



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting

Monday, August 25, 2025 at 6:00 PM

Concord Municipal Light Plant, 1175 Elm Street
Public Meeting Room and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85175010709?pwd=eArYoenACNjRTa3Caem4iFwwce5YI7.1>

Meeting ID: 851 7501 0709

Passcode: 905480

Dial In Toll-Free: 833 928 4608

	Time	Agenda Item
I.	6:00 PM	<i>Public Comment:</i> Public Comment is an opportunity for the public to address the Select Board on matters under consideration by the Select Board. Therefore, comments related to political campaigns are not appropriate. Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.
II.	6:15 PM	Consent Agenda: <ul style="list-style-type: none"> i. Minutes: August 8, 2025, August 11, 2025 ii. Executive Session Minutes for Approval but Not to be Released: August 11, 2025 iii. Town Accountant Warrants: August 7, 2025, August 14, 2025, August 21, 2025 iv. Proclamation for Concord Carlisle Foundation Month v. One Day Liquor Licenses: <ul style="list-style-type: none"> a. All Alcoholic Beverages for Tom Wilson of the Wright Tavern for a Beer Garden Celebration to support Ag Day on Saturday September 6, 2025 from 11:00 AM to 7:00 PM to be held at the Wright Tavern 2 Lexington Rd. b. All Alcoholic Beverages for Julie Monagle of Friends of CC Girls Soccer – FOCCGS for a parent social on Saturday, September 6, 2025 from 6:00 PM to 10:00 PM at Nashoba Brooks School Discovery Barn, 200 Strawberry Hill Road

		<p>c. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for Trivia Night on Friday, August 29, 2025 from 6:00 PM to 8:00 PM at Verrill Farm, 11 Wheeler Road</p> <p>vi. Vote Proposed Amendments to Administrative Policy and Procedure #10: Board and Committee Appointments</p> <p>vii. Committee Nominations:</p> <p>a. Linda Miller of 300 Main St. to the Land Use Working Group as the representative of the MCI Concord Advisory Board for a term to expire at the conclusion of the work outlined in the charge</p> <p>b. Sandeep Pisharody of 236 Hayward Mill Rd to the Financial Audit Advisory Committee for a term to expire May 31, 2027 as the Concord Public School Committee Representative</p>
III.	6:15 PM	<p>Select Board Appointments:</p> <p>a. Wendy Rovelli, 42 Bow St. to the Financial Policy Working Group as a representative of the Select Board for a term to expire at the conclusion of the work outlined in the charge</p> <p>b. Lois Wasoff. 258 Sudbury Rd. to the Financial Policy Working Group as a representative of the Finance Committee for a term to expire at the conclusion of the work outlined in the charge</p> <p>c. Donald Kupka, 39 Devens St. to the Financial Policy Working Group as a representative of the Finance Committee for a term to expire at the conclusion of the work outlined in the charge</p> <p>d. Ryan Ferrara, Acting Chief Financial Officer, Town of Concord to the Financial Policy Working Group as a representative of the Finance Department for a term to expire at the conclusion of the work outlined in the charge.</p> <p>e. Brian Waterson of the Town of Carlisle reappointment to the Financial Audit Advisory Committee as the Concord-Carlisle Regional School Committee Representative for a term to expire May 31, 2026 as the Concord-Carlisle Regional School Committee Representative</p> <p>f. Sandeep Pisharody of 236 Hayward Mill Rd as a School Committee Representative to the Concord Middle School Building Committee.</p> <p>g. Linda Miller of 300 Main St. to the Land Use Working Group as the representative of the MCI Concord Advisory Board for a term to expire at the conclusion of the work outlined in the charge</p> <p>h. Sandeep Pisharody of 236 Hayward Mill Rd as the Concord Public School Committee Representative to the Financial Audit Advisory Committee for a term to expire May 31, 2027 as the Concord Public School Committee Representative</p>
IV.	6:20 PM	Chair's Report
V.	6:25 PM	Town Manager's Report
VI.	6:35 PM	Public Hearing for a Grant of Location Request for a gas main petition for National Grid located at Cottage St. and 1200-1224 Main St.

		Presenters: Mary Mulrone, Permit Representative for National Grid, Justin Richardson, Assistant Town Engineer
VII.	6:45 PM	Project Approval Request – Placement of up to 5 Teak Benches and Bike Rack as part of West Concord Beautification Presenter: Mimi Graney, Economic Vitality Manager
VIII.	6:55 PM	Discuss and Vote on Concord 250 Executive Committee Charge Amendments and Discuss Permanent Memorial Subcommittee Presenter: Chris Johnson and John Arena, Co-Chairs
IX.	7:05 PM	Continued Discussion on Select Board Actions in Response to Antisemitic and Hate Incidents Presenter: Mark Howell, Select Board Chair
X.	7:30 PM	Discuss Comprehensive Results of Town Manager’s FY25 Evaluation Presenter: Jess Porter, Assistant Town Manager and HR Director
XI.	7:45 PM	Select Board Liaison Reports
XII.	7:50 PM	Executive Session under M.G.L. c. 30A, § 21(a)(6) to consider the purchase, exchange, lease or 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 <i>and not to return to Open Session</i>
XIII.		Adjournment

* Times are approximate and subject to change

Upcoming Meetings:

Monday, September 8, 2025 Monday, September 15, 2025 Monday, October 6, 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
August 8, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board scheduled a site visit on Friday, August 8, 2025 at 1:30 PM at the former Peabody Middle School, 1231 Old Marlboro Road.

Present were: Mark Howell, Chair, Wendy Rovelli, Clerk, Mary Hartman

Site Visit of former Peabody Middle School

There was no deliberation or votes of the Select Board at the former Peabody Middle School site visit.

DRAFT

**Town of Concord
Select Board
Meeting Minutes
August 11, 2025**

(Approved on 8/ /25)

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting at the Concord Municipal Light Plant and hybrid via Zoom on Monday, August 11, 2025 at 6:00 PM.

Present were: Mark Howell, Chair, Wendy Rovelli, Clerk, Paul Boehm, Mary Hartman, and Cameron McKennitt (attended remotely)

Call to Order

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

Public Comment

There was no public comment.

Consent Agenda

- i. Minutes: July 28, 2025
- ii. Town Accountant Warrants: July 24, 2025, July 31, 2025
- iii. One Day Liquor Licenses for All Alcoholic Beverages for Molly Bergin for the Concord – Carlisle High School Class of 1980 Reunion on Saturday October 4, 2025 from 4:00 PM to 11:00 PM to be held at Nashoba Brooks School, 400 Strawberry Hill Road.

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

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

Select Board Appointments

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

- i. Ronni Olitsky of 264 Bedford Street to the Concord Cultural Council for a term to expire May 31, 2028
- ii. Brian Farber of 41 Ash Street to the Diversity, Equity, and Inclusion Commission for a term to expire May 31, 2028
- iii. Corrective appointment for Julie Reed of 116 Monument Street to the Board of Registrars for an unexpired term to conclude on March 31, 2026

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- iv. Reappointment of James Littlefield of 523 Bedford Street to the Board of Registrars for a term to expire on March 31, 2028

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

Mr. McKennitt, the Liaison to CHDC, shared that he supports the appointment of Ann Sussman due to Ms. Sussman’s expertise relevant to the position and he also summarized his conversations with Julie McClure, Chair of the CHDC about the appointment; Ms. McClure supports the appointment and further the Select Board has received four letters of recommendation in support of the appointment.

Ms. Rovelli shared that she feels that Ms. Sussman’s background would be advantageous and valuable to the CHDC, however she has witnessed Ms. Sussman acting in a confrontational manner that was disruptive during a meeting. Alternatively, Ms. Rovelli has witnessed Ms. Sussman respectfully offering constructive feedback as well as compliments to a developer.

Ms. Hartman agrees with the perspective that Ms. Rovelli shared and appreciates those who have sent letters or contacted the Board. With more time, Ms. Hartman would have preferred to select from a larger pool of candidates.

Mr. Boehm shared that he is aware that Ms. McClure is supportive of the appointment of Ms. Sussman, particularly because of the expertise that Ms. Sussman offers.

Ms. Hartman reviewed some of the history of the way in which the Select Board has approved appointments, stating that in recent years the Select Board has taken a more active role, while other members weighed in on the Select Board’s role in appointments.

Upon a motion duly made by Ms. Rovelli and seconded, it was voted: to appoint Ann Sussman 534 Old Marlboro Road to the Concord Housing Development Corporation for a term to expire May 31, 2028.

Mr. Boehm – Aye
Ms. Hartman – Nay
Mr. Howell – Aye
Mr. McKennitt – Aye
Ms. Rovelli – Aye

The motion passed 4-1, with Ms. Hartman voting nay.

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY

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voted: to correctively appoint Robert Shatten of 116 Indian Spring Road to the Climate Action Committee for a term to expire May 31, 2029

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

Chair’s Report

Chair Howell reported that the next Chair’s Breakfast will be held virtually on 8/20/25. At the breakfast, there will be special training for committee members by the Town Clerk and Assistant Town Clerk on the Effective Governance Quarterly Training Program. The meeting will be recorded for those that cannot make it. Chair Howell reminded Select Board members that the input for the Town Manager’s evaluation is due this Friday. The Diversity, Equity and Inclusion meeting is tomorrow at 5-6:30 PM at the Harvey Wheeler Community Center. Further, Chair Howell encouraged the community to pay attention to the upcoming Special Election; the deadline for registration by mail is 8/12/25 at 12:00 PM and in person absentee voting is taking place at the Townhouse during business hours, all this week and on Monday. The Town House is open 8:30 to 4:30 Monday through Thursday and 8:30-12:30 on Friday.

Town Manager’s Report

Ms. Lafleur provided an update on the Town House air conditioning, noting that the town is working through contract administration for the installation and that it will be installed within in the next two weeks. Ms. Lafleur continued and noted that the roof work being done on 30 Monument St. continues to affect parking at the Town House, including the building’s accessible entrance, and as such after the air conditioning unit is installed there may be a need to hold meetings off site. Ms. Lafleur shared that there will be two reports issued to the Select Board on a regular basis: 1. “[Concord Currents](#),” formally known as the Town Manager’s Report, is being sent out through a subscription service and is available by signing up under the communications tab on the town website. An edition was sent out this afternoon. Currently it will be sent every other week, however, there has been some discussion about sending a weekly edition. The Human Resources Department has been contributing information about new staff and other topics to the publication. Data, such as the number of building permits issued monthly, will be included in the editions. 2. The Projects Update Report will be provided to the Select Board monthly, at the first Select Board meeting of the month. In this report ten key projects that are tied to goals and objectives for the town will be highlighted, along with some other ongoing projects. The projects are organized by the department and will include other organizational details such as progress and lead person and in addition will include a risk rating that is budget and time related.

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This month's Project Update Report is included in the Select Board meeting packet. The community can access these reports under "Meeting Documents" on the Town of Concord website, Select Board page. Ms. LaFleur shared that she will continue to refine the visual aspects of the report for clarity and then provided an update on the status of MUNIS software utilization in town departments. The Select Board members expressed appreciation for the information contained in these two reports, inquired about a cost threshold of projects that will be included in the report and requested that information about "progress toward target completion dates" be included as well. Ms. LaFleur shared that the new Director of the Regional Housing Service Office, Kristen Giuchard, started on July 28 and that the town is still under a Level 1 water restriction. The town is considering activating the NAGOG Pond water reserve later this week. Ms. LaFleur shared that there was a near drowning of a person at Walden Pond this past week. The public is reminded that there are no lifeguards on duty at Walden Pond and to exercise caution. Yesterday, there was a large electrical outage of 750 customers. This is the fourth outage since July 1. A document was sent out yesterday through News and Notices entitled "Understanding Recent Outages" in order to help the community understand the causes of the outages and the ways that the town is planning to prevent them in the future.

Chair Howell encouraged the community to listen to the Civic Concord podcast to learn information about current topics in the Town of Concord.

**Request for a Permit to Remove a Public Shade Tree at 62 Belknap Street
Continued without discussion – Date to be Determined at the Request of Applicant**

**Overview of Wastewater Treatment Plants and Discuss Extension for Negotiations with the
Division of Capital Asset Management and Maintenance (DCAMM) regarding the MCI
Concord Wastewater Treatment Plant**

Alan Cathcart, Director of Public Works, and Kent Nichols, Senior Consultant of Weston and Sampson, appeared before the Select Board to provide a presentation on an overview of the wastewater treatment plant at MCI Concord. The full presentation is included in the Select Board meeting packet.

Key points are as follows: All sewer waste currently flows to the Bedford St. facility which is limited to 1.2 million gallons a day capacity. The town is sometimes near the capacity limit per the discharge permit that is issued by the EPA., generally during high precipitation periods. While significantly smaller and in need of renovation the MCI Concord Wastewater Treatment plant could treat and discharge up to 310,000 gallons a day; it is currently receiving about 65,000 gallons a day from adjacent properties. Mr. Nickols discussed the potential for increasing groundwater discharge, and shared that more evaluation is needed, which will have additional financial implications. Mr. Nickols also explained permitting required by the DEP and the EPA for groundwater discharge and reviewed the location of the sand beds at the MCI facility, along with certain thresholds per the State of MA for resource protection. Mr. Nickols then reviewed the results of the MCI sewer pipe inspection, where Weston and Sampson found that some pipes

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would require complete replacement and that replacement could potentially be funded by the state. And lastly Mr. Nickols shared key points about the ability to integrate Town flows with the MCI plant (Concord Flow Diversion Study), including items such as costs, capital planning and logistical issues.

Megan Zammuto, Deputy Town Manager, noted that upon closure of the facility, the State included a provision in legislation for the state and town to negotiate the town acquiring the waste water treatment plant with certain deadlines for a response in the negotiations being required. Ms. Zammuto has drafted an extension letter, which has been reviewed by Concord Town Counsel, requesting a one-year extension for negotiations to August 2026.

Upon a motion duly made by Ms. Rovelli, and seconded, it was **UNANIMOUSLY voted:** to approve the extension for negotiations with DCAMM regarding the MCI Concord Wastewater Treatment Plant through August 2026.

Mr. Boehm – Aye

Ms. Hartman – Aye

Mr. Howell – Aye

Mr. McKennitt – Aye

Ms. Rovelli – Aye

Mr. Cathcart shared that Weston and Sampson will be providing a proposal that will outline a recommended plan for the wastewater treatment plant at MCI Concord. Further, the town is hoping that some funds will be released from the state though it is likely that the town will be working through the Sewer Improvement Fund. The current backup plans for managing wastewater in excess of current limits is a 155,000 gallon system enhancement that may cost as much as \$10 million dollars or to successfully renegotiate the permits.

Quarterly Update from the MCI Concord Advisory Board Co-Chairs – Scenario Recommendations, Next Steps, and Fiscal Year 2026 Budget

Dan Gainsboro and Patrick McCurdy, Co-Chairs of the MCI Concord Advisory Board, appeared before the Select Board to provide a quarterly update and discuss upcoming funding requests. Mr. Gainsboro reported that there has been significant community outreach in the last few months with project consultants Agency Landscape + Planning to inform the Vision Report and that the Vision Report has been submitted by Agency Landscape + Planning. One of the next steps for the Advisory Board is to select an outcome scenario, which could be a hybrid of the scenarios, from the current three that have been identified. Next week, the MCI Concord Advisory Board has planned a joint meeting with the Land Use Working Group to share information on the work the Advisory Board has conducted over the last year and to debrief the Working Group's tour of the site. Once the preferred scenario is identified, the Advisory Board will begin working on the zoning process. Mr. Gainsboro feels it is ambitious to have their work completed in time for the 2026 Annual Town Meeting, therefore has considered the possibility of

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a 2026 Special Town Meeting. Mr. McCurdy offered that the Advisory Board continues to have regular dialogue with the Division of Capital Asset Management and Maintenance (DCAMM) and meets quarterly with the Department of Transportation. It was pointed out that the redesign of Route the 2 rotary will have an impact on the future of the site.

