

OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting

Monday, May 19, 2025 at 6:30 PM

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86492385607?pwd=vnvR5SAFqsJB4tyVyREsSvTPAKatpd.1>

Meeting ID: 864 9238 5607

Passcode: 839644

Dial In Toll-Free: 833 928 4608

	Time	Agenda Item
I.	6:30 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.	7:00 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.	7:15 PM	<p>Consent Agenda:</p> <ul style="list-style-type: none"> i. Meeting Minutes: April 16, 2024; April 22, 2024; August 22, 2024; September 4, 2024; February 24, 2025; March 17, 2025; March 19, 2025; April 14, 2025; May 5, 2025 ii. Town Accountant Warrants: May 8, 2025; May 15, 2025 iii. Gift Acceptances: <ul style="list-style-type: none"> a. From the Doug White Memorial Sports & Recreation Fund to the Town 250 Gift Fund in the amount of \$1,200.00 for the purpose of the Communications and Publicity Subcommittee b. From the Friends of Sleepy Hallow to purchase and install Blue Stone Pavers (benches) at Bills Garden within the Sleepy Hallow Cemetery valued at \$1,700.00 iv. Proclamation for Public Works Week: May 18 – May 24, 2025

		<ul style="list-style-type: none"> v. Dissolve the 2229 Main Street Advisory Task Force due to completion of their charge vi. Tour Guide Licenses: <ul style="list-style-type: none"> a. Matthew Behrle b. Curits Brown c. Carol Riley Dewey d. Caroline Nairus e. Gayle Potter f. Kimberly Jennifer (Jenny) Zipursky vii. One Day Liquor Licenses: <ul style="list-style-type: none"> a. Wines & Malt Beverages Only for Melissa Loura for a Graduation Party on Saturday, May 31, 2025 from 1:00 PM – 5:00 PM at Nashoba Brooks Discovery Farm, 200 Strawberry Hill Road b. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for a Company Outing on Thursday, May 29, 2025 from 3:00 PM – 6:00 PM at Verrill Farm, 11 Wheeler Road viii. Committee Nominations: <ul style="list-style-type: none"> - <u>Land Use Working Group for terms to expire at the completion of the work outlined in the charge:</u> <ul style="list-style-type: none"> a. Concord Municipal Affordable Housing Trust: Keith Bergman, 56 White Avenue b. Economic Vitality Committee: Mark Martines, 66 Alford Circle c. MCI Concord Advisory Board: Scott Bates, 52 Indian Spring Road d. Public Works Commission: Sven Weber, 50 Belknap St e. Recreation Commission: Phil Griffiths, 128 Conant Street - Shelly Karlin of 60 Walden Terrace to the Climate Action Committee for a term to expire May 31, 2028 - Alan Bogosian of 1624 Main St to the Planning Board for a term to expire May 31, 2030 - Greg Dorothy of 188 Border Rd to the Planning Board for a term to expire May 31, 2030
IV.	7:20 PM	<p>Select Board Appointments</p> <ul style="list-style-type: none"> i. Corrective Appointment for Mary Hartman as the Select Board member of the Concord Municipal Affordable Housing Trust to correct the first term to expire May 1, 2026 (first full two-year term) ii. Reappoint Brad Hubbard-Nelson of 221 Nashawtuc Road to the Climate Action Committee for a term to expire May 31, 2028
V.	7:25 PM	<p>Discuss and Vote on At-Large and Select Board Nominees to the Land Use Working Group</p> <p>Presenter: Mary Hartman, Chair</p>
VI.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:

Tuesday, May 27, 2025

Monday, June 2, 2025 (Annual Town Meeting)

Monday, June 30, 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.

**Town of Concord
Select Board
Minutes
April 16, 2024**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in-person at 22 Monument Square on the 2nd floor in the Select Board Room and via Zoom at 6:00 PM on April 16, 2024.

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

Call to Order

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

Ms. Hartman confirmed that all members were present.

Public Comment

Mary Weinberg, Hillside Avenue, commented on the Residential Tax Exemption and expressed gratitude to the Select Board for passing this exemption.

Carrie Ranken, Upland Road, commented on accessibility to Town Meeting, particularly for parents with young children.

Stefan Bader, River Street, commented on successes of the 2024 Patriot's Day Parade and particularly on the Beer Garden at the Wright Tavern.

Diane Proctor, Sudbury Road, commented on the League of Women's Voters topical meetings held on warrant articles, which should be available online and that if anyone has questions, they can reach out to the League.

Consent Agenda

- a. Meeting Minutes: April 1, 2024
- b. Town Accountant Warrants: April 3, 2024; April 10, 2024
- c. One Day Liquor Licenses:
 - i. Retroactive approval for Carole Wayland of 51 Walden Performing Arts Center for Wines & Malt Beverages Only on Saturday, April 13, 2024 from 7:00 PM – 11:00 PM at 51 Walden Performing Arts Center, 51 Walden Street
 - ii. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Men's Spring Member-Member Day 1 on Friday, June 21, 2024 from 11:00 AM – 11:00 PM at Concord Country Club, 246 ORNAC
 - iii. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Men's Spring Member-Member Day 2 on Saturday, June 22, 2024 from 11:00 AM – 11:00 PM at Concord Country Club, 246 ORNAC
 - iv. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Member 3-Guest on Wednesday, July 10, 2024 from 12:00 PM – 10:00 PM at Concord Country Club, 246 ORNAC
 - v. Sara Killelea of Concord Country Club for All Alcoholic Beverages for

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the Ladies Invitational Day 1 on Thursday, July 18, 2024 from 11:00 AM – 8:00 PM at Concord Country Club, 246 ORNAC

vi. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Ladies Invitational Day 2 on Friday, July 19, 2024 from 11:00 AM – 8:00 PM at Concord Country Club, 246 ORNAC

d. Committee Nominations:

i. Allison Aley of 47 Warner Street to the West Concord Advisory Committee as a Full Member to complete an unexpired term of April 30, 2026

ii. Gregory Dorothy of 188 Border Road to the West Concord Advisory Committee as a Full Member (current Associate Member) for a term to expire April 30, 2027

iii. Sue Gladstone of 339 Heaths Bridge Road to the West Concord Junction Cultural District Committee for a term to expire May 31, 2027

iv. Alternate Members to the Historical Commission for terms to expire May 31, 2025

- Lauren Meier of 36 Millrun Lane
- Beth Van Duzer of 4 Granite Post Road
- Douglas Ellis of 11 Concord Greene, Unit 1
- Daniel Frost of 10 Orchard Road

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda except for the April 1, 2024 meeting minutes.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to reappoint Lynda Ferrari of 20 Damon Street to the West Concord Advisory Committee for a term to expire April 30, 2027; reappoint Anne Fortier of 150 Old Pickard Road to the Board of Registrars for a term to expire May 31, 2027.

Common Carrier/Livery License Application for Joseph's Transportation

A representative of Joseph's Transportation appeared via Zoom to present the application for a Common Carrier/Livery License. Joseph's Transportation has been licensed and worked with the Town previously through the Liberty Ride. The full application is included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Common Carrier/Livery License for Joseph's Transportation to expire on December 31, 2024.

Review and Approve Select Board Meeting Calendar for the Remainder of 2024

Upon a motion duly made and seconded, it was UNANIMOUSLY

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voted: to approve the Select Board Meeting Calendar for the remainder of 2024 as included in the Select Board meeting packet.

Review Updated Draft of the MCI Concord Advisory Board Charge

The Select Board reviewed an updated draft of the MCI Concord Advisory Board charge. Key points of discussion included confirming the Advisory Board is a Select Board-appointed board. The possibility of including an ex officio non-voting member from the Transportation Advisory Committee was discussed. While seen as beneficial for input, concerns about the primary focus of the Advisory Board not being transportation led to a decision to add a bullet under ex officio members for "at large appointees determined by the Select Board as needed," providing more flexibility. Minor grammatical corrections were also made.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the MCI Concord Advisory Board charge as amended during the meeting and included in the Select Board meeting packet.

**Initial Discussion of Select Board Member Speaking Assignments for
Annual Town Meeting**

The Select Board discussed which members would be prepared to speak on various warrant articles at Town Meeting, particularly to explain the Board's position (recommended action or no action). The Town Moderator has indicated Select Board members will have approximately two minutes to comment on any article if desired. Specific articles where the Board requested time to speak were:

- Article 8 (Town Budget): Chair Dane, in support
- Article 9 (Capital Improvement/Debt Plan): Chair Dane, in support
- Article 16 (Create Stormwater Enterprise Fund): Terri Ackerman, in support
- Article 17 (Nagog Pond Improvements and PFAS Mitigation): Terri Ackerman, in support
- Article 22 (Authorize New Middle School Naming – Name the New Concord Middle School Ellen Garrison Middle School): Mark Howell, in support
- Article 26 (Town Meeting Study Committee): Chair Dane, in support
- Article 27 (Town Meeting Voting Reform): Mark Howell, not in support
- Article 34 (MBTA Zoning): Mary Hartman, in support

**Joint Select Board and Finance Committee Special Town Meeting Public Hearing:
Article 1 – In-Town Utility Scale Battery**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to open the Public Hearing on Article 1 – In-Town Utility Scale Battery.

