



OLD NORTH BRIDGE

TOWN OF CONCORD

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

**Select Board Agenda
 Annual Town Meeting**

Tuesday, June 3, 2025 at 5:45 PM
 Concord-Carlisle High School, 500 Walden Street
 Learning Commons Lobby, Room 242

This meeting will be held in-person only and will not be broadcast live by MMN.

#	Time*	Agenda Item
I.	5:45 PM	Consent Agenda <ul style="list-style-type: none"> a. Minutes: August 15, 2024, September 30, 2024, November 18, 2024, December 2, 2024, January 27, 2025, March 3, 2025, May 27, 202, June 2, 2025 b. Executive Session Minutes for Review and Release: December 2, 2024 c. Town Accountant Warrants: May 22, 2025, May 29, 2025 d. Gift Acceptances: <ul style="list-style-type: none"> i. From the Friends of the Concord Free Public Library to the Concord Free Public Library in the amount of \$15,000.00 ii. From the Boston Foundation to the Curtin-Kargula Nanae Fund in the amount of \$2,500.00 iii. From Mr. Donald Rosato to the Cemetery Trees Fund in the amount of \$700.00 e. One Day Liquor License for Wines & Malt Beverages Only for Allison Shilling of the Concord Museum for History Happy Hour on Thursday, June 19, 2025 from 6:30 PM to 8:30 PM at the Concord Museum, 53 Cambridge Turnpike f. Committee Nominations: <ul style="list-style-type: none"> i. Robert Shatten of 116 Indian Spring Road to the Climate Action Committee for a term to expire May 31, 2029 ii. Ruth Thieroff-Ekerdt of 1549 Monument St to the Climate Action Committee for a term to expire May 31, 2029
II.	5:50 PM	Select Board Appointments: <ul style="list-style-type: none"> a. Tracey Marano of 39 Partridge Lane as the School Committee representative to the Land Use Working Group for a term to expire at the conclusion of the work outlined in the charge b. Maureen Goldin of 56 Riverside Avenue to the West Concord Junction Cultural District Committee for a term to expire May 31, 2028

		<ul style="list-style-type: none"> c. Jeffrey Collins of 55 Highland Street to the Community Preservation Committee for a term to expire May 31, 2029 d. Joseph Rigali of 404 Monument Street to the Hugh Cargill Trust Committee for a term to expire May 31, 2028 e. Retroactive reappointment of Cory Atkins of 5 Concord Greene to the PEG Access Advisory Committee for a second term that began May 1, 2024 and to expire May 31, 2027 f. Retroactive reappointment of Megan Carroll of 277 Old Bedford Road to the PEG Access Advisory Committee for a first full term that began May 1, 2024 and to expire May 31, 2027
III.	5:55 PM	Discuss Open Meeting Law Violation filed against the Select Board for Meeting Minutes
IV.	6:10 PM	<p>Discuss and Vote Date of Election following affirmative votes under the following Annual Town Meeting Articles:</p> <ul style="list-style-type: none"> - Article 8: Debt Exclusion for Road Maintenance - Article 13: Amenities Building
V.		<p>Relocate to Gymnasium at Concord-Carlisle High School for Annual Town Meeting</p> <ul style="list-style-type: none"> - Discuss Recommendations on Annual and Special Town Meeting Warrant Articles

**Times are approximate and subject to change*

<p>Upcoming Meetings:</p> <p style="text-align: center;"> Monday, June 30, 2025 Monday, July 14, 2025 Monday, July 28, 2025 </p>



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
August 15, 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 5:00 PM on August 15, 2024.

Select Board: Mary Hartman (Chair), Mark Howell (Clerk), Terri Ackerman, Wendy Rovelli

Concord Housing Authority (Quorum): Stephanie Chrobak, Ed Larner, Stephan Bader

Concord Housing Development Corporation (No Quorum): Lee Smith

Concord Municipal Affordable Housing Trust (Quorum): Keith Bergman, Kerry Lafleur, Mary Hartman, Rich Feeley, Linda Escobedo

Concord Housing Foundation: Rich Feeley, Holly Darzen, Matt Johnson, Charles Philipps

Planning Board (No Quorum): Abby Flanagan, Sue Felshin

Community Preservation Committee (No Quorum): Ed Larner

The Roundtable was opened at 5:05 pm by Liz Rust. Then followed calling the meeting to order by individual board.

Ms. Rust outlined the meeting objective: The Concord Housing Roundtable meets on a quarterly basis to update on implementing the Housing Production Plan, and related initiatives by the Housing Partners in Concord.

1. Concord Municipal Affordable Housing Trust Chair Keith Bergman reviewed the following points:
 - Housing Production Plan priority production projects: Select Board's FY 2025 goals, and upcoming opportunities, including CHDC's Assabet River Bluff and Junction Village, surplus State property at 91B Main Street, and supporting CHA.
 - Housing/SHI Update: Concord is now 12.81% on the SHI, with more than half of those units being unrestricted.
2. Concord Housing Development Corporation updated provided by Lee Smith. The Assabet River Homes update included an announcement of an open process accepting name recommendations for the roadway at Assabet River Homes. Other updates and initiatives: Junction Village RFP on hold, Small Grant Program funding received and accepting applications, 91b Main Street feasibility starting.
3. MCI-Concord Update provided by Mary Hartman from the Select Board: The Department of Corrections (DOC) is expected to be on-site for 1 year. The MCI Concord Advisory Board is hosting a public forum is planned for September 12th.
4. Concord Housing Authority update provided by Stephan Bader. The CHA LLC Property Acquisition purchase of condominium at Forest Ridge is complete and added to the SHI. Efforts will be turned now to 406 Old Marlboro Road.
5. Planning Board update provided by Abby Flanagan and Elizabeth Hughes. MBTA Communities Zoning & State Pre-Adoption Compliance Review by EOHLC is progressing. Updates on ADU's legislation.

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6. Select Board updates provided by Mary Hartman. Looking at parking regulations, DEI and housing with an eye towards workforce housing, and the residential exemption.
7. Concord Housing Foundation updates provided by Holly Darzen. The CHF is piloting a rental assistance program, advocating for the transfer fee, and having some discussion on increasing the CPC fee.
8. Community Preservation Committee update provided by Ed Lerner, reminding those in the room that the CPC applications are due September 13

The meeting was adjourned at 6:15 PM.

Roll Call Vote:

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

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**Town of Concord
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November 18, 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 Town House Public Hearing Room and via Zoom at 6:00 PM on November 18, 2024.

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

Call to Order

Mary Hartman, Select Board Chair, called the Joint Meeting with the Finance Committee and School Committee to order at 6:00 PM. Chair Hartman turned over to the Finance Committee to call their meeting to order. Eric Dahlberg, Finance Committee Chair, called the Finance Committee to order. Chair Hartman turned over to the School Committee to call their meeting to order. Carrie Rankin, Concord Public School Committee Chair, called Concord School Committee to order and Julie Viola, Concord Carlisle Regional School District Chair, called CCRSC to order.

Joint Meeting – Select Board, Finance Committee, & School Committee

Chair Hartman turned over to Anthony Ansaldi, Chief Financial Officer to give an overview of the five-year financial forecast (FY26-FY30) before moving into the ten-year capital improvement plan (FY26-FY35).