Select Board members weighed in on the collaboration between the MCI Concord Advisory Board and the Land Use Working Group in relation to planning, proposed use of Ttown properties, and the important relationship to consolidation and budget goals, keeping in mind that it will be at least a year before plans for the wastewater treatment plant are known. Mr. Gainsboro and Mr. McCurdy shared that they have a plan in place for how a joint meeting between the two groups can be productive. Mr. Howell shared that the MCI Concord property is very complicated, with potentially 5-6 zones, which may result in parcels being developed at varied times.

Sven Weber, Co-Chair of the Land Use Working Group shared that his committee has recently been attending many tours of town buildings and properties, including MCI Concord. Mr. Weber feels that this is a good time to have a joint meeting with the MCI Concord Advisory Board in order to discuss general take a ways, however he agrees that a work plan is needed to have more in-depth meetings.

Ms. Zammuto noted that the Advisory Board has several small funding requests for the Select Board using the Free Cash appropriation that was approved at 2025 Annual Town Meeting, which would be performed by Agency Landscape + Planning, including:

Corrections to the Vision Report – Due to the consolidated timeline for producing the Report, Agency Landscape + Planning did not have enough time to submit a draft report, and there are a few non substantive changes that the Advisory Board feels are important to be made.

A large communications push to publish the Vision Report both on the project webpage, www.mci-concord.org and the Town's website, including a few other updates to the project webpage.

A slide deck providing a summary of the Vision Report that the Advisory Board can use at upcoming community engagement opportunities.

Ms. Zammuto stated that Agency Landscape + Planning quoted this work at \$4,000.00

Ms. Rovelli asked that the Vision Report be posted more prominently on the Town website at this time, even though the corrections have not been made to the report yet. Ms. Rovelli also asked about having more clarity about the borders of the parcel that is inclusive of the waste water treatment plant and related sand beds, and Mr. Howell reinforced that many facts about the site continue to evolve, such as the involvement of the rotary.

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**Continued Discussion and Potential Vote on Select Board Actions in Response to
Antisemitic and Hate Incidents**

Chair Howell opened the discussion and noted that the draft statement against antisemitism will be discussed at the Diversity, Equity, and Inclusion Commission meeting tomorrow and asked the Select Board members and the Town Manager to share their reflections on proposed actions that are outlined in the document. The full draft statement is included in the Select Board meeting packet.

Ms. Rovelli shared that she has prioritized community engagement by meeting with the Chairs of Concord- Carlisle Human Rights Council and meeting with members of the Concord-Carlisle League of Women Voters. The League of Women Voters is considering hosting a session on this topic for the public in the fall. The League will discuss this further at their board meeting on Thursday.

Ms. Hartman attended the Concord Cultural Council meeting where they discussed this topic. Ms. Hartman shared that she is supportive of a reporting system that would be under the purview of the Select Board and proposed the idea of a new task force that could work quickly on an action plan.

Mr. McKennitt agrees with the need for a timely, transparent reporting system, however is interested in the resources or systems that currently exist that could be leveraged in order to create a reporting system. Mr. McKennitt also inquired about existing policies and if any updates are needed.

Mr. Boehm focused on raising awareness of the importance of community dialogue and having a reporting system

Ms. Lafluer shared that the tools that the town currently utilizes to address incidents of antisemitism and hate are through the police department and that the police department is the entity that decides if an incident meets the criteria for investigation. Further, Ms. Lafluer shared that the standard protocol requires the police department to notify certain outside organizations when an incident occurs. Ms. Lafluer advocated for a system where the community can report issues and incidents more easily.

Mr. Howell feels that the Select Board should endorse and empower what the DEI Commission has proposed and that it is necessary to evaluate resources that already exist within current boards and committees that can be leveraged before forming new bodies.

Captain Brian Goldman, Concord Police Department, weighed in that there are several reasons why people do not report incidents, and he wanted the community to know that even if an incident is not a criminal act there are still notifications that can be made and guidance that may help is available. Captain Goldman encouraged residents to report all incidents and noted that

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these are public safety concerns, and residents should not feel that they are burdening the department.

Ms. Rovelli made the following motion:

In our role as elected town leaders, the Select Board sees the need for deliberate action to combat antisemitism across the town. To that end we endorse moving forward on two parallel tracks. The first track involves “community engagement” including community dialogue, education, and input. We will look to the DEI Commission working with community organizations to lead this effort. The second track involves “reporting and communication protocol development” for reporting antisemitic and other hate incidents, collecting data, storing the data, communicating the data transparently to the public. The Select Board will work with town management, the police, the District Attorney’s office, the School Committee to develop this second track.

Mr. Howell amended the motion to add “and other as appropriate.”

Mr. McKennett amended the motion to add “evaluating” in the sentence beginning with “The second...”

Craig Awmiller of 27 Lang St. elaborated on the letter that was sent to Mr. Howell regarding the existing Memorandum of Understanding that clearly states what needs to be reported to the police. Mr. Awmiller states that this MOU has been violated on multiple occasions by individuals in the School Department. Mr. Awmiller states that this is a public safety issue.

Michael Williams of 1284 Sudbury Rd. and a School Committee member who is speaking in his role as a community member, shared historical incidences of hate crimes in Concord. Mr. Williams feels that the community needs to come together and move purposefully, not necessarily just quickly, to build a system that uplifts all, so that all will feel welcome.

Deborah Dorfman of 27 Lang St. feels that the accuracy of data is important and that it is necessary to make sure that mandated reporters understand their role and responsibility and further are not afraid of retaliation for reporting.

Joe Palumbo and Rose Cratsley, members of the DEI Commission, noted that when the Commission conducted its Town-wide survey, 72% of people who answered the survey had experienced or witnessed some kind of aggression. The DEI Commission has been advocating for a reporting system for several years and would like to be involved in developing a reporting system and agrees that this is a public safety issue.

Upon a motion duly made and seconded by Ms. Rovelli, and seconded, it was **UNANIMOUSLY voted:**

In our role as elected town leaders, the Select Board sees the need for deliberate action to combat antisemitism across the town. To that end we endorse moving forward on two parallel tracks. The first track involves “community engagement” including community dialogue, education, and

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input. We will look to the DEI Commission working with community organizations to lead this effort. The second track involves “evaluating reporting and communication protocol development” for reporting antisemitic and other hate incidents, collecting data, storing the data, communicating the data transparently to the public. The Select Board will work with town management, the police, the District Attorney’s office, the School Committee, and others as appropriate to develop this second track.

- Mr. Boehm** – Aye
- Ms. Hartman** – Aye
- Mr. Howell** – Aye
- Mr. McKennitt** – Aye
- Ms. Rovelli** – Aye

Discussion with Transportation Advisory Committee, Public Works Commission, and Traffic Management Group on Integrated Transportation Planning

Alan Cathcart, Director of Public Works and Alyssa Sandoval, Director of Community Development provided an overview of the goals and timing for a joint meeting with the Transportation Advisory Committee, Public Works Commission, and Traffic Management Group; the meeting would aim to address ongoing public concerns about transportation safety and the lack of funding for pedestrian and cycling amenities. The upcoming ballot vote could provide significant funding for pavement and sidewalk enhancements, allowing for a more programmatic, multi-year approach. Mr. Cathcart and Ms. Sandoval also shared that a key goal is to create a transparent process for residents to submit concerns, understand how they are reviewed, and see how projects are prioritized, recognizing that the new funding won't solve every ask. Staff will work on a framework for screening and ranking projects, potentially leveraging the Complete Streets program. The discussion emphasized thinking about roads holistically, beyond just paving, to include overall safety and usability. The joint meeting is tentatively planned for September or October.

Ms. Hartman hopes the ballot will pass and emphasized the need for transparency and that resident requests and inquiries need to be addressed.

Discuss Proposed Amendments to Administrative Policy and Procedure #10: Board and Committee Appointments

Mr. McKennitt presented the proposed amendments to Administrative Policy and Procedure #10: Board and Committee Appointments. The full proposed amendments are included in the Select Board meeting packet.

The Board discussed several further proposed edits during the meeting. Mr. McKennitt stated that he would prepare a clean copy of APP 10 in the next meeting packet for final approval on August 25, 2025.

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Discuss and Vote on Financial Policy Working Group Charge and Nominate Members to the Financial Policy Working Group

Ms. Rovelli presented the Financial Policy Working Group charge and noted that a few small amendments have been made to the charge since the Board last reviewed it. The full Financial Policy Working Group charge is included in the Select Board meeting packet.

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to approve the Financial Policy Working Group Charge as included in the Select Board meeting packet.

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

Upon a motion duly made by Ms. Rovelli and seconded , it was UNANIMOUSLY **voted :** to approve the nomination of Wendy Rovelli, 42 Bow Street to the Financial Policy Work group as a representative of the Select Board for a term to expire at the conclusion of the work outlined in the charge, Lois Wasoff, 258 Sudbury Road to the Financial Policy Work group as a representative of the Finance Committee for a term to expire at the conclusion of the work outlined in the charge and Donald Kupka, 39 Devens Street to the Financial Policy Work group as a representative of the Finance Committee for a term to expire at the conclusion of the work outlined in the charge.

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

Select Board Liaison Reports

There were no Select Board Liaison Reports reviewed during the meeting.

Executive Session

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to move into Executive Session under M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may

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have a detrimental effect on the negotiating position of the public body and not to return to Open Session.

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

Meeting Materials:

[Select Board Meeting Packet – August 11, 2025](#)

[Select Board Meeting Recording – August 11, 2025](#)

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

CONCORD-CARLISLE
FOUNDATION MONTH
OCTOBER 2025

WHEREAS The Concord Carlisle Foundation was founded in 1947 as the Concord-Carlisle Community Chest to provide support for community human service organizations; and

WHEREAS Agencies and programs funded by the Concord Carlisle Foundation serve the needs of our neighbors including Communities for Restorative Justice, Concord Council on Aging, Mass 21 1, etc.; and

WHEREAS The Concord Carlisle Foundation carefully evaluates each funding request to ensure that donations are spent efficiently and effectively; and

WHEREAS The Concord Carlisle Foundation depends upon the generous contributions by thousands of individuals and businesses; and

WHEREAS The Concord Carlisle Foundation's Annual Campaign begins October 1, 2025;

NOW THEREFORE, We, the Select Board of the Town of Concord, do hereby proclaim **October 2025** as **Concord-Carlisle Foundation Month** in the Town of Concord to recognize the vital role the Foundation plays in the life of our Town and to wish members of the Foundation success in reaching their Annual Campaign fundraising goal.



Proclaimed this 25th day of August, 2025.

CONCORD SELECT BOARD



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: August 25, 2025

Re: One Day Liquor License for Tom Wilson of the Wright Tavern

Included in your meeting packet is a One Day Liquor License application for All Alcoholic Beverages for Tom Wilson of the Wright Tavern for a beer garden celebration in support of Ag Day on Saturday, September 6, 2025 from 11:00 Am to 7:00 PM at the Wright Tavern, 2 Lexington Road.

Mr. Wilson's application is complete with TIPS Certifications and payment. This event will be ran similarly to former Wright Tavern beer gardens, with temporary fencing enclosing the area of the garden and a Police Detail.

Please reach out with any questions.

ONE-DAY LIQUOR LICENSE

APPLICATION DETAILS

Application #:	<u>ODL-25-59028</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u> </u>
Fee Payable: (\$)	<u>75.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u> </u>		

SECTION 1 - SITE INFORMATION

Name of Organization Wright Tavern Legacy Trust

Street Name LEXINGTON RD Map Block Lot 0009

Street Number 2-6 Zone CCB

Unit Number

On Premises

Description of Premises Historic Museum and part of First Parish in Concord

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name FIRST PARISH UNITARIAN

Street Number 20 Street Name LEXINGTON RD

City CONCORD State MA Zip Code 01742

Telephone Email

SECTION 3 - APPLICANT INFORMATION

Applicant Name Tom Wilson

Street Number	<u>65</u>	Street Name	<u>Whittemore St.</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742-3513</u>
Telephone number	<u>617-281-1198</u>	Email	<u>tom@wrighttavern.org</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>65</u>	Street Name	<u>Whittemore St.</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742-3513</u>
Telephone	<u>617-281-1198</u>				

SECTION 5 - HOURS OF OPERATION

To Sell: (Check One) Wines & Malts All Alcoholic

Note: Please indicate A.M. or P.M.

Day of Event	<u>09/06/25</u>	Hours of Operation	From	<u>11:00 AM</u>	To	<u>7:00 PM</u>
Activity	<u>Beer Garden Celebration to support AG Day in Concord</u>					
Approximate Number of Attendance	<u>250</u>					

SECTION 6- DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 08/11/25

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Indicates Mandatory Field.

Note: Please check the above checkbox to submit the form



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: August 25, 2025

Re: One Day Liquor License for Julie Monagle of Friends of Concord-Carlisle Girls
Soccer

Included in your meeting packet is a One Day Liquor License application for All Alcoholic Beverages for Julie Monagle of the Friends of Concord-Carlisle Girls Soccer for a parent social on Saturday, September 6, 2025 from 6:00 PM to 10:00 PM at the Nashoba Brooks School Discover Barn, 200 Strawberry Hill Road.

Ms. Monagle's application is complete with TIPS Certification and payment.

Please reach out with any questions.

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

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

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

NAME: (please print) Julie Managle
COMPANY or organization: Friends of Girls Soccer - FOCCGS
ADDRESS: 66 Sorli Way Carlisle, MA 01741
TELEPHONE: 781-652-1106
DATE(S) APPLIED FOR: 9/6/2025
EVENT: Parent Social
HOURS OF OPERATION: 6-10
PREMISES TO BE LICENSED: Nashoba Brooks Barn
ADDRESS OF PREMISE LICENSED: 200 Strawberry Hill Road

License is for the Sale of:

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

The Licensed Activity or Enterprise is:

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

Are the bartenders TIPS or equivalently trained? Yes No

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

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

 If no, number of consecutive years licensed? _____

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

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

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

Signature of Applicant: Julie Managle **Date:** 8/13/2025



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: August 25, 2025

Re: One Day Liquor License for Jennifer Verrill of Verrill Farm

Included in your meeting packet is a One Day Liquor License application for Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for Trivia Night on Friday, August 29, 2025 from 6:00 PM to 8:00 PM at Verrill Farm, 11 Wheeler Road.

Ms. Verrill's application is complete with TIPS Certification and payment.

Please reach out with any questions.

ONE-DAY LIQUOR LICENSE

APPLICATION DETAILS

Application #:	<u>ODL-25-59172</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u> </u>
Fee Payable: (\$)	<u>75.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u> </u>		

SECTION 1 - SITE INFORMATION

Name of Organization Verrill Farm LLC

Street Name WHEELER RD Map Block Lot 3466

Street Number 14B Zone A

Unit Number

On Premises

Description of Premises

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name VERRILL STEPHEN B

Street Number 415 Street Name WHEELER RD

City CONCORD State MA Zip Code 01742

Telephone Email

SECTION 3 - APPLICANT INFORMATION

Applicant Name Jennifer Verrill

Street Number	<u>11 Wheeler</u>	Street Name	<u>11 Wheeler Rd</u>		
City	<u>Concord</u>	State	<u>Massachusetts</u>	Zip Code	<u>01742</u>
Telephone number	<u>978-831-4897</u>	Email	<u>jvfaddoul@comcast.net</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>11 Wheeler</u>	Street Name	<u>11 Wheeler Rd</u>		
City	<u>Concord</u>	State	<u>Massachusetts</u>	Zip Code	<u>01742</u>
Telephone	<u>978-831-4897</u>				

SECTION 5 - HOURS OF OPERATION

To Sell: (Check One) Wines & Malts All Alcoholic

Note: Please indicate A.M. or P.M.