Jason Bulger, Interim Director of the Concord Municipal Light Plant (CMLP), presented Article 1, which seeks authorization to borrow up to \$10.4 million for a utility-scale battery project.

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- **Goals of the Project:**
 - Primary: Protect the integrity of the electrical distribution grid, particularly due to "solar saturation" issues on one of the Town's two transformers.
 - Secondary: Allow residents to continue adding solar to the grid, which is currently constrained due to low minimum load issues.
 - Third: Reduce the Town's peak electrical load, saving money on wholesale electricity costs and avoiding the use of "dirty peer plants."
- **Problem Driving the Need:** The impending closure of MCI Concord (June 30th) will drastically reduce load on the solar-saturated side of the grid, dropping the minimum load to a "very uncomfortable level," potentially below the safe operating threshold for Power Protection devices (around 1 megawatt). Increased rooftop solar and planned projects (like the Middle School solar) exacerbate this.
- **Proposed Solution:** A 5-megawatt, 15 megawatt-hour battery located preferably at the WR Grace solar site.
- **Financials:**
 - Estimated cost: Approximately \$10.4 million (Battery: \$9M, Engineering/Site Prep/Installation/etc.: \$1.4M).
 - Expected Inflation Reduction Act (IRA) credit: Approximately \$2.6 million.
 - Financing: 15-year loan at an assumed 4% rate. The IRA credit is expected to be used to pay down principal, reducing the loan amount.
 - Projected Cash Flow: Negative in Year 1, but significantly positive in subsequent years. Savings increase after the loan is paid off (around 2040).
 - Rate Payer Impact: Expected small increase in average monthly bill in Year 1, followed by significant savings in subsequent years. CMLP income generated would generally lower rates for all rate payers, including the town and schools.
- **Conservative Modeling:** Even assuming conservative discount rates (up to 12%) and no revenue generated in years 11-20, the project's Net Present Value (NPV) is projected to be positive (\$640,000+).
- **Alternatives Explored:**
 - Curtailment of solar generation: Not allowed under current contracts and potentially dangerous.
 - Combining transformers: Technically possible for brief periods under monitoring, but not a long-term solution and carries risks.
 - Third-party ownership/operation: Explored, but third parties prioritize financial gain over grid stability, which is CMLP's top priority. CMLP is open to this model if it meets their goals and reduces risk.
 - Adding load: Early stage discussions with businesses to incentivize increased demand during low-load periods, but not a near-term solution.
 - "Metering Domain": The long-term plan to push excess power back to Eversource at the substation is at least 2 years away due to system and agreement changes. The battery is seen as complimentary and necessary in the interim.
- **Timeline:** If approved, the project is not expected to be operational until Fall 2025. This raises concerns about navigating the risk period in Spring 2025.
- **Technology/Location/Size:** Lithium Iron Phosphate (LFP) battery technology (safer, more cycles) in container units (3-5) on a concrete pad. Preferred location is the WR

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Grace solar site for direct DC charging; Forest Ridge substation is a less ideal alternative. The chosen size (5MW/15MWh) is deemed necessary to effectively manage solar saturation, allow future solar expansion, benefit from economies of scale (IRA credit), and generate sufficient cash flow.

- Risk and Mitigation: Risks include uncertainties in future dispatching revenue (addressed by conservative modeling) and potential regulatory changes. Fire hazard concerns with lithium batteries were addressed, noting LFP batteries are generally safe, but coordination with the fire department and adherence to fire protection codes (suppression systems, isolation) is crucial.
- Process and Urgency: The project has been on CMLP's strategic plan but was accelerated due to the MCI Concord closure's impact on grid stability. The solar implementation task force and the CMLP Light Board have both unanimously supported the article.
- Public Comments/Questions: Concerns were raised about the long-term financial projections ("not conservative at all"), potential contingencies (cost overruns, delays), the definition of "uncomfortable levels" of load, the rationale for this specific battery size vs. smaller options, the definition of technical terms (transformer, bus bar, energy), the visual presentation of data (graphs, maps, photos of batteries), illustrating ratepayer impact with specific examples, the validity of emissions savings claims, clarifying the third-party role (build vs. dispatch), and the timing relative to other grid upgrades (solid state relays). The borrowing authorization nature of the article was highlighted as a first step.

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

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 8:17 PM.

Meeting Materials:

[Select Board Meeting Recording for April 16, 2024](#)

[Select Board Meeting Packet for April 16, 2024](#)

**Town of Concord
Select Board
Minutes
April 22, 2024**

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

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

Call to Order

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

Ms. Hartman confirmed that all members were present.

Public Comment

There was no public comment.

Consent Agenda

- a. Town Accountant Warrants: April 17, 2024
- b. Proclamations:
 - i. Administrative Professionals Day on April 24, 2024
 - ii. Holocaust Remembrance Day – May 5, 2024
 - iii. Professional Municipal Clerks Week from May 5 – May 11, 2024
 - iv. Concord Public Works Week from May 19 – May 25, 2024
 - v. Race Amity Day – June 9, 2024
- c. One Day Liquor Licenses:
 - i. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Dawson Invitational Day 1 on Friday, August 2, 2024 from 11:00 AM – 11:00 PM at 246 ORNAC
 - ii. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Dawson Invitational Day 2 on Saturday, August 3, 2024 from 11:00 AM – 11:00 PM at 246 ORNAC
 - iii. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Member-3 Guest on Wednesday, August 14, 2024 from 12:00 PM – 10:00 PM at 246 ORNAC
 - iv. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Fall Member-Guest Day 1 on Thursday, September 5, 2024 from 11:00 AM – 11:00 PM at 246 ORNAC
 - v. Sara Killelea of Concord Country Club for All Alcoholic Beverages for the Fall Member-Guest Day 2 on Friday, September 6, 2024 from 11:00 AM – 11:00 PM at 246 ORNAC

Ms. Hartman acknowledged the proclamations on the Consent Agenda.

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

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Select Board Appointments**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Allison Aley of 47 Warner Street to the West Concord Advisory Committee as a Full Member to complete an unexpired term of April 30, 2026; to appoint Gregory Dorothy of 188 Border Road to the West Concord Advisory Committee as a Full Member (current Associate Member) for a term to expire April 30, 2027; to appoint Sue Gladstone of 339 Heaths Bridge Road to the West Concord Junction Cultural District Committee for a term to expire May 31, 2027; and to appoint the following candidates to the Historical Commission as Alternate Members for a term to expire May 31, 2025:

- Lauren Meier of 36 Millrun Lane
- Beth Van Duzer of 4 Granite Post Road
- Douglas Ellis of 11 Concord Greene, Unit 1
- Daniel Frost of 10 Orchard Road.

Town Manager's Report

Town Manager Kerry Lafleur reported on staffing updates on the Council on Aging, included the appointment of new Director Dan Petitt and a new Outreach Coordinator. Ms. Lafleur also reported on the Council on Aging's recent Volunteer Appreciation Event and the recent Patriot's Day Parade. The full Town Manager's Weekly Operation's Report can be viewed [here](#).

Chair's Report

Chair Dane firstly noted of a scheduling oversight and apologized for the scheduling of a Board meeting during Passover. Chair Dane congratulated the Public Ceremonies and Celebrations Committee for a successful Patriot's Day Parade. Chair Dane reported that the Zoning Board of Appeals approved the 40B Comprehensive Permit for NOVO Riverside Commons at Baker Avenue, on a meeting with the Conservation Law Foundation on Hanscom North Airfield later this week, and noted that the Concord250 Corporation is receiving donations for the Concord250 celebrations in April 2025 as a 501(c)(3) organization. Chair Dane lastly commented on the 2024 Town Election results and thanked all for their notes and support.

Select Board Liaison Report

Terri Ackerman

- Attended the Ellen Garrison event
- MBTA Advisory Committee Meeting – Emphasis on maintenance for the MBTA
- Public Works Commission – EPA released new PFAS standards; Public Works Director Alan Cathcart has been monitoring this
- Continuing work on the Hanscom North Airfield potential expansion efforts

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Mary Hartman

- Solar Implementation Task Force – To deliver their final report to the Select Board in April 2024, though have asked for an extension until May 2024 with a presentation in June 2024
- Planning Board – Application was withdrawn for residential units and retail space at 166 Commonwealth Avenue; Application for subdivision at 1053 Main Street was approved
- Agricultural Committee – Attended the Spring Forum last week which had a presentation with robust discussion following; Have some new members joining the Committee soon
- Attended the Concord Housing Roundtable

Linda Escobedo

- Attended the Ellen Garrison event
- Attended the Concord Housing Roundtable
- Historical Commission – Working on the Historic Preservation Plan; Four new members joining the Commission as alternate members

Mark Howell

- Attended the Earth Day event
- Middle School Building Committee – Good progress on construction, with Building C taking shape
- Warner’s Pond Task Force – Working on criteria for goals of the Task Force

Review and Approve Concept Design and Notice to Proceed to the Design Development Phase for the Concord Prison Cemetery

Liz Rust, Chair of Directors for the Concord Prison Outreach, presented a memorandum on the concept design and notice to proceed to the Design Development Phase for the Concord Prison Cemetery. The full memorandum is included in the Select Board meeting packet.