Mr. Ansaldi reviewed the slide deck in the meeting packet, touching on the five-year revenue and expenditure forecasts. He highlighted where the revenues came from (property taxes, state aid, local receipts, and other financing sources), the levy limit calculation, and the expense drivers for FY26 (town government, joint accounts, schools, and capital outlay). Assumptions in these estimates include a 4% increase for FY26 for both revenues and expenses and a 10% - 12% increase in health insurance costs. Mr. Ansaldi noted that free cash as certified in 2024 was \$9,820,395, representing about 8% - 9% of the annual budget. He encouraged the three boards assembled to create capital stabilization funds from excess free cash. His calculations showed that the projected unused levy capacity is expected to drop from \$2.6M in FY25 to below zero starting in FY28, because the FY28 projected expense will exceed the projected revenues. Mr. Ansaldi said that might prompt a Proposition 2 ½ override.

FinCom members inquired about the break-even point of a budget increase where the levy capacity does not go below zero. Other board members asked for more information about the unused levy capacity calculations, bonding for the Middle School, debt service levels, OPEB (other post-employment benefits / health costs), free cash percentages, excluded debt levels, the 4% growth estimates, the schools' and Town's main cost drivers, and maintaining existing service levels in the face of subjective and mandatory regulations.

Mr. Ansaldi presented the unvetted categories of ten-year capital improvement requests for the Town (\$376M) and Concord Public Schools (\$28M) and noted that he and Ms. Lafleur would meet the next week to prioritize the list in preparation for the December 16 planning meeting. He

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reviewed the Tier I capital requests (up to \$250K/request, paid with cash) at a 3% outlay goal, which would be about \$4M for FY26. Mr. Ansaldi noted the Tier II capital requests (\$250K - \$2M, paid from borrowing and staying within the levy limit), which would be \$6.5M for FY26. He also presented information on possible Tier III capital requests (above \$2M) which will include a \$5M Warrant Article for FY26 for road improvements, funded from a Town Meeting vote as debt excluded from the levy limit (excluded debt) and to be followed by a Special Town Election to confirm the vote. The total requested capital outlay for FY26 (including Concord Public Schools) is \$18M. Future years' Tier III capital requests could add another \$118M from FY27-FY30 for additional road work and new facilities for the Public Works Department and the Public Safety Department.

Dr. Hunter discussed potential use of a “performance management” approach to potential energy saving investments to ensure that the investment is paid through related cost savings. She noted that the Ripley Building is not included in the current projections at this time, and school buses will continue to be in the Operating Budget. Mr. Conry observed that the Amenities Building at CCHS will be discussed in a separate meeting and noted that spending will be fairly level through '28, with a bump up in '29 and '30. Mr. Conry addressed the Concord Public School's capital requests of \$908K (net, total is \$1.5M, less \$627K assumed funded by third-party performance management agreements and energy grants) for FY26. These improvements include repairing the roof at Thoreau, irrigation for fields for the new Middle School, improving lighting at Alcott, and fixing the building exterior at Willard. Capital requests for CPS for FY27-FY30 add roughly \$4.2M to the FY26 amount. Dr. Hunter and Mr. Conry also included information in the packet about the Regional School's capital plans for the amenities building (roughly \$2M, to be discussed further by the Regional School Committee). Dr. Hunter noted that the Regional School District expects to use private donations to fund a new outdoor track facility. The District will look into replacing the Memorial Field turf, HVAC units on the high school roof, and creating a stabilization fund for future capital requests.

Chair Hartman noted that several pieces of land are becoming available and are under discussion for future use by the Town, and she asked that the Ripley building (Preschool classrooms and Schools Admin) needs be added to that discussion.

Dr. Hunter noted that over \$1 million is needed for the Thoreau School; however, the amount to be requested has been reduced as they will utilize \$200K from a previous capital project, a \$450K CPC grant, have received a bequest of \$200K, and are attempting to raise additional funds. The capital request is expected to be approximately \$200K. FinCom members asked whether the Tier III capital requests for the Public Works and Public Safety departments could occur in different years, rather than be lumped together in FY28, and about the Thoreau school roofing issues.

FinCom members also requested Mr. Ansaldi to prepare the traditional “pile-on” slide, showing the long-term debt retirement, or declining debt, progress, for the next capital planning meeting. Other board members inquired about the total Town asset balance, tax level increases due to the capital requests, the effects of level payments vs. level principal debt funding, construction cost

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estimates for the Public Works and Public Safety buildings, the process to collect the 194 Town requests for capital improvement funds, concession stand size in the amenities building, Thoreau campus improvements, taking public comment at the December 16 meeting, using some of the Middle School stabilization fund, private fund raising, and the upcoming Budget Book format. Mr. Ansaldi said that a digital budget book will be available next year, and all budget books and the capital forecast will be available on the Town's web site.

The next Joint Meeting on the Capital Improvement Plan is December 16, 2024, at 6:00 PM. The Joint Meeting was adjourned at 7:20 PM.

Public Hearing – Fiscal Year 2025 Tax Classification

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to open the Public Hearing for the Fiscal Year 2025 Tax Classification.

Meredith Stone, Town Assessor, to presented a review of the FY25 property tax levy and classification options. Ms. Stone presented the overall timeline, the purpose of tax classification hearing, and the Select Board's role. She discussed the calculated real and personal property total value of \$9,379,716,636, giving a single tax rate of \$12.39. Ms. Stone further broke down the taxable property classes (residential, open space, commercial, industrial, and personal property). Ms. Stone presented the following votes:

- Vote 1: Selection of a minimum residential factor, single or split tax rate;
- Vote 2: Whether to grant an open space discount;
- Vote 3: Whether to adopt a residential exemption;
- Vote 4: Whether to adopt a small commercial convention

Ms. Stone then highlighted the following addendums:

- Addendum #1: Historical Levy Data
- Addendum #2: Classification Hearing Terms
- Addendum #3: LA-4 Comparison FY24 to FY25
 - Overall total real & personal property value increased 1.8%

Chair Hartman opened the discussion to questions from the Board. Members asked for more information about the excess levy capacity as a percentage of maximum levy, distinctions in taxable property classes, and estimated qualifying residential parcels.

Public Comment

Mr. Martines expressed concerns about why a Residential Tax Exemption Study Committee has not been formed. Mr. Nairus of 341 Mattison Drive as well as Mr. Laurin of 134 Southfield Road also voice the need for an RTE Study Committee.

A resident of 712 Monument Street questions the objective of RTE and further requests a study. Mr. McKennitt responded that it is possible to find residents qualified to conduct such a study.

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Mr. Mahoney stated that RTE helps first-time homebuyers to qualify for a mortgage.

Mr. Garoppolo of 51 Coolidge Road noted that the Chair has already voted in favor of the RTE. Ms. Ackerman responded that the Town should consider making it a public vote beyond the Select Board.

Mr. Smigler of 1266 Monument Street expressed that the Massachusetts Department of Revenue advises against RTE policy.

Mr. Bader of 7 River Street states that a study of one year's worth of data is not conclusive and should not be of utmost concern. Ms. Ackerman agrees that three years of data would be a better representation of the effects.

