



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting

Monday, September 8, 2025 at 5:00 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. | 5:00 PM | <p>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</p> <p>Executive Session under M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel</p> |
| II. | 6:00 PM | <p><i>Public Comment:</i> Public Comment is an opportunity for the public to address the Select Board on matters under consideration by the Select Board. Therefore, comments related to political campaigns are not appropriate. Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.</p> |
| III. | 6:15 PM | <p>Consent Agenda:</p> <ul style="list-style-type: none"> a. Minutes: August 25, 2025 b. Executive Session Minutes for approval but not to be released: August 11, 2025, August 25, 2025 c. Town Accountant Warrants: August 28, 2025, September 4, 2025 d. One Day Bingo License for Deb Abrahams-Dematte of the Tremont School for the Tremont School Bingo Night on Friday, October 24, 2025 from 6:30 PM to 9:00 PM at the Tremont School, 575 Virginia Road e. One Day Liquor Licenses: |

| | | |
|-------|---------|---|
| | | <ul style="list-style-type: none"> i. Wines & Malt Beverages Only for Betsy Parrot of the Belmont Hill School for the Golf Tournament for Financial Aid on Monday, September 29, 2025 from 6:00 PM to 8:00 PM at Concord Country Club, 246 ORNAC ii. All Alcoholic Beverages for Deb Abrahams-Dematte of the Tremont School for the Tremont School Bingo Night on Friday, October 24, 2025 from 6:30 PM to 9:00 PM at the Tremont School, 575 Virginia Road f. Committee Nominations: <ul style="list-style-type: none"> i. Stuart Ikeda of 35 Allen St., Arlington to the Economic Vitality Committee for a term to expire May 31, 2028 and to be exempt from APP #10, Residential Requirements |
| IV. | 6:20 PM | <p>Select Board Appointments:</p> <ul style="list-style-type: none"> a. Corrective appointment of 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, 2026 |
| V. | 6:25 PM | Chair's Report |
| VI. | 6:30 PM | Town Manager's Report |
| VII. | 6:40 PM | <p>Update on MCI Concord Wastewater Treatment Acquisition</p> <p>Presenter: Alan Cathcart, Director of Public Works</p> |
| VIII. | 6:55 PM | <p>Review of Hybrid and Virtual Meeting Security Options, Automated Minutes/ Transcript tools, Recording Practices and Retention</p> <p>Presenter: Jason Bulger, Director of Concord Municipal Light Plant and Chief Information Officer</p> |
| IV. | 7:15 PM | <p>Discuss and Vote Approval of the Letter to Joint Committee on Revenue to support Real Estate Transfer Fee</p> <p>Presenter: Mary Hartman, Select Board Member</p> |
| X. | 7:25 PM | <p>Continued Discussion on Select Board Actions in Response to Antisemitic and Hate Incidents and Discuss Draft Working Group Charge</p> <p>Presenter: Mark Howell, Select Board Chair and Paul Boehm, Select Board Member</p> |
| XI. | 7:45 PM | Select Board Liaison Reports |

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| XII. | 7:55 PM | Adjournment |
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** Times are approximate and subject to change*

Upcoming Meetings:

Monday, September 15, 2025 Monday, October 6, 2025 Monday, October 20, 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.

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Approved 9/ /25

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in person on Monday, August 25, 2025 at the Concord Municipal Light Plant, 1175 Elm St. The meeting was available for public access in person and via Zoom.

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

The meeting was called to order at 6:00 PM. Ms. Rovelli declared all were present.

Statement from the Select Board

Chair Howell reported that on August 25, 2025 an act of vandalism was reported to the Concord Police Department. An individual was seen on video on August 23rd intentionally kicking, stepping on and pulling up Israeli flags and two signs at the Memorial Display for the Victims of the October 7, 2023 Attack on Israel by Hamas. The Concord Police Department is investigating this act as a possible hate incident and has reported it to the Middlesex District Attorney's Office, the Anti-Defamation League, the Massachusetts State Police Hate Crimes Awareness and Response Team (CART), and the Concord Carlisle Human Rights Council. This follows a previous incident where graffiti was found on the town sidewalk in front of the same property on July 30, 2025. The Select Board condemns these acts in the strongest possible terms, reaffirming the town's commitment to working with our residents and community partners to address the root causes of antisemitism and racism in Concord. Residents with information are urged to contact the Concord Police Department at 978-318-3400.

Public Comment

Dennis Fiori, resident of 309 Strawberry Hill Rd., spoke on behalf of himself and several community members who signed a letter that was submitted to the Select Board. Mr. Fiori and the residents who signed the letter, advocated for preserving the area in Monument Square between the Parish Hall and the driveway of the public parking area (Parcel 1693) as green space. Additionally, these residents are in support of transforming Parcel 1693 into a quiet pocket park for contemplation with the inclusion of a memorial that commemorates the sacrifices of Concord residents who fought in the American Revolution.