Ms. Escobedo asked about funds for the project, specifically about Community Preservation funds and other fundraising. Ms. Escobedo also asked about the Department of Corrections maintaining the cemetery in the future. Lastly, Ms. Escobedo asked if any attempts were made to contact the decedents of those buried in the cemetery.

Ms. Rust responded that there are different funding sources for the project, including Community Preservation and \$8,000 from fundraising. Ms. Rust responded that the Department of Corrections has agreed to maintain the cemetery indefinitely. Lastly, Ms. Rust responded that there were attempts to contact decedents made.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Concept Design and Notice to Proceed to the Design Development Phase for the Concord Prison Cemetery project.

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Review and Approve Request to execute Public Art on Town-Owned Property in West Concord – Painting of Traffic Signal Boxes and in Concord Center – Monument Square

Mimi Graney, Economic Vitality Manager, presented a memorandum for two public art projects, including: painting of traffic signal boxes in West Concord and to install *Freedom's Silhouette* in Monument Square, Concord Center. The full memorandums are included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the request to execute public art on town-owned property in West Concord (painting of traffic signal boxes by June 30, 2024, anticipated to remain for three years), subject to any additional required permits.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the request to execute public art on town-owned property in Monument Square, Concord Center (*Freedom's Silhouette* in September 2024, anticipated to remain through spring 2025), in coordination with the 250th permanent memorial subcommittee.

Public Hearing for a Grant of Location Request for Concord Municipal Light Plant and Verizon New England for a Pole Petition at 1053 Main Street

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to open the Public Hearing and continue it to the next standard Select Board meeting on May 13, 2024.

Presentation on Annual Town Meeting Warrant Article 7 – Fiscal Year 2024 Budget Line Item Adjustments

Kerry Lafleur, Town Manager, presented on Article 7. This article addresses an overstatement of \$515,424 in new funds under the FY24 budget guideline discovered last year. The amount was "plugged" against the General Government line item. This article reallocates that amount across different lines, roughly proportional to their budget share. This is a reallocation, not an increase, and has been planned for through planned underspending, budget vacancies, and attrition.

- General Government line was underfunded at 4.9% and needs to be increased to 5.3% to cover expenses, absorbing \$97,000 of the adjustment. Other lines will see slight decreases.
- Discussion on free cash: While planned underspending helped, relying on budget underspending for free cash is not a good strategy.
- This adjustment was explained as necessary corrective action to align the budget as it would have been presented with the correct guideline number.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 7: FY 2024 Budget Line Item Adjustments.

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Consider Support of Anticipated Finance Committee Amendment to Annual Town Meeting Warrant Article 20 – CCRS Budget to Recommend Affirmative Action in the Guideline Amount

Discussion initiated regarding supporting an anticipated Finance Committee amendment to reduce the budget to their guideline amount.

- Superintendent (Dr. Hunter) and Finance Committee Chair (Parashar Patel) had corresponded on the matter. Chair Dane also corresponded with the Regional School District, expressing appreciation for compliance with guidelines and stating his intention to ask the board to support the FinCom amendment.
- It was noted the School Committee had not met since the correspondence to discuss the budget in light of the letters. Their next meeting is scheduled for the following day.
- Preference expressed to wait for the School Committee's decision and the Finance Committee's potential reaction before taking a position. This would allow more opportunity for the budget to be adjusted.
- Henry Dane emphasized the importance of supporting the Finance Committee guidelines as an "objective" financial analysis tool. Others noted the iterative nature of the budget process and the importance of dialogue between departments/schools and the finance committee.
- Discussion on the evolution of the Finance Committee guideline process, becoming more data-driven and objective.
- School Committee Chair (Tracy Morano, speaking for herself) spoke during public comment *after* the board's initial discussion. She stated the School Committee voted on and supports their recommended budget. Noted the regional increase (3.08%) is one of the lowest in the state. Commended Dr. Hunter and Mr. Conry for a responsible budget. Highlighted cuts already made (7 FTE reduction). Mentioned an enrollment shift to Concord accounting for \$55,000 not considered in the FinCom guideline. Reducing to the FinCom guideline (\$159,000 less) would require looking at more FTE reductions, impacting students and programming. Urged a "Yes" vote on Article 20 as presented in the warrant.
- School Committee member (Court Booth, speaking for himself) clarified that the two specific cuts mentioned were Superintendent recommendations, not School Committee recommendations, and the School Committee would discuss this tomorrow.
- Finance Committee Chair (Parashar Patel, speaking as chair but not opining on the article) stated the article is not on their agenda for Thursday as they were informed no further changes were pending. They would consider changes if they arise but currently "things are the way they are." Reiterated that the Finance Committee considers many factors (revenue, town/school needs, conversations), uses objective data (CBO on income/inflation), and considers potential tax increases (7.9% increase in median property tax bill projected yearly for next five years).

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to report at Town Meeting on Article 20 – CCRS Budget.

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**Discuss Recommendations on Annual and Special Town Meeting Warrant Articles
Article 24 – Concord Public Schools Capital Budget**

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to take affirmative action on Article 24 – Concord Public Schools Capital Budget.

**Article 38 – Citizen Petition: Citizen Support for a New Cell Tower Located at the Landfill at
755 Walden Street**

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to report at Town Meeting on Article 38 – Citizen Petition: Citizen Support for a
New Cell Tower Located at the Landfill at 755 Walden Street.

**Article 39 – Citizen Petition: Citizen Support for a New Cell Tower Located at the Public Works
Parcel on Keyes Road**

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to report at Town Meeting on Article 39 – Citizen Petition: Citizen Support for a
New Cell Tower Located at the Public Works Parcel on Keyes Road.

Special Town Meeting – Article 1 – In-Town Utility Scale Battery

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Special Town Meeting Article 1 – In-Town
Utility Scale Battery.

**Review and Approve Letter for Public Comment on the Hanscom North Airfield
Environmental Report**

The Select Board made administrative edits to the letter for Public Comment on the Hanscom
North Airfield Environmental Report.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the letter for Public Comment on the Hanscom North Airfield
Environmental Report as amended during the meeting.

Consider Time of “No New Business” for evenings of Annual Town Meeting

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: that no new business should be taken up after 10:00 PM at Annual Town Meeting.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to adjourn the meeting at 8:15 PM.

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Meeting Materials:

[Select Board Meeting Packet for April 22, 2024](#)

[Select Board Meeting Recording for April 22, 2024](#)

DRAFT

**Town of Concord
Select Board Meeting
Site Visits to Concord Public Works Campus & Public Safety Campus
Minutes
August 22, 2024**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened at both Concord Public Works Campus, 133 Keyes Road and then the Concord Public Safety Campus, 219 Walden Street for site visits of the campuses.

Present were: Mary Hartman, Select Board Chair; Terri Ackerman, Wendy Rovelli, Cameron McKennitt

Site Visits of Concord Public Works Campus and Concord Public Safety Campus

There was no deliberation of the Select Board during the site visits.

DRAFT

**Town of Concord
Select Board Meeting
Site Visit to 2229 Main Street
Minutes
September 4, 2024**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened at 2229 Main Street for a site visit of the former Nuclear Metals Inc. site.

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

Site Visit of 2229 Main Street

There was no deliberation of the Select Board during the site visit.

DRAFT

**Town of Concord
Select Board
Minutes
February 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 5:00 PM on February 24, 2025.

Present were: Mary Hartman (Chair), Mark Howell (Clerk), Wendy Rovelli, Cameron McKennitt

Executive Session

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to discuss and conduct strategy sessions in preparation for contract negotiations regarding the Town Manager contract renewal where meeting in an open meeting may have a detrimental effect on the negotiating position of the Town

Roll Call Vote:

Ms. Hartman – Aye
Mr. Howell – Aye
Ms. Ackerman – Aye
Ms. Rovelli – Aye
Mr. McKennitt – Aye

Open Session – Call to Order

Chair Hartman called the Open Session to order at 6:05 PM.

Mr. Howell noted that Ms. Ackerman was absent.

Public Comment

- Gwen Acton spoke regarding AP10 and urged the Board to follow the town’s committee appointment policy.
- CeCe Donelan raised concerns about a recent application for earth removal at 1440-1450 Main Street, alerting the Board that a ZBA hearing is scheduled for March 20.
- Alicia Boyajian and Gail Hire expressed support for installing a cell tower at the landfill site to improve public safety and emergency communications.
- Mark Martinez and Elizabeth Moore voiced concerns about transparency and accountability in committee appointments, emphasizing compliance with AP10.

Consent Agenda

- i. Minutes: February 3, 2025
- ii. Town Accountant Warrants: January 23, 2025; January 25, 2025
- iii. Gift Acceptance from Ann and Ed Jennings to the Concord250 Gift Fund in the amount of \$500.00

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

Select Board Nominations:

- i. Douglas Ellis of 11 Concord Greene Unit 1 to full member of the Historical Commission for a term ending 5/31/2028
- ii. Thomas Claflin of 113 Hubbard Street to Associate Member of the Library Committee for a term ending 5/31/2028
- iii. Scott Akehurst–Moore of 86 Holden Wood Road to Associate Member of the Library Committee for a term ending 5/31/2028

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the additional amendment discussed to the February 3, 2025 minutes.