Day of Event	<u>08/29/25</u>	Hours of Operation	From	<u>6pm</u>	To	<u>8pm</u>
Activity	<u>Trivia Night</u>					
Approximate Number of Attendance	<u>50</u>					

SECTION 6- DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 08/19/25

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Indicates Mandatory Field.

Note: Please check the above checkbox to submit the form

Adopted:	2/27/79
REVISED:	1/12/98
REVISED:	6/18/12
REVISED:	10/21/19
REVISED:	11/18/19
REVISED:	4/9/20
REVISED:	11/22/21
REVISED:	8/22/25

Town of Concord APP #10

Town Board, Committee, and Task Force Appointment Policy

The Select Board, Town Manager and Town Moderator (“Appointing Authority” or “Appointing Authorities”) have jointly adopted this policy concerning the appointment of members to Town boards, committees, and task forces. Please refer to this policy when considering or suggesting an individual for appointment to a Town board, committee, or task force.

Distribution: All Department Heads
All Committee, Board and Task Force Chairs
Town Clerk

I. General

This policy has been jointly adopted by the Appointing Authorities, and is intended to cover appointments to all committees, boards, commissions and task forces (each, a "Committee"). With the exception of the Town Manager, this policy does not apply to Town employees.

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Effective local government requires that all Committees respect the duties and responsibilities of other Committees and coordinate their activities to the greatest extent possible. It is in the overall best interest of the Town that each Committee carries out its responsibilities in a consistent and professional manner that is in harmony with the general policies promulgated by the Select Board.

The powers and duties of some Committees appointed by the Appointing Authorities are governed by State statute. These include: the Board of Appeals, Planning Board, Historic District Commission, Board of Health, Natural Resources Commission, and others. Once appointed by an Appointing Authority, these Committees operate with a high degree of autonomy. However, it is in the best interests of the Town that these Committees be guided by the general policies promulgated by the Select Board to the extent possible.

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III. Officers of Committees, Boards, and Task Forces

Each Committee shall annually elect from among its members a Chair and a Clerk. Certain Committees may also find it desirable to elect Co-Chairs or a Vice-Chair who may act in the absence of the Chair. In the case of new Committees, or Committees that have become inactive, the Appointing Authority may appoint a chair pro-tem to serve until the Committee itself elects a Chair for the balance of the current year.

Except in unusual circumstances, the chairmanship and the clerkship should rotate yearly amongst the Committee membership.

IV. Open Meeting Law and Minutes

All Committees shall operate in accordance with the Open Meeting Law (MGL Ch. 39, sect. 23a-c) and shall keep minutes of their proceedings. Each Committee shall establish its own procedures for approval and submission of minutes to the Town House on a timely basis. Committees are strongly urged to prepare, review and approve minutes as expeditiously as possible to maximize the public's access to information concerning Committee activity. In most instances, Committee minutes should be reviewed and approved within six weeks of the original meeting date. All Committees shall submit electronically a copy of approved minutes to the Town Clerk immediately upon approval.

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Upon the dissolution of any Committee, either by action of the Appointing Authority, or pursuant to an expiration date provided in the Committee's charge, all records, documents, correspondence and files concerning the Committee's work shall be promptly turned over to the Town Clerk for appropriate filing and archival storage.

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- Hearings on Town Meeting warrant articles

- Town Meeting

The objective is not to enforce uniformity or adherence to a majority view, but to assure understanding of all issues relating to the work of the Committee on which an individual serves and an understanding of Town government in general.

VI. Conflict of Interest

All Committee members are subject to the requirements of Massachusetts General Laws, Chapter 268A, Conduct of Public Employees. The statute covers:

- (a) Gifts or receipt of compensation or gratuities from anyone other than the Town
- (b) Offers or promises to influence official acts
- (c) Financial interest in contracts or other particular matters
- (d) Acting as agent or attorney before a Town Committee
- (e) Unfair advantage in relation to a particular matter

If a prospective Committee member has any question concerning a potential conflict of interest under MGL Ch. 268A, the member shall raise the question in advance of appointment. Those members currently serving should discuss questions of conflict with the Committee chair and the Appointing Authority as soon as possible. The State Ethics Commission is a useful resource for information concerning the application of the law, and Committee members are expected to follow guidance provided by the State Ethics Commission. Subject to review by the State Ethics Commission, the Appointing Authority will make the final determination concerning conflict of interest, with the assistance of Town Counsel as appropriate.

In addition, all Committee members must avoid the appearance of conflict of interest in all matters coming before the Committee. Committee members shall seek guidance from the State Ethics Commission as appropriate, and file with their Committee chair and the Appointing Authority written notice of facts potentially creating the appearance of a conflict of interest as required.

VII. Formation of a New Committee and Dissolution of an Existing Committee

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

Select Board members and Chairs of existing Committees can propose dissolution of an existing Committee based on fulfillment of Committee charge or if work is no longer necessary. Such dissolution requires a majority vote of the Select Board.

VIII. Appointment Policy and Procedures

(a) General

It is the policy of the Appointing Authorities to seek the best qualified persons to serve on each Committee. Each Appointing Authority will endeavor to develop a pool of persons interested in serving on each such Committee from at least the following sources:

1. Volunteer cards on file
2. Personal knowledge
3. Recommendations from Town organizations or individuals
4. Suggestions from the Committee having a vacancy
5. Suggestion by prospective appointee(s)
6. Research of skills available in Town
7. Individual responses to publicity regarding vacancies (new volunteer cards)

It is the policy of the Appointing Authorities to enlarge the general pool of applicants through active solicitation of Town organizations and through periodic public notification and events. The timing and extent of specific active solicitations shall be determined by the Appointing Authority based on its judgment as to appropriateness and need.

Regardless of how a candidate is initially identified, in order to be considered for placement onto a Committee, it is required that a Volunteer card be completed and submitted to the Town. This can be done in person at the Town Clerk's office, or filled out online within the Volunteer section of the concordma.gov website.

The Town Clerk's office shall maintain an electronic list of people who have submitted Volunteer Cards, noting the date of their submission and particular Committees of interest. When an opening for a Committee position occurs, or is anticipated, every effort should be made by the Town, the Committee and/or the Select Board liaison to contact the volunteers who have listed that Committee as one of high interest.

In accordance with the vote on Article 47 of the 1978 Annual Town Meeting, each Apointing Authority shall make a special effort to seek out roughly equal numbers of women and men as candidates for appointments over which they have authority, and will make all possible efforts to seek out candidates of diverse cultural, religious, socio-economic, national, racial and ethnic backgrounds, in addition to individuals with diverse sexual orientation, income, and ability/disability. The Appointing Authority shall make appointments in accordance with the Massachusetts Equal Rights Amendment which states, in part, that "Equality under the law shall not be denied or abridged because of sex, race, color, creed, sexual orientation or national origin

Term of Office

8. Unless otherwise prescribed by statute, Town Meeting vote, or specific Committee charge, three years shall be the standard term of office for Committee members.
9. Except as provided in section VIII(b) below, those appointed to a three-year term as a full member of a Committee shall be limited to two (2) full consecutive terms.
10. Except as provided in section VIII(b) below, those appointed to a full-member Committee term of five (5) years or longer shall be limited to one (1) full term.
11. A partial term to fill a vacancy shall not be considered to be a full term.
12. Before reappointment to a second term, the individual contribution of the member's value to the Committee and his or her attendance record shall be reviewed by the Committee chair. Attendance of less than 75% of all Committee meetings shall prejudice reappointment.
13. All terms, unless prescribed by statute, shall terminate at the end of the month following Town Meeting, or May 31st, whichever is earlier.
14. The terms of office on Committees shall be set on a staggered basis in the interest of fostering continuity of knowledge and experience on all Committees. The Appointing Authority shall determine the year in which a given term expires at the time of appointment.

Exception: *Ad hoc* committees appointed for a specific responsibility, at which time the charge to the Committee should include a specific time frame for submission of the Committee's final report and dissolution of the Committee.

15. With the consent of the Committee Chair, a committee member may take a leave of absence from Committee meetings and responsibilities not to exceed 90 days. For an absence longer than 90 days, the Committee member should resign and otherwise face removal under section VII(I) below.
16. Each Committee member shall hold office until his or her successor has been appointed and qualifies, unless his or her office shall become vacant by reason of resignation or removal.
17. In the event of a declared emergency and if the Moderator reschedules Town Meeting

after May 31, all appointed members of committee whose terms would otherwise expire, shall remain in office until the close of the rescheduled Town Meeting.

(b) Appointments for Additional Terms

Members who have served a three-year term on the Records & Archives Committee may be re-appointed to additional terms indefinitely. For other Committees, the Appointing Authority may re-appoint a Committee member to serve one or more terms on the Committee beyond what is permitted under section VII(a) above where one or more of the following obtains:

1. Through service on the Committee, the member has developed extensive and valuable background knowledge and experience concerning specific matters before the Committee that are expected to be ongoing Committee matters in the future and which will be difficult adequately to pass on to new members.
2. A Committee member has skills and expertise, (such as an uncommon advanced degree in a field directly relevant to the Committee's charge) that make the member's continued service on the Committee of special value to the Town.
3. The departure of the member from the Committee will result in an absence of important institutional knowledge or know-how regarding the ongoing activities of the Committee that will not be furnished by other Committee members, such as where all members of the Committee would be new appointees if the member in question is not reappointed.

It is intended that re-appointments under this section VII(b) shall be rare, particularly if there are other available qualified volunteers and/or if the member is serving on another Committee per the section (c) exemption below. In each such re-appointment case, the re-appointment shall specifically reference this section of this Appointment Policy.

(c) Dual Committee Appointments

In general, individuals shall be limited to service on only one Committee at a time, especially in the case of a statutory or regulatory Committee and in cases where there are available qualified volunteers who are not currently serving on a Committee. However, the Appointing Authority may make exceptions for one of the following reasons (which will be documented during the nomination process):

1. By law or specific Committee charge, a Committee member serves as a representative on another Committee (e.g., the Board of Health representative on the Council on Aging), or serves on a joint Committee formed from other Committees.
2. The individual brings unique skills and/or experience not readily available from other volunteers or other public recruitment efforts

Notwithstanding these exceptions, no individual shall sit on more than three Committees or subcommittees at any point in time.

(d) Committee Transfers

In general, a member of one Committee shall only be considered for appointment to another Committee upon completion of the current Committee term of office.

(e) Eligibility for Appointment

All residents of the Town of Concord aged 18 and over are eligible for appointment, except the following:

1. Town employees whose service on a given Committee, in the judgment of the Appointing Authority, would create the appearance of a conflict of interest. Example: an employee of the Public Works Department should not be appointed to the Public Works Commission, but may, however, be appointed to the Council on Aging, Recreation Commission, or other Committee where appointment would not create an appearance of conflict.
2. The Town Manager, Concord Public School and CCRHS Administrators, and Town department heads (these individuals exert a significant influence over public policy by virtue of their positions, but may be eligible for ad hoc Committees where such

representation is required by the charge). Additionally, municipal officials may serve on a committee where their office is specified as a member by the committee charge.

3. Elected Municipal Officials (Select Board, School Committee members, Town Moderator, Housing Authority Commissioners), except that elected officials may serve on temporary, ad hoc Committees, working groups or task forces, or where there is a statutory requirement.
4. Relatives, spouses, or business associates of existing Committee members whose appointment, in the judgment of the Appointing Authority, would create the appearance

of a concentration of power or viewpoint or a conflict of interest.

(f) Criteria for Selection

Actual appointments from the pool of applicants shall be made by the Appointing Authority on the basis of:

1. The level of applicant's interest in serving and interest in the work of the Committee;
2. The need for diversity on the Committee, taking into account the educational and professional background of the applicant, as well as the need for diversity among all committee members in terms of neighborhood representation, gender, age, and other demographic characteristics.
3. Special skills needed by a particular Committee. Each Committee's charge should identify relevant member skills, background and/or experience required to support their work.

(g) Residency

In most instances, Committee members should be residents of the Town of Concord. There may be occasional exceptions when an individual's unique skill or experience supports the appointment of a non-resident and would be beneficial to the Committee's work. Non-residents shall not be eligible for appointment to any Committee responsible for exercising statutory or regulatory authority.

In the event a Committee member becomes a resident of another community, the member or the Committee chair shall promptly notify the Appointing Authority. The Appointing Authority may, upon the request of the Committee chair, permit the non-resident member to continue to serve until the subsequent May 31, except in the case of statutory and regulatory Committees.

(h) Role of Committee in Appointments

Each Committee is expected to:

1. Encourage individuals to complete volunteer cards
2. State the qualifications they are looking for in appointments
3. Through the Committee Chair, make suggestions to the Appointing Authority on potential members

Committees may invite prospective members to attend meetings to familiarize themselves with the work of the Committee. Committees shall not make any representation to candidates concerning the likelihood of appointment, nor take any vote with respect to candidates.

(i) Selection Procedures

1. The Committee Chair and/or Clerk shall notify the Appointing Authority in writing as soon as a vacancy occurs, or if they are aware that there will be an upcoming vacancy in the next three months.
2. A notice will be prepared for public posting pursuant to the 1996 Town Meeting vote under Article #12.
3. No action will be taken on a vacancy for at least two weeks after the announcement of the vacancy.
4. For Select Board appointments, nominations shall be made at one Board meeting, and formal action will not be taken until a subsequent Board meeting.
5. For Town Manager appointments that are approved by the Select Board, the request for appointment shall be made at one Board meeting, and action on the request shall be taken not later than the next Board meeting.
6. Except in unusual circumstances, the Appointing Authority shall endeavor to make appointments within two months of the announcement of a vacancy.

(j) Orientation Procedure

Upon appointment, all Committee members shall present themselves at the Town Clerk’s office in order to take the oath of office. The Town will provide the new Committee member with an informational packet referred to as the “Committee Handbook” which shall include: a copy of the Committee charge or relevant administrative code, and copies of the Open Meeting, Public Records, and Conflict of Interest laws.

It shall be the responsibility of the Committee chair to provide for the orientation of new members to familiarize them with the work of the Committee, current projects, and Town government operations in general as they may impact the Committee’s work.

(k) Removal from Committees

As provided in the Town Charter, the Select Board may remove, after such hearing as the Select Board deem advisable, any Committee members appointed by the Board. Further, the Town Manager may remove any Committee member appointed by the Town Manager for cause, with or without a hearing. “Cause” shall include, for example, the repeated failure to attend Committee meetings, the commission of an ethical violation (as found by the State Ethics Commission) or a violation of the Open Meeting Law, as found by the Office of the Attorney General, if the Town Manager believes such action to be necessary to preserve public confidence in Town government.

IX. Conflicts with Law

In case of a conflict between any provision of this Appointment Policy and the laws of The Commonwealth of Massachusetts or the Town Charter, Massachusetts law or the Town Charter, as the case may be, shall take precedence.

