



OLD NORTH BRIDGE

TOWN OF CONCORD

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

**Select Board Agenda
 Annual Town Meeting**

Wednesday, June 4, 2025 at 6:20 PM
 Concord-Carlisle High School, 500 Walden Street
 Gymnasium – Select Board Table at Front of the Gym

#	Time*	Agenda Item
I.	6:20 PM	Approve Meeting Minutes: December 2, 2024, January 27, 2025, March 3, 2025, April 28, 2025, May 19, 2025, May 27, 2025, June 2, 2025, June 3, 2025 Executive Session Meeting Minutes for Review but not Release : February 3, 2025
II.	6:30 PM	Annual Town Meeting – Discuss Recommendations on Annual and Special Town Meeting Warrant Articles

**Times are approximate and subject to change*

Upcoming Meetings:		
Monday, June 30, 2025	Monday, July 14, 2025	Monday, July 28, 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
December 2, 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 convened at 5:00 PM on December 2, 2024.

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

Executive Session

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to enter an Executive Session under M.G.L. c. 30A, § 21(2) 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 and M.G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation regarding 1440 – 1450 Main Street (Symes v. Town of Concord), as an open meeting may have a detrimental effect on the litigating position of the Town.

Roll Call

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

Open Session

Chair Hartman called the Open Session to order at 5:00 PM and noted that Mark Howell, Clerk, was absent. Ms. Rovelli served as Clerk Pro-Tem.

Public Comment

There was no public comment.

Consent Agenda

- i. Meeting Minutes: October 21, 2024
- ii. Town Accountant Warrants: November 8, 2024; November 12, 2024
- iii. Dissolve Civil War Monument Task Force
- iv. Gift Acceptances:
 - v. One Day Liquor License for Wines & Malt Beverages Only for Melissa Saalfield for the League of Women's Voters of Concord-Carlisle Holiday Gathering on Wednesday, December 11, 2024 from 5:30 PM – 7:30 PM at the Wright Tavern, 2 Lexington Road
- vi. Sunday Entertainment License for Carole Wayland of 51 Walden for a Live Music Performance on Sunday, December 22, 2024 from 2:00 PM to 5:00 PM at the 51 Walden Performing Arts Center

**Town of Concord
Select Board
Minutes
December 2, 2024**

A second One Day Liquor License for Kathleen Moore was included in the packet materials but was not included in the revised meeting agenda posted online. Approval was sought tonight, and it can be ratified at the next meeting, which is the same evening as the event.

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

Select Board Appointments

- 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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint 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; to appoint 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, provided the following updates:

- **Tree Lighting Ceremony:** The recent tree lighting ceremony was very successful, with staff reporting 6,000 to 7,000 attendees. This attendance level has significantly grown compared to under 2,000 pre-pandemic. Many attendees were noted as being from outside of town. Three of the four planned food trucks participated and were well received. The event was seen as good practice for the upcoming 250th anniversary.
- **Ambulance Replacement:** A new ambulance was received last week, having been ordered three years ago. The significant lead time for delivery, outfitting, and service was highlighted. The cost when ordered was \$316,000, with an estimated replacement cost today of \$540,000. Another ambulance replacement is planned for the FY26 capital plan. This is a basic replacement, and additional equipment will be added for future paramedic-level service, not an additional ambulance.
- **Minuteman Media Network:** The Minuteman Media Network team will attend a conference in Connecticut next week and are finalists in a video competition, guaranteed to place first, second, or third.
- **Light Board Rates:** The Light Board will meet on Wednesday morning this week for a Rate Setting Hearing. Rates are projected to increase by 6-7% in 2025.
- **Cell Service Improvements:** An addendum was issued last week to RFP 25-2006 for a cell tower at the landfill. The addendum included an extension for the deadline for proposals to January 17. This extension was needed to provide answers to questions from prospective bidders following a well-attended site visit. Efforts to improve cell service at the Emerson Umbrella are ongoing. The Town is prioritizing answering questions for the landfill RFP before significantly revisiting the Emerson Umbrella initiative due to

**Town of Concord
Select Board
Minutes
December 2, 2024**

capacity constraints. The Town plans to work with a consultant to refine the RFP and a tentative lease agreement to balance community suitability and provider willingness to invest in site research. The timeline for the Emerson Umbrella effort will follow resolution on the landfill RFP.

Preliminary Town Budget Review

Kerry Lafleur provided an overview of the preliminary town budget review process and capital plan.

- Capital Plan Process: The Town is following a slightly modified capital process this year, with two tri-board meetings already held and a third scheduled for December 16.
- Capital Categories:
 - Capital Outlay: Typically under \$10,000 with recurring items carried in operating budgets.
 - Tier 1: \$10,000-\$250,000, funded by cash. Policy target is 2-3% of the total budget. The FY26 draft is at 2.35% or \$3.236M total Town and School.
 - Tier 2: \$250,000-\$2.5M, traditionally debt-funded. Policy target max is 5% of the budget. The FY26 draft is significantly lower at \$3.2M or 2.35% total town and school, reflecting a conscious effort to increase cash funding and reduce debt.
 - Tier 3: Above \$2.5M, usually excluded debt. There is no policy target. The FY26 draft proposes \$4.35M in Tier 3, entirely for road work (pavement management).
- Capital Funding Approach: The Town is aiming to increase cash funding (Tier 1) and reduce debt funding (Tier 2).
- Capital Articles: Tier 1 and Tier 2 capital for both the Town and Schools will be combined in one consolidated capital article for Town Meeting.
- Project Prioritization: Staff are prioritizing capital projects, particularly in Public Works, to align funding with the ability to advance projects.
- FinCom Preliminary Guideline: FinCom issued a preliminary guideline for the Town's FY26 budget of a 2.6% increase.
- Revenues: Property taxes are projected to increase by the allowed 2.5% under Mass General Law, plus projected new growth of approximately \$1M. This is intended to maintain the unused levy capacity at about 3.27-3.3%. Total projected revenues for FY26 are \$144.06M.
- Fixed Expenses: Total projected fixed expenses for FY26 are \$33.1M, a significant jump from FY25. Key increases include:
 - Retirement Assessment: The retirement system is well-funded, potentially reaching full funding status in 5 years (FY29-FY31), which could reduce the annual assessment by \$1-2M (normal costs only).
 - OPEB Assessment: The town has funded OPEB at a level payment of \$1.467M annually. The liability is about two-thirds funded. Reducing the annual contribution by half could still make credible progress but would extend the full funding timeline; this is a policy decision.