Select Board Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to reappoint Mary-Wren vanderWinden of 158 Simon Willard Road to the Library Committee for a term ending 4/30/2028.

Discuss and Approve Amendments to Hugh Cargill Trust Committee Charge

Ms. Rovelli presented proposed amendments to the Hugh Cargill Trust Committee charge, including increasing the annual household assistance cap from \$1,000 to \$2,000, increasing the amount of quarterly property tax relief, and formally integrating funds from the Concord Cares Fund. Members discussed the impact of inflation on emergency assistance needs and praised the Committee’s work.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the amended Hugh Cargill Trust Committee charge as included in the Select Board meeting packet.

Discuss and Approve Draft Letter of Support to the Environmental Protection Agency (EPA) and Department of Justice (DOJ) Re: 2229 Main Street

The Board reviewed a draft letter to the EPA and DOJ regarding the ongoing remediation and future use of 2229 Main Street. Members suggested minor edits, including clarifying the list of CC recipients and correcting the designation of Town Counsel.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the draft letter to the Environmental Protection Agency and Department of Justice regarding 2229 Main Street with the additional amendments discussed.

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

Discuss and Review the Personnel Board Draft Charge

Personnel Board Co-Chairs Bill Mrachek and Liz Cobbs introduced a draft charge for the reconstituted Personnel Board. Board members discussed whether the charge should explicitly include collective bargaining responsibilities, how it should coordinate with the Town Manager, and whether it should provide an annual report to the Select Board. Members agreed to add language requiring an annual report focused on workforce recruitment, retention, and human resources initiatives. No formal vote was taken; the Personnel Board will review and revise the draft charge for future approval.

Land-Use Matrix Task Force Draft Charge

The Board reviewed the draft charge for a Land-Use Matrix Task Force to evaluate potential sites for public safety and public works facilities. Members discussed the need to prioritize existing public properties before considering private acquisitions, align efforts with prior facility studies, and clarify reporting relationships to the Select Board. Suggestions included adding an end date for the task force and specifying coordination with the Town Manager's office. Staff will incorporate edits for future approval; no formal vote was taken.

Discuss and Vote on Final Placement of Teak Benches – Concord250

Economic Vitality Manager Mimi Graney presented the final recommended locations for 15 Concord250 commemorative teak benches. Members reviewed the list and confirmed that locations had been vetted by relevant departments for accessibility and maintenance.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the final placement of 15 Concord250 commemorative teak benches as recommended by the Town Manager.

Discuss and Approve Public Art Memo from Concord Cultural Council to paint two switchboxes this summer in Thoreau Depot

Mimi Graney, representing the Concord Cultural Council, presented a proposal to paint two signal boxes this summer as a modest-scale public art project. This is a new type of initiative for the newly charged Cultural Council. The proposed locations are in Thoreau Depot: one near Starbucks and one at Thoreau and Main Street. The box at Thoreau and Main Street is within the Historic District and requires Historic Districts Commission (HDC) review, which is pending. The boxes are currently in poor condition. The project would follow a model previously implemented in West Concord. Funding is provided through the Mass Cultural Council, with a vendor needing to be identified by May. Public Works has approved painting the boxes and will prime them. The process involves provisional Select Board approval for a call for art, followed by final Select Board approval of the selected design.

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February 24, 2025**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to provide provisional approval for a call for art to paint the two signal boxes in Thoreau Depot.

Town Manager's Report

Town Manager Kerry Lafleur presented the weekly operations report. Highlights included:

- A successful tabletop exercise for the 250th celebration involving four communities and MIMA, held at the UCC at Minute Man Vocational Technical High School, with Concord's team participating from the Public Safety Center. The exercise simulated events and tested systems.
- Information from the Town Clerk regarding annual Town Elections and a list of candidates.
- An announcement from Minute Man Media Network offering video and podcast services for candidates, groups, and residents.
- A reminder that 2025 dog licensing is underway; licenses are required by March 31st to avoid a \$25 late fee.
- Updates from Natural Resources, including the start of Phase 1 of the Walden Pond Boat House and accessibility improvements project this month, which involves demolishing the 1946 bath house and constructing a new accessible facility. Phase 2, a boardwalk and overlook, is anticipated next fall. An update to the townwide Trails map is also in progress and expected this spring. Town Forest infrastructure upgrades, including a new property sign and trailhead kiosk, are underway. It was clarified that the Walden Pond project is not a Town project but is funded by the Great American Outdoors Act through the National Park Service.
- From Public Works, the 2024 Water Quality Report is available online.
- Concord will be awarded a technical assistance grant from the Massachusetts Department of Energy Resources to develop a new municipal decarbonization roadmap.
- Library highlights included an American Revolution film discussion event with Ken Burns scheduled for April 17th at the high school auditorium; registration is required, and the event is open to residents of Arlington, Concord, Lexington, and Lincoln.
- A note that the Warner Pond Task Force public meeting scheduled for March 13th has been postponed, tentatively rescheduled for April 3rd.

Chair's Report

Chair Hartman provided updates on:

- An update from executive session regarding the Town Manager's contract; negotiations are ongoing and making good progress, with the contract to be made public when finalized.
- An announcement that the Select Board will meet on March 24th instead of March 31st to review and vote on the Town Manager's budget.

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- A tour of the Ellen Garrison building at the new Concord Middle School with Finance Committee members; the building was praised as beautiful, with a public opening and ribbon cutting planned for May.
- An update on the act enabling Zoom meetings for public meetings, set to expire March 31st. Three bills are pending to extend the ability for hybrid meetings, including the Governor's Municipal Empowerment Act. The Select Board will bring a letter of support for this act at their next meeting.

Select Board Liaison Reports

Select Board members provided liaison reports:

- Discussion occurred regarding supplemental material containing FTE data in the packet, which corresponds to a letter and appears to align with historical budget data presented previously, though some divisions are aggregated.
- Members reported on the postponement of the Warner Pond Task Force meeting (tentatively April 3rd);
- A meeting of the MCI Legal and Government Subcommittee; the kickoff meeting for the MCI planning process; follow-up on a meeting with the Department of Transportation regarding the rotary redesign (a Mass DOT project manager has been assigned).
- A joint meeting of the Public Works Commission and the Transportation Advisory Committee regarding the roads program.
- The opening of the Ellen Garrison Building at the Concord Middle School and ongoing preparations for abatement/demolition of Sanborn is proceeding on schedule.
- Acknowledgment of receipt of the Town's letter regarding the wastewater treatment facility at MCI Concord by DCAMM.
- Clarification was provided on a CPC article for \$740,000 for affordable housing: \$500,000 is for future projects and \$240,000 is a return from a previous project.
- The Tax Relief Evaluation Task Force will hold its first meeting on March 6th.
- The Stormwater Utility, including preliminary rates and credits, is available on the Town website, with details expected at a public hearing.
- Discussion also covered funding for the Amenities Building warrant articles, involving submission of two separate warrant articles (a School version and a Town version) due to questions about using CPC funding, with a determination from Bond Counsel pending. The possibility of approving debt authorization now, while potentially using future CPC funding, was discussed.
- It was noted that approximately 60 articles are on the Town Meeting Warrant.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to adjourn the meeting at 8:10 PM.

**Town of Concord
Select Board
Minutes
March 17, 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 5:30 PM on March 17, 2025.

Members Present: Mary Hartman (Chair), Mark Howell (Clerk), Terri Ackerman, Wendy Rovelli, Cameron McKennitt

Executive Session

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to discuss and conduct strategy sessions in preparation for contract negotiations regarding the Town Manager contract renewal where meeting in an open meeting may have a detrimental effect on the negotiating position of the Town

Roll Call Vote:

Ms. Hartman – Aye
Mr. Howell – Aye
Ms. Ackerman – Aye
Ms. Rovelli – Aye
Mr. McKennitt – Aye

Open Session – Call to Order

The open session convened at approximately 6:00 PM.

Mr. Howell confirmed that all members were confirmed present.

Public Comment

There was no public comment.

Consent Agenda

- i. Minutes: February 10, 2025
- ii. Town Accountant Warrants: February 20, 2025; February 25, 2025
- iii. Gift Acceptances:
 - John Hickling to the Concord250 Gift Fund in the amount of \$1,000
 - Concord Center LLC to the Concord250 Gift Fund in the amount of \$500 for the Community Sing Event
- iv. One Day Liquor Licenses:
 - All Alcoholic Beverages for Sara Killelea of Concord Country Club for events to be held at Concord Country Club, 246 ORNAC:

**Town of Concord
Select Board
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March 17, 2025**

- Friday, June 6, 2025 from 11:00 AM – 11:00 PM
- Saturday, June 7, 2025 from 11:00 AM – 11:00 PM
- Tuesday, June 10, 2025 from 1:00 PM – 11:00 PM
- Thursday, June 19, 2025 from 12:00 PM – 10:00 PM
- Friday, June 27, 2025 from 11:00 AM – 11:00 PM

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

Common Carrier License Applications

Shannon McAndrew, Management Specialist, presented Common Carrier applications from:

- Maria Stevens of Boston Hidden Gems Inc., who shared that her company had previously run tours in Concord but had acquired a new van that required licensure for the upcoming Concord250th events. She clarified that the tour content remains the same.
- Joseph Albano of Joseph’s Transportation, a longstanding transportation provider involved with the Liberty Ride and now seeking a license ahead of the 250th.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Common Carrier applications for Maria Stevens and Joseph Albano as included in the Select Board meeting packet.