Adopted:	2/27/79
REVISED:	1/12/98
REVISED:	6/18/12
REVISED:	10/21/19
REVISED:	11/18/19
REVISED:	4/9/20
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REVISED:	8/22/25

Town of Concord APP #10

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- Hearings on Town Meeting warrant articles

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VIII. Appointment Policy and Procedures

(a) General

It is the policy of the Appointing Authorities to seek the best qualified persons to serve on each Committee. Each Appointing Authority will endeavor to develop a pool of persons interested in serving on each such Committee from at least the following sources:

1. Volunteer cards on file
2. Personal knowledge
3. Recommendations from Town organizations or individuals
4. Suggestions from the Committee having a vacancy
5. Suggestion by prospective appointee(s)
6. Research of skills available in Town
7. Individual responses to publicity regarding vacancies (new volunteer cards)

It is the policy of the Appointing Authorities to enlarge the general pool of applicants through active solicitation of Town organizations and through periodic public notification and events. The timing and extent of specific active solicitations shall be determined by the Appointing Authority based on its judgment as to appropriateness and need.

Regardless of how a candidate is initially identified, in order to be considered for placement onto a Committee, it is required that a Volunteer card be completed and submitted to the Town. This can be done in person at the Town Clerk's office, or filled out online within the Volunteer section of the concordma.gov website.

The Town Clerk's office shall maintain an electronic list of people who have submitted Volunteer Cards, noting the date of their submission and particular Committees of interest. When an opening for a Committee position occurs, or is anticipated, every effort should be made by the Town, the Committee and/or the Select Board liaison to contact the volunteers who have listed that Committee as one of high interest.

In accordance with the vote on Article 47 of the 1978 Annual Town Meeting, each Apointing Authority shall make a special effort to seek out roughly equal numbers of women and men as candidates for appointments over which they have authority, and will make all possible efforts to seek out candidates of diverse cultural, religious, socio-economic, national, racial and ethnic backgrounds, in addition to individuals with diverse sexual orientation, income, and ability/disability. The Appointing Authority shall make appointments in accordance with the Massachusetts Equal Rights Amendment which states, in part, that "Equality under the law shall not be denied or abridged because of sex, race, color, creed, sexual orientation or national origin

Term of Office

8. Unless otherwise prescribed by statute, Town Meeting vote, or specific Committee charge, three years shall be the standard term of office for Committee members.
9. Except as provided in section VIII(b) below, those appointed to a three-year term as a full member of a Committee shall be limited to two (2) full consecutive terms.
10. Except as provided in section VIII(b) below, those appointed to a full-member Committee term of five (5) years or longer shall be limited to one (1) full term.
11. A partial term to fill a vacancy shall not be considered to be a full term.
12. Before reappointment to a second term, the individual contribution of the member's value to the Committee and his or her attendance record shall be reviewed by the Committee chair. Attendance of less than 75% of all Committee meetings shall prejudice reappointment.
13. All terms, unless prescribed by statute, shall terminate at the end of the month following Town Meeting, or May 31st, whichever is earlier.
14. The terms of office on Committees shall be set on a staggered basis in the interest of fostering continuity of knowledge and experience on all Committees. The Appointing Authority shall determine the year in which a given term expires at the time of appointment.

Exception: *Ad hoc* committees appointed for a specific responsibility, at which time the charge to the Committee should include a specific time frame for submission of the Committee's final report and dissolution of the Committee.

15. With the consent of the Committee Chair, a committee member may take a leave of absence from Committee meetings and responsibilities not to exceed 90 days. For an absence longer than 90 days, the Committee member should resign and otherwise face removal under section VII(I) below.
16. Each Committee member shall hold office until his or her successor has been appointed and qualifies, unless his or her office shall become vacant by reason of resignation or removal.
17. In the event of a declared emergency and if the Moderator reschedules Town Meeting

after May 31, all appointed members of committee whose terms would otherwise expire, shall remain in office until the close of the rescheduled Town Meeting.

(b) Appointments for Additional Terms

Members who have served a three-year term on the Records & Archives Committee may be re-appointed to additional terms indefinitely. For other Committees, the Appointing Authority may re-appoint a Committee member to serve one or more terms on the Committee beyond what is permitted under section VII(a) above where one or more of the following obtains:

1. Through service on the Committee, the member has developed extensive and valuable background knowledge and experience concerning specific matters before the Committee that are expected to be ongoing Committee matters in the future and which will be difficult adequately to pass on to new members.
2. A Committee member has skills and expertise, (such as an uncommon advanced degree in a field directly relevant to the Committee's charge) that make the member's continued service on the Committee of special value to the Town.
3. The departure of the member from the Committee will result in an absence of important institutional knowledge or know-how regarding the ongoing activities of the Committee that will not be furnished by other Committee members, such as where all members of the Committee would be new appointees if the member in question is not reappointed.

It is intended that re-appointments under this section VII(b) shall be rare, particularly if there are other available qualified volunteers and/or if the member is serving on another Committee per the section (c) exemption below. In each such re-appointment case, the re-appointment shall specifically reference this section of this Appointment Policy.

(c) Dual Committee Appointments

In general, individuals shall be limited to service on only one Committee at a time, especially in the case of a statutory or regulatory Committee and in cases where there are available qualified volunteers who are not currently serving on a Committee. However, the Appointing Authority may make exceptions for one of the following reasons (which will be documented during the nomination process):

1. By law or specific Committee charge, a Committee member serves as a representative on another Committee (e.g., the Board of Health representative on the Council on Aging), or serves on a joint Committee formed from other Committees.
2. The individual brings unique skills and/or experience not readily available from other volunteers or other public recruitment efforts

Notwithstanding these exceptions, no individual shall sit on more than three Committees or subcommittees at any point in time.

(d) Committee Transfers

In general, a member of one Committee shall only be considered for appointment to another Committee upon completion of the current Committee term of office.

(e) Eligibility for Appointment

All residents of the Town of Concord aged 18 and over are eligible for appointment, except the following:

1. Town employees whose service on a given Committee, in the judgment of the Appointing Authority, would create the appearance of a conflict of interest. Example: an employee of the Public Works Department should not be appointed to the Public Works Commission, but may, however, be appointed to the Council on Aging, Recreation Commission, or other Committee where appointment would not create an appearance of conflict.
2. The Town Manager, Concord Public School and CCRHS Administrators, and Town department heads (these individuals exert a significant influence over public policy by virtue of their positions, but may be eligible for ad hoc Committees where such

representation is required by the charge). Additionally, municipal officials may serve on a committee where their office is specified as a member by the committee charge.

3. Elected Municipal Officials (Select Board, School Committee members, Town Moderator, Housing Authority Commissioners), except that elected officials may serve on temporary, ad hoc Committees, working groups or task forces, or where there is a statutory requirement.
4. Relatives, spouses, or business associates of existing Committee members whose appointment, in the judgment of the Appointing Authority, would create the appearance

of a concentration of power or viewpoint or a conflict of interest.

(f) Criteria for Selection

Actual appointments from the pool of applicants shall be made by the Appointing Authority on the basis of:

1. The level of applicant's interest in serving and interest in the work of the Committee;
2. The need for diversity on the Committee, taking into account the educational and professional background of the applicant, as well as the need for diversity among all committee members in terms of neighborhood representation, gender, age, and other demographic characteristics.
3. Special skills needed by a particular Committee. Each Committee's charge should identify relevant member skills, background and/or experience required to support their work.

(g) Residency

In most instances, Committee members should be residents of the Town of Concord. There may be occasional exceptions when an individual's unique skill or experience supports the appointment of a non-resident and would be beneficial to the Committee's work. Non-residents shall not be eligible for appointment to any Committee responsible for exercising statutory or regulatory authority.

In the event a Committee member becomes a resident of another community, the member or the Committee chair shall promptly notify the Appointing Authority. The Appointing Authority may, upon the request of the Committee chair, permit the non-resident member to continue to serve until the subsequent May 31, except in the case of statutory and regulatory Committees.

(h) Role of Committee in Appointments

Each Committee is expected to:

1. Encourage individuals to complete volunteer cards
2. State the qualifications they are looking for in appointments
3. Through the Committee Chair, make suggestions to the Appointing Authority on potential members

Committees may invite prospective members to attend meetings to familiarize themselves with the work of the Committee. Committees shall not make any representation to candidates concerning the likelihood of appointment, nor take any vote with respect to candidates.

(i) Selection Procedures

1. The Committee Chair and/or Clerk shall notify the Appointing Authority in writing as soon as a vacancy occurs, or if they are aware that there will be an upcoming vacancy in the next three months.
2. A notice will be prepared for public posting pursuant to the 1996 Town Meeting vote under Article #12.
3. No action will be taken on a vacancy for at least two weeks after the announcement of the vacancy.
4. For Select Board appointments, nominations shall be made at one Board meeting, and formal action will not be taken until a subsequent Board meeting.
5. For Town Manager appointments that are approved by the Select Board, the request for appointment shall be made at one Board meeting, and action on the request shall be taken not later than the next Board meeting.
6. Except in unusual circumstances, the Appointing Authority shall endeavor to make appointments within two months of the announcement of a vacancy.

(j) Orientation Procedure

Upon appointment, all Committee members shall present themselves at the Town Clerk’s office in order to take the oath of office. The Town will provide the new Committee member with an informational packet referred to as the “Committee Handbook” which shall include: a copy of the Committee charge or relevant administrative code, and copies of the Open Meeting, Public Records, and Conflict of Interest laws.

It shall be the responsibility of the Committee chair to provide for the orientation of new members to familiarize them with the work of the Committee, current projects, and Town government operations in general as they may impact the Committee’s work.

(k) Removal from Committees

As provided in the Town Charter, the Select Board may remove, after such hearing as the Select Board deem advisable, any Committee members appointed by the Board. Further, the Town Manager may remove any Committee member appointed by the Town Manager for cause, with or without a hearing. “Cause” shall include, for example, the repeated failure to attend Committee meetings, the commission of an ethical violation (as found by the State Ethics Commission) or a violation of the Open Meeting Law, as found by the Office of the Attorney General, if the Town Manager believes such action to be necessary to preserve public confidence in Town government.

IX. Conflicts with Law

In case of a conflict between any provision of this Appointment Policy and the laws of The Commonwealth of Massachusetts or the Town Charter, Massachusetts law or the Town Charter, as the case may be, shall take precedence.

133 Keyes Road
Concord, MA 01742



DATE: 8/5/2025

MEMORANDUM

TO: Shannon McAndrew, Management Specialist
VIA: Kerry Lafleur, Town Manager
VIA: Alan Cathcart, Director of Public Works
FROM: Stephen Dookran, PE, Town Engineer
PREPARED BY: Justin Richardson, PE, Assistant Town Engineer
**SUBJECT: Replace existing 4-inch Regulator vault at the intersection of Cottage St @
Main St Concord, with a new 4-inch Prefabricated District Regulator
Station on Main Street per plan set Titled 4-inch Vault dated 7-10-2025.**

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location (GOL) on Main Street filed by National Grid. Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition with a date of July 29, 2025. The current proposed plans, having a most recent revision date of July 10, 2025, from National Grid's designer, Process Pipeline Services, is for the above referenced project in the Main Street public right-of-way (ROW) and the removal/abandonment of infrastructure in the Cottage Street ROW. National Grid's request is related to the abandoning of the existing 200 PSIG to 60 PSIG, 4" Regulator vault and SCADA box at the intersection of Cottage Street and Main Street and installing a new 4" Prefabricated District Regulator Station. Also, included is the removal of the existing SCADA control box on Cottage St and installing a new standard full SCADA box with new electric and telecommunication services on Main Street. As a result of the Engineering Division's review, CPW asks that if the Select Board approves the petition, the following understandings, conditions and recommendations are made part of the approval:

- 1. Grant of Location Expiration.** This Grant of Location (GOL) will expire on November 30, 2025. National Grid must complete all its work proposed in this petition including the decommissioning and removal of the regulator station on Cottage St, and final paving restoration mentioned in comment #11 by that date to allow the Town to commence construction of its redesign project at the intersections of Main Street, Baker Avenue and Cottage Street, and of Old Bridge Road, and Crest Street. If National Grid determines that they cannot complete their work by November 30, 2025, National Grid may withdraw this petition so that the Town can complete its project work.
- 2. Compliance with Applicable Laws.** National Grid shall comply with all Massachusetts State laws and requirements with respect to the replacement and/or removal of gas mains.
- 3. Failures due to Abandoned Gas Mains, Infrastructure, and Services.** Should any issue, including but not limited to roadway settlement or collapse, gas leakage, groundwater, or storm water interference, etc. arise because of National Grid's

abandoned mains, infrastructure, services, appurtenances, or associated trenches, National Grid shall promptly respond to make all necessary repairs to the affected area as required by the road restoration standards set forth in D.T.E. 98-22. Failure to do so may result in a revocation, delay, or denial of any pending or future GOLs applied for by National Grid.

- 4. Conflicts with Abandoned Gas Mains and Infrastructure.** National Grid shall demolish the existing vault and any other underground structures in Cottage Street to a depth that is at least 3.5-feet below existing grade. If there are remaining pieces of the underground structure, it shall be either pulverized or backfilled with MassDOT M1.03.1 Processed Gravel and compacted to prevent settlement. If any of National Grid's abandoned mains, including the main to be abandoned under this petition for a GOL, or underground structure present conflicts with future improvements to the public street infrastructure including but not limited to sidewalk, drainage or public utilities, National Grid will work with the Town to minimize the impacts of these conflicts including potentially using National Grid's resources to help with the following: (1) confirming or identifying the location of the mains (that may not be identified by Dig Safe), (2) confirming that the main has no residual gas, and (3) working with the Town to remove any obstructing facilities. Failure to do so may result in the revocation, delay or denial of any existing, pending or future GOLs applied for by National Grid. A National Grid representative shall attend pre-construction meetings related to Town projects and other construction meetings as needed to provide information necessary to minimize conflicts with live and abandoned gas infrastructure.
- 5. Right of Way Permit** – A right-of-way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site. All work shall be performed in compliance with the conditions of this memorandum and D.T.E. 98-22. If any provision of this GOL is inconsistent with the standards set forth in D.T.E. 98-22, the Town and National Grid agree that National Grid shall be required to comply with all standards in D.T.E. 98-22.
- 6. Traffic and Pedestrian Control Plan** – As part of the ROW permit a traffic management plan (TMP) meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department (CPD) Traffic Safety Officer and CPW Engineering. A Traffic Management Plan (TMP) was provided with the plan set, and it appears from the plan provided that the work will require, at a minimum, partial closing of the roadway, driveway and pedestrian paths. The TMP

will be fully reviewed under the ROW permit application process. The construction hours shall be in conformance with the requirements of the ROW permit, and any changes to work hours and significant deviations from the TMP shall be approved by CPD and the Town Engineer. The roadway and sidewalk shall be secured at the end of each workday to ensure safe and adequate passage. This area has significant pedestrian traffic and is very close to the Bruce Freeman Rail Trail and significant consideration will need to be given to the pedestrian route in the TMP. The temporary pedestrian route shall conform to ADA regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.

