Marlboro Rd. (Existing Structure is 70')

Single unit structures 35' tall along Old Marlboro Rd. (can be duplexes or triplexes)

Structures over 35' should be 300' from Old Marlboro Rd.

Only one structure over 3 stories

The Structures and landscaping on Old Marlboro should be architecturally designed to look like the house fronts to tie into the neighborhood.

Emergency access road for emergencies only - not a back entrance for Newbury employees and residents.

Inclusion of a site plan showing the approximate locations, setbacks and dimensions of planned buildings as part of the town meeting warrant on zoning changes.

Negotiation with residential abutters as part of the planning process

PUBLIC CEREMONIES AND CELEBRATIONS COMMITTEE CHARGE

1. Membership

The Public Ceremonies and Celebrations Committee shall have ~~nine~~seven regular voting members appointed by the Select Board for staggered ~~three~~five-year terms as determined by the Select Board upon appointment. ~~Unless such requirement is waived by the Select Board at the time of appointment, at least two members of the Committee at any given time shall be veterans of U.S. military service.~~

The membership of the Committee may be increased with up to five (5) non-voting Associate Members appointed by the Select Board at the request of the Committee for the purpose of assisting the Committee in the planning and implementation of such special events for which they may have been appointed. Associate Members may be either former Committee members or residents at large, and, unless otherwise specified in connection with their appointment, their term shall expire sixty (60) days following the conclusion of the event or completion of the duties for which they have been appointed..

2. Duties and Responsibilities

- a. Annual Events: ~~have complete charge, with the~~ Subject to the direction and approval of the Select Board, to organize and direct the public ceremonies held in the Town or in which the Town participates including those in observance of Concord's Honored Citizen Day, Meriam's Corner Exercises, Patriots' Day, Dawn Salute, Memorial Day, ~~and~~ Veteran's Day. Will assist Concord Recreation with the Parade, and the Parade in connection with the December Tree Lighting Ceremony.
- b. Special Events: with reference to other Town-sponsored ceremonies and celebrations of major importance as designated by the Select Board, the Board, after consulting with the Committee, shall determine the need for appointing an *ad hoc* committee to plan and direct the particular event and determine the composition of such committee; and where appropriate, one or more members of the Committee shall be chosen to serve on the *ad hoc* committee. If action of the Town Meeting is deemed necessary, the conduct of such special events shall be in accordance with the Town Meeting Vote.
- c. Other Events: All groups, organizations or individuals seeking to hold celebrations involving Town property shall seek approval of the Select Board through the Town Manager's office. Whenever approval is granted, communication of the plans for each celebration shall be forwarded in writing to the Committee; in addition, a spokesperson for the sponsoring group will be welcomed at a Committee meeting if scheduled in advance with the Chair. Such communications are for informational purposes only unless some other course of action is requested by the Select Board.

Approved by Board of Selectmen November 8, 1982
Amended July 19, 1999
Amended December 19, 2022

- d. The Committee shall be responsible for coordination, through the office of the Town Manager, with the Police and Fire Departments and other appropriate departments and agencies of the Town in the preparation and carrying out of annual or public celebrations and ceremonies, including cooperation with the Police Department in preparing and updating a police procedural manual for annual public events. Similar coordination when required with other towns will be made directly by the Committee.
- e. The Committee shall encourage and promote the active participation of civic, religious, and military organizations and interested citizens in public events.
- f. The Committee shall arrange for appropriate publicity for all events in the Town for which the Committee has responsibility.
- g. The Committee shall be familiar with and take advantage of any private or public donations available for the Town's public ceremonies and celebrations.
- h. The Committee shall develop the annual budget and submit it to the Town Manager.
- i. The Committee shall review all warrants for payment before referral to the Assistant Town Manager.

3. Other Considerations

The Public Ceremonies and Celebrations Committee is responsible for conducting its activities in a manner which is in compliance with the provisions of the Open Meeting Law, the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

Liaison Report for Wendy Rovelli (5/12/25)

Planning Board (5/6)

The meeting focused primarily on taking positions on zoning related articles. Unlike other committees, the Planning Board (PB) is required to take a position on all zoning articles for Town Meeting