**Town of Concord
Select Board
Minutes
December 2, 2024**

- Group Insurance (Health Insurance): Projected to increase by 12% in FY26, though staff believes this projection may be high. A significant increase in employees enrolling in town health insurance occurred this fiscal year.
- Town Debt Service: Projected to increase significantly in FY26 (from \$3.5M to \$4.5M) due to the timing of debt service payments for recently approved Tier 2 capital projects (Middle School, other Town/School projects bonded in September 2024). The annual debt service impact of new Tier 2 debt is projected to be lower in FY26 (\$650k) compared to typical years (\$800k), reflecting the shift to more cash funding.
- Budget Increase vs. Costs: The 2.6% guideline translates to a \$851,000 budget increase. \$568,000 (2.63%) is already contractually obligated for salary increases (steps, COLA, etc.). Meeting the 2.6% guideline would result in a budget that is *not* a level services budget when considering contractual increases and anticipated cost increases (utilities, materials, additions to scope like maintenance of new assets and extended restroom seasons).
- Staffing: Most departments are in good shape regarding staffing. Public Works was identified as the one department not well-positioned to meet its mission in terms of funding for projects and headcount. This is an area where growth could be sustained within the budget if possible. Additional personnel expense for the new ambulance service (due to higher paramedic compensation) will be more than compensated for by higher billing fees (close to 2:1 ratio). Increased residential units or population in the outer years could warrant a need for additional staff.
- Merit Pay: The town has a merit pool of approximately \$274,000. Merit pay is not added to base salary.
- Timeline: Staff will go back to FinCom on December 19, 2024 to discuss the likely impact of the guidelines and will hear more at the December 16, 2024 meeting. FinCom intends to issue its final guideline on December 19, 2024 or before the end of December.

Chair's Report

Chair Hartman provided the following updates:

- Town Manager Contract: The board voted in executive session to enter negotiations for a three-year contract for the Town Manager.
- Tax Relief Task Force: Following the November 18, 2024 Residential Tax Exemption Forum, several interested individuals were contacted. The Chair plans to bring a draft charge for a balanced Task Force to the Select Board in January 2025 to look at tax relief options. This will be the third time the Town has investigated this.
- Training: Training on the First Amendment and Open Meeting Law will be held tomorrow, December 3, 2024 from 3:00 PM to 4:00 PM at the Town House, Select Board Room. The training aims to address respecting First Amendment rights while maintaining civil discourse, particularly important due to changes in discourse. It is open to all boards, committees, and anyone in town.
- Chairs Breakfast: The Chairs Breakfast on December 18, 2024 will have a bistro-style format instead of formal reports. Attendees can come, hang out, talk, and eat.

**Town of Concord
Select Board
Minutes
December 2, 2024
Discuss Select Board Liaison Report Updates**

Written liaison reports were submitted. A question was raised about the Novo Riverside Commons 40B Project based on the recent Zoning Board of Appeals Public Hearing:

- The Zoning Board of Appeals Public Hearing on Novo Riverside Commons (300-310 Baker Ave) was delayed and there was no presentation at the Planning Board. There was a request for parking relief. The Hearing was delayed until January 9, 2025. It appears the developers are making a shift in parking, as the project originally included underground parking, but the current proposal does not include a parking garage.

Discuss and Vote to Approve a 120-Day Extension for the Contract Negotiations with Comcast set to expire December 20, 2024

Jason Bulger, Director of the Concord Municipal Light Plant, provided an update. Negotiations with Comcast have been ongoing for almost a year, meeting about every three weeks. The Town has advocated for community needs based on input from information sessions and a survey. Significant progress has been made, and Counsel is nearing the point of reviewing the contract. The Town has a fixed period from the Department of Telecommunications and Cable (DTC) to respond to Comcast's offer. The Town is asking the DTC for an additional 120 days before deciding. Two extensions have been made before, and this is expected to be the last.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to Approve a 120-Day Extension for the Contract Negotiations with Comcast set to expire December 20, 2024.

Discuss and Vote to Approve Select Board Licenses for 2025 Annual Renewal – Batch 1

Shannon McAndrew, Management Specialist, provided an update on the first batch of annual license renewals for 2025. A memo detailing the first batch of Select Board licenses (Class 1 and 2, Common Victualler, Entertainment, Liquor, Tour Guide) was in the packet. This batch represents close to halfway through the total licenses. The renewals have been submitted and reviewed by relevant departments. The second batch is expected at the next meeting. Liquor License renewals are strict and typically on time, while Tour Guide Licenses may have a few stragglers in January 2025.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to Approve Select Board Licenses for 2025 Annual Renewal – Batch 1 as included in the Select Board meeting packet.

Discuss Town Meeting Study Committee (TMSC) Update

Eric Moore, Town Meeting Study Committee Chair, provided an update.

**Town of Concord
Select Board
Minutes
December 2, 2024**

- **Committee Charge and Work:** The Committee was charged at 2024 Annual Town Meeting. It considered three citizen petitions referred to it: remote participation at Town Meeting, use of Australian Ballot, and the use of clickers at Town Meeting. Since beginning its work, the Committee identified driving issues affecting town meeting experience and participation, conducted a survey in October 2024, and considered the citizen petitions.
- **Survey Findings:** The survey showed strong support (nearly 80%) for remote participation. There was also high support (around 80%) for electronic voting ("clickers").
- **Committee Recommendations/Findings:**
 - **Clickers:** The committee concluded that clickers would help specifically where votes need to be counted accurately and for private or secret ballots, as they are faster. Clickers are already permitted by state law and do not require a home rule petition.
 - **Remote Participation:** The committee believes the future of Town Meeting includes providing a secondary remote participation experience. They believe it would make Town Meeting much more accessible. Remote participation and voting requires a home rule petition.
 - **Australian Ballot:** The Committee investigated the use of Australian Ballot and do not find it feasible.
- **Home Rule Petition Request for Remote Participation:** The Committee voted in favor of a home rule petition for allowing remote participation and voting. This could take several years and may benefit from coordinating across multiple towns. The Committee is asking the Select Board to sponsor an article on this year's Town Meeting Warrant authorizing the Select Board to file a home rule petition for remote participation and voting.
- **Other Areas for Improvement:** The Committee looked at streamlining (clickers, expanding consent calendar, time capping discussion), accessibility (remote participation), meeting culture, and communication. Communication was identified as difficult despite existing efforts like the FinCom Report being mailed. Suggestions included providing information in different formats like videos. The website was also noted as an area needing improvement for finding information.
- **Representative Town Meeting:** The Committee explored Representative Town Meeting but found that it wouldn't significantly help participation and could make it harder to find representatives. The workload is greater, and concerns were raised about accountability falling into an electoral cycle.
- **Public comments were received on the Town Meeting Study Committee's work:**
 - Carmin Reiss, Town Moderator commended the Committee's thorough work and data gathering. Ms. Reiss noted that survey results were consistent with other town surveys but only represented a portion of voters. Ms. Reiss stated that remote participation is a "frontier" with many unknowns regarding technology, management, and security. Ms. Reiss continued and noted that clickers streamline accurate counts and secret ballots but don't necessarily save time on quick votes. Town staff will provide information on technical and budget options for clickers. Ms. Reiss felt that the Committee's work is responsive to voter concerns.

**Town of Concord
Select Board
Minutes
December 2, 2024**

- Katie Bresnick, a parent and Committee member, spoke personally in favor of remote participation to allow younger residents and parents with small children the opportunity to participate, which is currently very difficult. She felt it would allow more people to listen to the whole meeting rather than just prioritizing attending for a single issue.
- Dean Banfield commended the Committee's work. He raised a deeper question about how changes to make Town Meeting more accessible affect its reflection of the "will of the town".
- Eric Van Loon, Committee member and former Town Moderator, underscored the reasons for asking the Select Board to lead the home rule petition effort. He highlighted strong survey and comment support for remote participation. Many people believe Town Meeting is archaic and don't realize state law restricts remote participation. Having the Select Board lead would raise this fact and provide authority.