Carrie Ranken, resident of 95 Upland Rd. and a School Committee member, speaking on behalf of the School Committee, spoke about the letter that was sent to the Select Board regarding the concerns that the School Committee has about the recent town-wide election. Ms. Rankin shared that the School Committee is concerned about the lack of accuracy and the tone and language used in the voter information packet. Further, the School Committee is interested in knowing who drafts, reviews and approves the information packet and inquired about what procedural steps will be taken

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to enhance accuracy and accountability in the future. Lastly, Ms. Rankin expressed the School Committee's continued support for the Amenities Building Project and notes that the Carlisle portion of the funds for this project expire on August 31, 2025.

Jeff Edgers, resident of 50 Highland St., advocated for a pocket park around the area of 1142 Main St. Mr. Edgers expressed that a pocket park would be a great opportunity to preserve trees in an area that has undergone significant tree removal and further, that a park would be beneficial to the community. Mr. Edgers wanted the Select Board to know that the neighborhood is open to partnering with the town to make a pocket park a reality.

Craig Awmiller, resident of 27 Lang St., asserted that free speech is as vital as accurate data in democracy. Mr. Awmiller shared that he voted in favor of the Amenities Building Project at both the town meeting and the ballot box and that he was not persuaded by the con statement in the voter packet. Mr. Awmiller referenced an incident at a prior School Committee meeting where he was encouraged to offer only constructive comments and went on to emphasize the need for more open dialogue and discussion rather than suppression of speech.

Joe Palumbo, resident of 90 Black Horse Place, and a member of the DEI Commission, commended the town staff and the Select Board for their excellent response to the recent incidents of hate and antisemitism, highlighting the quick response and communication to the public. Mr. Palumbo expressed concern about what he referred to as the "crisis in leadership" currently observed at the schools regarding antisemitism and urged the Select Board to continue to be a model of leadership.

Consent Agenda

- i. Minutes: August 8, 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:
 - 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 AM -7 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, 66 Sorli Way, Carlisle for a parent social at Nashoba Brooks Barn 2 Strawberry Hill Rd.
 - 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

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vi. Vote Proposed Amendments to Administrative Policy and Procedure #10

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the amendment to the August 11, 2025 meeting minutes as discussed during the meeting.

Committee Appointments

- 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
- 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
- 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
- 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.
- 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
- f. Sandeep Pisharody of 236 Hayward Mill Rd to the Concord Middle School Building Committee as a Concord Public School Committee Representative.
- 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
- h. Sandeep Pisharody of 236 Hayward Mill Rd to the Financial Audit Advisory Committee as the Concord Public School Committee representative for a term to expire May 31, 2027

Mr. McKennitt requested to discuss the appointment of Linda Miller to the Land Use Working Group and asked if there was a vacancy for the MCI Concord Advisory Board's representative to the Land Use Working Group.

Chair Howell responded that Scott Bates, who was originally selected as the MCI Concord Advisory Board's representative to the Land Use Working Group resigned due to the time commitment, and that Ms. Miller was selected as the new representative.

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Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to appoint: 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; 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; 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; 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; 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; Sandeep Pisharody of 236 Hayward Mill Rd to the Concord Middle School Building Committee as a Concord Public School Committee Representative; 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; Sandeep Pisharody of 236 Hayward Mill Rd to the Financial Audit Advisory Committee as the Concord Public School Committee representative for a term to expire May 31, 2027

Chairs Report

Chair Howell shared the following information:

- The Housing Roundtable will take place on August 26 at 5:00 PM.
- Ag Day is scheduled for September 6, 2025. The Select Board will have a table at this event and a sign up is being sent around to provide coverage. Chair Howell invited the community to visit the table.
- The Department of Capital Management for the State of MA has agreed to Concord's request to extend negotiations about the Wastewater Treatment Plant until August of 2026.
- Discussions are taking place in order to set a date for a Transportation and Roads Program Forum in September or October.

Town Manager's Report

Ms. Lafleur shared that the most recent edition of the [Concord Currents](#) was sent this afternoon. To subscribe to Concord Currents: go to Concordma.gov, Town Manager's page, Communication's tab, or by clicking [here](#). Ms. Lafleur shared that the number of subscribers to Concord Currents has doubled and she provided an overview of topics

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included in the most recent edition. Additionally, Ms. Lafleur informed the community that Concord Broadband service may be impacted between 4:30 AM to 6:30 AM on 8/26 due to maintenance.

Ms. Lafleur addressed topics raised by the Select Board:

- FY 2027 Budget Goals

Ms. Hartman inquired about dates to discuss the upcoming FY2027 budget and Ms. Lafleur responded with a tentative date of September 15, with the process continuing throughout the calendar year. Additionally, Ms. Lafleur added that the FY 2024 audit is coming to a close and will be scheduled as an agenda item for a Financial Audit Advisory Committee meeting. Regarding the FY 2025 budget, Ms. Lafleur is looking to close for September 30. Mr. Howell plans to add budget discussion as an agenda item to the upcoming meetings.