7. **Tree Protection** – Contractors shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
8. **Construction Notifications** – National Grid shall notify emergency services, the school district, the post office, and CPW Solid Waste for trash pickup services via email one week prior to the start of construction. National Grid shall also notify neighborhood residents and businesses two weeks prior to the start of construction via certified mail or door hanger notifications. Additionally, National Grid is required to give prior notice to CPW Engineering regarding daily work in the ROW as specified in the ROW permit.
9. **Preconstruction Meeting** - National Grid shall schedule a preconstruction meeting with all pertinent Town divisions, other utility companies and stakeholders two weeks prior to the commencement of construction. National Grid shall also schedule a neighborhood meeting for residents and/or businesses immediately adjacent to the project, where National Grid shall answer questions related to the construction.
10. **Separation from Existing Utilities in Roadway and Excavation Requirements** - National Grid shall maintain the following minimum offsets from existing utilities/infrastructure with its new mains.
 - Minimum of 3’ from all other existing utilities and utility structures
 - Minimum of 1’ vertical separation to any utility crossingAll water and sewer main and service crossings shall be vacuum truck excavated in the area of the crossings. National Grid or their subcontractor shall notify CPW Engineering and respective utility owners of all anticipated utility crossings 24 hours in advance of the excavation.
11. **Trenching, Patching, and Pavement and Sidewalk Restoration** – National Grid must backfill the trench with suitable material, in 6-inch lifts, and compact with

mechanical vibratory devices such as vibratory roller, plates, or rammer (pogo stick). Suitable backfill material will mean an imported product meeting the gradation specification for MassDOT M1.03.1 Processed Gravel for sub-base. The gravel material delivered must pass a three (3) inch square mesh sieve and shall not contain frozen material. National Grid or its subcontractor must submit material data sheets to the Engineering Division prior to commencing work. No work shall commence until Engineering has completed its review of the material data sheet. National Grid shall have a Geotechnical Engineer certify that the material inside the trench and the compaction of the material meets Town of Concord Design and Construction Standards. The material data and the Geotechnical Engineer certification can be omitted if National Grid provides the Town with a five-year warranty for the pavement in the area of their trench.

The patch shall be considered temporary until National Grid completes the final repaving of the project area. During this period any settlement or delamination of pavement within the patch or unacceptable deterioration of adjacent pavement caused by the construction shall be rectified by National Grid or its subcontractors within two days of notice of defect.

Asphalt binder (a minimum of 5.5-inches or existing depth, whichever is greater) patching shall be placed in two lifts at all trenched locations in preparation for a mill and fill of the area described next.

The pavement on the section of Main Street where the proposed regulator station is to be installed is in very good condition and was paved by the Town at the end of 2018 as part of a larger Town project, and National Grid's project will result in significant destruction of the pavement. National Grid is required to mill the top 2" of the full width of the roadway (edge of curb to yellow painted centerline of roadway) where the gas main tie-ins are proposed. This mill and fill shall extend 20-feet past both sides of the trenches. If the gas main tie-ins extend into the eastbound travel lane the restoration will be the entire roadway (edge of curb to edge of curb/pavement). All pavement markings that are disturbed by the trenching and/or final paving shall be reapplied to the roadway.

Unless National Grid opts to give a five-year warranty in lieu of geotechnical requirements mentioned above, they will provide a two-year warranty for all paving mentioned above to ensure that no issues arise as a result of their excavations on these streets with good to excellent pavement condition.

The existing curbs on the front and back of the sidewalk on Main Street must be reconstructed in the same way as it existed prior to this project. The proposed vault covers, and any other surface features related to this project inside the sidewalk must not in any way obstruct CPW's snow and ice removal operations of the sidewalk, and this included significant edges for the plow to hit. Finally, when complete, this project

must maintain a minimum of 5-foot sidewalk clearance, with no above grade obstructions, for CPW's snow and ice removal operations.

The pavement on the section of Cottage Street where the demolition of the existing regulator station is a large area of excavation. National Grid is required to mill the top 2" of the full width of the roadway (edge of curb to yellow painted centerline of roadway) where the demolition is proposed. This mill and fill shall extend 20-feet past both sides of the trenches. If the demolition extends into the northbound travel lane the restoration will be the entire roadway (edge of curb to edge of curb/pavement). All pavement markings that are disturbed by the trenching and/or final paving shall be reapplied to the roadway. The existing curbing and sidewalk on Cottage Street must be reconstructed in the same way as it existed prior to this project.

It appears that potentially some of the work will occur on the private property immediately adjacent to the ROW. If work on private property is needed, National Grid shall establish an agreement with that property owner to perform the necessary work on their property prior to the commencement of work.

- 12. Trench Plates** – All work from this project must be performed during the normal construction season, April 1st to the middle of November. CPW understands that work can potentially be performed during an unseasonal winter snow events, but during this time no steel plates will be permitted to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified, and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure. Use of Plates during the Town's regular ROW Permit season shall strictly conform to the requirements in the ROW Permit.

- 13. As-Built Plans** – An as-built plan of the new main and all appurtenances as well as a record drawing of the Abandoned Main and all its appurtenances shall be provided to CPW Engineering prior to the final closeout of the ROW Permit.

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Concord** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

Replace existing 4-inch Regulator vault at the intersection of Cottage St @ Main St Concord, with a new 4-inch Prefabricated District Regulator Station per plan set Titled 4-inch Vault dated 7-10-2025.

Upon completion of the new station installation the existing structures and piping on Cottage St ROW near the intersection of Main St are to be abandoned as required for work completion.

SCADA box installation is to be installed on the proposed vent poles with a new electric service. Final electric service route and requirements to be in accordance with CMPL

Date: **July 29, 2025**

By: _____
Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date **July 29, 2025** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Concord** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20____.

I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20____.

By: _____

Title

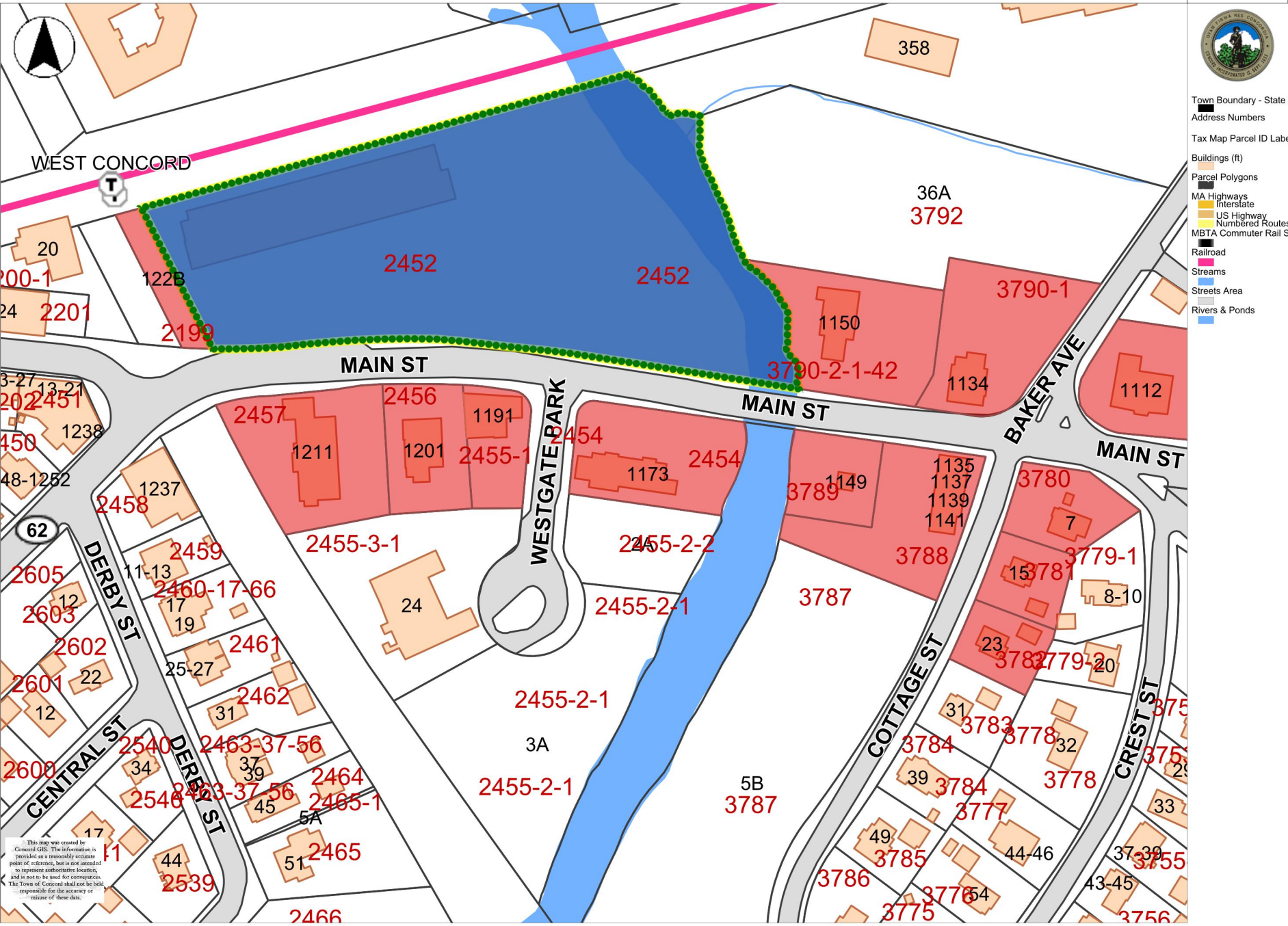
WO # 90000240904

**RETURN ORIGINAL TO THE PERMIT SECTION
NATIONAL GRID
170 DATA DRIVE, WALTHAM, MA 02451**

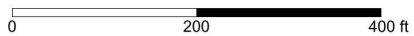
RETAIN DUPLICATE FOR YOUR RECORDS



- Town Boundary - State Survey
- Address Numbers
- Tax Map Parcel ID Labels
- Buildings (ft)
- Parcel Polygons
- MA Highways
 - Interstate
 - US Highway
 - Numbered Routes
- MBTA Commuter Rail Station
- Railroad
- Streams
- Streets Area
- Rivers & Ponds

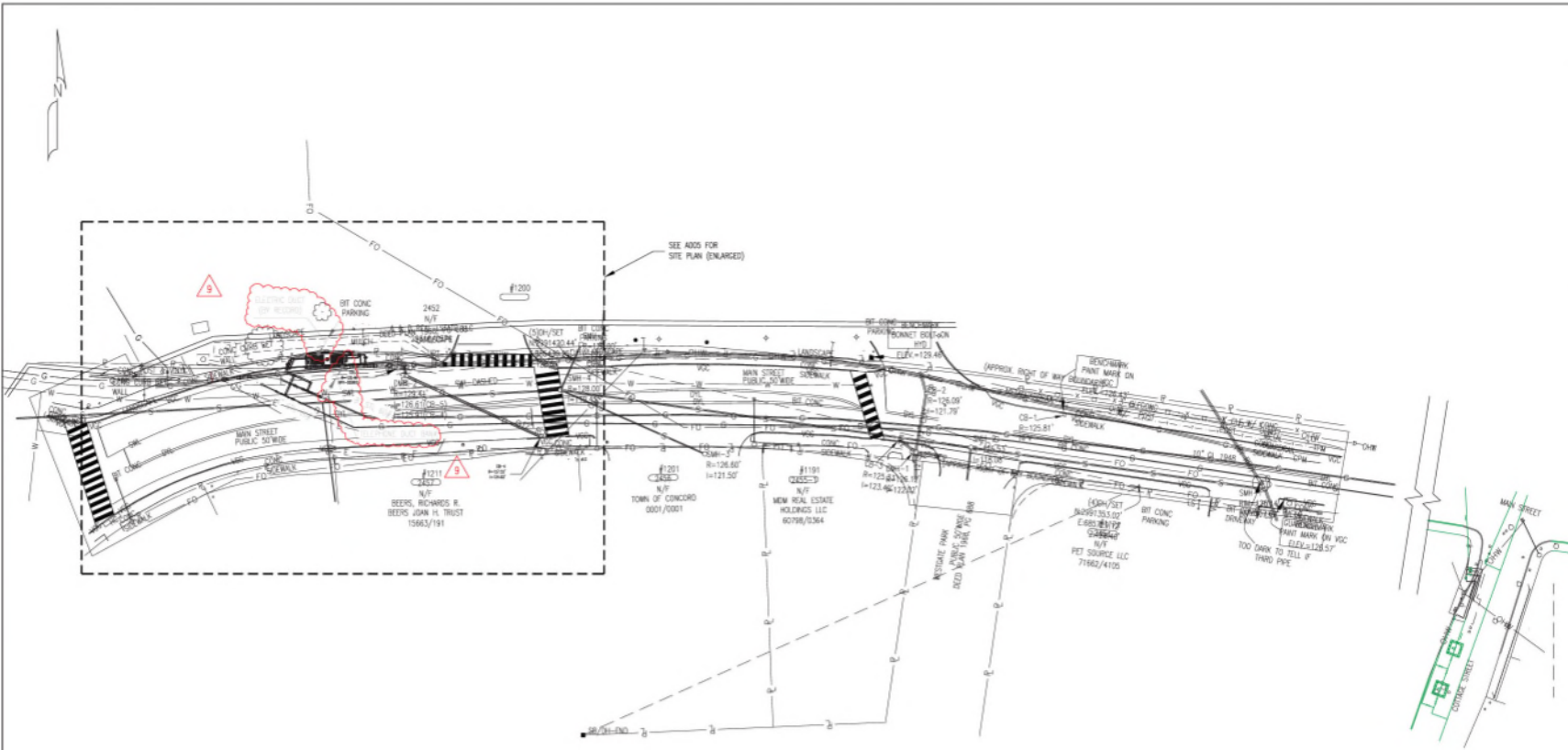


This map was created by Concord GIS. The information is provided as a reasonably accurate point of reference, but is not intended to represent authoritative location, and is not to be used for correspondence. The Town of Concord shall not be held responsible for the accuracy or misuse of these data.



Printed on 08/12/2025 at 11:34 AM

NATIONAL GRID - VAULT REPLACEMENT



EXISTING		LEGEND	PROPOSED	
---	B	BOUNDARY LINE	---	B
---	XXX	CONTOUR MAJOR	---	XXX
---	---	CONTOUR MINOR	---	---
---	D	DRAINAGE	---	D
---	E	EASEMENT	---	E
---	E	ELECTRIC	---	E
---	X-X	FENCE CHAIN LINK	---	X-X
---	□-□	FENCE POST	---	□-□
---	□-□	FENCE STOCKADE	---	□-□
---	---	EDGE OF GRAVEL	---	---
---	---	EDGE OF PAVEMENT	---	---
---	---	EDGE OF RIVER	---	---
---	---	EDGE OF WETLAND	---	---
---	G	GAS	---	G
---	□	GUARDRAIL	---	□
---	OHW	OVER HEAD WIRES	---	OHW
---	OHT	OVER HEAD TELEPHONE	---	OHT
---	OHE	OVER HEAD ELECTRIC	---	OHE
---	P	PROPERTY LINE	---	P
---	---	RETAINING WALL	---	---
---	ROW	RIGHT OF WAY	---	ROW
---	S	SEWER	---	S
---	SF	SILT FENCE	---	SF
---	---	STONEWALL	---	---
---	---	STREAM	---	---
---	T	TELEPHONE	---	T
---	---	TRELLISE	---	---
---	W	WATER	---	W

CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS PRIOR TO FABRICATION. FIELD CONDITIONS WILL DETERMINE PIPE LENGTH AND FITTING, ANGLES AND ALIGNMENTS.

NOTE:
1. ALL MARKUPS IN GREEN ARE FROM GAS AND FLOW DIAGRAM. ALL LOCATIONS MUST BE FIELD VERIFIED.