Concord250 Food Truck Requests

Mimi Graney, Economic Vitality Manager, presented a request to approve multiple food trucks for the Concord250th celebration on April 19, 2025. She explained that the Town’s food truck ordinance requires Select Board approval for events with more than two trucks. More vendors than anticipated had signed up. She emphasized the importance of ample food access as a public safety and crowd management strategy to encourage people to remain downtown after the parade and support local businesses during the drone show.

Food trucks will be located in the Walden Street Lot and on Stow Street, with some operating all day and others rotating out mid-afternoon. Coordination with public safety teams will ensure a smooth shift change with minimal disruption.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Concord250 food truck request as included in the Select Board meeting packet.

West Concord Decal Program

Mimi Graney, Economic Vitality Manager, presented the West Concord sidewalk decal program, a recurring initiative to support small business districts during seasonal events like “Spring into

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West Concord.” She discussed how the decals contribute to district branding and tie into 250th programming. She also noted community engagement around the call for public art.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the West Concord sidewalk decal program as included in the
Select Board meeting packt.

Concord250 Transportation Update

Rob Munro, Co-Chair of the Concord250 Executive Committee and Captain Goldman shared updates on transportation planning for the Concord250th weekend, highlighting the parade on April 19, 2025. Highlights included:

- Encouragement of public transit use, especially the Commuter Rail (ADA, bike-accessible).
- Installation of 200 bike racks in Concord (donated by the Pan Mass Challenge).
- Execution of a contract with First Student for 20 shuttle buses via a regional intermunicipal agreement with the Battle Road communities.
 - Two bus routes were outlined: Route A (Concord to Lexington) and Route B (Arlington to Lexington).
 - Buses will operate from 6:00 AM to 9:00 PM on Saturday, April 19. Attendees of the Dawn Salute may need alternate transportation.

The cost estimate for buses was approximately \$32,000, coming in under budget. Information is being distributed via multiple channels, including electric bills and the Concord250 website. An April 1st public forum at the Concord Free Public Library will address transportation logistics.

Select Board Alcohol Rules & Regulations

Shannon McAndrew, Management Specialist, presented proposed updates to the Select Board’s Alcohol Rules and Regulations. Updates were developed with Town Counsel’s input and aimed to modernize the policy, clarify service hours, and incorporate adjustments adopted during COVID (e.g., outdoor dining).

Two options for service hours were presented:

- **Option 1:** Fixed hours from 11:00 AM–12:00 AM, Mon–Sat.
- **Option 2:** Hours set on a per-license basis.
-

The Board expressed concern about adopting significant policy changes without consulting current license holders. The consensus was to move forward with **Option 1** as a default standard (11:00 AM–11:00 PM, with holiday exceptions), while allowing flexibility on a case-by-case basis, but asked Ms. McAndrew to solicit feedback from current licensees before taking a vote on the matter.

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Select Board Response to Personnel Board Charge

Mark Howell presented a revised draft charge for the Personnel Board. The additions reflected the Board's desire to enhance strategic support for the Town Manager, especially in areas like employee retention, morale, and workforce development. The Board discussed simplifying references to documents that change annually and agreed to specifically call out areas such as evaluating the new classification and compensation systems.

Mr. Howell would incorporate the feedback discussed and relay it back to the Personnel Board.

Quarterly Review of Select Board Goals

Chair Hartman facilitated a review of Select Board goals. Discussion points included:

- **Cell Service:** Wireless Edge selected for the landfill site; staff working group is analyzing other locations and challenges (e.g., zoning, wetlands).
- **Infrastructure:** Stormwater to be added; parking strategy and metering considered a success.
- **Financial Planning:** Fees for services (building, alarms, alcohol licenses) to be reviewed; Tax Relief Task Force discussed.
- **DEI:** Discussed outreach strategies and diversifying boards and committees; noted Lincoln's effective model.
- **Climate:** Climate Action Plan update in progress.
- **Warner Pond:** Public Forum scheduled for April 3.

Personnel Study Task Force Recommendations

Jessica Porter, Assistant Town Manager and Human Resources Director, gave a comprehensive update on the implementation status of the Task Force's 24 recommendations. Most are completed, with improvements to bylaws, personnel policies, compensation systems, and communications. Ongoing work includes enhancing internal communications and measuring employee satisfaction.

Board members praised HR's progress, the clarity of updated materials, and the increased focus on employee engagement.

Discuss Goals Tracking Tool and Power BI Presentation

Amalia McCaffrey, Chief Information Officer, presented a Microsoft-based employee goals tracking system aligned with Town Manager and Select Board priorities. The system features individualized records, percent-complete indicators, and dashboards via Power BI. Staff training is underway, and the tool will be piloted in April and May.

Discussion emphasized capturing routine work as well as stretch goals.

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Land Use Matrix Working Group Charge

Chair Hartman reviewed a revised draft charge for the working group, including:

- Phase One focus on Town facilities
- Consideration of residential, commercial, and recreational land use
- Nine-member composition, including Recreation Commission representation

The Board discussed the possibility of including a Finance Committee member in a non-voting, ex officio role. Clarifications were made about the group's role relative to MCI planning.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the Land Use Working Group charge as amended during the meeting.

Chair's Report

Mary Hartman reported:

- Recruitment efforts under AP1
- Planning Board and Finance Committee Public dates for Annual Town Meeting
- Need to recruit a new Minuteman Technical Vocational High School Committee representative for Concord
- MCI Concord community outreach events anticipated in late April and May; tight timelines due to state earmark deadlines

Town Manager's Report

Megan Zammuto, Deputy Town Manager, highlighted:

- Completion of the Concord250 bench project at six locations
- Updates on broadband expansion and Light Plant efforts
- Emergency Communications Center presentation at national conference
- Spring Recreation program registration and hiring underway
- Council on Aging received recognition for logo design; noted recent community programs

Select Board Liaison Reports

Board members discussed the following:

- Tax Relief Task Force underway with new members; discussed economic diversity metrics
- Holocaust Remembrance Day event (May 4)
- Warner Pond Public Forum (April 3)
- Reported on ZBA review of the Thoreau Residences project and permit fee waiver request

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- Asked about state legislation on hybrid meetings and remote voting.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 8:46 PM.

DRAFT

Town of Concord
Select Board Meeting/Recreation Commission Public Hearing
Minutes
March 19, 2025

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened at the Recreation Commission meeting both in-person at 22 Monument Square on the 2nd floor in the Town House Hearing Room and via Zoom at 6:30 PM on March 19, 2025.

Present were: Mary Hartman, Select Board Chair; Mark Howell, Select Board Clerk, Wendy Rovelli, Cameron McKennitt

[Recreation Commission Meeting Minutes for March 19, 2025](#)

[Recreation Commission Meeting Recording for March 19, 2025](#)

Information Session and Public Hearing on the Doug White Field Replacement

There was no deliberation of the Select Board at the Recreation Commission meeting.

DRAFT

Town of Concord
Select Board Meeting and Public Hearing
Minutes
April 14, 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 Town House Hearing Room and via Zoom at 6:00 PM on April 14, 2025.

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

Call to Order

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

Public Comment

Tanya Gailus of 62 Prescott Road requested more open Select Board discussions before drafting committee charges and suggested including natural preservation and Article 23 of Town Meeting 2018 in future considerations for the Climate Action Committee charge.

Kathi Anderson, Executive Director of the Walden Woods Project, submitted a letter signed by 28 Concord residents to the Select Board. The letter requests discussions between the Select Board, Mass Department of Conservation and Recreation (DCR), and the Walden Woods Project. Ms. Anderson discussed the importance of the restoration and preservation of the town municipal property at 759 Walden Street. She requested that the former landfill site be included in the newly formed Land Use Matrix Committee scope and that concurrent discussions commence soon.

Consent Agenda

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
 - 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
 - Concord Academy to the Town 250 Gift Fund in the amount of \$10,000.00
- vi. Tour Guide License: Jake Edwards Antriasian

Town of Concord
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- vii. One Day Liquor Licenses:
- All Alcoholic Beverages for Sara Killelea of Concord Country Club for events 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
 - 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:
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

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

Select Board Appointments

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

Discuss and Vote to Approve the Climate Action Committee Charge

Wendy Rovelli, the liaison for the Climate Action Committee, presented the requested change to the Select Board. The requested change was a simple one: to reduce the size of the committee from nine members to seven. Ms. Rovelli noted two openings, meaning that if the size is reduced to seven, they will not need to add any new members.