- Ballot Error

Mr. McKennitt brought forth the topic of the ballot error and Ms. Lafleur provided the following information: Town Counsel holds the final say on ballot information under Mass General Law. The error on the amenities building's financial impact likely stemmed from presenting the impact over a 10-year bond term rather than a typical one-year period. In response to Mr. Boehm's question, Ms. Lafleur provided an overview of the process that Town Counsel engages in to obtain the pro and con statements. The Select Board was not directly involved in drafting or reviewing the pro and con statements, receiving the information only hours before distribution. A suggestion was made by Mr. McKennitt and supported by Chair Howell, to implement a more reliable process for developing ballots and voter information packets that would allow for more checks, particularly for financial figures, in future elections.

Public Hearing for Grant of Location Request for gas main petition for the National Grid located at Cottage St. and 1200-1224 Main St.

Presenters: Mary Mulroney, Permit Representative for National Grid, Justin Richardson, Assistant Town Engineer (attended via Zoom)

Upon a motion duly made by Ms. Rovelli and seconded, it was **voted** 4-0, with Mr. McKennitt abstaining: to open the 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.

Ms. Rovelli opened public hearing at 6:39 PM.

Mr. McKennitt recused himself from the hearing at 6:39 PM.

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Ms. Mulroneu shared that National Grid will be replacing an old regulator station (which will be left in the ground) located near 7 Cottage St. with a new regulator station, with new safety features, that will be across the street from 1211 Main St. National Grid has reviewed a memo from Justin Richardson, Assistant Town Engineer and stated that all the conditions required by the Town of Concord were acceptable to National Grid. The full plans from National Grid and the memo from the Engineering Division is included in the Select Board meeting packet. The construction will take place between mid-September and mid- November with the Engineering Division and Police Department reviewing and updating a traffic plan and finalizing actual construction hours. Construction that is interrupted by the winter will resume in the spring. Ms. Hartman inquired about the involvement of the intersection of Baker Ave. and Main St., which needs redesign, due to safety concerns. Mr. Richardson stated that the Baker Ave. and Main St. redesign project is in its draft final design phase and that the Town will allow National Grid to complete their work prior to beginning the Baker Ave. and Main St. redesign project.

Kate Peltz, resident of 7 Cottage St., requested instruction on how to access the Select Board meeting documents and inquired if there will be a need for vents at the Cottage St. and Main St. Intersection. Ms. Mulroneu informed Ms. Peltz that the new regulator box should remediate the frequent leaks at Cottage and Main and that no vents will be needed at that location. Ms. Mulroneu also informed Ms. Peltz that it is unlikely that Cottage St. would be closed and that it is likely that there will be a “work around,” and that the conditions call for a temporary pedestrian walkway.

Pamela Dritt, resident of 13 Concord Green, made an inquiry regarding the redesign of the Baker Ave. and Main St. intersection. Mr. Richardson informed Ms. Dritt that a web page about this project will be launched in the next few days and can be located on the engineering page under current projects. Additionally, a meeting will be scheduled about this project where the community will have the opportunity to ask questions.

Stephen Irza, resident of 39 Cottage St., inquired about hours of operation for the National Grid construction project to which Mr. Richardson replied that the typical start time is 7:00 am, but that it can vary. The Concord Police Department will provide input.

Ellen Quackenbush, resident of 206 Prairie St. and member of the Transportation Advisory Committee encouraged the community to contact the TAC about any concerns that they have regarding pedestrian and bicycle safety.

Eric Young, resident of 49 Crescent St. requested additional presence from the Town or National Grid on Crescent St. during the road construction because often traffic is diverted to Crescent St. and with the length of the project, additional presence would be appreciated by the residents of Crescent St.

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

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voted: to close the public hearing.

The public hearing was closed at 7:00 PM.

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to approve the Grant of Location request for a gas main petition for National Grid located at Cottage St. And 1200-1224 Main St as included in the meeting packet with the conditions provided by the Department of Public Works.

Mr. McKennitt returned to the meeting at 7:01 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

Ms. Graney shared that following a well-advertised community walkabout and a virtual walk, locations for placement of the benches and a bike rack have been selected. The locations are as follows:

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

The bike rack site is as follows:

Teacakes Plaza, 53 Commonwealth Ave. – Private property

Select Board approval is necessary for the two placements that are in the public right of way, however Ms. Graney is including all the placements to inform the Select Board.

Ms. Graney presented the program costs and site considerations, including license agreements with property owners and installation plans.

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

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voted: to approve the placement of up to five teak benches and a bike rack as part of West Concord Beautification as included in the Select Board meeting packet.