Denise Gilbert of 1 Concord Greene Unit 5 emphasized the need to view policies from different circumstances, and not from personal best interest.

Jennifer Clark of Blueberry Lane expressed concerns of how the tax burden is divided given the current tax escalation. Ms. Clark states that RTE is discriminatory rather than needs-based by assuming a person's ability to pay taxes is based on their home.

A resident of Monument Farm Road noted that many subsidized properties come from family.

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

Upon motion duly made and seconded

- Vote 1: Selection of a minimum residential factor, single or split tax rate
 - UNANIMOUSLY voted a minimum residential factor
- Vote 2: Whether to grant an open space discount
 - UNANIMOUSLY voted to not grant an open space discount
- Vote 3: Whether to adopt a residential exemption
 - 4-1 vote to adopt a residential tax exemption
 - Mary Hartman - Aye
 - Mark Howell - Aye
 - Terri Ackerman - Aye
 - Wendy Rovelli - Aye
 - Mr. McKennitt - Nay
- Vote 4: Whether to adopt a small commercial convention
 - UNANIMOUSLY voted to not adopt a small commercial convention

Public Comment

There was no public comment.

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Consent Agenda

- i. Meeting Minutes: November 4, 2024
- ii. Town Accountant Warrants: October 31, 2024; November 4, 2024
- iii. Gift Acceptances:
 - a. Concord 250 Gift Account from Anne W. Hayden in the amount of \$2,500 for the purpose of the Discover Concord Ad Campaign
 - b. Concord250 Gift Account from The Fenn School in the amount of \$5,000 for the purpose of the 250 Memorial Trees
 - c. Concord250 Gift Account from The Middlesex School in the amount of \$50,000 for the purpose of the 250 Memorial Trees
- iv. One Day Liquor License for Wines & Malt Beverages Only for the Concord250 Corporation for the Patriots Ball on Saturday, April 12, 2025 from 6:00 PM to 11:00 PM at the National Guard Armory, 91 Everett Street
- v. APP#10 Residential Exemption for Dr. Kurt Herman, of Carlisle Ma, to remain on the 2229 Main Task Force for the term to expire May 31, 2025, the formal completion date of the project.

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

Committee Nominations

- i. Agnes Lubega-Kalisa of 12 Nathan Pratt Drive Unit 4 to the Diversity, Equity and Inclusion Commission for a term to expire May 31, 2027
- ii. Edward Bernard of 42 Elsinore Street to the Concord Cultural Council for a term to expire May 31, 2027

Town Manager's Report

Town Manager Kerry Lafleur presented the [Bi-Weekly Operations Report for the week ending November 15, 2024](#).

Chair's Report

Chair Hartman provided updates on:

- Upcoming Sustainability Roundtable scheduled for December 11, 2024
- Upcoming Concord Housing Roundtable scheduled for December 10, 2024
- Hybrid First Amendment training for all Boards and Committees on December 3, 2024 at 3:00 PM
- Select Board to discuss and decide on amended flag policy on December 2, 2024

Discuss Select Board Liaison Reports

Written Select Board Liaison reports are included in the Select Board meeting packet.

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Discuss and Vote to Approve Public Seating License Agreement by the Town for Placement of Benches on Private Property

Mimi Graney, Economic Vitality Manager, stated that the Town received a grant of \$27,000 from the MA Office of Travel & Tourism to install a set of benches in Town to support the Town's 250th celebration efforts. There are 27 options to locate the benches. Installation would require 3-year term easement document between the property owner and Town.

Discuss and Vote to Approve Recreation Requesting Authorization for More Than 2 Food Trucks at the Town Tree Lighting on December 1, 2024

Jessica Porter, Assistant Town Manager, is seeking approval to have four food trucks at the annual tree lighting event.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to Approve Recreation Requesting Authorization for More Than 2 Food Trucks at the Town Tree Lighting on December 1, 2024

Discuss and Vote to Approve PILOT Policy

Mr. Ansaldi presented a draft of the PILOT Policy. Grammatical changes were suggested by the Select Board.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the PILOT Policy as included in the Select Board meeting packet and as grammatically corrected during the meeting.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 9:01 PM.

Meeting Materials

[Select Board Meeting Packet for November 18, 2024](#)

[Joint Select Board, FinCom & School Committee Recording for November 18, 2024](#)

**Town of Concord
Select Board
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January 27, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in person at 22 Monument Square on the 2nd floor in the Select Board Room and via Zoom at 6:00 PM on January 27, 2025.

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

Call to Order

Chair Hartman opened the meeting at 6:00 PM. Mr. Howell confirmed that all members were present.

Public Comment

Tracy Morano (39 Partridge Lane): Representing Julie Viola, Chair of the Regional School Committee, to follow up on an email regarding offsetting taxpayer burden for school projects using CPA and ARPA funds. Highlighted the crucial need for ADA Compliant bathrooms at the CCHS outdoor campus, noting facilities are used by multigenerational community members. Requested support for an appeal to the CPC for CPA funds and asked the town to consider ARPA funding for ADA compliant toilets, playground fundraising, and track fundraising to support accessibility and offset taxpayer costs.

Michael Williams (1284 Sudbury Road): Spoke about the opening of the Ellen Garrison building at Concord Middle School and its connection to Altadena, CA. Announced an Altadena Fire Relief fundraiser on February 2nd at 3 PM at Ward Hall on Fenn's campus, organized by the Fenn School, Robins House, and Altadena Historical Society, as a way for Concord to thank Altadena and help ease their pain. Asked the Select Board to use communication networks to make the community aware.

Discuss and Approve Amended Select Board Correspondence Policy

The Select Board discussed amendments to the Correspondence Policy, which was rewritten after a moratorium was voted due to concerns that previous exemptions might violate First Amendment rights if construed as censorship. Town Counsel explained that the rationale was that while intending to avoid abusive/harmful language, the old policy potentially opened a public forum where limitations on speech are restricted. The rewrite clarifies that publishing correspondence on the Town website is a discretionary choice, not a requirement like traditional public forums. The full amended Select Board Correspondence Policy is included in the Select Board meeting packet.

Tanya Gailus (62 Prescott Street): Offered comments on the correspondence policy. She suggested including people who work in Concord in the publication criteria and including an exception for people who prefer not to have their letters published. She also suggested the board

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consider publishing letters with threats anyway, for the protection of the board and public and to expose the person making the threats.

Pamela Dritt (13 Concord Green): Urged the board to err on the side of transparency and openness, even on uncomfortable things. Encouraged publishing everything unless there is a very strong reason not to.

Carmen Reiss (52 Devens Street – Town Moderator): Ask Town Counsel about potential liability exposure for individual Select Board members or the Town if a letter containing defamation is received and published, or not published.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the amended Select Board correspondence policy as included in the Select Board meeting packet and with the changes discussed during the meeting.

Discuss and Approve Lease of Land Warrant Article

The Select Board discussed a warrant article for the lease of Town-owned land. Town Counsel explained the concept is to ask Town Meeting for a blanket authorization for the Select Board to lease land, which would still be subject to public discussion and meeting.

The Board discussed the typical length of a lease (30 years is standard, often related to the useful life/mortgage term of improvements), while longer leases (50 or 99 years) can be treated more like a full disposition.