Discuss Electronic Voting (Clickers) Analysis

Amalia McCaffrey, Interim Chief Information Officer, presented an update on electronic voting systems, a recommendation from the Town Meeting Study Committee.

- Background: Initial preliminary research was conducted in November 2024 following the Committee's recommendation, meeting with the Town Clerk and reviewing information from other communities.
- System Considerations: Research focused on three main areas:
 - Ease of Use: For residents and for town IT departments for implementation, monitoring, maintenance, and setup.
 - Security: Data protection and system integrity.
 - Audit Trail: Transparency and accountability.
- Decision Points: Four major areas were identified for decision:
 - Purchase vs. Lease: Whether to invest in a purchase (long-term costs) or a shorter-term lease/rental.
 - Device Quantity: Impacts cost significantly. Rough price estimates for purchase: 500 clickers ~\$19,000, 1,600 clickers ~\$50,000 (2024 prices). Rough price estimates for rental (includes setup, support, tear down): 600 devices ~\$14,000, 800 devices ~\$17,000-\$18,000. If purchasing fewer devices than needed (e.g., less than the typical highest attendance of 1,300), devices would need to be borrowed from other communities with like devices.
 - Funding Source: Currently, no budget is identified for this. It was discussed that there is about \$100,000 in the town meeting budget line, with \$95,000 already allocated for other expenses. ARPA funds were suggested as a potential source.
 - Implementation Timeline: Need to decide within the next 30 days to meet the June deadline for Town Meeting.

The Select Board discussed funding and timing. The Select Board concurred for the Town Manager to use ARPA Funds to implement a lease option for 2025 Annual Town Meeting.

**Town of Concord
Select Board
Minutes
December 2, 2024
Community Preservation Committee (CPC) Update**

Burton Flint, Community Preservation Committee Chair, provided an update.

- Funding Requests: This year's funding requests total \$1,555,500.
- Funds Available:
 - Total funds available from this year's funding cycle (projected tax surcharge, state match, interest) are \$1,895,956.
 - Undesignated Reserve funds: Originally reported as \$421,000, revised to \$1,430,000 based on updated information about returned funds.
 - Other Reserves: \$250,000 designated for open space. (\$240,000 originally designated for housing was returned to undesignated reserves when a project did not proceed, as per law).
 - All told, approximately \$3,146,000 is available, which is about twice this year's funding requests.
- Project Review Status: The CPC has not formally voted to fund any projects yet. They are steering towards supporting at least six of the seven projects. Questions remain for one project.
- Key Projects/Requests Mentioned:
 - Housing:
 - Implementation of Housing Production Plan facilitated by the Concord Municipal Affordable Housing Trust
 - Funds contributing to the regional Housing Services Office
 - Recreation:
 - Recreational Athletic Fields and Greenspace at Thoreau Elementary School
 - Gerow Recreation Area – Phase 2 Design and Cost Estimate
 - Historic Preservation
 - Historic Preservation Survey facilitated by the Historical Commission
 - Conservation and Digitization of 18th Century Assessors Records
 - Administration
 - Staff and Technical Services

Discuss Boards & Committees Survey: Role of the Select Board Liaison

Andrea Fountain, Executive Assistant to the Select Board, presented findings from a recent questionnaire on the Select Board Liaison role.

- The survey was distributed to boards and committee chairs to clarify the liaison role and strengthen communication.
- The definition used for a Select Board Liaison is a representative who attends committee meetings to communicate information, primarily advisory and communicative, observing, providing updates, and conveying information back to the Select Board. Liaisons do not, by design, participate in formal decision-making or vote. Exceptions exist, such as the Municipal Affordable Housing Trust where a Select Board member is a voting trustee.
- 30 responses were received, representing 50% of chairs.

**Town of Concord
Select Board
Minutes
December 2, 2024**

- Key findings/priorities identified by committee chairs (listed from highest to lowest importance, not exact counts):
 - Offer suggestions and ideas to the committee chair if possible (almost universal response)
 - Stay informed about the committee's mission and goal
 - Share relevant information during discussions
 - Provide support for their initiatives and goals (team player)
 - Mentoring and encouraging new members
 - Review meeting minutes and maintain communication with the committee chair as needed
 - (Minor Issue) Reserve comments for the public comment section
- Key highlights from responses included the importance of engagement (attending meetings, active participation), collaboration (open communication, timely feedback), and clarity around the liaison's role to support chairs and open communications.
- Other suggestions included increasing mentorship opportunities for new members, encouraging broader input from attendees, and training opportunities. Structural changes in committees were also mentioned.

Discuss and Vote on the Flag Raising Policy Update

Wendy Rovelli and Cameron McKennitt, Flag Raising Policy Subcommittee, resumed discussion on revising the Town's Flag Policy, specifically focusing on ceremonial flags on Town light poles and the treatment of United Nations flags.

- The previously revised policy aimed to memorialize historic practices (military flags, UN flags on certain occasions, Concord Center flagpole) and crafted an approach for approving ceremonial flags via Select Board sponsorship alongside a proclamation or celebration. The sponsorship/proclamation process is considered important from a litigation perspective.
- Outstanding issues from the last meeting included discussion on allowing ceremonial flags on Town light poles.
- Follow-up discussions with staff raised two additional issues: omitting the Gold Star flag on Gold Star Mother's Day (now included) and the practice of flying only a subset of UN member state flags (105 of 193) without a policy for choosing which ones, and reasons for withholding certain flags being undocumented.
- Ceremonial Flags on Light Poles: The specific proposed language was reviewed: "in addition to the Concord Center flagpole, the Town with the approval of the Select Board may fly ceremonial flags on flag holders attached to Town like poles". Concerns included differentiating when to fly additional flags, consistency, administrative expense, and the observation that other Town policies didn't typically include flying additional flags beyond the main pole. A recent Pride Day event where flags were placed on telephone poles was noted as well-received. This decision is up to the Select Board. If approved, it would mean that after approving a ceremonial flag for the Concord Center flagpole via the established process, the Board would then have a separate discussion and vote on allowing that same ceremonial flag on additional Town light poles.

**Town of Concord
Select Board
Minutes
December 2, 2024**

- **United Nations Flags:** Discussion centered on whether to continue flying individual UN member flags on certain occasions or only the main UN flag. Concerns were raised about the practicalities of having only a subset of flags and the lack of a clear policy on which ones to fly or withhold.

Upon a motion duly made and seconded, it was

voted 3 to 1: that the flag policy does not include the proposed language around the flying of United Nations flags on United Nations Day and Peace Day, except that the main United Nations flag could potentially be addressed as a ceremonial flag.

- **Decision on Light Poles:** The board was split 2 to 2 on including the language allowing ceremonial flags on Town light poles.

Upon a motion duly made and seconded, it was UNANIMOUSLY

voted: to table the discussion on ceremonial flags on light poles. The discussion will be brought back when all Select Board members are present. A request was made to set a time limit for the discussion when it returns.

Discuss FY 2025 Goal Alignment

Kerry Lafleur, Town Manager and Kimberly Crum, Human Resources Consultant, presented information on the FY25 goal alignment process, tying the merit pay plan to Select Board and Town Manager goals.