**Discuss and Vote on Concord 250 Executive Committee Charge Amendments and
Discuss Permanent Memorial Subcommittee**

Presenter: Chris Johnson, Co-Chair of the Concord250 Executive Committee

With the Concord250 Patriots Day Parade having taken place on April 19, 2025, Mr. Johnson informed the Select Board that the Committee is recommending to reduce its members from 9 to 7, therefore making it easier to reach a quorum for meetings. Mr. Johnson continued by identifying the roles that would be covered by the 7-member committee.

Further, Mr. Johnson discussed the Permanent Memorial Subcommittee, which is recommending its own dissolution due to lack of time and funding, with the Executive Committee charge being active until December 31, 2026. Mr. Johnson noted that the Permanent Memorial Subcommittee is working on a final report which will be submitted to the Executive Committee, and then to the Select Board. Following an initial meeting that is scheduled with public safety personnel, the Executive Committee is also working on their complete final report which will highlight the lessons that were learned from the event. Mr. Johnson assured the Board that future events will be much smaller in scale than the 2025 parade and would not require a toll on town staff.

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to approve the Concord250 Executive Committee charge amendments as included in the Select Board meeting packet.

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

Presenter: Mark Howell, Select Board Chair

Chair Howell provided an overview of the upcoming discussion, which would center on incident reporting and he informed the Select Board that District Attorney Ryan's office will be providing data on reported incidents in Concord over the last four years so that a baseline can be established.

Chair Howell provided clarification on some of the existing organizations where the public can report incidents, which are: The District Attorney's Office, the police

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Department and Concord Public Schools - and that all incidents reported to the police are then reported to the DA's Office.

Mr. Boehm advocated for broadening the view of what incidents should be reported.

Andrea Foncerrada, Co-Chair of the Diversity, Equity and Inclusion Commission reviewed the 2023-2024 DEI Commission Action Plan, though is incomplete at this time. The action plan calls for a reporting system that addresses incidents that are not crimes and are not under the jurisdiction of the public school.

Ms. Foncerrada named the members of the working group in 2023-2024 and reviewed the tasks that would be involved in further developing the action plan.

To implement a reporting system, Ms. Foncerrada felt that the following would be necessary: department and staff for intake of reports, legal review of the procedure, investigative resources, follow up and restorative actions.

The DEI Commission recommends utilizing the work that they have already done as a starting point to creating a reporting system.

Mr. Boehm stated that the purpose of a reporting system will need to be identified and communicated to the community, and he advocated for a reporting system that is simplified and accessible.

Ms. Hartman emphasized the importance of transparency in the ongoing work. Mr. McKennitt expressed concerns about the scope of what would be reported and the Select Board members discussed the purpose of reporting, action, education, restorative justice, the goal of having a system, the need for a system that is not part of the public school reporting system, the gaps in reporting systems, the importance of responding to community members who report incidents, the purpose of raising awareness.

Chair Howell felt that the next steps would be publication of available data, developing a version of a form and potentially obtaining assistance from the Human Services Department and those that are existing mandated reporters.

Mr. Boehm and Ms. Hartman are in favor of a creating a small, transparent, appointed working group that can focus on moving forward on a reporting system. Mr. Boehm volunteered to start draft a working group charge for a review at the next meeting. He also referenced that the School Committee has a structure for an action plan and suggested that the Select Board coordinate with the schools to draft an action plan and policy.

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Deborah Dorfman, resident of 27 Lang St., urged the members of the Select Board to review the Preliminary K- 12 Education Findings and Recommendations by the Special Commission on Combating Antisemitism publication, that she emailed to the Select Board prior to the meeting. In addition, Ms. Dorfman called to the attention of the Select Board that in 2024 Governor Healy issued guidance to school districts on reporting. Specifically, Ms. Dorfman references the section that addresses investigation and reporting. Ms. Dorfman encourages the Select Board to work together with the school department and impressed that any future working group should involve community members.

Ellen Quackenbush, a resident of 206 Prairie St, emphasized the importance of “stories” and people sharing their impressions, feelings and experiences as a basis of building a community and culture and that reporting is about repairing the culture not pointing a finger.

Discuss Comprehensive Results of Town Manager’s FY25 Evaluation

Presenter: Jess Porter, Assistant Town Manager and HR Director

Ms. Porter shared and presented the Town Manager Performance Review FY 2025. The review incorporated ratings and comments from current Select Board members and former board member Terry Ackerman. The review can be found in the Select Board meeting packet.

Ms. Rovelli pointed out that there were many challenges in FY 2025.

The Select Board will discuss a merit increase for the Town Manager in an upcoming Executive Session and will announce the increase at the following open session.

Ms. Lafleur responded to the FY’ 25 review, thanking the Select Board for their thoughtful input and shared that she values their feedback. Ms. Lafleur highlighted the achievements of the town in the past year, the suggestions made for areas of improvement, and her commitment to working collaboratively with the Select Board, community and town staff.