A draft article is expected by the next Select Board meeting or before the warrant closes.

Consent Agenda

- i. Meeting Minutes: January 6, 2025
- ii. Town Accountant Warrants: December 30, 2024; January 9, 2025
- iii. Gift Acceptances:
 - a. Anonymous donation to the Concord250 Gift Account in the amount of \$50,000.00
 - b. Arthur Benson Jr. and Roberta Benson to the Concord250 Gift Account in the amount of \$1,500.00
 - c. Corrine Atkins to the Concord250 Gift Account in the amount of \$1,000.00
 - d. Elmer Funkhouser and Katharine Stout to the Concord250 Gift Account in the amount of \$1,000.00
- iv. Tour Guide Licences:
 - a. Matthew Beres
 - b. Thomas Jeffrey Driscoll
 - c. Karla Hailer

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d. Tracey Price

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

Select Board Appointments and Reappointments

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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Jan Saragoni of 102 Estabrook Road to the Concord Cultural Council for a term to expire on May 31, 2027; to appoint Leda Zimmerman of 213 Silver Hill Road to the Concord Cultural Council for a term to expire May 31, 2027; to reappoint Kristen Dahlmann of 55 Fairhaven Road to the Historic District Commission as an Associate Member for a full, five-year term to expire January 31, 2030; *Retroactive term correction for:* Justin Huff of 76 Pine Street to the Public Ceremonies and Celebrations Committee for a full five-year term to expire May 31, 2030; *Retroactive term correction for:* Terri Ackerman of 89 Heath's Bridge Road to a full term on the Hanscom Field Advisory Commission to expire May 31, 2027.

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

Gina Joyce, President of the Concord Rod & Gun Club, requested approval for a change of directors of the club. Jeff Miner is being removed, and Michael Albanese has been voted in as a replacement. Noted this is a routine process required for any change in directors on a liquor license.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the change of Directors for the liquor license application for the Concord Rod & Gun Club.

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Discuss and Approve Revised Annual Town Meeting Calendar

Carmin Reiss, Town Moderator, presented the proposed revision to the 2025 Annual Town Meeting Calendar.

The proposal aims to meet four objectives: 1) Get the warrant out sooner by publishing it in the Concord Bridge; 2) Move up the drafting and review of motions with Town Counsel so they are available before hearings; 3) Create a briefing book containing the warrant articles, explanations, motions, recommendations, supplemental materials, and information about logistics, which people should bring to Town Meeting; and 4) Move the Planning Board hearing earlier in the cycle.

Discussion included the tight timeline for the warrant order and Town Council review, the significant change to the deadline for motions (moved up about six weeks), and the impact on article sponsors. Collaboration with Town staff including Town Clerk's Office, Town Manager and Town Manager's Office, Chief Financial Officer, and Finance Committee was noted, along with gratitude to the Concord Bridge publisher for accommodating the warrant publication.

The only date change impacting the Select Board's calendar specifically is recommendations on warrant articles for the briefing book being due by May 5th instead of May 12th, requiring an additional meeting.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the amended annual Town Meeting calendar as included in the Select Board meeting packet.

Town Caucus

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to temporarily adjourn the town Select Board meeting for the Town caucus and to resume immediately following.

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

Rob Monro, Co-Chair of the Concord250 Executive Committee, provided updates on transportation plans and the permanent memorial.

Transportation Plan: The plan for the weekend of April 19, 2025, aims for people to utilize public transportation as much as possible, with a strong partnership with the MBTA. The MBTA will double service on Saturday, April 19th, running the weekday schedule (more frequent than normal weekend) starting very early and running late. An ADA accessible platform will be available in Concord. A regional transportation plan is being developed to utilize parking lots

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outside the four Battle Road towns and Minuteman National Historic Park, with shuttles to drop-off points. An in-town transportation plan is also being developed, with a meeting scheduled for Friday morning with Public Safety and staff. Donations are helping support Town transportation efforts. Detailed instructions will be disseminated via social media, the Bridge, ambassadors, and brochures at train stations, drop-off points, and parking lots.

Permanent Memorial Update: Joe Palumbo and Polly Reeve, members of the Permanent Memorial committee, provided a history and update. They clarified the memorial is not for the 250th anniversary specifically, but commemorates April 19, 1775, and is a long-term process. Historical examples of difficulties in creating memorials in Concord (1825 monument burned, 1837 completion) and Boston (Paul Revere Memorial took 50 years) were shared. The committee is focusing on Parcel 8693 (former Middlesex Hotel site) in the center of town as a potential location, recognizing its history and centrality. The concept is to honor the past, mark the present time's values/challenges, and inspire the future. A statement of purpose was developed, reflecting on the ongoing process of building a country and highlighting people connected to Concord who worked for ideals. Community engagement will begin soon, potentially tied to 250th events (April-July). The committee meets weekly on Zoom, and meetings are open to public comment. The engagement phase will involve sharing the work done, looking at site organization/location alternatives, and gathering feedback; they are open to hearing other schematic ideas. They do not have a detailed plan or specific memorial design yet. Engagement with the Historic Commission is ongoing. They will develop a plan for public engagement forums.

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

Eric Moore, Chair of the Town Meeting Study Committee, presented a draft warrant article for a home rule petition for remote participation at Town Meeting.

The purpose is to allow remote participation and voting, which requires legislative action via a home rule petition approved by the legislature, Select Board, and requested by Town Meeting. This follows a citizen petition from the previous year deferred to the committee.

Discussion noted that other towns (Wayland, Lexington) have pursued similar petitions with substantively similar language, which might improve the chance of passage. Acknowledged the process can be lengthy (Wayland example of ~6 years average) and the potential increase in participation might be modest initially (Wayland example of 18%). Survey data from Concord supports the idea. The need for clear messaging to distinguish this legislative request from the immediate plan to potentially use clickers for in-person voting was discussed. This petition is the *beginning* of a process.

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Discussion on clickers: The committee is still deciding the extent of clicker use. Updated cost quotes for 1300 voting devices for three days were shared (\$8,495, \$41,433, \$34,430). ARPA funding has been allocated from the strategic planning budget. Feedback on desired usage (e.g., one day vs. three) is needed to determine if a formal bid is required. Discussion points included using clickers for high-interest articles, the potentially high number of 1300 clickers, the need for paper ballots as backup, possibility of borrowing clickers from other towns, and technical challenges with overflow/satellite locations.

Acknowledged the Town Manager's authority on ARPA spending and expressed gratitude for the update and transparency.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to sponsor a Warrant Article for a home rule petition for remote participation at Town Meeting to be included in the 2025 Annual Town Meeting warrant as included in the Select Board meeting packet

Discuss and Review American Rescue Plan Act (ARPA) Update

Chris Carmody, Risk and Compliance Manager, provided a quarterly update on the Town's ARPA funds.

The focus has been on obligating all unspent ARPA funds by the December 31, 2024 deadline, which the town successfully did through interdepartmental agreements. The period to approve *new* ARPA projects is closed, but funds can be transferred between *obligated* projects. All funds must be expended by December 31, 2026.

The report lists current projects and notes where balances have been returned to the ARPA account for use by other obligated projects. The funding for the clicker project came from the strategic planning allocation.