- **Pay Philosophy:** The Town's pay philosophy, set in the classification and compensation study approved at Town Meeting, aims to retain qualified employees, recruit the best talent, maximize investment in employees (skill development, institutional/community knowledge), and serve citizens.
- **Compensation Study Outcomes:** The study ensured internal equity and conducted a survey of 29 towns to set pay grades. A conscious decision was made to set the minimum of each pay range at the 85th percentile, a significant difference, to obtain quality employees.
- **Compensation Plan Recommendations:**
 - Implemented a step pay plan in July 2023 so employees know what to expect over time (step each year, at least 2% plus market fluctuations).
 - Option to set up a merit pool each year, with different rates for "meets expectations" and higher performance.
 - Ensure proper communication and training, including a new structure for performance evaluation and management.
- **Merit Pay Program:** The program provides larger payments for exceptional performance. It is a one-time cash incentive not included in base pay. This applies to all regular employees (part- and full-time, non-union). This concept has been put forth in new Union contracts for non-sworn personnel.
- **Merit Pay Program Development & Feedback:** Input was gathered from SMT members, managers, and supervisors. Themes included post-COVID supervision, onboarding new supervisors, recognition of high-performing Concord employees, desire for greater inter-

**Town of Concord
Select Board
Minutes
December 2, 2024**

departmental coordination, and data-driven recommendations for training. Employee listening sessions were held.

- **Goal Alignment:** A key part of the pay for performance structure is aligning employee behavior and performance with organizational mission and goals. Employees are engaging with value statements and Select Board/Town Manager goals.
- **Performance Evaluation:** New evaluation forms were developed and met with positive feedback. Employees requested self-assessments, which will be included.
 - **Evaluation of Essential Skills:** Basic performance document to confirm if an employee meets expectations (for step increase eligibility). It will help identify emerging talent for succession planning. It uses three levels: solid, satisfactory, and top (for exceeding expectations).
 - **Evaluation for Merit Pay:** Assessed after the first six months (June 30th). Determines if an employee receives a consistent level payment or a stretch level payment. Eligibility requires meeting expectations on the basic performance evaluation.
- **Goal Setting Process:**
 - SMT members reviewed Select Board and Town Manager goals and identified those they were directly responsible for.
 - They wrote goals for those items, specifying action items and timelines (focused on the first six months).
 - They itemized who within their department owns a piece of that goal (cascading goals).
 - They chose their top three consistent level goals (meeting expectations) and stretch level goals (exceeding expectations).
 - They identified which other departments are required to support, collaborate, or participate in those goals (linkages).
 - The Town Manager reviewed the SMT goals, which are now moving to the next level with managers and supervisors.
- **Managing Goal Tracking:** Currently managed via Excel spreadsheets, but exploration of dashboard tools, potentially available through existing Microsoft software, is ongoing. Training is being conducted with supervisors on conducting one-on-one meetings to track goal progress and ensure clear communication.
- This is the first time the Town is doing this level of goal alignment from the Select Board down to individual employees.

Adjournment

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

Meeting Materials:

[Select Board Meeting Packet for December 2, 2024](#)

[Select Board Meeting Recording for December 2, 2024](#)

**Town of Concord
Select Board
Minutes
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

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

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

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

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.

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

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

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

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.

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

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.

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

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
Select Board
Minutes
January 27, 2025**

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
Select Board
Minutes
March 3, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in person at 22 Monument Square on the 2nd floor in the Select Board Room and via Zoom at 6:00 PM on March 3, 2025.

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

Call to Order

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

Public Comment

- Andrea Solomon, member of Public Works Commission but speaking for herself, commented on the process for volunteering for a Town Board/Committee via the volunteer card process. Ms. Solomon encouraged interested residents to visit the Town website to learn more about Boards and Committees, and which need volunteers.
- Craig Awmiller commented on concerns regarding pushback on the Select Board for APP 10's current practices, noting that there are limited individuals with the necessary expertise, time, and capacity for volunteer work on Town committees.
- Kristen Haggerty commented on her support for diversifying membership of Town boards/committees, but that sometimes serving on multiple committees is necessary to accomplish work.
- Jim Schlum provided an update on fundraising for the Wright Tavern and promoted the Wright Tavern as a resource for civic engagement.
- Ellen Quackenbush commented that dual appointments does not have to be viewed negatively, as many committees utilize dual appointments to foster collaboration, align goals, and expedite decision making.

Consent Agenda

- i. Minutes: February 10, 2025
- ii. Town Accountant Warrants: February 6, 2025; February 13, 2025; February 20, 2025
- iii. Gift Acceptance from Henry and Janet Vaillant to the Town 250 Gift Fund in the amount of \$1,000.00
- iv. Tour Guide License for Maria Stephens
- v. One Day Liquor Licenses:
 - a. All Alcoholic Beverages for Melissa Karczewski of ThinkGive Project for the Glow for Giving Event on Friday, April 11, 2025 at Nashoba Brooks School Discovery Barn, 200 Strawberry Hill Road from 7:00 PM – 10:00 PM
 - b. All Alcoholic Beverages for Sara Killelea of Concord Country Club for events at Concord Country Club, 246 ORNAC:
 - Friday, April 25, 2025 from 3:00 PM – 11:00 PM

**Town of Concord
Select Board
Minutes
March 3, 2025**

- Friday, May 2, 2025 from 4:00 PM – 11:00 PM
 - Saturday, May 3, 2025 from 3:00 PM – 11:00 PM
 - Tuesday, May 6, 2025 from 12:00 PM – 11:00 PM
 - Wednesday, May 21, 2025 from 12:00 PM – 10:00 PM
- c. Wines & Malt Beverages for Jennifer Verrill of Verrill Farm for events at Verrill Farm, 11 Wheeler Road:
- Saturday, June 7, 2025 from 1:00 PM – 5:00 PM
 - Saturday, June 14, 2025 from 6:00 PM – 9:00
 - Saturday, June 21, 2025 from 12:00 PM – 9:00 PM

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the exception of the meeting minutes from February 10, 2025.

Select Board Appointments and Reappointments

- 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
- iv. Reappoint Josh Lee of 65 Everett Street to the Diversity Equity and Inclusion Commission for a term ending 5/31/2028
- v. Reappoint Dan Drazen of 197 Belknap Street to the Concord Housing Development Corporation for a term ending 5/31/2028
- vi. Reappoint Arry Charles of 654 Old Bedford Road to the Board of Assessors for a term ending 5/31/2028
- vii. Reappoint Theo Kindermans of 252 Fairhaven Road to the Zoning Board of Appeals, with an APP#10 Exemption Section VII(b)2 for an additional term ending 5/31/2028
- viii. Reappoint Greg Higgins of 51 Cottage Lane A to the Economic Vitality Committee for a term ending 5/31/2028

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the appointments as included in the Select Board meeting agenda.

**Chair’s Report including Legislative Letter of Support to
Codify Remote Meeting Options**

Chair Hartman presented the letter of support to codify remote meeting options for Boards and Committees.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**Town of Concord
Select Board
Minutes
March 3, 2025**

voted: to approve the letter of support as included in the Select Board meeting packet.

Chair Hartman announced that the Select Board would soon be looking to appoint a new representative to the Minuteman Regional Vocation Technical School Committee, and encouraged residents to apply to volunteer for the role.

Chair Hartman lastly responded to comments made on APP #10, emphasizing its flexibility for the Select Board.