Select Board Liaison Reports

Ms. Hartman

- (8/12) The Community Preservation Committee is actively looking at projects already funded to see if there are unused funds that can be re-directed to new

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projects, including the ~\$750K allocated to Warner's Pond dredging. It is the understanding of the CPC that pulling back funds does not require a vote at Town Meeting. However, allocation to new projects does require a vote.

- (8/6 & 8/13) Tours of Municipal Sites: Ms. Hartman 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 make the best with the space available yet many of these buildings 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.
- (8/13) Agriculture Committee: 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.
- (8/13) Human Rights Council Bystander Training: Ms. Hartman participated in this training to become more aware of how to respond helpfully to situations when someone is the target of discrimination.
- (8/14) Tour of Packard Commons Affordable Housing Development in Hudson MA: 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 federal and state sources that greatly exceed any local contribution.
- (8/20) Economic Vitality Committee: Ms. Hartman had a very productive meeting where tentative plans were developed for two "roundtable" forums for the business community. Another discussion was to get input from the business community regarding the Governor's Municipal Affordable Act that gives towns the option to increase meals and lodging tax (if adopted, will increase local receipts by ~\$150K). If there is support from the business community, the Select Board may send a letter to the MA State House in support.
- (8/20) School Committee: 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 School Committee approval 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.
- There will be a draft letter coming from the Select Board, that will be presented for discussion at the 9/8 Select Board meeting; the letter is in support of the Real Estate Transfer Fee to help with funding for affordable housing. This letter serves as a reminder for an action that has already been taken by the Select Board. A second letter may also be coming from the Select Board regarding the Municipal Empowerment Act.

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Mr. McKennitt

- Will be at the Light Plant tomorrow morning continuing discussing rates and time of use.

Chair Howell

- The Municipal Building Committee met last week where the middle school punch list was discussed; including repouring of the sidewalk in front of school due to damage from salt, progress has been made on field construction, the irrigation system is being incorporated into the field construction. The project is nearing completion.

Ms. Rovelli

- 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: 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/month). Emerson Hospital can provide vouchers for transportation home. Housing/affordability – COA assists with tax relief applications. Very few elderly people can afford rent in Concord. 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) Will be held in the afternoon of Sunday, Sept. 21st at First Parish Church 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

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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.

Mr. Boehm

- At the most recent DEI Commission meeting, a new Co-Chair was selected. The Commission has drafted a new charge, is seeking feedback on the draft and is hoping to have the updated charge approved by the Select Board at the October 6 Select Board meeting. The DEI Commission is working on changing the date of the September 24 meeting in observance of Rosh Hashanah. Mr. Boehm has encouraged the DEI Commission to hold their meetings in a hybrid format.
- The Transportation Advisory Committee met, where they discussed a bicycle safety flyer, this flyer will be circulated widely. The TAC also discussed methods of communication and collaboration with Concord Public Works and several town departments and committees. The Committee is also developing an updated charge.

Executive Session under M.G.L. c. 30A, § 21(a)(6)

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to enter an 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 *and not to return to Open Session*

Roll Call Vote:

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

The Select Board entered into Executive Session at 8:22 PM.

Town of Concord
Select Board Meeting
Meeting Minutes
August 25, 2025

Meeting Materials:

[Select Board Meeting Packet – August 25, 2025](#)

[Select Board Meeting Recording – August 25, 2025](#)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: September 8, 2025

Re: One Day Liquor and Bingo Licenses for Deb Abrahams-Dematte of Tremont School

Included in your meeting packet are a One Day Liquor License application and a One Day Bingo License application for Deb Abrahams-Dematte of Tremont School for the Tremont School Bingo Night on Friday, October 24, 2025 from 6:30 PM to 9:00 PM at Tremont School, 575 Virginia Road.

The One Day Liquor License application is complete with TIP Certifications and payment.

Please reach out with any questions.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, August 27, 2025 3:58:44 PM

One Day Special Liquor Licenses

| | |
|-----------------------------|---|
| Company or Organization | Tremont School |
| Applicant Name | Deb Abrahams-Dematte |
| Email Address | deb@tremontschool.org |
| Applicant Address | 575 Virginia Rd |
| City | Concord |
| State | MA |
| Zip Code | 01742 |
| Phone Number | 6038016584 |
| Name of Event | Tremont Bingo Night |
| Activity Is | Non-Profit |
| Event Type | Private Event in Rented Facility |
| Event Date & Start Time | 10/24/2025 6:30 PM |
| End Time | 9:00 PM |
| Premises to be Licensed | Collaborative Learning Project dba Tremont School |
| City | Concord |
| State | MA |
| Zip Code | 01742 |
| License is for the Sale of: | All Alcoholic Beverages |
| Bartenders TIPS trained? | Yes |

Under 21 Attendees? No

1st one-day license for Organization? Yes

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

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Deb Abrahams-Dematte

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attended under 21 y ears of age at any event. therefore, this policy must be adhered to for all events. Applicants agree to check the ages of all guests at the door. If a persons under the age of 21 are present, his or her hand shall be stamped to indicate the he/she is underage for the bartender.