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Tanya Gailus had made comments earlier about including natural preservation in future considerations when the charge is revisited, and Wendy stated she would forward those comments to the committee.

Ms. Hartman, Select Board Chair commented that revisiting the charge would be a good opportunity for the committee to step back and look at it again. Mr. Howell noted that the town website listed more than seven members (closer to 10), which was identified as a typo that is being fixed.

A motion was made to approve the amended Climate Action Committee Charge as published, which was seconded.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the Climate Action Committee Charge as included in the Select Board meeting packet.

Chair's Report

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.

Upon a motion duly made and seconded, it was UNANIMOUSLY
Voted: to approve Town Manager's 3-year Contract Renewal.

Town Manager's Report

Town Manager, Kerry Lafleur reported on:

250th Celebration: Final preparations are underway. Ms. Lafleur recognized the town's GIS team for creating an interactive mobile app to aid preparations. Also noting the Fire Department is pausing open burning from April 16th-21st due to 250th event preparations.

Peabody School Transfer: Ms. Lafleur requested further discussion with the Select Board at their next meeting. It was mentioned that the Peabody school operating costs had previously

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been moved out of the school budget into a special appropriation. The Select Board decided to add this item to the April 28th agenda for further discussion.

Ms. Lafleur and Ms. Rovelli reported that the School Committee voted to address a projected overage in the Excess and Deficiency Account E&D. They voted to transfer \$200,000 of the excess E&D to OPEB (Other Post-Employment Benefits) and another \$200,000 to a capital stabilization fund, concurrently increasing the FY25 budget by the same amount. This action requires written notification to the town. The Select Board decided to add this E&D allocation issue to the April 28th agenda for discussion and a decision on potential Town Meeting action.

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

Jason Bulger, Director of The Concord Municipal Light Plant presented a request to extend the time to file the Comcast preliminary assessment of denial

Highlighting that this is the last extension needed. The final piece of information from Comcast was received recently and a public hearing and presentation are needed before approving the contract. The deadline for responding is April 19th . They aim to schedule the hearing in May 2025.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to Unanimous to approve the extension of time 5-0-0

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

Mimi Graney, Economic Vitality Manager, presented a request to remove the designation of a 15-minute parking space in the middle of Concord Center and return it to the general pool of public parking. The space was intended to help facilitate turnover in the area, particularly after the removal of parking meters and roadway construction.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to Approve the removal of the designation of a 15-minute parking space as indicated.

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

Mimi Graney also presented a request concerning West Concord Green Thumbs Bench and Beautification Efforts. The Green Thumbs group, known for maintaining flower beds throughout the neighborhood, wished to donate a teak bench. The bench would be placed at Mandreoli Park next to two other existing teak benches, matching their style, and would feature a plaque indicating it was donated by Green Thumbs.

Ms. Graney noted increasing interest in age-friendly benches and donations for beautification efforts in West Concord, especially following the installation of benches in Concord Center.

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Ms. Graney further mentioning to facilitate this, she proposed creating a general "beautification account" that could receive this donation from the Green Thumbs and other potential future donations for beautification projects.

The Select Board moved to approve the request to accept the gift from the Green Thumbs for the bench

Upon a motion duly made and seconded, it was
voted: to Approve the request to Accept Gift from the Green Thumbs for
Purchase and Installation of a Teak Bench.

Discuss and Vote on Revised Select Board Alcohol Rules and Regulations

Shannon McAndrew, Management Specialist, presented the proposed amendments about the town's Alcohol Rules and Regulations. The proposed amendments presented were identical to those originally put forward in March. To gather input, feedback was specifically requested from all liquor licensees in town, however, no feedback was received regarding the proposed rules or hours from any licensee, except for one question from SaltBox concerning the outdoor dining provision included in the new rules.

Ms. McAndrew summarized the two primary options for the alcohol rules:

- To standardize the hours of service within the rules and regulations
- To maintain the current practice of evaluating and voting on hours on a new application basis.

The standardized hours that had been discussed previously were 11:00 a.m. to 11:00 p.m. Monday through Saturday. Applicants could include requests for later hours in their applications, which the board could approve, as had been done for at least one existing establishment.

Mr. McKennitt raised concern about the potential impact of hours of service on parking availability, particularly in the town center, referencing related discussions from planning board hearings. This concern supported the preference for the 11:00 p.m. standard cutoff.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the revised Select Board Alcohol Rules and Regulations.

Intermunicipal Agreement (Water Supply)

Alan Cathcart, Director of Public Works, presented a request to authorize the Town Manager to execute an Intergovernmental Agreement (IGA).

Key Points: This IGA is with other Metro West water suppliers to further study a conceptual long-range water supply plan identified by MWR, estimated at \$1.2 billion collectively . It's critical for future water supply planning, addressing challenges like PFAS treatment and drought

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April 14, 2025

Concord was planning to do this independently . This would be funded through the water enterprise fund .

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to authorize the Town Manager to execute the Intergovernmental Agreement (IGA).

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

Mr. Dane presented a citizen petition article aiming to facilitate the improvement of cell service in Concord Center. The article proposes two specific changes to the existing bylaw:

- Allow the Zoning Board of Appeals (ZBA) to determine a significant gap in coverage exists without requiring a study by a qualified technical consultant.
- Allow the ZBA to approve a location not limited to the 2019 map.

The goal is to remove significant obstacles to solving the cell service problem. The ZBA would retain its discretionary powers . The responsibility to determine a significant gap would shift to the board . The proposed change would eliminate the requirement for a qualified independent study and advice from the planning board, providing more latitude. Discussion touched upon potential impacts on setbacks and height requirements. Concerns were raised about skipping setbacks/height requirements and whether the proposed change replaces the whole paragraph in the bylaw.

Annual Town Meeting Public Hearing on the 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)

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to open the Public Hearing.

Town of Concord
Select Board Meeting and Public Hearing
Minutes
April 14, 2025

Article 4: Ratification of Personnel Board Classification Actions

Bill Mrachek presented, requesting affirmative action. Notes adding Human Services Generalist to grade six. Explained necessity for maintaining job titles, salary ranges, attracting/retaining employees, and compliance.

Article 5: Ratification of Personnel Board Class and Compensation Plan

Bill Mrachek presented, requesting affirmative action. Notes the same addition as Article 4. Explained the objective and components of the plan.

Article 26: General Bylaw Amendment - Leasing of Land by the Select Board and Town Manager

Megan Zammuto presented, explaining the article authorizes the town manager, with select board approval, to approve land leases up to 30 years without town meeting approval, to enhance flexibility for longer-term leases like cellular infrastructure.

Article 27: Remote Participation at Annual and Special Town Meetings

Eric Van Loon presented on behalf of the Town Meeting Study Committee, explaining the article seeks a home rule petition to allow remote voter participation to make town meeting more inclusive. He outlined the process and survey results.

Article 28: Citizens Petition to Require Rank Choice Voting

Stephan Bader presented, seeking authorization for a home rule petition to allow Rank Choice Voting (RCV) in all local elections. He explained RCV mechanics and benefits.

Article 30: Authorize Grant of Easement to Verizon

Gail Dowd (online) presented, explaining the article formalizes an easement for underground copper cabling providing telecommunications services to the new middle school building. This is for service to the building, not wireless towers.

Article 35: Louis May Alcott's Orchard House Petition

Presented on behalf of the petitioner, the article urges town action to address stormwater runoff impacting the Orchard House from changes to Alcott Road.

Article 36: Town-Wide Ban of Second Generation Anti-coagulant Rodenticides (SGARs)

Gwen Shipley and Megan Sinclair presented, explaining SGARs are poisons that bioaccumulate and harm wildlife. They are seeking a home rule petition to ban their use town-wide by licensed professionals and discussed alternatives.

**Town of Concord
Select Board Meeting and Public Hearing
Minutes
April 14, 2025**

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

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

The Select Board discussed their options: Recommend affirmative action, recommend no action, or recommend waiting until Town Meeting. They also noted the ability to revisit positions before town meeting. The Board aimed to finalize deferred positions by the May 5th meeting.

It was decided that assigning speakers would be done at a later meeting, likely May 5th, after positions are finalized

For full details around this review please visit the full recording link: [Concord Select Board Meeting and Public Hearing: April 14, 2025](#).

Discuss Revised APP #10

Mr. McKennitt provided an update on proposed revisions to the appointments policy based on previous discussions, including data on multiple committee appointments and suggestions for improving the volunteer card process and communication.

The proposed language changes included clarifying participation expectations, addressing term limits, limiting the number of committees an individual can serve on, and removing language that committees shall not provide suggestions to the appointing authority.

No action was expected tonight. The Select Board provided feedback on various proposed changes, including the privacy of volunteer card information, the need for experienced members on statutory committees, and the importance of receiving committee recommendations during the appointments process.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 9:30 PM.

Meeting Materials:

[Select Board and Public Hearing April 14, 2025 Recording](#)

[Select Board Meeting Packet April 14, 2025](#)

**Town of Concord
Select Board
Minutes
May 5, 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 Town House, Select Board Room and via Zoom at 6:00 PM on May 5, 2025.