Town Manager's Report

Kerry Lafleur, Town Manager, presented the [Bi-Weekly Operations Report for the week ending February 28, 2025.](#)

2025 Annual Town Meeting Items

Discuss and Vote – Town Meeting Warrant Article Order

The Select Board discussed and approved the order of warrant articles for the 2025 Annual Town Meeting. Adjustments were made to group articles requesting funds together and to group School Committee articles together.

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

Discuss and Vote – Town Meeting Time Change

The Select Board discussed and approved the start time of Annual Town Meeting to 6:30 PM beginning June 2, 2025, with no new business to be taken up after 9:30 PM.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to start 2025 Annual Town Meeting at 6:30 PM and to take no new business after 9:30 PM.

Discuss – Preliminary Motion for Electronic Voting Clickers

The Select Board discussed and approved a preliminary motion at 2025 Annual Town Meeting adopting electronic voting clickers for Town Meeting. The motion, recommended by the Town Meeting Study Committee, will be voted at Town Meeting.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to sponsor a preliminary motion at 2025 Annual Town Meeting regarding the use of clickers at the meeting.

**Town of Concord
Select Board
Minutes
March 3, 2025**

**Quarterly Update from the MCI Concord Advisory Board and Introduction from
Agency Landscape + Planning**

An update on the development project at MCI Concord was presented by Dan Gainsboro, Co-Chair of the MCI Concord Advisory Board and project consultants. The project remains on schedule and budget, with a June 30th deadline for key deliverables. Coordination with MassDOT and legislative work on the deed restriction of Junction Village was also discussed.

Discuss Select Board Feedback on Administrative Policy and Procedure #10

The Select Board discussed APP #10 regarding Town Board/Committee Appointments. Topics included application processes, term limits, dual appointments, and diversity. Town staff will return with an updated draft based on Select Board feedback received.

Select Board Liaison Reports

Written Select Board Liaison Reports were included in the Select Board meeting packet.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 8:42 PM.

**Town of Concord
Select Board Meeting
Minutes
April 28, 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 convened at 6:00 PM on April 28, 2025.

Present were Mark Howell; Wendy Rovelli; Cameron McKennitt; Terri Ackerman

Roll Call

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

Call to Order

Ms. Rovelli served as Clerk Pro-Tem for the meeting and noted that Chair Hartman was absent.

Mr. Howell served as Chair Pro-Tem for the meeting. Mr. Howell called the meeting to order at 6:00 PM. A moment of silence and reflection was observed in acknowledgement of a tragedy the community experienced a week prior.

Public Comment

Diane Proctor announced upcoming League of Women Voters Warrant Review Forums for Annual Town Meeting articles, which will offer presentation and ample time for Q&A.

Gary Clayton, Co-Chair of the Concord 250 Executive Committee, thanked the Town for support and efforts leading to a successful celebration on April 19, 2025. He highlighted the extraordinary commitment of hundreds of volunteers, many Town departments, collaboration with other Battle Road communities, National Park Service, and US Army National Guard.

Consent Agenda

- i. Town Accountant Warrants: March 25, 2025; March 31, 2025; April 7, 2025
- ii. ARPA Update Report
- iii. Proclamation: Professional Municipal Clerks Week, May 4-May 10, 2025

The ARPA (American Rescue Plan Act) update report was postponed for additional work needed to prepare the third-quarter report, with the report to be distributed and placed on the consent agenda for the next meeting.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the Consent Agenda with postponement of the ARPA report.

**Town of Concord
Select Board Meeting
Minutes
April 28, 2025**

Select Board Nominations & Appointments

- i. Nominate Walter Clay of 675 Sudbury Road to the Historical District Commission as a full member for a term to expire January 1, 2030
- ii. Appoint Dorothy Ortner of 169 Thoreau Street #4 as the Town of Concord Representative to the Minuteman Regional School District Committee for a term to expire May 31, 2028

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Dorothy Ortner of 169 Thoreau Street #4 as the Town of Concord Representative to the Minuteman Regional School District Committee for a term to expire May 31, 2028.

Discuss and Approve the Recording of Affordable Housing Restrictions at the Registry of Deeds

Liz Rust, Director of the Regional Housing Services Office, presented on accepting affordable housing restrictions for properties at 406 Old Marlborough Road and 78 Forest Ridge, as part of the larger Assabet River Homes project.

The Town purchased six acres for open space, and the CHDC (Concord Housing Development Corporation) procured one acre for five units of housing. These five units consist of three new construction homes built by Habitat for Humanity and a duplex with two one-bedroom units. One unit is currently occupied, and another tenant is moving on May 1st. Units were renovated with CPA funds and capital improvements to avoid needs for 10 years.

The restriction for 406 Old Marlborough Road was on the entire 1-acre parcel and needs to be amended to restrict only the 406 Old Marlborough Road unit once the parcel becomes four condominium units after closing. The 406 unit will remain owned by the Concord Housing Authority, while the other three will become ownership units with separate, forthcoming affordable housing restrictions. This ensures the property is properly restricted before acceptance by the Housing Authority.

The restriction for 78 Forest Ridge is an existing restriction that was not previously voted on or accepted by the Select Board, making this a retroactive approval.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the affordable housing restriction for 406 Marlborough Road and the amendment to the restriction on 406 Old Marlborough Road.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the affordable housing restriction at 78 Forest Ridge by the Concord Housing Authority.

**Town of Concord
Select Board Meeting
Minutes
April 28, 2025**

**Discuss and Approve Conservation Restriction over the 6-acre Assabet River
Bluff parcel at 2B Upland Road**

Delia Kaye, Natural Resources Director presented the following:

- The land was acquired in 2022 from the Giovani family after Town Meeting approval. It has 800 feet of frontage on the Assabet River, is accessible by the Bruce Freeman Rail Trail, and is located in West Concord. A conservation restriction will be placed over the parcel, held by the town through the Natural Resources Commission, and granted jointly to Sudbury Valley Trustees (SVT) and Concord Land Conservation Trust (CLCT). This is required by Community Preservation Act (CPA) funds and a Land and Water Conservation Fund grant, acknowledging contributions from SVT and CLCT fundraising.
- The NRC unanimously voted to grant the conservation restriction on April 23rd. The Select Board's approval is required before state signature and recording.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted**: to approve the conservation restriction over the 6-acre Assabet River Bluff parcel at 2B Upland Road.

Discuss and Approve Lease Agreement

A lease agreement with Wireless Edge Towers for the installation and operation of a telecommunications tower at 755 Walden Street was presented.

- John Arthur, President of Wireless Edge, stated that AT&T and Verizon have already expressed interest and submitted preliminary applications. The site is designed to accommodate up to five major carriers plus public safety and town equipment.
- Timeline: Approximately 9 months from lease conclusion to tower completion, factoring in permitting, design, fabrication, and construction.
- The initial lease term is 10 years, with renewals for up to three 5-year terms (totaling 25 years), consistent with the procurement. A Town Meeting article allowing for leases up to 30 years would allow for the renewals if approved.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted**: to approve the lease agreement with Wireless Edge for the telecommunications tower and facilities.

Discuss Peabody School Operating Costs and Property Use

The Finance Committee recommended favorable action on Article 25, which concerns the transfer of the Peabody School property and appropriation of funds. The School Committee has voted to surplus the property, allowing the Select Board to take care, custody, and control for reuse or disposal.