I certify that Concord's
Under 21 Policy, as
outlined above, will be
followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)

Massachusetts State Lottery Commission



CHARITABLE GAMING DIVISION
P.O. BOX 859012
BRAintree, MASSACHUSETTS 02185-9012
TEL. 781-849-5555

DEBORAH B. GOLDBERG
Treasurer and Receiver General

APPLICATION FOR LICENSE TO CONDUCT A ONE DAY GAME COMMONLY CALLED "BEANO"

PLEASE TYPE OR PRINT IN BLACK INK

IMPORTANT: PLEASE FILL OUT FORM COMPLETELY AND ACCURATELY. FAILURE TO DO SO WILL DELAY PROCESSING OF YOUR LICENSE APPLICATION

NAME OF ORGANIZATION:
Tremont School

DATE ORG. CHARTERED:
Aug 7, 2009

STREET ADDRESS:
575 Virginia Rd

ORGANIZATION F.I.D.:
26-2352223

CITY/TOWN:
Concord

OCCASION DAY:
October 24, 2025

OCCASION ADDRESS:
575 Virginia Rd

ORG. TELEPHONE:
781-235-4805

CITY/TOWN/ZIP:
Concord, MA 01742

BEANO HALL PHONE:
781-235-4805

MAILING AND SHIPPING ADDRESS:
575 Virginia Rd

Check one:
6:00 P.M. TO 12:00 MID. [X]
1:00 P.M. TO 6:00 P.M. []
LICENSE FEE - \$50.00

CITY/TOWN/ZIP:
Concord, MA 01742

NAME OF HEAD OF ORGANIZATION:
Krista Demas

HOME PHONE:
617-834-1830

MAILING ADDRESS:
575 Virginia Rd

BUSINESS PHONE:
781-235-4805

CITY/TOWN/ZIP:
Concord, MA 01742

EMAIL ADDRESS:
krista@tremontschool.org

NAME OF MEMBER IN CHARGE:
Deb Abrahams-Dematte

HOME PHONE:
603-801-6584

MEMBER IN CHARGE OF BEANO ADDRESS:
Krista Demas

BUSINESS PHONE:
781-235-4805

CITY/TOWN/ZIP:
Concord, MA

EMAIL ADDRESS:
krista@tremontschool.org

NAME OF BOOKKEEPER:
Ana Newcomb

HOME PHONE:
510-396-6787

MAILING ADDRESS:
Tremont School, 575 Virginia Rd

BUSINESS PHONE:
781-235-4805

CITY/TOWN/ZIP:
Concord, MA 01742

EMAIL ADDRESS:
anan@tremontschool.org

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

Table with 2 columns and 2 rows for investment tracking.

Table with 4 columns: COUNTY, CITY/TOWN, TYPE, LICENSE NUMBER.

EFFECTIVE DATE

APPLICATION FOR LICENSE TO SELL LOTTERY TICKETS CALLED "THE CHARITY GAMES"

IN ADDITION TO A LICENSE TO OPERATE BEANO, IT IS REQUESTED THE ABOVE ORGANIZATION BE LICENSED TO SELL SPECIAL LOTTERY TICKETS FOR CHARITABLE, RELIGIOUS AND EDUCATIONAL PURPOSES PURSUANT TO SECTION 37 OF CHAPTER 10 OF THE GENERAL LAWS. SUCH LOTTERY TICKETS MAY BE SOLD ONLY AT AND DURING LICENSED BEANO GAMES AND OTHER EVENTS HELD ON THE PREMISES AND PURSUANT TO THE RULES AND REGULATIONS OF THE COMMISSION.

CHECK

PLEASE CHECK () WHICH BEST DESCRIBES YOUR ORGANIZATION:

- | | |
|--|---|
| 001 <input type="checkbox"/> FRATERNAL ORGANIZATION | 006 <input type="checkbox"/> NON-PROFIT ORGANIZATION FOR THE INTEREST OF DIFFERENTLY ABLED CITIZENS |
| 002 <input type="checkbox"/> CHURCH OR RELIGIOUS ORGANIZATION | 007 <input type="checkbox"/> NON-PROFIT ATHLETIC ASSOCIATION |
| 003 <input type="checkbox"/> VETERANS ORGANIZATION | 008 <input type="checkbox"/> NON-PROFIT SENIOR CITIZENS ORGANIZATION |
| 004 <input type="checkbox"/> VOLUNTEER NON-PROFIT FIRE COMPANY OR VOLUNTEER NON-PROFIT AMBULANCE SERVICE | 009 <input type="checkbox"/> NON-PROFIT SOCIAL WELFARE ORGANIZATION |
| 005 <input type="checkbox"/> BOSTON FIREMAN'S RELIEF FUND | 010 <input checked="" type="checkbox"/> OTHER <u>Non-profit school</u> |

UNDER PENALTIES OF PERJURY, HAVE ANY MEMBERS OF YOUR ORGANIZATION WHO WILL BE ASSISTING IN THE GAME OF BEANO BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC INFRACTION? NO YES -IF YES, SPECIFY ON SEPARATE SHEET.