SURVEY NOTE:
1. EXISTING CONDITIONS ON MAIN STREET ARE BASED ON A PLAN TITLED TOPOGRAPHIC PLAN OF LAND IN CONCORD / MA MIDDLESEX COUNTY PREPARED FOR NEW ENGLAND POWER COMPANY (EA NATIONAL GRID SHEET 1 OF 3, SCALE 1" = 30'
2. EXISTING CONDITIONS ON COTTAGE STREET ARE BASED ON A PLAN TITLED GAS PROJECT COTTAGE STREET CONCORD, MA, PREPARED FOR NATIONAL GRID LAND SURVEYING DEPARTMENT, PREPARED BY: BEALS AND THOMAS, INC. RESERVOIR CORPORATE CENTER SHEET 1 OF 1, SCALE 1" = 5', DATE: JANUARY 12, 2017

REV	BY	DATE	DESCRIPTION
8	WPC	07/08/25	ADDED ELECTRICAL AND TELEPHONE DUCT MARKS TO SURVEY
7	JHM	02/07/25	REMOVE SCADA ENCLOSURES AND DUCTS NEAR BRACKS. CLEAR RECONSTRUCTION NEAR SCADA
4	GC	08/28/24	SCADA ENCLOSURE SWITCHES TO POLE MOUNTED VERSION. REMOVE BOLLARDS. MOVE WENT
3	KCW	08/22/24	SCADA AND PRESSURE TRANSMITTER ENCLOSURES SWITCHED TO POLE MOUNTED VERSIONS
2	CAC	08/12/24	EASEMENT PLAN REMOVED. WALLS, VENTS AND SCADA MARKS
1	JHM	02/05/24	OUTLET "E" IN 30" 4" DIA. 60" DIA. MAIN WORKS
1	JHM	02/15/24	EXISTING WELLS ADDED. EASEMENT AREA REVISED AND VENTS AND SCADA & PE BOLLARDS MOVED
1	KCW	08/22/23	ADDED EASEMENT



PROJECT MANAGER: MARK O. WOOD
 PRJ ENGINEER: STEPHEN M. BEALE
 TRJ NAME: COTTAGE @ MAIN VALLEY
 TRJ NUMBER: 575
 TRJ MILESTONE: ISSUED FOR CONSTRUCTION
 PRJ PHASE: ISSUED FOR CONSTRUCTION

nationalgrid
 170 DATA DRIVE
 WALTHAM, MA 02451

DESIGNED BY: JHM 03/10/2023
 CHECKED BY: WPC 03/10/2023
 APPROVED BY: SMR 03/10/2023

DESIGN MANAGER: ROBERT KLEIS
 DESIGN ENGINEER: MARTIN OROSU
 ACTUATION GROUP

GRAPHIC SCALE: 1" = 30'-0"

ISSUED FOR CONSTRUCTION

SHEET TITLE: SITE PLAN

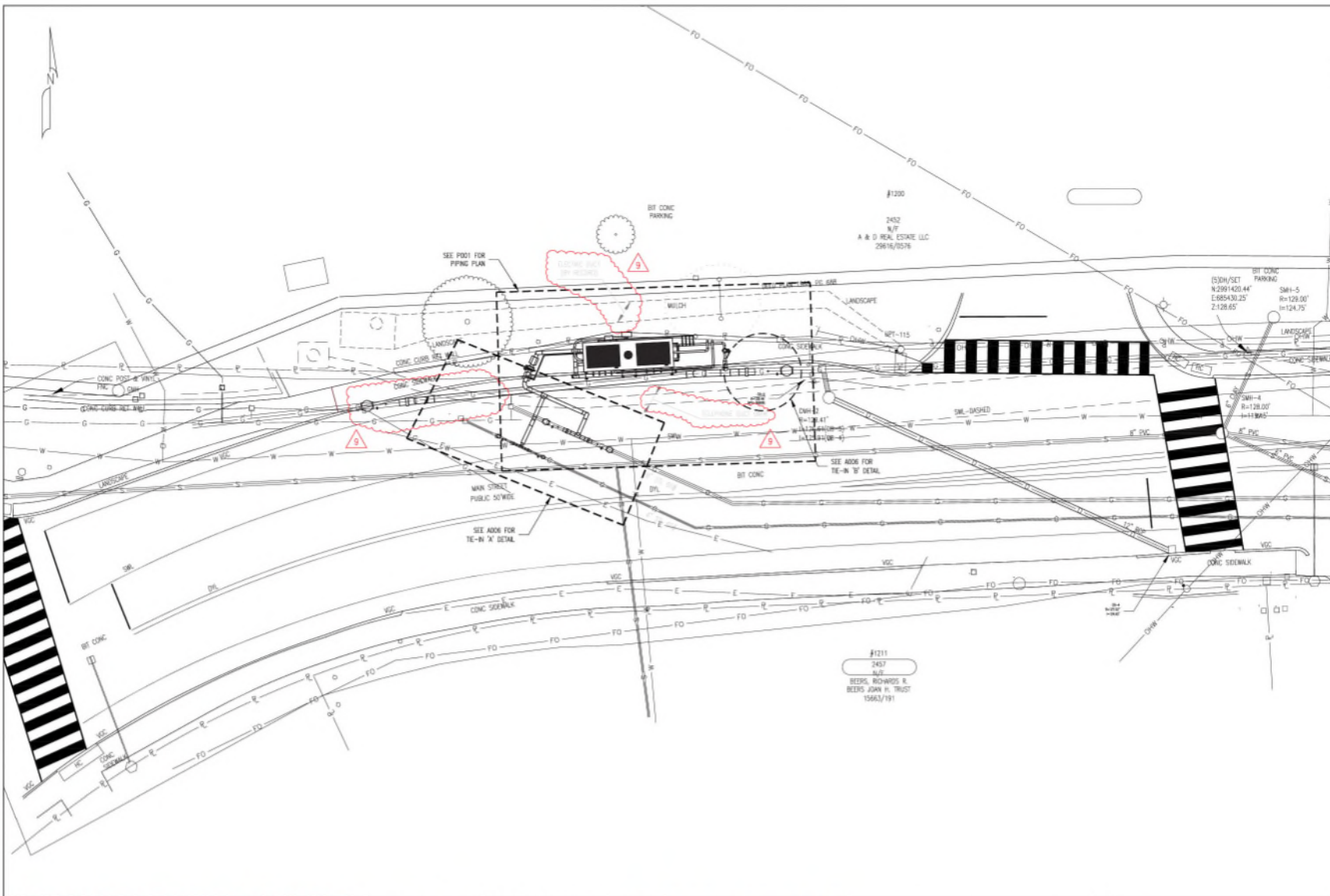
PROJECT NAME: 4" VAULT MAIN ST AT COTTAGE ST
 200 PSIG INLET & 60 PSIG OUTLET

PROJECT LOCATION: COTTAGE ST AT MAIN ST
 CONCORD, MA 01742

PROCESS PIPELINE SERVICES
 4 Broad Street
 Falmouth, MA 02749
 781.838.0824
 process@process-pipe.com

FILE NAME: 5756_A000.DWG
 PLOT DATE: 07/10/2025 12:33 PM
 SCALE: 1" = 30'-0"

NOV 22X34 A004 9
 SHEET 15 OF 23
 WORK ORDER: #0000240804



EXISTING		LEGEND		PROPOSED	
---	BOUNDARY LINE	---	BOUNDARY LINE	---	BOUNDARY LINE
---	CONTOUR MAJOR	---	CONTOUR MAJOR	---	CONTOUR MAJOR
---	CONTOUR MINOR	---	CONTOUR MINOR	---	CONTOUR MINOR
---	DRAINAGE	---	DRAINAGE	---	DRAINAGE
---	EASEMENT	---	EASEMENT	---	EASEMENT
---	ELECTRIC	---	ELECTRIC	---	ELECTRIC
---	FENCE CHAIN LINK	---	FENCE CHAIN LINK	---	FENCE CHAIN LINK
---	FENCE POST	---	FENCE POST	---	FENCE POST
---	FENCE STOCKADE	---	FENCE STOCKADE	---	FENCE STOCKADE
---	EDGE OF GRAVEL	---	EDGE OF GRAVEL	---	EDGE OF GRAVEL
---	EDGE OF PAVEMENT	---	EDGE OF PAVEMENT	---	EDGE OF PAVEMENT
---	EDGE OF RIVER	---	EDGE OF RIVER	---	EDGE OF RIVER
---	EDGE OF WETLAND	---	EDGE OF WETLAND	---	EDGE OF WETLAND
---	GAS	---	GAS	---	GAS
---	GUARDRAIL	---	GUARDRAIL	---	GUARDRAIL
---	OVER HEAD WIRES	---	OVER HEAD WIRES	---	OVER HEAD WIRES
---	OVER HEAD TELEPHONE	---	OVER HEAD TELEPHONE	---	OVER HEAD TELEPHONE
---	OVER HEAD ELECTRIC	---	OVER HEAD ELECTRIC	---	OVER HEAD ELECTRIC
---	PROPERTY LINE	---	PROPERTY LINE	---	PROPERTY LINE
---	RETAINING WALL	---	RETAINING WALL	---	RETAINING WALL
---	RIGHT OF WAY	---	RIGHT OF WAY	---	RIGHT OF WAY
---	SEWER	---	SEWER	---	SEWER
---	SILT FENCE	---	SILT FENCE	---	SILT FENCE
---	STONEWALL	---	STONEWALL	---	STONEWALL
---	STREAM	---	STREAM	---	STREAM
---	TELEPHONE	---	TELEPHONE	---	TELEPHONE
---	TRELLISE	---	TRELLISE	---	TRELLISE
---	WATER	---	WATER	---	WATER

CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS PRIOR TO FABRICATION. FIELD CONDITIONS WILL DETERMINE PIPE LENGTH AND FITTING, ANGLES AND ALIGNMENTS.

- SURVEY NOTE:
- EXISTING CONDITIONS ON MAIN STREET ARE BASED ON A PLAN TITLED "TOPOGRAPHIC PLAN OF LAND IN CONCORD / MA MIDDLESEX COUNTY PREPARED FOR NEW ENGLAND POWER COMPANY (NEA NATIONAL GRID) SHEET 1 OF 3, SCALE 1" = 30'
 - EXISTING CONDITIONS ON COTTAGE STREET ARE BASED ON A PLAN TITLED "GAS PROJECT COTTAGE STREET CONCORD, MA, PREPARED FOR NATIONAL GRID LAND SURVEYING DEPARTMENT, PREPARED BY: BEALS AND THOMAS, INC. RESERVOIR CORPORATE CENTER, SHEET 1 OF 1, SCALE 1" = 5', DATE: JANUARY 12, 2017

REV	BY	DATE	DESCRIPTION
8	BPC	07/15/25	ADDED ELECTRICAL AND TELEPHONE EIGHT MARKS TO SURVEY, MOVED 12-INCH TE-IN WEST
7	JAM	03/07/25	VENTS, SCADA ENCLOSURES AND OUTLET VALVE MOVED, CURB RECONSTRUCTION REDESIGNED
6	JAM	08/28/24	SCADA ENCLOSURE SWITCHES TO POLE MOUNTED W/SHIELD, REMOVED BOLLARDS, MOVED SIGN
5	KW	08/25/24	SCADA AND PRESSURE TRANSDUCER ENCLOSURES SWITCHES TO POLE MOUNTED W/SHIELD
4	JAM	06/17/24	ADDED STREET LABEL, BEWARD EASEMENT NOTE, VALVE, VENTS AND SCADA MOUNT
3	JAM	02/05/24	OUTLET TE-IN TO 4" STL 60# MAIN MOVED
2	JAM	07/19/24	EXISTING WRETS ADDED, EASEMENT AREA REMOVED AND VENTS AND SCADA & PT BORES MOVED
1	JAM	03/25/23	REMOVED WRETS AND FIXED WATER LINE DISCONNECTION
NEW	08/22/23	ADDED EASEMENT	



nationalgrid
170 DATA DRIVE
MILFORD, MA 02148

PROJECT MANAGER: MARK O. WOOD	CLIENT WORKMAN
PROJECT ENGINEER: STEPHEN M. BEALE	
TRAIL NAME: COTTAGE @ MAIN VALLEY	
TRAIL NUMBER: 578	
TRAIL MILESTONE: ISSUED FOR CONSTRUCTION	
TRAIL PHASE: ISSUED FOR CONSTRUCTION	
DESIGNED BY: JAM 03/10/2023	DESIGN MANAGER: ROBERT KELGUS
DRAWN BY: JAM 03/10/2023	DESIGN ENGINEER: MARTIN OROSU
CHECKED BY: BPC 03/16/2023	ACTIVATION GROUP
APPROVED BY: SMR 03/16/2023	

GRAPHIC SCALE 1" = 10'-0"
10' 5' 0" 10' 20' 30'

ISSUED FOR CONSTRUCTION

SHEET TITLE
SITE PLAN (ENLARGED)

PROJECT NAME
**4" VAULT MAIN ST AT COTTAGE ST
200 PSIG INLET & 60 PSIG OUTLET**

PROJECT LOCATION
COTTAGE ST AT MAIN ST
CONCORD, MA 01742

PROCESS PIPELINE SERVICES
4 Broad Street
Plymouth, MA 02159
781.838.0624
process@pbm-services.com

FILE NAME: 3776_A000.DWG
PLOT DATE: 07/16/2025 12:33 PM
SCALE: 1" = 10'-0"

NOV 22X34
A005 9
SHEET 11 OF 23
WORK ORDER: #0000240804

**TOWN OF CONCORD
SELECT BOARD
PUBLIC HEARING NOTICE**

Notice is hereby given that a Public Hearing will be held at the Concord Municipal Light Plant, Public Meeting Room, 1175 Elm Street, Concord, MA on Monday, August 25, 2025 at 6:00 PM, upon the petition of National Grid to request your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the Town of Concord and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

Replace existing 4-inch Regulator vault at the intersection of Cottage St @ Main St Concord, with a new 4-inch Prefabricated District Regulator Station per plan set Titled 4-inch Vault dated 7-10-2025.

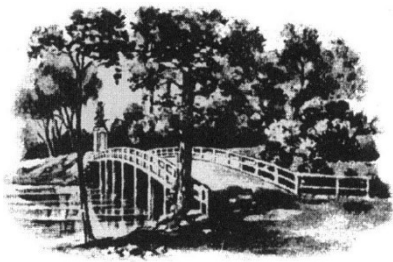
Upon completion of the new station installation the existing structures and piping on Cottage St ROW near the intersection of Main St are to be abandoned as required for work completion.

SCADA box installation is to be installed on the proposed vent poles with a new electric service. Final electric service route and requirements to be in accordance with CMLP.

The petition was filed with the Select Board on July 29, 2025. **Please review the Select Board meeting agenda at www.concordma.gov to confirm the exact timing of the Hearing.** Questions on this matter should be directed to **Mary Mulroney, Permit Representative for National Grid**, at Mary.Mulroney@nationalgrid.com.

By Order of the Select Board

Wendy Rovelli, Clerk



OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Mark Howell, Select Board

From: Mimi Graney, Economic Vitality Manager

Date: August 13, 2025

Re: Project Approval Request – Placement of up to 5 Teak Benches and Bike Rack as part of West Concord Beautification

Background

As part of the Age-Friendly Concord project, a survey of older residents and visitors in 2024 identified the need for additional age-friendly seating.

On April 14, 2025, the Select Board approved the creation of the West Concord Beautification Gift Account for the receipt of private donations to improve the public realm in West Concord including the addition of new benches.

The first project under this program was a \$1,200 gift from the West Concord Green Thumbs, which funded the installation of a teak bench in Mandrioli Park in June 2025.

In early summer 2025, a community “Walk About” was held to identify locations for additional seating. The event was widely promoted to the West Concord Advisory Committee, West Concord Cultural District Committee, Concord Disability Commission, West Concord businesses, the Green Thumbs, and the Concord Chapter of Mothers Out Front. In addition, a “virtual Walk About” was also held at the Senior Center to collect additional input.