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

Call to Order

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

Mr. Howell confirmed that all members were present.

Public Comment

Mark Gailus, 62 Prescott Road, commented on climate resiliency and further, the protection of natural systems, and that the Town consider joining the Massachusetts Ecosystem Climate Adaptation Network (masecan.org).

Consent Agenda

- i. Minutes: April 14, 2025; April 28, 2025
- ii. Town Accountant Warrants: April 22, 2025; April 24, 2025
- iii. ARPA Update Report

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda except the meeting minutes of April 14 and April 28, 2025.

Discuss Flag Raising and Proclamation Requests

- Concord Pride Day – Saturday, June 7, 2025
- Juneteenth – Thursday, June 19, 2025

Mr. Howell opened the discussion on the flag raising and proclamation requests for Concord Pride Day and Juneteenth on behalf of the Diversity, Equity, and Inclusion Commission. Mr. Howell noted that these are the first requests since the Select Board enacted their new Flag Policy, and his understanding was that the Board member sponsoring the requests would present at one meeting, and the Board would vote on the requests at a subsequent meeting. Mr. Howell stated that the draft proclamations are in the meeting packet.

Mr. McKennitt asked if there are additional flags being flown for both requests.

Joe Palumbo, member of the DEI Commission, responded that the Commission's understanding was the first step of the process being to put forth the proclamation, then make the request for additional flags being flown.

The Board concurred that the vote on the flag raising request would be tabled until May 12, 2025.

**Town of Concord
Select Board
Minutes
May 5, 2025**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the proclamations for Concord Pride Day and Juneteenth as included in the Select Board meeting packet.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Walter Clay of 675 Sudbury Road to the Historical District Commission as a full member for a term to expire January 1, 2030; to appoint Dorothy Ortner of 169 Thoreau Street #4 as the Town of Concord Representative to the Minuteman Vocational Technical School District for a term from July 1, 2025 - June 30, 2028.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve Town Manager appointment William Kemeza of 28 Davis Court to Natural Resource Commissioner for a second term ending June 1, 2028.

Discuss and Approve Doug White Gift Acceptance

Anthony Ansaldi, Chief Financial Officer, opened the discussion on the Doug White gift acceptance. Mr. Ansaldi noted that there was a successful bidding process, with seven (7) bids, with two (2) bids under budget, though all bids are still being evaluated. The Friends of the Concord-Carlisle Playing Fields will be providing a donation to fund the replacement of the turf field. Seth van der Swaagh, President of the Friends of the C-C Playing Fields, presented the Select Board with a check for the donation to cover the replacement of the turf field, with any unused funds being returned to the Friends or put into a Town-owned account to reserve the funds for future repairs/replacements.

Town Manager Kerry Lafleur noted that at the close of the project in the Fall, the Town will look into the partnership agreement for the fields.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Gift Acceptance for the Doug White Fields from the Friends of the Concord-Carlisle Playing Fields in the amount of \$1,490,390, with any unused funds returned to the Friends.

Discuss Status of Land Use and Action Plan

Chair Hartman opened the discussion on the status of land use and action plan. Ms. Hartman noted that the charge was approved for the Land Use Working Group, with a memorandum sent out to existing Town Boards/Committees to put their nomination forth as included in the charge. Ms. Hartman noted that the School Committee has asked to delay their nomination, as they would like their committee to turn over following the election, and they will join the work delayed, though all other nominations have been received besides the Select Board Member and At-Large Member. Ms. Hartman continued and noted an oversight in the charge of not including a nomination from the Planning Board and asked the Select Board their thoughts.

**Town of Concord
Select Board
Minutes
May 5, 2025**

Mr. McKennitt suggested adding a Planning Board representative and then adding an additional At-Large Member, so that there would be two total At-Large Members.

Ms. Rovelli noted that Paul Boehm has been nominated to join on behalf of the 2229 Main Street Task Force, and voiced concern as he would also be joining the Select Board soon, so there would be two Select Board members on the Working Group. Mr. McKennitt agreed.

Ms. Hartman and Ms. Rovelli both expressed interest in serving as the Select Board Member on the Working Group.

Ms. Hartman summarized that the Select Board will amend the charge to add a Planning Board representative and add an additional At-Large Member, and Ms. McAndrew will send all volunteer cards for At-Large candidates to the full Select Board.

Discuss Warrant Article Recommendations

Article 13 – Amenities Building

- Outstanding questions remain regarding cost and wastewater connection/capacity
 - o Funding source
 - o Public Works Commission to discuss wastewater connection/capacity further on May 15, 2025
 - o The Board of Health provides the capacity planning
- Finance Committee voted recommending affirmative action 7 – 5 on this article

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to report on Article 13 – Amenities Building at Annual Town Meeting.

Article 28 – Citizen Petition: Ranked Choice Voting

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 28 – Citizen Petition: Ranked Choice Voting at Annual Town Meeting.

Article 32 – Betterments for Temporary Improvements to a Private Way – Darton and Dover Streets

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to report on Article 32 – Betterments for Temporary Improvements to a Private Way – Darton and Dover Streets at Annual Town Meeting.

Article 33 – MCI Concord – Planning

Upon a motion duly made and seconded, it was UNANIMOUSLY

**Town of Concord
Select Board
Minutes
May 5, 2025**

voted: to recommend affirmative action on Article 33 – MCI Concord Planning at Annual Town Meeting.

Article 34 – Stormwater Enterprise Fund Expenditures

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 34 – Stormwater Enterprise Fund Expenditures at Annual Town Meeting.

Article 35 – Citizen Petition: Protect Orchard House from Stormwater Runoff

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to report on Article 35 – Citizen Petition: Protect Orchard House from Stormwater Runoff at Annual Town Meeting.

Article 36 – Citizen Petition: Ban Second-Generation Anticoagulant Rodenticides (SGARs)

- Meaghan Sinclair, Citizen Petitioner, noted that she and her Co-Petitioner Gwen Shipley have been conducting outreach with the agricultural and business communities regarding alternatives to SGARs and are willing to speak with any of these groups on alternatives and pest implementation plans moving forward.

Upon a motion duly made and seconded, it was
voted: to recommend affirmative action on Article 36 – Citizen Petition: Ban Second-Generation Anticoagulant Rodenticides (SGARs) at Annual Town Meeting.

The vote passed 3-1-1.

Article 45 – Zoning Bylaw Amendment: Planning Residential Development (PRD) Bonus

Upon a motion duly made and seconded, it was
voted: to recommend affirmative action on Article 45 – Zoning Bylaw Amendment: Planning Residential Development (PRD) Bonus at Annual Town Meeting.

The vote passed 4-1-0.

Article 48 – Authorize Expenditure of Revolving Funds under Mass. Gen. Laws 44 Section 53 E1/2

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 48 – Authorize Expenditure of Revolving Funds under Mass. Gen. Laws 44 Section 53 E1/2 at Annual Town Meeting.

Article 49 – Light Fund Budget and PILOT Payment

Upon a motion duly made and seconded, it was UNANIMOUSLY

**Town of Concord
Select Board
Minutes
May 5, 2025**

voted: to recommend affirmative action on Article 49 – Light Fund Budget and PILOT Payment at Annual Town Meeting.

Article 50 – Solid Waste Fund Budget

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 50 – Solid Waste Fund Budget at Annual Town Meeting.

Article 51 – Sewer Fund Budget

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 51 – Sewer Fund Budget at Annual Town Meeting.

Article 52 – Sewer Improvement Fund Budget

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 52 – Sewer Improvement Fund Budget at Annual Town Meeting.

Article 53 – Water System Expenditures

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 53 – Water System Expenditures at Annual Town Meeting.

Article 54 – PEG Access Fund Budget

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 54 – PEG Access Fund Budget at Annual Town Meeting.

Article 55 – Beede Swim and Fitness Center Enterprise Fund Budget

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 55 – Beede Swim and Fitness Center Enterprise Budget at Annual Town Meeting.

Article 56 – Appropriate and Transfer Balance of Parking Meter Fund

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to recommend affirmative action on Article 56 – Appropriate and Transfer Balance of Parking Meter Fund at Annual Town Meeting.

**Town of Concord
Select Board
Minutes
May 5, 2025**

Article 57 – Unpaid Bills

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend affirmative action on Article 57 – Unpaid Bills at Annual Town Meeting.

Discuss Draft Consent Calendar and Provide Input to Town Moderator

Town Moderator Carmin Reiss presented the draft Consent Calendar for Annual Town Meeting. The full draft is included in the Select Board meeting packet. Ms. Reiss noted that she plans to schedule two articles as high interest articles: Article 34 – Stormwater Enterprise Fund Expenditures for Tuesday and Article 46 – Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District for Wednesday.

The final version of the Consent Calendar will be published in the Annual Town Meeting Briefing Book and published online at www.concordma.gov/TM25.

Chair’s Report

Ms. Hartman noted that on Monday, May 12th there will be an Executive Session, a presentation from the Finance Committee, a presentation on the PILOT Program, and a presentation from New England Deaconess Association on the Continuing Care Warrant Article. Additionally, there will be a Concord Housing Roundtable on Monday, May 19th featuring MCI Concord.