Gratitude was expressed for the transparency and update.

PILOT Action Plan Update

Anthony Ansaldi, Chief Financial Officer, provided an update on the plan moving forward with Payment in Lieu of Taxes (PILOT) agreements.

Discussion focused on the approach to engaging nonprofit entities, noting it will take time and requires patience and assertiveness. The need for both financial data (services used, benefits received) and strong relationship-building skills was highlighted. Existing relationships with entities like the hospital, Concord Academy, and Emerson Hospital were noted. A sample introductory letter was prepared for the meeting, but acknowledged it's not the final version and refinement is needed.

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Suggested next steps involve returning in May with a draft of a different letter (presupposing existing relationships), a timetable for outreach, plans for data collection, and how help will be sought. Discussion on forming a team, potential involvement of Select Board members or citizens with fundraising experience, and the sensitivity of negotiations (which occur outside the public realm) While relationships are important, PILOT is a technical negotiation resulting in a contract. Agreed that presenting a refined draft letter and timetable in May would be helpful.

Town Manager's Report

Town Manager Kerry Lafleur reported on:

Annual Census: Census forms were distributed (8,716 mailed), with a 33% return rate to date. Data is used for active voter lists, jury lists, and school enrollment projections; non-responders are placed on the inactive voter list. Residents are encouraged to return forms promptly.

Thoreau School Safety Improvements: Concord received a \$10,000 Signs and Lines award for pedestrian and traffic safety improvements at Thoreau School, to be completed by June 30, 2025.

Parking Meter Posts Removal: Project is underway by AUD of Construction, removing 103 posts and foundations on Thoreau, Main, Walden, Hubbard, Church, and Commonwealth Ave. Expected to take 3-4 weeks depending on weather.

Summer Recreation Camp: Registration is open.

Welcoming Community Initiative: The town has received media and resident requests regarding the 2017 citizen petition that passed urging the Select Board to adopt a formal policy; the town is addressing this in real time.

Updates on the budget and debt stabilization fund are anticipated at the February 3rd Select Board meeting.

Chair's Report

Chair Mary Hartman reported on upcoming meetings:

Commercial Development Forum: January 29th, Goodwin Room, 6-8 PM, with a panel.

February 3rd Select Board Meeting: Executive session scheduled at 5:00 PM for the wastewater treatment plant at MCI Concord; the discussion is expected to take longer than anticipated, so it will be the sole topic of that executive session.

February 10th Select Board Meeting: Executive session scheduled at 5:00 PM for the Town Manager's contract. The Open Session Select Board meeting will be the 2229 Main Street Public Hearing and discussion.

**Town of Concord
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A potential additional Select Board meeting on May 5th may be needed to finalize Select Board recommendations on warrant articles based on the revised calendar.

Select Board Liaison Reports

Select Board members discussed the following items:

- The MCI Advisory Board received six submissions for the planning services RFP
- A productive initial staff-level meeting with MassDOT occurred regarding Route 2 rotary redesign.
- A \$30,000 donation was received from an anonymous donor to the Hugh Cargill Trust
- The Commission on Disabilities met last week, reviewing the town's self-evaluation against the ADA. The transition plan may be incomplete; a 2006 document has been located to inform this. Concern was raised that a federal stop work order intended for DEI initiatives might be construed to cover disability work.
- Discussion confirmed drone footage of the MCI site is planned for Wednesday (weather permitting).
- The Governor's administration anticipates phasing out the temporary shelter in Concord over the next 18 months, likely through the next school year.

Dog Nuisance Complaint Update

This agenda item was deferred as the attorney could not be present.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 9:48 PM.

Meeting Materials:

[Select Board Meeting Recording](#) for January 27, 2025

[Select Board Meeting Packet for January 27, 2025](#)

**Town of Concord
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May 27, 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 5:00 PM on May 27, 2025.

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

Executive Session

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to enter an Executive Session to consider the value of real property as 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.

Roll Call Vote:

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

Open Session

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

Mr. Howell confirmed that all members were present.

Ms. Hartman provided an update on the recent Executive Sessions held regarding a potential Memorandum of Agreement with New England Deaconess Association. Ms. Hartman noted that the terms have been agreed to, and that the agreement will now be finalized by both legal teams. Ms. Hartman noted that there were several changes made in the last week, with Deaconess listening to specific abutter concerns, regarding the continuing commitment to pay property taxes and/or if Deaconess becomes tax exempt, the Town could work to negotiate a PILOT agreement with Deaconess, and lastly, payment to the Town to contribute to the needs of elderly citizens.

Public Comment

Gail Hire, Nancy Road, commented on the Request for Proposals (RFP) that was recently due for a cellular tower at the Umbrella Arts Center. Ms. Hire noted that she inquired to the Town Manager's Office on the matter and did not hear back, but voiced concern regarding the Board's authority of being able to place a cellular tower at the Umbrella Arts Center due to there being educational programming at the Center.

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Pamela Dritt, 13 Concord Greene, urged the Select Board to consider the use of clickers at Annual Town Meeting to only be when votes are close. Ms. Dritt commented on transparency and community building that is facilitated by public voting.

Consent Agenda

- i. Minutes: July 8, 2024; September 23, 2024; September 30, 2024 – RTE Forum; October 7, 2024; April 14, 2025; May 5, 2025; May 12, 2025
- ii. Executive Session Meeting Minutes for **Approval and Release**: February 10, 2025; February 24, 2025; March 17, 2025
- iii. Town Accountant Warrants: May 1, 2025; May 8, 2025; May 15, 2025
- iv. Proclamation honoring the U.S. Army Corps of Engineers 250 years of service
- v. One Day Liquor License for Wines & Malt Beverages Only for Tom Wilson of the Wright Tavern for a Celebration and Support of the Robbins House and Wright Tavern on Saturday, June 7, 2025 from 11:00 AM – 7:00 PM
- vi. Tour Guide Licenses: Claire McGurn; Tara Murphy
- vii. Letter from the Select Board to Town Staff regarding the Concord250th
- viii. Committee Nominations:
 - a. Tracey Marano of 39 Partridge Lane as the School Committee representative to the Land Use Working Group for a term to expire at the conclusion of the work outlined in the charge
 - b. Maureen Goldin of 56 Riverside Avenue to the West Concord Junction Cultural District Committee for a term to expire May 31, 2028
 - c. Jeffrey Collins of 55 Highland Street to the Community Preservation Committee for a term to expire May 31, 2029
 - d. Joseph Rigali of 404 Monument Street to the Hugh Cargill Trust Committee for a term to expire May 31, 2028

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to approve the Consent Agenda with the exception of the September 30, 2024 meeting minutes.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to appoint to appoint the following to the Land Use Working Group for terms to expire at the completion of the work outlined in the charge:

- i. Keith Bergman of 56 White Avenue as the Concord Municipal Affordable Housing Trust representative
- ii. Mark Martines of 66 Alford Circle as the Economic Vitality Committee representative

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- iii. Scott Bates of 52 Indian Spring Road as the MCI Concord Advisory Board representative
- iv. Sven Weber of 50 Belknap Street as the Public Works Commission representative
- v. Phil Griffiths of 128 Conant Street as the Recreation Commission representative;

To appoint Alan Bogosian of 1624 Main Street to the Planning Board for a term to expire May 31, 2030; to appoint Greg Dorothy of 188 Border Road to the Planning Board to complete an unexpired term until May 31, 2027; to appoint Mary Hartman of 16 Concord Greene as the Select Board member of the Concord Municipal Affordable Housing Trust to extend the first term to expire May 1, 2026; to appoint Lindsay Wolff of 41 Frances Street to the West Concord Advisory Committee for a term to expire May 31, 2028.