Suggested locations from community outreach included both public and private properties along pedestrian routes in the West Concord business district. Town staff reviewed the sites, and outreach to property owners refined the list to five bench sites and one bike rack site.

Additional gifts have been pledged for purpose. The West Concord Cultural District has reserved \$2400 for this purpose while the West Concord Business Group have set aside \$588.15 for outdoor furniture in the district.

Project Goal

To enhance economic vitality by encouraging pedestrian activity, supporting visitors, and providing age-friendly seating in West Concord's business district.

Proposed Sites

Bench Sites

1. In front of West Village Tavern, 13 Commonwealth Ave. – *Public property*
2. Overlooking Nashoba Brook at Bruce Freeman Rail Trail (BFRT), 70 Beharrell St. – *Private property*
3. Beside Poetry Phone at BFRT, Beharrell St. – *Public property*
4. Reflections Plaza, 101 Commonwealth Ave. – *Private property*
5. Future Guitar Museum, 74 Commonwealth Ave. – *Private property*

Bike Rack Site

1. Teacakes Plaza, 53 Commonwealth Ave. – *Private property*

Program Costs

A contribution of \$1,200 fully covers the purchase and installation of a bench or bike rack, including a personalized donor plaque.

Site Considerations

- Bench Standard: Kingsley Bate Dunbarton Teak 5' Bench – matches existing benches in West Concord. Donors will be recognized with a brass plaque.
- Bike Rack Standard: Dumor all steel, powdercoated "U" shaped surface mounted rack. A
- 4 of the 6 sites are located on private property and will require license agreements, comparable to those for 250th benches installed in Concord Center.
- The intended term is three years for each of these benches and bike racks. Should the amenity remain in good repair it could remain in place. No plan for maintenance is instituted. If the item falls into disrepair before or at the end of that term, they will be removed.
- Installation will be carried out by Public Works or an experienced contractor.

Approved: February 8, 2021
Amended: July 12, 2021
Amended: March 20, 2023
Amended: Approved June 3, 2024
Amended: August 25, 2025

Concord250 Executive Committee Charge

Purpose and Duties

The year 2025 will mark the 250th anniversary of the historic battles of Concord and Lexington. 2026 will mark the 250th anniversary of the signing of the Declaration of Independence. To mark these significant anniversaries, the Select Board will create the Concord250 Executive Committee (Committee). The purpose of the Committee is to identify and evaluate opportunities and needs and make recommendations as to how the Town should organize for this event and to serve as the Committee to oversee subcommittees to be created to assist with this effort; and, to encourage, manage, and/or implement in coordination with the Town Manager activities to be held to commemorate the 250th Anniversary of the Battle of Concord and other historical events related to the founding of our Country.

The Committee will also coordinate the Town's events with the other Battle Road communities of Lincoln, Lexington, and Arlington; Minute Man National Historical Park, Hanscom Air Force Base as well as with other local, state, regional and federal partners and private organizations.

As the 200th celebration in 1975 was a grand celebration including multiple events across several months/years planned by numerous subcommittees and entities well in advance of an accepted invitation from President Ford and other dignitaries, the Committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale. Given the scope of the Committee's charge, it may be necessary for the Committee to request from time to time an amended charge from the Select Board.

As part of its duties, the Committee shall:

1. Develop a comprehensive course of action for celebrating and promoting the 250th anniversary of the Battle of Concord and other historical events leading to the founding of our Country which includes reference to new historical research and the contributions of native and Black Concordians in the founding and development of our country;
2. Identify funding needs and a plan for both Town and private funding including options such as establishing a 501(c)(3) non-profit organization and/or establishing a Town gift account that will provide monthly reports to the Select Board regarding how all of the funds the organization receives and distributes align with the opportunities and needs established by the Committee;
3. Work closely with the Concord250 Corporation to submit proposals and recommendations for their consideration;
4. Develop a plan for one or more commemorative memorials;
5. Appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the Committee and/or other individuals;
6. Identify and encourage opportunities for individuals or private organizations and businesses to participate in celebrations of the anniversary;
7. Ensure that activities represent a commitment to diversity and inclusiveness, and create opportunity at all levels and activities for citizen participation, especially youth;

Approved: February 8, 2021
Amended: July 12, 2021
Amended: March 20, 2023
Amended: Approved June 3, 2024
Amended: August 25, 2025

8. Develop and implement a robust public outreach program for individuals, businesses and organizations that disseminates information utilizing a variety of media venues including video recordings, websites, social media, public meetings, newspapers and magazines;
9. Report its activities to the Select Board on a periodic basis including monthly financial reports;
10. File a final summary report of committee activities and events with the Select Board on/ or before December 31, 2026, and subsequently with the Town Municipal Archives including associated celebration memorabilia.

Membership

The Committee shall be a ~~7-9~~-member committee with appointments made by the Select Board for the period of ~~August 2025 – December 2026~~ ~~July 2021-June 2022~~ and may be subsequently expanded thereafter by the Select Board to no more than 15 members. Members of the Committee will represent a mix of public and private interests, experience, and expertise.

Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town. Given the number of citizens that may be asked to participate in committee- related activities for their particular interest, expertise, and community connection, APP #10 Section 7c, d, e and g will not apply to this committee or its subcommittees.

Report procedure

Rules of the procedure

1. Any individual who believes that he/she has been aggrieved in any manner by an act or practice prohibited in this policy, may file a written report setting forth his or her grievance with the Commission (With a form in the web site of the DEI Commission). No verbal complaints shall be acted upon by the Commission.
2. All reports shall be filed within ~~sixtyone hundred eighty (60180)~~ days after the date or discovery of the last alleged occurrence of an incident (harassment, bias, hate or unlawfully discriminatory act or practice), ~~thereof, but no event shall a complaint be filed more than one (1) calendar year after the occurrence of the violation.~~
3. Reports determined by the Town employee responsible for receiving Reports ~~staff~~ to not fall within the purview of the Commission will be rejected and/or forwarded to the appropriate governmental body. ~~meet jurisdictional requirements or allege a prima facie case will be dismissed~~; however, staff must notify the Commission in writing of the dismissal and explain the reasons, therefore. Any Commissioner may notify the chairperson of his/her request to consider staff's determination, within five (5) days of the date of the dismissal notification. The Commission, upon the timely request of any Commissioner, shall review the staff decision to dismiss a report.
4. The Commission shall not process any report if a similar complaint is filed before another Commission of the Town of Concord, the Concord Housing Authority, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunity Commission, or other similar Federal or State governmental body with the power to receive, investigate and adjudicate complaints of unlawful discrimination. The Commission shall dismiss any report filed with it where it is discovered that a similar complaint has been filed with any of the above or similarly empowered agencies.
- When a complaint has been filed with another Commission, entity or authority, the Commission shall, upon request, make inquiries to inform the status of such a case and inform the individual.
 5. Staff will contact the grievant within ~~tenwo (102)~~ business days and conduct an interview in which the interviewer shall provide information about the procedure and identify the type of support that is viable to be provided by the Commission. I think the procedure for handling complaints is going to require input from the Town.
 6. The ~~r~~Respondent shall be sent a copy of the report by Staff within fourteen (14) calendar days of the receipt of a complaint. However, the failure of Staff to send the report to the respondent shall not be the basis for a dismissal.
 7. A response shall be filed by the Respondent to the Commission's staff within twenty-one (21) calendar days from the date of the notice of the report. The response shall contain the Respondent's specific position with respect of the allegations contained in the report. Failure to file a response within the permitted time WHAT CAN WE DO IN THIS CASE, the conciliation is not recommended, shall allow the Commission to take such action as it deems appropriatedetermine precautionary measures.
 8. Reports and responses shall be reviewed by the Chairperson and if possible, will propose to the Party of Parties to conduct a conciliation conference with the support of Staff.
 9. Reports may be dismissed upon motion to the Chairperson any time prior to a resolution for any of the following reasons:
 - a. At the written request of the Grievant at any time prior to a resolution;

- b. If the Grievant does not respond to inquiries of the Commission or Town Staff after a thirty (30) day notice;
 - c. If the Grievant fails to be contacted;
 - d. If the Respondent can show that the Grievant has no legal jurisdictional basis for the complaint;
 - e. Upon proof or a successfully concluded conciliation agreement;
 - f. Other affirmative matters or defenses sufficient to bar such claim.
10. Any report dismissed by the Commission shall not be re-filed.
11. If a report can't be conciliated, the Commission shall:
- a. ~~Work coordinately with other key participants, notify violations to the Town agencies and authorities, accordingly;~~
 - a. Refer individuals to appropriate outside resources, when available;
 - c. Raise awareness about issues related with systemic discrimination;
12. A report filed before the Commission will not be made public unless required to do so under the Freedom of Information Act. All matters discussed in a conciliation conference shall be considered confidential and may not be available to the public unless the parties agree to make them public. ~~All discovered information is considered confidential and may not be disclosed by the parties. s, interrogatories, and other discovery materials, not in the possession of the To~~

Policy

Draft: 08.01.24

The Town of Concord is committed to providing full and equal opportunity to all residents and visitors to the Town including but not limited to matters of employment, public accommodation, housing and access to educational institutions free from unlawful discrimination against them based on race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or disability.

Commented [KS1]: I wouldn't include employees because they have a specific policy.

PURPOSE

This policy provides guidelines for reporting discrimination, hate and bias incidents that occur in the Town of Concord for statistical purposes to promote preventive actions and, when possible, respond by providing information and resources to empower people to resolve conflicts or go to the appropriate authority.

DISCUSSION

The Diversity, Equity and Inclusion Commission in collaboration with the Town management will receive, review, and when appropriate, refer Reports to outside resources and authorities. It is further declared to be the policy of the Town, that its Diversity, Equity and Inclusion Commission (DEI) shall endeavor to work with and cooperate with key participants including the Police, School and Housing Authorities, and all other persons to the end that the declared purposes of this policy.

Definitions

As used in this policy, unless a different meaning clearly appears from the context, the following terms shall have the meaning ascribed in this section.

- A. **Bias.** A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.
- B. **Bias Motive.** Hatred, hostility, or negative attitudes towards, or prejudice against, any group or individual on account of race, religion, ethnicity, disability, gender or sexual orientation, which is a contributing factor, in whole or in part, in the commission of the act.
- C. **Commission.** The Town of Concord Diversity, Equity and Inclusion Commission.
- D. **Grievant.** The aggrieved person who files a report of incidents regarding discrimination or hate and bias motive with the Commission alleging a violation of this policy.
- E. **Report.** A written statement alleging one or more discriminatory acts or practices, including hate and biased acts. A report shall be in such detail as to substantially apprise parties of the time, place, and facts with respect to the alleged violation. It shall contain the following:
 - a. A statement of the facts including the date, time, and place thereof;
 - b. A statement of each specific harm the complainant has suffered because of the alleged violation and, when possible, sufficient information to contact the alleged Respondent(s);

Commented [KS2]: I'm a little concerned about using "complaint" just because is a very strong word. It can be called "report" but it all depends on the level of response to this system.

Commented [GU3R2]: I do not think that we want to limit this to circumstances that constitute a prima facie case of a civil rights violation for two reasons. 1. Most people will have no idea if what they have experienced meets this standard; and 2. We want to provide a forum for reconciliation between parties even if there is no clear civil rights violation.

- c. Complainant's name and contact certifying that the statements set forth in the report are true and correct, except as to matters therein stated to be on information and belief and as to such matters the grievant certifies that he believes such matters to be true.
- F. **Conciliation Agreement.** A written agreement among the parties setting forth a resolution of the issues or a complaint.
- G. **Conciliation Conference.** A meeting of the parties to a report, including the grievant and respondent, arranged by the Commission or its designees in a confidential attempt to resolve the report through a facilitated process that may result in a conciliation agreement of the parties.
- H. **Disability.** Any physical or mental impairment resulting from or manifested by anatomical, physiological, neurological, or psychological conditions, demonstrable by medically accepted clinical or laboratory diagnostic techniques, and which constitutes or is regarded as constituting a substantial limitation to one or more of a person's major life activities.
- I. **Employee.** Any and all persons who perform services under the direction and control of and for any employer for compensation, whether in the form of wages, salary, commission, or otherwise, excluding the parents, spouses or children of the employer and excluding independent contractors, although they may be subject to the Policy as employers or in any other capacity covered hereunder.
- J. **Employer.** Any person within the Town of Concord including but not limited to owners, managers, supervisors, and others who hires or employs any employee, and any person wherever situated who hires or employs any employees whose services are to be partly or wholly performed within the corporate limits of the Town of Concord, but excluding any religious or fraternal corporation, association, society or organization with respect to the hiring or employment of individuals from their membership.
- K. **Employment Agency.** Any person regularly undertaking, with or without compensation, to procure employees for any employer, or to procure for employees opportunities to work for an employer or to recruit, refer or place employees.
- L. **Familial Status.** One or more individuals who have not attained the age of 18 being domiciled with a parent or another person having legal custody of such individual(s); or the designee of such parent or other person having such custody, with the written permission of such parent or other person. This shall include any person who is pregnant or is in the process of attaining legal custody of any individual who has not attained the age of 18.
- M. **Hate Crime:** Crimes that are motivated by the offender's bias toward the victim because the victim is a member of a protected group. Under the primary Massachusetts hate crime statute, there are three elements of hate crimes:

- Underlying criminal offense: The offender committed an assault or a battery upon the victim or damaged the victim's property.
- Offender's intent: The offender acted with the intent to intimidate the victim.
- Victim's protected characteristic: The offender targeted the victim because of the victim's race, religion, national origin, sexual orientation, gender identity, disability, or other protected characteristic.

Commented [KS4]: Nancy proposed to erase, but I firmly believe that conciliation should be confidential.

Commented [GU5]: I would like to keep this as concise as possible and would propose deleting all but the first sentence.

Commented [KS6]: Brian proposed to add this definition.

Perpetrators of hate crimes are typically brought under criminal prosecution and, in some cases, can also be prosecuted civilly.

- N. **Hate Incident.** Any act, whether consisting of conduct, speech or expression, to which a bias motive is evident as a contributing factor, without regard for whether the act constitutes a crime.
- O. **Housing Accommodation.** Includes any building, structure or portion thereof, within the Town of Concord, which is used or occupied, or is maintained, arranged or designed to be used or occupied as a home, residence or sleeping place of one or more human beings.
- P. **Marital Status.** The legal status of being married, single, separated, divorced or widowed.
- Q. **National Origin.** The place in which an individual or one of his or her ancestors was born.
- R. **Owner.** The person holding title to property, or acting as agent, trustee or in any other form, on behalf of the legal title holder.
- S. **Party or Parties.** The Grievant and the Respondent in a report filed before the Commission.
- T. **Person.** An individual, partnerships, associates, organizations, corporations, legal representatives, joint stock companies, mutual companies, trustees in bankruptcy, receivers, labor unions, or union labor organizations, and any other incorporated or unincorporated organized group. The term includes, but is not limited to, any real estate owner, lessor, assignor, builder, manager, broker, salesman or agent, any lending institution, the Town of Concord, and any department, unit, officer, or employee of any of the above. Other governmental entities are excluded from this definition.
- U. **Preponderance of Evidence.** Considering all the evidence in the case, the Commission is persuaded that the proposition on which a party has the burden of proof is more reasonably true than not. These facts need not be proved "beyond a reasonable doubt," as in criminal cases, or by "clear and convincing evidence," as in some civil matters.
- V. **Public Accommodation.** Any business, enterprise or activity consisting of or involving furnishing, providing or making available to the public any goods, services, restaurants, eating houses, soda fountains, soft drink parlors, taverns, hotels, roadhouses, barber shops, department stores, clothing stores, hat stores, shoe stores, restrooms, theatres, skating rinks, swimming pools, public golf courses, public golf driving ranges, concerts, crematories, cemeteries, airplanes, boats, and any other public conveyances on land, water, or air, and other places of public accommodation and/or amusement. This paragraph shall not apply to any public school system. Nor does this paragraph apply to the Police Department or any of its sworn officers or to any other lawfully authorized sworn law enforcement personnel engaged in the performance of his or her duties in the enforcement or investigation of the laws of the United States of America, State of Massachusetts, or the Town of Concord.
- W. **Respondent.** Any person accused in a report of having committed a harassment, bias, hate or discriminatory practice or act under this policy.
- X. **Sexual Harassment.** Any sexual discrimination which involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or access to, or participating in, a public accommodation, or housing; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or is the basis for granting or denying access to, or participating in, a public accommodation, or housing; or

Commented [GU7]: What about sexual harassment outside of the employment arena. For example, if a resident encounters sexual harassment from a store owner or from a Concord employee who is not the person's boss. And we should keep in mind that this document is not intended to deal with personnel matters involving Town employees.