HAS YOUR ORGANIZATION EVER HAD A BEANO LICENSE BEFORE?

YES NO IF YES, WHAT YEAR _____

(not that I am aware of)

I HEREBY CERTIFY that the information provided herein is true to the best of my knowledge and belief. I authorize the Commission to obtain credit or other information about me or my organization which may assist the Commission in making a decision on this application(s). I am aware that false or misleading statements, or failure to abide by the rules and regulations of the Commission will be cause for rejection of this application(s) or revocation of my Licenses(s). Violation of General Laws, Chapter 10, Sections 37 through 40, or of Commission Regulations may result in a fine or imprisonment or both.

Krista Green Demas, Head of School

SIGNATURE & TITLE HEAD OF ORGANIZATION

Alysa Mahamud-Dematte

SIGNATURE OF MEMBER IN CHARGE OF BEANO

DATE August 29, 2025

MONTH DAY YEAR

BELOW THIS LINE FOR MUNICIPAL AUTHORITIES ONLY

THIS APPLICATION IS APPROVED AND IS CERTIFIED TO BE IN CONFORMITY WITH CHAPTER 10 OF THE MASS. GENERAL LAWS BY, BOARD OF SELECTMEN, OR CITY COUNCIL AND MAYOR, OR LICENSING BOARD OF THE CITY OF BOSTON

INDICATE DAY OF WEEK AND PERMITTED HOURS OF BEANO OPERATION RECOMMENDED: _____ _PM to _____ PM
DAY HOURS

_____ DATE: _____
_____ DATE: _____

CHIEF OF POLICE

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

DISPOSITION:

AUTHORIZED DEFERRED DENIED

DIRECTOR OR DESIGNEE

DATE



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: September 8, 2025

Re: One Day Liquor License for Betsy Parrot of Belmont Hill School

Included in your meeting packet is a One Day Liquor License application for Betsy Parrot of Belmont Hill School for the Golf Tournament for Financial Aid on Monday, September 29, 2025 from 6:00 PM to 8:00 PM at Concord Country Club, 246 ORNAC.

Concord Country Club General Manager Sara Killelea keeps an active file of TIP Certifications with the Town Managers Office and the application is complete with 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) Betsy Parrot
COMPANY or organization: Belmont Hill School
ADDRESS: 350 Prospect St, Belmont, MA 02478
TELEPHONE: 617 993 5201
DATE(S) APPLIED FOR: Monday, September 29, 2025
EVENT: Golf Tournament for Financial Aid
HOURS OF OPERATION: 6-8 pm
PREMISES TO BE LICENSED: Concord Country Club
ADDRESS OF PREMISE LICENSED: 246 Old Road to Nine Acre Corner

License is for the Sale of:

| | |
|-----------------------------|-------------------------------------|
| All Alcoholic Beverages | <input type="checkbox"/> |
| Wines & Malt Beverages Only | <input checked="" 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 NOT LIKELY

Is this the first one day special license secured by this organization?
If no, number of consecutive years licensed? Yes No
12 years at least

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: Betsy Parrot Date: 8/16/25

Town Manager's Monthly Project Update

September 2025

Overview

This monthly update provides a summary of active capital and operational projects currently being tracked by the Town Manager's Office. Projects featured in the Executive Summary Matrix are selected based on criteria including cost, visibility, alignment with Town and Select Board goals, and milestones. This report also includes a broader portfolio of ongoing initiatives that remain in development or implementation stages.

The purpose of this report is to strengthen communication between the Town Manager's Office, departments, and the Select Board. By collecting updates from each department through the centralized project tracker, we ensure that reporting remains consistent, transparent, and accurate. This process highlights how departments are working together toward the Town's common goals, while also giving the Select Board a clear view of progress and priorities.

Why this matters:

- **Alignment with Goals** – Projects are linked directly to the FY26 Select Board Goals to ensure resources advance the Town's priorities.
- **Improved Communication** – A centralized tracker reduces silos, increases accountability, and allows for uniform reporting across departments.
- **Transparency & Trust** – Regular reporting demonstrates responsible project management and builds confidence with the community.
- **Collaboration** – Site visits, visuals, and one-on-one conversations strengthen cross-department understanding and accuracy.

This report reflects not just individual department progress, but a collective effort across the organization. By working together, we provide a complete picture of how Concord is advancing infrastructure, community services, sustainability, and effective governance. The inclusion of both high-priority projects in the Executive Summary Matrix and the broader Remaining Projects Table ensures visibility on all active initiatives, from large-scale infrastructure improvements to smaller but meaningful community enhancements. These updates allow the Select Board to monitor how strategic goals are being carried out in real time, while reinforcing the Town's commitment to accountability, fiscal responsibility, and resident service.