Ms. Ackerman voiced concern over the process for the appointments to the Land Use Working Group and noted that she would not support the appointment of Ms. Hartman to the Working Group at this evening's meeting.

Upon a motion duly made and seconded, it was **voted:** to appoint Mary Hartman of 16 Concord Greene to the Land Use Working Group as the Select Board representative for a term to expire at the completion of the work outlined in the charge. The motion passed 4-1-0, with Ms. Ackerman voting nay.

Discuss and Approve Design for Painting of Switchboxes at Sudbury and Thoreau

Mimi Graney, Economic Vitality Manager, presented a memorandum for the design for the painting of switchboxes at Sudbury and Thoreau. Ms. Graney's full memorandum depicting the proposed design is included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:** to approve the design for the painting of switchboxes at Sudbury and Thoreau as included in the Select Board meeting packet.

Discuss Administrative Policy and Procedure #10: Board and Committee Appointments

Mr. McKennitt presented the proposed amendments to Administrative Policy and Procedure #10 as included in the Select Board meeting packet. The main themes of the proposed edits were:

- Meeting minutes do not need to be submitted to the Select Board, but should be submitted to the Town Clerk's Office once approved for posting.
- Discussion regarding the inclusion of an option for Committee Co-Chairs when choosing officers annually. There was a question regarding noting that this should be for Boards/Committees larger than five members due to quoroms.
- When dissolving Boards/Committees, there should be a clear documented reason for why (e.g., completion of the work of their charge).
- Vetting of potential new volunteers for Boards/Committees via Volunteer Cards.
- Discussion regarding terms of office, and considering raising the term limit to three, three-year terms rather than two terms. Some Select Board members felt this is important

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to allow those with significant experience to serve longer, while other Select Board members feel that the current two term limit is often enough before encouraging turnover on the Board/Committee.

The Select Board would continue discussion of APP #10 at a subsequent meeting in June 2025. There was no vote taken on this matter.

Public Hearing for a Grant of Location Request for Comcast at 936 Elm Street

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

Cathy Maloney, Senior Manager of Government & Regulatory Affairs for Comcast, presented the Grant of Location request for 936 Elm Street. Ms. Maloney noted the application and additional materials including maps and the abutters notice are included in the Select Board meeting packet.

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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Grant of Location request for Comcast for 936 Elm Street with the terms and conditions provided by Concord Municipal Light Plant and Concord Public Works as included in the Select Board meeting packet.

Public Hearing for Grant of Location Requests for National Grid

Mr. McKennitt recused himself from the hearing as a National Grid employee.

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

475-806 Monument Street, 3-46 Pond Street, and 21-92 Old Bridge Road

Mary Mulrone, Permit Representative for National Grid, presented the Grant of Location request for Monument Street.

Ms. Hartman asked about why the size of the pipe is increasing from 2 inches to 6 inches, as the Town is committed to the Specialized Stretch Energy Code. Ms. Hartman also voiced concern regarding needing approval of the Historic Districts Commission.

Ms. Mulrone noted the original pipe is from 1930 and that National Grid is trying to be proactive and replace the pipe before there may be a burst/ Ms. Mulrone noted that energy needs per household are different now than during the 30s when the original pipe was installed, and that the increase in size is likely for reliability.

Pamela Dritt, member of the public, echoed Ms. Hartman's comments regarding not increasing capacity.

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Don Kupka, member of the public, stated that he is surprised that the Select Board is holding on approving the replacement of a gas pipe that has become a safety concern for the utility company, and would urge the utility companies in Town to replace all old and potentially hazardous pipes.

Sven Weber, member the Public Works Commission but speaking on his own behalf, commented on the Town's road improvement program, having a multi-year program in place, the Town can give utility companies enough time to prepare for the replacement of underground utilities when the roads will already be open.

Mr. Howell noted that in the future, the Select Board would like to be reassured that these requests are for reliability and not to increase capacity.

Pamela Dritt, member of the public, asked why National Grid could not replace the pipe with the same size for the same reliability.

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

Upon a motion duly made and seconded, it was **voted:** to approve the Grant of Location requests for National Grid at 475 – 806 Monument Street, 3 – 46 Pond Street, and 21 – 92 Old Bridge Road with the terms and conditions provided by Concord Municipal Light Plant and Concord Public Works as included in the Select Board meeting packet. The motion passed 3-1-0, with Ms. Ackerman voting nay.

**Discuss and Vote Recommendations on Remaining
Annual Town Meeting Warrant Articles**

Article 46 – Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District

Ms. Hartman began with Article 46, noting of the news announced at the start of this evening's meeting of a Memorandum of Agreement being finalized between the Town and New England Deaconess Association.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:** to recommend affirmative action on Article 46 – Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District.

Articles 18 and 19 – Creation of Capital and Debt Stabilization Funds and Appropriation to General Stabilization Fund

Don Kupka, member of the Finance Committee but speaking on his own behalf, noted that Free Cash balances are not available until certified, when thinking about the difference between Free

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Cash and a Debt Stabilization Fund. Mr. Kupka noted that the numbers were proposed by the Chief Financial Officer, and that the Finance Committee proposed a policy that he has not heard comments on yet.

Eric Dahlberg, Chair of the Finance Committee, noted that the Finance Committee has also not voted on Articles 18 or 19 yet, with the recommendation being reported at Town Meeting, with an option being the articles not being moved at Town Meeting.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to recommend no action on Articles 18 and 19 – Creation of Capital and Debt Stabilization Funds and Appropriation to General Stabilization Fund.

Article 13 – Amenities Building

Ms. Hartman asked if there is a summary of the total cost of the project and the source of funds for the project.

Bob Conry, Concord Public Schools, responded that a 100% cost estimated was received for roughly \$1.6 Million, and he would recommend adding a small contingency for this project, bringing the number up to \$1.77 Million, to be funded by capital funds. The sewage capacity for the full stadium would be estimated at 5,000 gallons/day, but it's extremely unlikely that the stadium would reach this capacity (maybe only during graduation, but still unlikely). The School District would need to engage consultants further to look into alternatives regarding the capacity, but that their consultants feel that sewer connection is the best option at this time.

There was further discussion including with Julie Viola, Chair of the Concord-Carlisle Regional School Committee and Tracey Marano, member of the Concord-Carlisle Regional School Committee regarding the need for ADA-compliant restrooms at the CCHS outdoor campus and an off-cycle request made to the Concord Community Preservation Committee for funding which was denied. There were also discussions regarding pursuing Community Preservation funds again or Free Cash.

Upon a motion duly made and seconded, it was **voted:** to recommend affirmative action on Article 13 – Amenities Building. The motion passed 3-2-0, with Ms. Ackerman and Ms. Hartman voting nay.