A Land Use Working Group will be seated to determine the "highest and best use" of municipal properties, including the Peabody school, over the next 12+ months. During this interim period,

**Town of Concord
Select Board Meeting
Minutes
April 28, 2025**

there are carrying costs (insurance, utilities) for the building, regardless of use. The elevator is not operational, limiting second-floor use.

The request for funds was reduced to \$82,592 (rounded to \$85,000) with free cash as the funding source.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to approve the Peabody School operating cost of \$85,000 and include that in Warrant Article 25 – Transfer of Peabody School.

Discuss and Approve/Acknowledge Notification of CCRSD Excess and Deficiency Account Status

The Assistant Superintendent and School Committee notified the town of a proposed adjustment to the FY25 budget due to projected excess and deficiency (E&D) exceeding the 5% state cap. The proposal is to adjust the budget by \$400,000: \$200,000 to the existing Capital Stabilization Fund and \$200,000 to the FY25 OPEB contribution. The excess revenue largely stems from a \$250,000 closeout surplus refund from the Minuteman Nashoba Health Group due to a health insurance plan change.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to take no action as a result of receiving the notification from CCRSD regarding the excess deficiency account status and the FY25 budget change.

Discuss Recommendations on Annual Town Meeting Warrant Articles

The Select Board reviewed and made recommendations for Annual Town Meeting Warrant Articles, with the deadline for the Annual Town Meeting Briefing Book being May 5th.

- Article 3 (Meeting Procedure): Motion to recommend affirmative action was made, seconded, and approved unanimously.
- Article 6 (Fiscal Year 2025 Budget Line Item Adjustments): No motion expected.
- Article 7 (Fiscal Year 2026 Town Budget): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 8 (Debt Exclusion for Road Maintenance): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 9 (Fiscal Year 2026 Capital Improvement and Debt Plan): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 10 (CPS Operating Budget): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 11 (Concord Public Schools Capital Budget): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 12 (CCRSD Regional Budget): Motion to vote affirmative action on Article 12 was made, seconded, and approved unanimously.

**Town of Concord
Select Board Meeting
Minutes
April 28, 2025**

- Article 13 (Amenities Building): The Select Board deferred making a recommendation on this article until the next meeting (May 5th) to seek more information.
- Article 14 (Non-Resident Tuition Revolving Fund for CPS): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 15 (Facilities Rental Revolving Fund): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 16 (Authority to Contract for Up to Five Years for Selected Items): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 17 (Minuteman Regional Technical School District Budget): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Articles 18 and 19 (Creation of Capital and Debt Stabilization Fund and Appropriation to General Stabilization Fund Articles): The Select Board deferred making a recommendation on these articles until the next meeting (May 5th) to seek more information.
- Article 20 (OPEB Trust Fund Appropriation): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 21 (OPEB Trust Fund Expense): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 22 (Retirement Board Stipend): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 23 (Acceptance of the Hero Act): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 24 (Transfer from Middle School Stabilization Fund): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 27 (Remote Participation): The Select Board deferred making a recommendation on this article until the next meeting (May 5th) to seek more information.
- Article 28 (Citizen Petition: Ranked-Choice Voting): The Select Board deferred making a recommendation on this article until the next meeting (May 5th) to seek more information.
- Article 29 (Feasibility of Acquiring the 2229 Main Street Site): No motion expected.
- Article 32 (Betterments for Temporary Improvements at Darton and Dover Streets): This article was deferred, as it may not be moved, but still discussing.
- Article 33 (MCI Concord Planning): This article was deferred as it has not yet been heard by the Finance Committee.
- Article 34 (Stormwater Enterprise Fund Expenditures): This article was deferred as it has not yet been heard by the Finance Committee.
- Article 35 (Citizen Petition Protect the Orchard House): This article was deferred, as it may not be moved, but still discussing.
- Article 36 (Citizen Petition: Ban SGARs): The Select Board deferred making a recommendation on this article until the next meeting (May 5th) to seek more information.
- Article 37 (Joint Parking Bylaw): Motion to vote affirmative action was made, seconded, and approved unanimously.

**Town of Concord
Select Board Meeting
Minutes
April 28, 2025**

- Article 38 (General Housekeeping Bylaw Amendment): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 39 (Accessory Dwelling Unit Bylaw Amendment): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 40 (Floodplain Conservation District Bylaw): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 41 (Citizen Petition: Zoning Bylaw Amendment – Personal Wireless Communications District): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 42 (General Bylaw Amendment – Sign Bylaw): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 43 (Accessory Retail in Industrial Zone Amendments): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 44 (Commercial Parking Bylaw Amendment): Motion to vote affirmative action was made, seconded, and approved unanimously.
- Article 45 (PRD Zoning Bylaw Amendment): The Select Board deferred making a recommendation on this article until the next meeting (May 5th) to seek more information.
- Article 46 (Citizen Petition: Zoning Bylaw Amendment – Continuing Care Retirement Community Overlay District): The Select Board deferred making a recommendation on this article with discussions with New England Deaconess Association continuing throughout May.
- Article 47 (CPC Appropriation Recommendations): Motion to vote affirmative action was made, seconded, and approved unanimously.

Chair's Report

Mr. Howell acknowledged proclamations recognizing Concord's 250th celebration from the Town of Concord, California; Concord Township in Lake County, Ohio; and the Tennessee House of Representatives.

The Concord Middle School ribbon cutting, originally scheduled for May 3rd, has been postponed. A new date has not yet been set.

The Concord Affordable Housing Trust is looking for dates for a housing roundtable in May, with May 8th, 13th, 14th, and 21st suggested, to coordinate with MCI Concord public outreach. The first of the large public outreach sessions for MCI Concord is scheduled for Wednesday April 30th). There will be two workshops: one from 3:00 PM to 5:00 PM at Gerow Park pavilion (weather permitting), and another from 6:00 PM to 9:00 PM at Harvey Wheeler. These are drop-in sessions for public input.

Select Board Liaison Reports

The Select Board acknowledged "Professional Municipal Clerks Day" and extended appreciation to the Town Clerk, Kaari Mai Tari.

**Town of Concord
Select Board Meeting
Minutes
April 28, 2025**

Thanks were extended to the Concord250 Executive Committee, namely Gary Clayton, Rob Munro, and Fred Ryan, and Town staff for a successful 250th Anniversary Celebration of the American Revolution.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: to adjourn the meeting at 9:00 PM.

Meeting Materials:

[Select Board Meeting Packet for April 28, 2025](#)

[Select Board Meeting Recording for April 28, 2025](#)

DRAFT

**Town of Concord
Select Board at the
Concord Housing Roundtable
Minutes
May 19, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting for the Concord Housing Roundtable both in-person at 22 Monument Square on the 2nd floor in the Public Hearing Room and via Zoom at 5:00 PM on May 19, 2025.

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

The Concord Housing Roundtable was opened at 5:00 PM by Alyssa Sandoval, Community Development Director. Ms. Sandoval outlined the Roundtable goal, which is to meet on a quarterly basis to update the Town on the implementation of the Housing Production Plan, and related initiatives by the Town's housing stakeholders.

Concord Municipal Affordable Housing Trust: Subsidized Housing Inventory Presentation by Keith Bergman, Chair of the Trust

- SHI is currently at 13.34% and will be at 16.15% when NOVO receives building permits for the 40B project
- CMAHT is working with Massachusetts Housing Partnership (MHP) on setting housing goals including a goal of creating 200 affordable units up to 150% AMI. This would allow for a count of 10% affordable units.