Town Manager’s Report

Town Manager Kerry Lafleur presented highlights from the [Weekly Operations Report from April 25, 2025](#).

Select Board Liaison Reports

- Ms. Rovelli provided a report included in the Select Board meeting packet.
- Mr. Howell provided an update on MCI Concord Advisory Board project updates.
- Mr. McKennitt provided an update on the Town Meeting Study Committee and Economic Vitality Committee.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 8:35 PM.

Meeting Materials:

[Select Board Meeting Packet for May 5, 2025](#)

[Select Board Meeting Recording for May 5, 2025](#)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: May 19, 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 Doug White Memorial Sports and Recreation Fund to the Town 250 Gift Account in the amount of \$1,200.00 for the purpose of the Communications and Publicity Subcommittee.

Town 250 Gift Account	\$1,200.00
Communications and Publicity Subcommittee	

Accepted: _____

Select Board Clerk

Date: _____



The Friends of Sleepy Hollow Cemetery, Inc.

*Recipient of the 2023
Concord Historical Commission's
Landscape Preservation Award*

14 May 2025

Shannon McAndrew, Management Specialist
Town of Concord
22 Monument Square
Concord, Massachusetts 01742-1826

BOARD OF DIRECTORS

Kevin Thomas Plodzick, Ed.D.
President

John Gardella
Vice-President

Nancy Reilly
Secretary

Beth Stone Railsback, CPA
Treasurer

John Arena III

Bobbi Benson

James Fannin

Sarah Hesby

Sue Leone

Paul Murphy

Sylvie Sawyer

Andrea Solomon
Cemetery Committee Liaison

Priscilla White Sturges

Greetings, Ms. McAndrew,

I write on behalf of the Board of Directors of The Friends of Sleepy Hollow Cemetery, Inc., requesting acceptance by the Select Board of our gifting as detailed below.

In our 23 consecutive years of fulfilling our Mission to continue the beautification, enrichment, and advancement of Sleepy Hollow Cemetery, we are donating to the Town the amount of \$ 1,700. It has been designated by us with the full approval of the Cemetery Committee to have purchased and installed a series of Blue Stone Pavers at Bills Garden, a Veterans Memorial Cemetery venue, that our Board plants and maintains continuously.

As pictured herein, the ten permanent pavers serve well to demarcate the Garden as well as to bring unity to its two aspects: the plaque/flagpole and our recently-donated granite bench in respected honor of Concord's Gold Star Families.

I would welcome, if convenient for you to do so, your notification to me when this donation will appear on the Agenda of the Select Board. In that way, I can plan to be available at that meeting.

Kindly know our appreciation for your attention to this matter, and to the Select Board for their consideration.

Sincerely and cordially,

Kevin Thomas Plodzick
Kevin Thomas Plodzick, Ed.D.
Board President

Encl.



COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

**PUBLIC WORKS WEEK
MAY 18 - MAY 24, 2025**

- WHEREAS** Public Works services are an integral part of our citizens' everyday lives and quality of life; and
- WHEREAS** The support of and understanding of an informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, engineering, streets, highways, solid waste & recycling, parks, athletic fields, fleet maintenance and cemeteries; and
- WHEREAS** The health, safety and comfort of Concord greatly depend on these services and facilities; and
- WHEREAS** The planning, design, construction and care of these facilities are dependent upon the effort, skill and commitment of the Concord Public Works Team; and
- WHEREAS** The efficiency of the qualified and dedicated Concord Public Works Team members is materially influenced by the citizen's understanding of the importance of the work they perform; and
- NOW THEREFORE,** We, as the Select Board of the Town of Concord, Massachusetts, do hereby proclaim the week of May 18 through May 24, 2025 as Concord Public Works Week and call upon all Concordians to acquaint themselves with the issues involved in providing our public works services and to recognize the contributions which Concord Public Works makes every day to our health, safety, comfort, and quality of life.



CONCORD SELECT BOARD

Proclaimed this 19th day of May, 2025.

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: Matthew Berke
Address: 4 Indian Dawn Wayland MA
Company or companies employed with: N/A
Website Address: N/A
Telephone Number: 508 654 0093
Email Address: matthewberke@gmail.com
Year Concord History Course Taken: 2025
Signature: Matthew Berke

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.

Matthew Berke

Office Use Only

Paid: Check Cash
Date: 5/13/2025

Check # 1146

License expires on December 31, 2025

RECEIVED
APR 22 2025
TOWN OF CONCORD
TOWN MANAGER'S OFFICE

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: Carol Riley Dewey

Address: 62 Boylston St, Apt 415, Boston MA, 02116

Company or companies employed with: Boston Hidden Gems

Website Address: https://www.bostonhiddengems.com/

Telephone Number: 610-772-3119

Email Address: rileydewey13@gmail.com

Year Concord History Course Taken: 2025

Signature: CRD

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: 5/13/2025

Check # 102 Maria Stephens

License expires on December 31, 2025

(OVER)

TOWN OF CONCORD

Application For Tourist Guide License

To offer Guide Service within Concord

License Fee \$50.00

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

Name: CAROLINE NAIRUS

Address: 341 MATTISON DRIVE, CONCORD MA 01742

Company or companies employed with: TOWN OF CONCORD VISITOR CENTER

Website Address: visitconcord.org

Telephone Number: 978-799-7488

Email Address: callie.n341@gmail.com

Year Concord History Course Taken: 2025

Signature: Caroline Nairus

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

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

Office Use Only

Paid: Check Cash
Date: 4/25/2025

Check #

License expires on December 31, 2025

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: Kimberly Jennifer "Jenny" Zipursky

Address: 36 Dwight St #2, Brookline, MA 02446

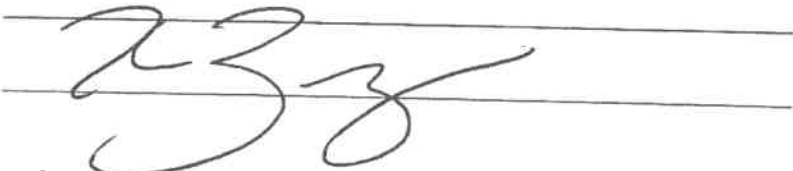
Company or companies employed with: Boston Hidden Gems

Website Address: bostonhiddengems.com

Telephone Number: 617 365 0627

Email Address: jenny.zipursky@gmail.com

Year Concord History Course Taken: 2025

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: 5/13/2025

Check # 103

License expires on December 31, 2025

(OVER)

RECEIVED
APR 22 2025

TOWN OF CONCORD
TOWN MANAGER'S OFFICE

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:

Curtis Brown

Address:

133 Eastern Ave #4 Lynn MA 01902

Company or companies
employed with:

Mass Bay Tours / Boston Express Livery Service

Website Address:

www.mabaytours.com

Telephone Number:

617 771 5811

Email Address:

crtsbrn@protonmail.com

Year Concord History
Course Taken:

2025

Signature:

Curtis Brown

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

Check #

Date:

5/13/2025

paid 4/22/25

License expires on December 31, 2025

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:

Gayle Potter

Address:

332 Russell St., Carlisle, MA

Company or companies
employed with:

Self

01741

Website Address:

—

Telephone Number:

917-769-8401

Email Address:

gayle.potter@conranpr.com

Year Concord History
Course Taken:

April 2025

Signature:

Gayle Potter

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:
Date:

Check

Cash

Check #

4/10/25

License expires on December 31, 2025

RECEIVED
APR 10 2025
TOWN OF CONCORD
TOWN MANAGER'S OFFICE



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 19, 2025

Re: One Day Liquor Licenses for Melissa Loura

Included in your meeting packet is a One Day Liquor License for Melissa Loura for Wines & Malt Beverages Only for a graduation party on Saturday, May 31, 2025 from 1:00 PM – 5:00 PM at Nashoba Brook Discovery Barn, 200 Strawberry Hill Road.

This application is complete with Bartender TIPS Certifications and 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, May 2, 2025 3:43:13 PM

One Day Special Liquor Licenses

Company or Organization	N/A
Applicant Name	Melissa Loura
Email Address	lourapeisach@yahoo.com
Applicant Address	118 Highland Street
City	Concord
State	MA
Zip Code	01742
Phone Number	617-686-7017
Name of Event	Graduation Party (no sale of liquor or admission- but facility still requiring license)
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	5/31/2025 1:00 PM
End Time	5:00 PM
Premises to be Licensed	Nashoba Brooks School
City	Concord
State	MA
Zip Code	<i>Field not completed.</i>
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? Yes

1st one-day license for Yes
Organization?

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

More than 100 in No
attendance?

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 Melissa Loura
accept the above
statement of liability

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 years 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.

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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 19, 2025

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

Included in your meeting packet is a One Day Liquor License for Jennifer Verrill of Verrill Farm for Wines & malt Beverages Only for a company outing on Thursday, May 29, 2025 from 3:00 PM – 6:00 PM at Verrill Farm, 11 Wheeler Road.

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: Wednesday, May 7, 2025 9:21:38 AM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Pellegrino
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	company outing
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	5/29/2025 3:00 PM
End Time	6:00 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)

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