Remaining Articles

Ms. Hartman noted that Article 32 – Betterments for Temporary Improvements to a Private Way – Darton and Dover Streets and Article 35 – Citizen Petition: Protect Orchard House from Stormwater Runoff will not be moved at Annual Town Meeting, so there is no recommendation of the Select Board required on these articles.

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Confirm Select Board Presenter Assignments and Presentations for Annual Town Meeting

Chair Hartman confirmed the speaking assignments for Annual Town Meeting, noting that each Board speaker will have two minutes per article. Ms. Hartman asked each Select Board member to send their draft to Ms. McAndrew by Friday, May 30th which she will then send to Ms. Hartman to review prior to Annual Town Meeting.

Mr. McKennitt left the meeting early at this time due to a scheduling conflict.

Discuss and Approve Select Board Meeting Calendar for Remainder of 2025

Mr. Howell presented the proposed Select Board meeting calendar for the remainder of 2025. Mr. Howell suggested for December 2025, meeting on December 8, 2025 and December 22, 2025, which is slightly different than what was included in the Select Board meeting packet. The Select Board adopted the meeting calendar for the remainder of 2025 as discussed during the meeting.

Discuss and Vote on Request to Remove Public Shade Tree Located at 401 Elm Street

Molly Mascia, co-owner of 401 Elm Street, presented the request to remove two Public Shade Trees located at 401 Elm Street not for cosmetic reasons but due to safety risks (potential falling) and a fungal infection on the trees that could spread to other trees in the yard. Ms. Mascia noted that she submitted a memorandum with photos of the trees, which is included in the Select Board meeting packet.

Mr. Howell asked Erik Shaw, Tree Warden, if the trees were declining in their lifespan.

Mr. Shaw responded yes, it was clear that the fungal infection had gotten worse since the trees were last inspected in December 2024.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the request to remove a public shade tree located at 401 Elm Street.

**Discuss and Acknowledge Notification of CCRSD Excess and Deficiency and
Notification of MRSD Excess and Deficiency**

Kerry Lafleur, Town Manager, presented the notification of the Concord Carlisle Regional School District of Excess and Deficiency and notification of the Minuteman Regional School District Excess and Deficiency.

Mr. Howell asked about the status of the CCRSD OPEB Fund.

Bob Conry, Concord Public Schools, responded that the OPEB was 60% funded.

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Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to accept the memorandum detailing the Concord Carlisle Regional School District Excess and Deficiency funds.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to accept the memorandum detailing the Minuteman Regional School District Excess and Deficiency funds.

Chair's Report

Ms. Hartman reported on:

- Ms. Ackerman's last Select Board meeting and would like to thank her for her years of service and her perspective.

Town Manager's Report

Kerry Lafleur, Town Manager, reported on:

- CMLP received a site license for solar at the new Concord Middle School.
- Megan Zammuto, Deputy Town Manager, hosted her first podcast episode for the series called "Civic Concord", with the first episode being with the Town Moderator regarding Annual Town Meeting.
- A new Town Department Directory Map was made by Human Resources and the GIS Department.

Select Board Liaison Reports

Mr. Howell reported on:

- MCI Concord Public Workshops being held with project consultants Agency Landscape + Planning this Wednesday, May 28th in-person at Gerow Park (3:00 PM – 5:00 PM and 6:00 PM – 8:00 PM) and Thursday, May 29th online via Zoom (7:00 PM – 8:00 PM).

Adjournment

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

Meeting Materials:

[Select Board Meeting Packet for May 27, 2025](#)

[Select Board Meeting Recording for May 27, 2025](#)

**Town of Concord
Select Board
Minutes
June 2, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting at Concord-Carlisle High School, Learning Commons on Monday, June 2, 2025 at 6:00 PM.

Call to Order

Chair Hartman called the meeting to order at 6:00 PM. Mr. Howell confirmed all members were present.

Discuss Memorandum of Agreement with New England Deaconess Association

Mina Makarious, Town Counsel, presented the proposed amendments to the Memorandum of Agreement with New England Deaconess Association since the Select Board voted to approve the agreement in Executive Session on May 27, 2025. Attorney Makarious noted that at this time, NEDA has taken the MOA to their Lenders and Tax Counsel, so that they are hesitant to make any other changes from their end at this time, as it is their goal to have the MOA executed by Wednesday, when Article 46 will be taken up at Town Meeting.

Mr. McKennitt asked a question regarding the language of NEDA payment to the Town related to “housing, health care, and financial security for persons aged fifty-five (55) or older”.

Attorney Makarious responded that he understands this language as the payment can be used for any of the following categories above, and this is intended to provide some flexibility to the Town.

Attorney Makarious then reviewed the proposed amendments to the Zoning Bylaw in Article 46 at Town Meeting, noting of clerical and clarifying amendments suggested by the Planning Board.

Moira Walsh of 169 Thoreau Street commented on the Town’s experience with the proposed project for senior housing at Junction Village and voiced concern regarding the payments from NEDA not contributing to housing and other needs of seniors in Town.

Rich Feeley of 347 Lexington Road commented that the Select Board could vote this evening that once the payments are received from NEDA, the funds would go to the Concord Municipal Affordable Housing Trust to cover simple items like building accessibility ramps to subsidizing a major affordable housing project.

Mr. McKennitt noted that voting on this was not an agenda item tonight, so was hesitant because of this but also because he feels that the agreement provides the Town flexibility currently.

Stephen Carr of 308 Musterfield Road commented that the vote could be for the funds to go to the Affordable Housing Trust or its successor.

Matthew Johnson of 20 Winthrop Street raised a concern about an IRS Ruling that he feels could invalidate NEDA’s payments to the Town for the purposes described in the MOA.

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June 2, 2025**

Attorney Makarious responded that NEDA acted under advise of their Counsel that they can validly make payments to the Town for the purposes described and both parties feel comfortable with this currently.

The Select Board concurred to accept the proposed changes and did not take action on the recommendation to vote that the funds go to the Affordable Housing Trust. The Select Board preferred to keep a more flexible option open into determining where the funds will be allocated from NEDA for the purposes described in the MOA.

The Select Board adjourned their meeting in the Learning Commons at 6:27 PM and relocated to the Gymnasium for Annual Town Meeting.

Meeting Materials:

[Select Board Meeting Packet for June 2, 2025](#)

This meeting was not recorded by Minuteman Media Network.



To: Select Board

CC: Kerry Lafleur, Town Manager & Anthony Ansaldi, Chief Financial Officer

From: Emily Smith, Director of Library Services

Date: May 30, 2025

Memo: Donation from Friends of the Concord Free Public Library to Library Staff Gift Fund

Please place on the Select Board Agenda the following gift to the Staff Gift Fund Account from the Friends of the Concord Free Public Library.

This gift will be used, under the direction of the Director of Library Services, for the purpose of purchasing library books and materials, including but not limited to, large-print books, books in electronic format, and similar circulating items.

Please find attached a letter from the Co-Treasurer of the Friends of the Library.