MCI Concord/Junction Village: Presentation by Rhiannon Sinclair, Agency Landscape + Planning and Town Consultant for the MCI Concord redevelopment project

- Site Overview: The former prison site in Concord encompasses about 70 acres total near Route 2 and Commonwealth Avenue. The site includes the prison itself, MBTA Overlay District, Junction Village site, Prison Cemetery, agricultural spaces, and the wastewater treatment facility.
- Process and Timeline: The State (Division of Capital Asset Management and Maintenance - DCAMM) is engaging Concord to determine the Town's wants and needs at the site, while also considering goals that the State has, like affordable housing.
 - o The current phase (March-end of June) focuses on site planning, collecting community input, and assembling 3 scenarios for what the site could be in the future.
 - Deliverables by end of June include reports on economic feasibility, impact of redevelopment, land use/zoning opportunities, and a visionary document.
 - o Following this, DCAMM will issue an RFP for the development of the site. The Town aims to influence this RFP with its priorities and proposed zoning to come in coming years.
 - o Community Outreach: Over 150 attendees participated in public workshops. A survey is available online at mciconcord.org.
 - Community Priorities (from workshops):
 - First: 40% prioritize attainable housing
 - Second: Support aging in place

**Town of Concord
Select Board at the
Concord Housing Roundtable
Minutes
May 19, 2025**

- Third: Provide a range of housing sizes that support different household needs
- Site Constraints and Developable Area: Restrictions include limitations on what can be built where, such as near the riverfront and wetlands. This leaves around 45 acres of total developable acres minus the wastewater treatment facility as well as that river frontage and wetland frontage.
- Scenario Development: The Advisory Board is exploring a spectrum of development scenarios for the 45 developable acres:
 - Doing nothing: Leaving the site as is (with cost implications).
 - Market-driven approach: Focusing on housing (discussed at a May 5th workshop).
 - Lower intensity development: Investing in a park or more public uses, and completing the Junction Village project
 - Mixed-use: A mix of uses and a commercial center
 - Critical housing focus: Thinking critically about housing, and how we can make housing happen here
 - It was clarified that a scenario combining all uses (open space, civic, housing, commercial) is also a possibility
- Decision-Making Process: The MCI Advisory Board is advisory to the Select Board. Their role is to gather information, as much input and essentially defining various scenarios so that the Advisory Board can make an informed recommendation the Select Board.

Land Use Working Group and Matrix: Presentation by Mary Hartman, Select Board Chair

- Land becoming available to the Town: MCI Concord, 2229 Main Street, Peabody School, Harrington House, the Landfill, and others.
- Working Group: A group of 9 voting members and 2 non-voting members will work over the next 12 months to make recommendations to the Select Board. Committees were asked to nominate members. The group will conduct site visits to familiarize themselves with the parcels.
- Process: The matrix will analyze "pros and cons of each match between a use and the available land" and "some of the domino effects," timing, and funding.

Housing Production Plan Updates:

- Assabet River Bluff (406 Old Marlborough Road): Julie McClure (CHDC) announced a recent groundbreaking. This project involves many partners, including Concord Housing Authority, Select Board, Municipal Affordable Housing Trust, CPC, and local organizations. It will create 5 affordable homes, 2 rental and 3 ownership in a condo association. The process of settling deeds and legal affairs has been time consuming and challenging.

**Town of Concord
Select Board at the
Concord Housing Roundtable
Minutes
May 19, 2025**

- 91B Main Street Project: Julie McClure (CHDC) continued with a conceptual plan for 4 units and 2 townhouses which would be developed for workforce housing homeownership units at 120% of AMI. Purchase price: MassDOT appraisal is \$620,000 (less than Town's initial appraisal of \$690,000). Funding of \$500,000 from ARPA funds, requiring additional money for the purchase price. Options are:
 - o Town purchases property from MassDOT using ARPA and potentially Affordable Housing Trust funds, then develops an RFP for a developer.
 - o Affordable Housing Trust grants funds to CHDC, who would then purchase the property and issue an RFP, providing the land and potential additional subsidy.
- Everett Gardens: Stephan Bader (CHA) reported on maintaining and improving existing properties. CHA received state environmental efficiency funding for air source heat pump air conditioning and heating for units, many 50+ years old without A/C or inefficient window units. This project will improve energy efficiency and quality of life upgrade for the tenants.

Housing-Related Articles at Annual Town Meeting

- Article 45: Planned Residential Development (PRD) Bylaw: The Concord Housing Foundation is sponsoring an article (developed by Matt Johnson). The goal is to make PRDs more attractive by enabling some of the units to be at higher, but still... levels of income that are within the range that Mr. Bergman talks about (i.e., above 80% AMI to 150% AMI). The current requirement for a mix of very low-income units has deterred developers. If passed, this would involve no public money at all.
- Article 39: Accessory Dwelling Unit (ADU) Bylaw
- Article 46: Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District: New England Deaconess Association has been meeting with neighbors and they expect to submit amendments to the Warrant Article itself addressing setbacks and height. The Select Board is in discussions with Deaconess regarding a Memorandum of Agreement, but details are not public.
- Article 33: MCI Concord Planning: Requests \$250,000 from Free Cash to continue planning efforts at MCI Concord, as the State funding expires on June 30, 2025. While not directly for affordable housing, it's integrated with our housing plans and the housing community is asked to consider supporting it.
- Article 47: Community Preservation Appropriation Recommendations
 - Funding for the Concord Municipal Affordable Housing Trust for \$740,000 and the funding for the Regional Housing Services Office of \$43,500

The meeting was adjourned at 6:25 PM.

**Town of Concord
Select Board Meeting
Minutes
May 19, 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 convened at 6:30 PM on May 19, 2025.

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

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 if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and 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

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

Open Session

Ms. Hartman called the Open Session to order at 7:10 PM.

Public Comment

There was no public comment.

Consent Agenda

- 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:
 - 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 Hollow to purchase and install Blue Stone Pavers (benches) at Bills Garden within the Sleepy Hollow Cemetery valued at \$1,700.00
- iv. Proclamation for Public Works Week: May 18 – May 24, 2025
- v. Dissolve the 2229 Main Street Advisory Task Force due to completion of their charge
- vi. Tour Guide Licenses:

**Town of Concord
Select Board Meeting
Minutes
May 19, 2025**

- 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:
- 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: - Land Use Working Group for terms to expire at the completion of the work outlined in the charge:
- 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

The Select Board removed the Planning Board nominees and the April 14th and May 5th meeting minutes from the Consent Agenda.

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

Discussion on Planning Board Nominations and Proactivity: The Select Board dedicated significant time to discussing the nominations for the Planning Board, specifically highlighting the desire for a more "proactive" Board. Concerns were raised about the previous focus on the MBTA Communities Act and the need for the Board to address broader policy issues like parking and zoning, in addition to statutory requirements. The experience of the nominees (Alan Bogosian and Greg Dorothy) in working with Town boards, regulations, and construction was seen as beneficial.

There also was a discussion regarding the School Committee's excess and deficiency funds.