- Article 37 Joint Parking - Mark will be revising the presentation for Town Meeting. A modification to the motion will be made to expand references from “change in use” to “change in use or tenant”. The PB voted affirmative action based on the slightly revised motion.
- The PB sponsored several warrant articles that have no changes since the printing of the warrant. The PB voted affirmative action on the following articles (as printed in the warrant)
 1. Article 38 General Housing, Multiple Sections
 2. Article 39 ADU Bylaw
 3. Article 40 Floodplain Conservancy District Bylaw
 4. Article 42 Sign Bylaw
 5. Article 43 Accessory Retail in Industrial
- Article 41 Personal Wireless Communication Facility - The committee discussed concerns are removing the requirement for an assessment and whether the assessment truly represented a barrier. It was also noted that the change removes a process and adds uncertainty, as the decision then remains with the Zoning Board of Appeals (and it is not clear that they will require an assessment. Concern was raised about making any proposed change now, when the Planning Board has committed to review and revise the entire Personal Wireless Communication Facility bylaw section. The PB voted to recommend No Action (as the planning board has plans to revise the bylaw next year)
- Article 44 Commercial Parking - Two changes are being proposed by the Economic Vitality Committee in response to concerns raised by the community:
 1. Strike section 4.2.3.5
 2. Add language to Footnote 1 to clarify that additional parking is not required when one permitted Business use is being replaced by another permitted Business use so long as there is no increase in the square footage of the use or commercial spaceThe PB discussed that this change is a tradeoff in supporting business growth vs potential unintended public parking impacts. The PB feels that a robust discussion at Town Meeting is good and the community does need to decide. The PB voted to Report at Town Meeting (RTM).
- Article 45 PRD bylaw - The Concord Housing Foundation is not proposing any changes to the article. The PB voted to recommended Affirmative action on the article.
- Article 46 Continuing Care Retirement Community Overlay District – Given ongoing discussion with neighbors and the Select Board, the Board voted to make their recommendation at Town Meeting (RTM).

Liaison Report-Terri Ackerman-5/12/25

Hanscom Field Advisory Committee

- The proposed expansion at Hanscom may be split into several small projects, starting with the Merlin Labs proposal for “autonomous aviation” at the former Navy hangar.
- The developer for the proposed North Airfield expansion will make a presentation and do Q&A at the next HFAC meeting, May 20 at 7 PM by zoom. All are welcome to attend.

Public Ceremony and Celebration Committee:

- PCCC has requested to be on SB agenda to amend their charge.
- There are currently 2 vacancies on the committee.
- The West Concord Memorial Day Remembrance commemorations will begin at Percy A. Rideout Field at 9:00 AM, proceeding to Kenneth J. Dunn Square. Please arrive by 8:45am at the Rideout Field.
- Commemorations will continue in Concord Center at 11:00 AM, at which time those same participants will proceed to the green on Monument Square and place commemorative wreaths at the various monuments. Please arrive by 10:45 am behind Middlesex Bank.

2229 Main Street Oversight Committee

- The Committee has an opening and is especially looking for someone who has **expertise with concrete walls**. The 95% design will soon be ready for review and the committee wants to have a member who can verify that water will not be able to get through the cement walls.

Mary Hartman Liaison Report for May 12 2025, Select Board meeting

CMAHT (5/5)

The members voted to nominate Keith Bergman to the Land Use Working Group. They discussed the upcoming Housing Roundtable with an emphasis on the conversation with the MCI Advisory Board. The Trust hopes to establish a goal to specify the # of Affordable housing to be added within the next 5 years across all town properties. They are working with technical assistance from MA Housing Partnership to develop a Mission Statement with supporting Goals and Strategies.

CHDC (5/6)

Closing on Assabet Bluff scheduled for May 15. This is an extraordinarily complex transaction among several parties (Habitat for Humanity, Concord Housing Association, CHDC, CMAHT, etc.) Thanks to all you shepherded this through. This project will add two rental units and 3 ownership units to Concord's SHI.

2229 Main Street (5/6)

Communicated with EPA and DOJ to establish a cadence of meetings to discuss potential transfer of ownership of 2229 Main St to the town. Discussions will focus on Liens, Liability and Transfer Mechanisms.

AG Committee (5/8)

Final prep for the Spring Forum to be held Thursday, May 15 , 6:00 – 7:30 p.m. in the Goodwin Room of the Public Library. Topic: Farming into the next 250 years – Climate and land challenges and solutions.

Farmers also agreed to draft a written description of the housing challenges facing farmers in Concord and recommend solutions.

West Concord Junction Cultural District Committee

The committee voted to remove the word "Junction" from their title and received approval from the Mass Cultural Council. Next step is to determine the cost of replacing the street signs. Once the cost and process are reviewed with CPW, they will come to the Select Board for Approval.