Amount: \$15,000

Friends of the Concord Free Public Library

P.O. Box 644

Concord, MA 01742

friends@concordlibrary.org

Designated Fund: 45100033-4850 (Library Staff Gift Fund)

Sincerely,

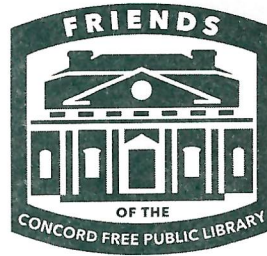
A handwritten signature in black ink, appearing to be "ES" followed by a stylized flourish.

Emily Smith

Accepted: _____

Date: _____

Select Board Clerk



Aiyana Currie
President

Matt Boger
Vice-President

Faith and Stephan Bader
Co-Treasurers

Erin Piro
Clerk

Nancy Lyons

Richard Fahlander

Anne Irza-Leggat

Janet Kaminstein

Betsy Levinson

E. Glenn Mitchell

Town of Concord

May 28, 2025

22 Monument Square

Concord, MA 01742

Re: Donation from the Friends of the Concord Free Public Library, Inc. for the purposes of supporting collection purchases, including large print books, etc.

Please accept our enclosed check # 4177 in the amount of \$15,000 as a donation to the Town for the purpose of supplementing the Concord Free Public Library's book purchasing budget. These funds may be used for large-print books, books in electronic formats, and similar circulating items. To the extent feasible, the Friends will appreciate the insertion of a book plate acknowledging the Friends role in the books purchased with these funds. (This gift is **not** for program expenses incurred by Library staff, nor for professional development activities and conference attendance, which are supported by separate ongoing funding provided by the Friends via the "Library Staff Gift Account".)

For the past several decades, this annual contribution was passed through the Concord Free Public Library Corporation, rather than the Town. Starting this year, we are directing these annual contributions through the Town's financial accounts, as we have been informed is the method preferred by both the Library Director and the Library Corporation. In addition to this donation, the Friends of the Concord Free Public Library continue to directly fund many different programs, events, and materials in connection with the programming and activities at our Libraries.

Should there be any questions about this gift, please call me (617.217.1923 m) or e-mail friends@concordlibrary.org On behalf of our Board of Directors,

Stephan Bader, Co-Treasurer

P.O. Box 644
Concord, MA 01742
friends@concordlibrary.org
www.cfplfriends.org



**Town of Concord
Finance Department**

Town House
P.O. Box 535

Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: May 21, 2025

Re: Gift Acceptance to the Curtin-Kargula Nanae Fund

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Select Board Agenda of your meeting packet is a donation from The Boston Foundation for \$2,500.00 – to promote cultural and educational exchange programs to support the sister city relationship between Concord, MA and Nanae Town, Hokkaido, Japan.

Curtin-Kargula Nanae Fund

\$2,500.00

Accepted: _____

Select Board Clerk

Date: _____

Colleen Rhinhart

From: Payments <Payments@tbf.org>
Sent: Wednesday, May 14, 2025 4:30 PM
To: Treasurers Office
Subject: Details Regarding Electronic Payment

Follow Up Flag: Follow up
Flag Status: Completed

D2025-0240

Dear Friends,

It is our pleasure to inform you that The Boston Foundation has initiated an electronic payment of a Designated Fund grant from the Thomas G. Curtin - Bobby Kargula Nanae Fund. Since the year 2010, Town of Concord has been the recipient of over \$42,000 from this fund.

Please note the following details about the grant:

Grant Amount: \$2,500.00

Bank Account: Town of Concord General Depository

Account Number: xxxx7584

Purpose: to promote cultural and educational exchange programs to support the sister city relationship between Concord, Massachusetts, U.S.A. and Nanae Town, Hokkaido, Japan

You should expect to receive credit for this payment in your bank account in two to four business days.

For 100 years, the Foundation and its community of donors have made nearly \$1.5 billion in grants to thousands of nonprofit organizations in Greater Boston and beyond. These grants have responded to need, seeded innovation and, in recent years, helped change the systems that affect all of us.

When making any public announcement about this grant, we would appreciate it if you would recognize the support from the above named fund at The Boston Foundation unless indicated otherwise in the grant purpose.

If you have any other questions, please contact the Fund Administration Office at 617-338-2213 or grants@tbf.org. We offer our congratulations to you and our best wishes for continued success in your work.

Sincerely,
Lee Pelton



**Town of Concord
Finance Department**

Town House
P.O. Box 535

Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: May 29, 2025

Re: Gift Acceptance to Sleep Hollow Trees

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Select Board Agenda of your meeting packet is a donation from Dr. Donald Rosato for \$700.00 – for the planting of trees or shrubbery in the Sleepy Hollow Cemetery.

Cemetery Trees

\$700.00

Accepted: _____

Select Board Clerk

Date: _____

**To: Patricia Hopkins
Cemetery Supervisor
Sleepy Hollow Cemetery**

From: Donald Rosato

Subject: Sleepy Hollow Tree Donation Follow Up Letter

Date: May 26, 2025

Dear Patricia,

Thank you for accepting my \$700.00 donation on Tuesday May 20, 2025 for your use at your discretion at the Sleepy Hollow Cemetery, and notifying any related Select Board or related Concord Town agencies or departments.

As you're aware I have contributed over the years to Sleepy Hollow Cemetery tree or related shrub/plant development under your wonderful and astute direction.

As we're both aware my late wife, Marlene E. Gosling, will have resided in the new Sleepy Hollow as of September 2025 for nine years. From then to now the beauty of the cemetery has evolved dramatically and holds a special place in my heart.

Again, thank you Patricia for all your outstanding contributions to the Sleepy Hollow Cemetery. You're not only a Concord Town treasure, a Concord Town institution, but both, in my opinion.

Best Regards,

Don

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Special Town Election Planning

	ACTION	TIME FRAME		COMPLETION DATE	DATE	NOTES
1					8/19/2025	
2	Select Board votes to hold election	43	days	Monday, July 7, 2025		
3	Ballot language is forwarded to Town Counsel and Town Clerk (legal requirement is the day after)	42	days	Tuesday, July 8, 2025		
4	Deadline for Counsel to reach out to proponents and opponents of the question for arguments for and against the question (Counsel must reach out within 7 days after receiving the ballot language)	35	days	Tuesday, July 15, 2025		
5	Select Board signs Warrant	29	days	Monday, July 21, 2025		
6	Deadline for Counsel to receive arguments (at least 7 days is required)	28	days	Tuesday, July 22, 2025		
7	Counsel submits final arguments and yes/no statements to Select Board and Town Clerk for mailing to voters (the legal requirement is 20 days prior but this collides with the date that ballots are available, so voters would be casting ballots before they receive voter information if we wait for the 20 day deadline)	28	days	Tuesday, July 22, 2025		
8	Voter information is mailed, and ballots are available for vote by mail and in person absentee voting	21	days	Tuesday, July 29, 2025		
9	Ballots are mailed	21	days	Tuesday, July 29, 2025		
10	Election Warrant is posted	14	days	Tuesday, August 5, 2025		
11	Voter registration deadline at 5:00 pm	11	days	Friday, August 8, 2025		
12	Deadline to apply to vote by mail	7	days	Tuesday, August 12, 2025		
13	Absentee in person voting ends at noon	1	days	Monday, August 18, 2025		
14	ELECTION DAY	0	days	Tuesday, August 19, 2025		