Commented [KS8R7]: we can discuss this definition...I do think that every possibility is covered but I'm open to analyze it carefully.

Commented [KS9R7]: I'm including the definition of street harassment.

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working, public accommodation or housing environment.
- Y. **Staff.** The Town Management or its designee(s), authorized to perform work on behalf of the Commission.

Z. **Street Harassment.** Any unwanted behavior directed at someone by a stranger in a public space. This can include acts such as unwanted comments, whistling, leering, sexual and racist remarks, persistent requests for someone's name or personal information, general intimidation, threats, stalking, indecent exposure or public masturbation along with more physical acts of violence such as groping and sexual assault. In many ways, street harassment is an act that forces an individual into an unwanted interaction where they become defined primarily as a sexual object or are reminded of their vulnerability in public spaces. Incidents of street harassment are not only about sexism. They can involve racism, classism, ableism, homophobia, transphobia, xenophobia, Islamophobia, anti-Semitism and other forms of structural oppression.

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Prohibited discriminatory practices

It shall be unlawful for any person or business to commit to any of the following acts of discrimination:

- (I) To permit or take any action which unlawfully discriminates in a person's selection, status, or eligibility for employment, promotion or transfer, or for apprenticeship, membership, or conditions and privileges or benefits directly or indirectly related to one's employment, except for a bona fide occupational qualification;
- (II) To cause or permit to be published, posted or circulated, any notice, advertisement, job order, requisition or request for applicants for employment or apprenticeship for the referral thereof which makes or has the effect of making unlawful discrimination a condition of applying for employment or of referral thereof or indicates the existence of such a condition except for a bona fide occupational qualification;
- (III) For an employer, employment agency or labor organization to inquire for a written application whether a job applicant has ever been arrested or to use such knowledge of an arrest as a reason for denial or termination of employment. This section shall not be construed to prohibit any employer, employment agency or labor organization from requesting or using information or records concerning the conviction of any individual.
- (IV) To unlawfully discriminate against any person in the full enjoyment of goods, services, facilities, advantages or privileges of any public accommodation.
- (V) To refuse to make reasonable accommodations for person with disabilities in rules, policies, practices, or services when such accommodations may be necessary to afford such person equal opportunity in public accommodations. It shall be an affirmative defense to this policy for the respondent to show that such accommodations would constitute an undue hardship upon the respondent or a safety risk to the person with a disability or others.
- (VI) To unlawfully discriminate or to participate directly or indirectly in unlawful discrimination in connection with the terms of loans, guaranteeing loans, accepting mortgages or otherwise making available funds for loans, if lending money is one of the principal aspects of the person's business or is incidental to the person's principal business.

Commented [GU10]: Items (i) (ii) and (iii) pertain to employment. At a minimum we should make it clear that this does not pertain to Town employees. And we need to think about who we want to cover. If an employee at Emerson encounters discrimination at work, I don't think we can get involved.

Commented [GU11]: I don't think we can speak of prohibited discriminatory practices. Who prohibits them? And we are concerned with many things that are not unlawful. I would delete items (i), (ii), (iii) (vi) (vii) and (viii) as being beyond the scope of what we are attempting to do.

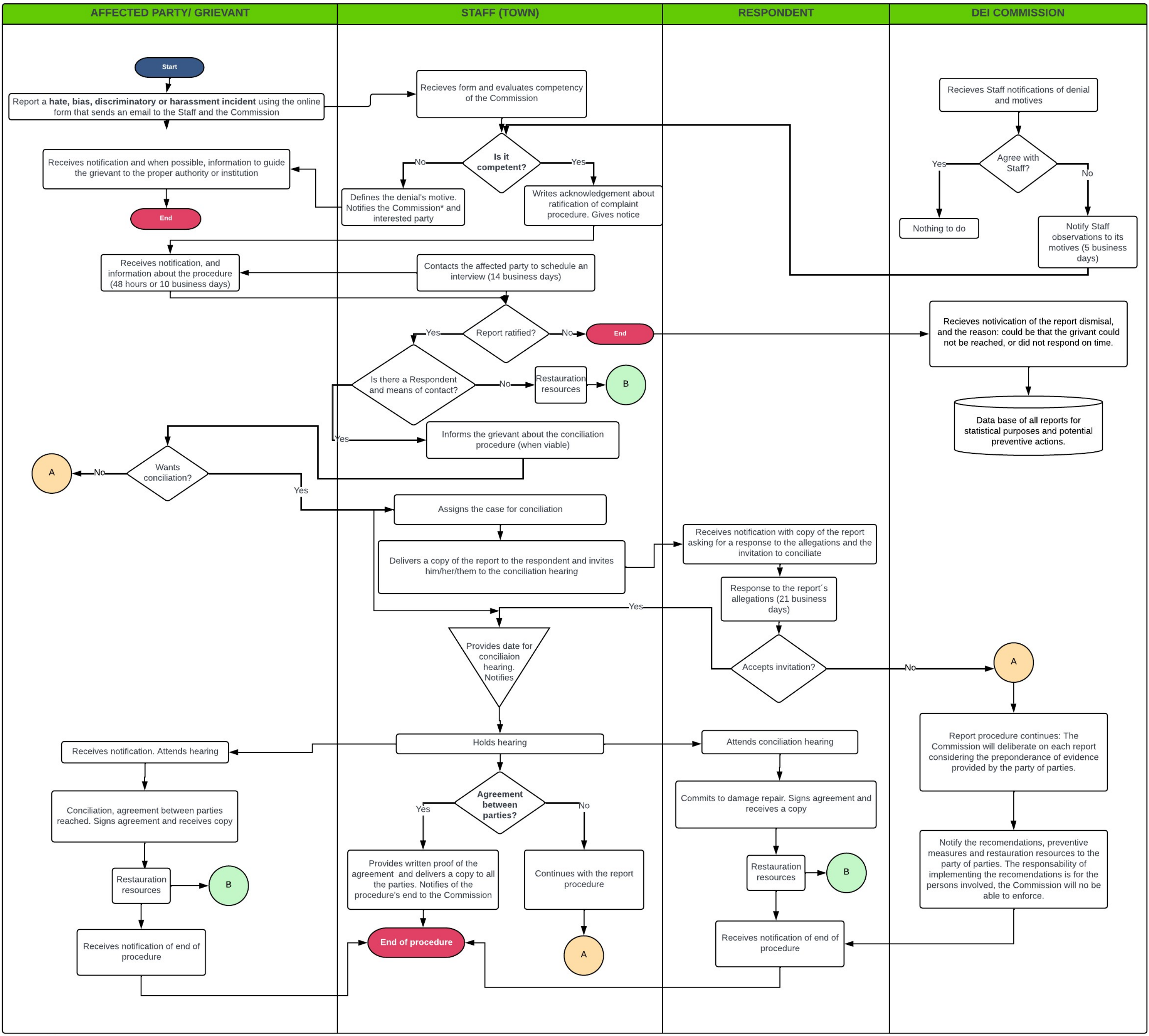
Commented [KS12R11]: this is the practices that the state consider to be unlawful, we need to know this in order to refer a person that uses this report system to the adequate institution.

- (VII) Massachusetts landlords and realtors are prohibited from discriminating based on race, color, religious creed, national origin, ancestry, sex, age, handicap (disability), sexual harassment, sexual orientation, marital status, children, retaliation, veteran status, or public assistance. The laws on discrimination in housing also apply to housing advertising, public housing, private realtors and landlords.
- (VIII) To unlawfully discriminate individuals who apply for admission to schools, universities, and other educational institutions based on race, color, religious creed, national origin, sex, age, criminal record, blindness or deafness, and retaliation.

Citizen protection right

No person shall aid, incite, compel, coerce or participate directly or indirectly in the doing of any act or practice of discrimination, bias or hate, prohibited by this policy or to take retaliatory action against any other person because such person has made a charge, filed a complaint, testified or assisted in any manner in any proceeding under this policy.

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Restoration resources are the ones available within the Commission scope and alliances. It could include access to medical or mental health services, support groups, information and educational resources, help with filing a report with the Police or other authority. This resources should answer the question: "what do you want us to do? How can we help you?"



TOWN OF CONCORD
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MEMORANDUM

TO: Concord Select Board
CC: Kerry A. Lafleur, Town Manager
FROM: Jessica Porter, Assistant Town Manager/HR Director
DATE: August 21, 2025
RE: FY2025 Town Manager Annual Performance Review

On Monday evening, August 25, 2025, I will be presenting to the Select Board the composite performance evaluation for FY2025 for Town Manager Kerry Lafleur.

The composite evaluation included ratings and comments from current Board members Mary Hartman, Mark Howell, Cameron McKennitt and Wendy Rovelli, as well as former Board member Terri Ackerman.

Per Open Meeting Law guidelines, I am unable to provide the composite review to you in advance of Monday evening's meeting. It must be distributed to you once the meeting has been opened. I will provide paper and electronic copies of the documents to you at the start of the meeting on Monday evening. Copies have been provided to Town Manager Lafleur for her to review in advance and to be prepared for any questions or discussion.

As a reminder, the Select Board, not the public, is tasked with reviewing the Town Manager. While the review must be conducted in open public meeting the Select Board should not solicit public comments at the meeting regarding Ms. Lafleur's review. The composite review documents will be available by public record request for anyone wishing to obtain a copy and on the Select Board webpage.

Lastly, the Select Board will need to schedule an Executive Session agenda item at their next meeting to discuss Ms. Lafleur's Merit compensation for FY2025 in accordance with her employment contract. While the discussion and negotiation regarding her Merit compensation may take place in Executive Session, the final determination must be made in open public session.

For future reference, Ms. Lafleur's contract contains the following provisions relative to annual increases:

- A. Effective July 1, 2025, the Town shall pay Ms. Lafleur, for her services rendered pursuant hereto, a weekly base salary of \$4,796.56 (\$249,421.00 divided by 52 weeks), paid on a biweekly basis. Ms. Lafleur's base salary shall not be subject to a salary range.
- B. Ms. Lafleur shall receive a 2% cost of living adjustment (COLA) to her annual base salary, effective July 1, 2026, and another 2% cost of living adjustment (COLA) to her annual base salary, effective July 1, 2027.
- C. Ms. Lafleur shall be eligible to receive a merit bonus in consideration of her prior year's performance evaluation, in accordance with the provisions of Section 11. Ms. Lafleur will be eligible for a merit bonus in an amount of up to 5% of her previous year's base salary, as determined by the Select Board. Said merit bonus shall be a lump-sum payment and shall not be used for purposes of calculating Ms. Lafleur's base salary. In the event that the Board does not complete a performance evaluation pursuant to Section 11, the Board, in its sole discretion, may still vote to award a merit bonus of up to 5% of her previous year's base salary.

Should you have any questions prior to Monday evening's meeting, please do not hesitate to reach out.

Mary Hartman Liaison Report for August 25, 2025 Select Board meeting

CPC (8/12)

CPC is actively looking at projects already funded to see if there are unused funds that can be re-directed to new projects, including the ~\$750K allocated to Warner's Pond dredging. It is the understanding of the committee that pulling back funds does not require a vote of town meeting. However, allocating to new projects does require a vote.

Tours of Municipal Sites (8/6 & 8/13)

Took a guided tour of the town house, assessor's office, council on aging and 55 Church St. as part of data collection for the Land Use Working Group sub-committee for Consolidation of Municipal Buildings. In general, staff makes the best with the space available yet many of these building were not designed for the function they currently serve. Paper and file boxes seem to be an issue, especially in the town house. What became apparent is that residents often need to navigate several sites across town to get the services they want.

Agriculture Committee (8/13)

Prep for AG Day (Saturday, Sept 6, 10:00 – 2:00) and began a discussion of how to make the town aware of the housing issues farmers and their staff face in Concord and how these housing issues threaten the continuity of our farms.

Human Rights Council Bystander Training (8/13)

Participated in this training to become more aware of how to respond helpfully to situations when someone is the target of discrimination.

Tour of Packard Commons Affordable Housing Development in Hudson MA (8/14)

Mass Housing Partnership hosted a tour for the Concord housing community of a 40-unit rental affordable housing complex recently completed. The tour included great information on how to obtain funding from fed'l and state sources that greatly exceed any local contribution.

Economic Vitality Committee (8/20)

Very productive meeting that developed tentative plans for two "roundtable" forums for the biz community. Other discussion was to get input from the biz community regarding the Governor's Municipal Affordable Act that gives town's the option to increase meals and lodging tax (if adopted, will increase local receipts by ~\$150K). If there is support from the biz community, the Select Board may send a letter to the state house in support.

School Committee (8/20)

The Regional School Committee voted unanimously to support the addition of a DryLand Diving Room to the Beede Center in memory of Maisey O'Donnell. This requires the SC OK since the Beede Center is located on land owned by the Concord-Carlisle school district. Fundraising is underway and is expected to cover the entire build cost and establish an endowment to cover ongoing maintenance. Next step is to come to the Select Board for final approval.

Liaison Report for Wendy Rovelli (8/25/25)

Zoning Board of Appeals (8/14)

- The board will be revising the committee charge but voted to retain the current 3 full member and 3 associate member structure.

Council on Aging (8/19)

- A new van is expected to be delivered and available soon.
- The committee had a broad discussion on needs of seniors. The priorities include:
 - o Transportation needs are a top priority as the COA is unable to meet demand based on vans and hours of coverage. Volunteers do provide additional coverage for Drs appts (20/months). Emerson can provide vouchers for transportation home.
 - o Housing/affordability – CoA assists with Tax Relief applications. Very few elders can afford rent in Concord.
 - o Support for seniors wanting to remain in their homes: funding would be beneficial to support safety assessments, installing grab bars, wearable devices, lock boxes (to support public safety access)

Tax Relief Evaluation TF (8/19)

- The group further refined a townwide survey to residents (7800 households). A postcard with QR code for online survey completion is expected to be distributed in early October, along with promotion via Bridge and committee meetings.
- The board is actively looking for landlords to interview regarding tax relief options and related tracking/management of affordable units.

Climate Action Committee (8/20)

- A Sun Day event will be held in the afternoon of Sunday Sept 21st at First Parish to celebrate and promote renewable energy. Activities will include games, art projects, and testimonials.
- Committee comments were integrated into an updated RFP to support updates to the Climate Action and Resilience Plan. The RFP is expected to be issued in Sept with a target submission date of October 10th, with interviews and final awarding of the contract by end of October.