**Town of Concord
Select Board Meeting
Minutes
May 19, 2025**

Select Board Appointments

- 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

The corrective appointment for Ms. Hartman was tabled.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** reappoint Brad Hubbard-Nelson of 221 Nashawtuc Road to the Climate Action Committee for a term to expire May 31, 2028.

Discuss and Vote on At-Large and Select Board Nominees to the Land Use Working Group

Ms. Hartman opened the discussion of the At-Large nominees to the Land Use Working Group, stating that four candidates applied for the single at-large position: Jennifer Beris, Susan Myers, Todd Benjamin, and Ms. Ackerman, who will no longer be a member on the Select Board due to her second term concluding after Town Meeting. Concerns were raised about the limited number of positions (set at 9) and the desire to balance experienced individuals with new people.

Ms. Ackerman articulated her qualifications, emphasizing her 25 years as a Town Administrator and budget officer, her broad experience in looking across many uses, and her detailed knowledge of public works and public safety, making her a strong candidate for focusing on municipal facility locations. Discussions about other candidates highlighted Todd Benjamin's real estate background and Susan Myers' Town committee experience.

The Select Board ultimately decided to defer the decision on the At-Large member to a future meeting to allow members to conduct further interviews and gather more information on the candidates, aiming for consensus.

The Select Board turned the discussion to the Select Board nominee to the Land Use Working Group. Both Ms. Hartman and Mr. McKennitt expressed desire to be the representative of the Board on the Working Group. Ms. Hartman noted that she has been working closely with the Deputy Town Manager for several months on related topics, has relevant experience, and is enthusiastic about contributing to the group's work.

Mr. McKennitt noted his background in integrated planning and design across multiple disciplines and emphasized his ability to support scenario planning.

Upon a motion duly made, it was **voted:** to nominate Mary Hartman as the Select Board representative to the Land Use Working Group. The motion passed 4-0-1, with Mr. McKennitt abstaining due to his interest in also serving on the Working Group.

**Town of Concord
Select Board Meeting
Minutes
May 19, 2025
Public Comment**

Public comments from Ellen Quackenbush and Tanya Gailus raised concerns about the lack of representation from natural resources and ecological knowledge on the proposed Land Use Working Group, highlighting the importance of open space and ecosystem preservation in land use planning.

The Select Board acknowledged this and mentioned that the Natural Resources Commission could have a liaison to the committee and that Phil Griffith, who is the nominee of the Recreation Commission, background includes open space preservation experience.

Mark Gailus commented regarding the Select Board's communication practices, specifically reminding them that if members send information about Town business to a quorum of the Board, it must be compiled by staff anonymously. Additionally, if a document is sent to all Board members, it should be posted for the public unless it's a third-party document.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to adjourn the meeting at 7:50 PM.

Meeting Materials:

[Select Board Meeting Packet for May 19, 2025](#)

[Select Board Meeting Recording for May 19, 2025](#)

**Town of Concord
Select Board
Minutes
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.

**Town of Concord
Select Board
Minutes
May 27, 2025**

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

**Town of Concord
Select Board
Minutes
May 27, 2025**

- 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

**Town of Concord
Select Board
Minutes
May 27, 2025**

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.

**Town of Concord
Select Board
Minutes
May 27, 2025**

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

**Town of Concord
Select Board
Minutes
May 27, 2025**

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.

**Town of Concord
Select Board
Minutes
May 27, 2025**

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.

**Town of Concord
Select Board
Minutes
May 27, 2025**

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.

**Town of Concord
Select Board
Minutes
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.

**Town of Concord
Select Board
Minutes
June 3, 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 3, 2025 at 5:45 PM.

Call to Order

Chair Hartman called the meeting to order at 5:45 PM. Ms. Rovelli served as Clerk Pro-Tem.

Consent Agenda

- a. Minutes: August 15, 2024, September 30, 2024, November 18, 2024, December 2, 2024, January 27, 2025, March 3, 2025, April 28, 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:
 - 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:
 - 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

The Select Board removed the following meeting minutes from the Consent Agenda: December 2, 2024, January 27, 2025, March 3, 2025, April 28, 2025, May 27, 202, June 2, 2025.

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

Committee Appointments

- 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

**Town of Concord
Select Board
Minutes
June 3, 2025**

- 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

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the committee appointments as included on the Select Board meeting agenda.

Discuss Open Meeting Law Violation filed against the Select Board for Meeting Minutes

Kerry Lafleur, Town Manager introduced the discussion on the Open Meeting Law violation filed against the Select Board for meeting minutes. Ms. Lafleur noted that following conducting an audit of minutes, the Town Manager's Office realized that the Select Board was further behind than realized, but that Town Manager's Office staff has been working to prioritize the completion of the overdue minutes.

Kaari Tari, Town Clerk, noted that the Select Board is already rectifying the issue in the exact way the Division of Open Governance would recommend, which is complete the overdue minutes within 90 days and commit to not falling behind again in the future. Ms. Tari noted that it would be appropriate to draft a response letter to both the complainant and the Division of Open Governance to note that the issue has been rectified, and then there will be no further action for the Division to take on the complaint.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to designate Town Manager Kerry Lafleur to draft the response to the complainant and the Division of Open Governance, and for Mr. Howell to sign the letter as Clerk of the Board.

Discuss Special Town Election following affirmative votes under the following Annual Town Meeting Warrant Articles: Article 8: Debt Exclusion for Road Maintenance and Article 13: Amenities Building

The Select Board discussed a draft Special Town Election calendar prepared by Kaari Tari, Town Clerk. The full calendar is included in the Select Board meeting packet. The Select Board proposed the following amendments to the schedule in order to align with already scheduled Select Board meetings:

- Items 1 and 2: Push up to June 30th
- Item 3: Push up to July 1st
- Item 3: Push up to July 8th
- Item 5: Push up to July 14th

**Town of Concord
Select Board
Minutes
June 3, 2025**

The date of the election proposed in the schedule would remain, to be on August 19, 2025.

Discuss Recommendations on Annual Town Meeting Warrant Articles

The Select Board reviewed the following statement as one to consider voting on during the third night of Annual Town Meeting in relation to Article 46 – Citizen Petition: Zoning Bylaw Amendment – Continuing Care Retirement Community Overlay District:

The Select Board commits to place on our agenda, in the near future, an item to discuss and prioritize how payments from New England Deaconess Association will be used, either through the Concord Municipal Affordable Housing Trust or some other mechanism. This will give affordable housing advocates an opportunity to advocate for affordable housing units as a top priority.

Mr. McKennitt remarked that he is in support of the first sentence of the statement, but not the second. Mr. McKennitt further noted that the word “prioritize” could also be removed from the first sentence.

The Select Board concurred.

The Select Board then discussed Article 19 – Appropriation to General Stabilization Fund. Ms. Hartman commented that her stance remains the same as when the Board has last discussed this article, which is that she’d like there to be a formal policy before acting on this at Town Meeting, and that this is a goal for Fiscal Year 2026.

The Select Board concurred. Ms. Hartman read a draft statement to make on behalf of the Board during Annual Town Meeting and the Board finalized the statement during the meeting.

The Select Board adjourned their meeting in the Learning Commons at 6:26 PM and relocated to the Gymnasium for Annual Town Meeting.

Meeting Materials:

[Select Board Meeting Packet for June 3, 2025](#)

This meeting was not recorded by Minuteman Media Network.