Executive Summary – Project Matrix September 2025

| Department | Project | Status | Target Completion | Cost | Funding | FY26 Goal Category | Lead | Risk |
|------------|---|------------------------------------|--------------------|--------------|-----------------|---|---------------|------------|
| CMLP | Advanced Metering Rollout | In Progress – Vendor study pending | Close-out (months) | \$3M | Enterprise | Financial Sustainability | Jason Bulger | Low |
| Fire | BLS → ALS Transition | In Progress – Training/licensing | Jan 2026 | \$1M | Grant/Operating | Public Safety & Community Health | Chief Whitney | Medium |
| CPW | Baker Ave Culvert Repair | Bid award recommend | FY26 Construction | \$800K | ARPA | Climate Action & Resilience | Steve Dookran | High |
| Facilities | Harvey Wheeler Stairs/Sidewalk | Out to Bid | FY26 Construction | \$700K (Est) | Capital | Diversity, Equity & Inclusion | Russ Karlstad | Medium |
| Facilities | 133/135 Keyes Roof Renovation | Planning | Fall 2025 | \$440K | Capital | Climate Action & Resilience | Russ Karlstad | Medium |
| Facilities | Town House Chiller Replacement | Install Sept 13, 2025 | Sept 2025 | \$148K | Capital | Climate Action & Resilience | Russ Karlstad | Medium |
| CPW | Doug White Field Turf Replacement | Completed | Aug 2025 | \$1.35M | Donation/Gift | Community Services & Recreation | Erik Shaw | Low |
| TMO | Cell Infrastructure Expansion | In Progress – Site analysis | FY26 | TBD | N/A | Governance / Transparency / Communication | Megan Zammuto | Medium |
| TMO | Climate Action & Resilience Plan Update | Planning – RFP being finalized | FY26 | \$75K | Capital/Grant | Climate Action & Resilience | Megan Zammuto | Medium |
| TMO | Crisis Communication Plan | In Progress – Draft under review | Fall 2025 | TBD | N/A | Governance / Transparency / Communication | Megan Zammuto | Low–Medium |

Risk Definitions: Low – Minimal risk; Medium – Moderate schedule/cost risk; High – Significant schedule, budget, or public safety risk.

Note: Target Completion dates are planning estimates and may shift as projects develop

Departmental Project Briefs – September 2025

CMLP – Advanced Metering Rollout

Overview: CMLP reports that meter deployment across Town is nearly complete, with final project close-out dependent on the vendor's performance study.

Progress: Transitioned from field work to acceptance testing; most equipment is installed and functional.

Next Steps: Review vendor study results and confirm that contractual obligations are met before final sign-off.

Issues/Risks: Vendor testing may extend the close-out timeline by several months.

Strategic Impact: Supports FY26 Goal: Financial Sustainability – Advance CMLP metering and efficiency initiatives.

Fire – BLS → ALS Transition

Overview: Fire reports one firefighter has completed ALS certification, while additional members remain in training. Ambulances are staged for ALS equipment installation pending state approval.

Progress: Training pipeline and state documentation remain on schedule.

Next Steps: Continue certifications and pursue state licensing by the end of 2025.

Issues/Risks: Reliant on timely state licensing and continued grant funding.

Strategic Impact: Supports FY26 Goal: Public Safety & Community Health – Complete transition to ALS service.

CPW – Baker Avenue Culvert Repair

Overview: Engineering indicates bid review has concluded with a recommendation to award the contract.

Progress: Project is moving from procurement into pre-construction; prior conflicts (utility relocations) have been resolved.

Next Steps: Finalize contract and prepare FY26 construction schedule, including staging and traffic management plans.

Issues/Risks: Work under a heavily traveled roadway carries risks of traffic disruption and cost escalation.

Strategic Impact: Supports FY26 Goal: Climate Action & Resilience – Advance stormwater and transportation infrastructure improvements (Baker Avenue culvert repair).



Facilities – Harvey Wheeler Stairs/Sidewalk

Overview: Facilities reports that contract documents are under review for repairs to deteriorated stairs and sidewalks at Harvey Wheeler Community Center.

Progress: Procurement review underway; project poised for execution.

Next Steps: Complete contract award and sequence construction to minimize disruption to senior and community programs.

Issues/Risks: Construction near entrances may temporarily affect accessibility.

Strategic Impact: Supports FY26 Goal: Diversity, Equity & Inclusion – Improve accessibility and ADA compliance at community facilities.



Facilities – 133/135 Keyes Roof Renovation

Overview: Facilities notes design refinements and bid preparation are in progress for the Keyes Road roof replacement.

Progress: Scope has been finalized; bid documents are being prepared.

Next Steps: Issue bid and award contract in time for Fall 2025 construction.

Issues/Risks: Weather sensitivity and potential construction schedule conflicts.

Strategic Impact: Supports FY26 Goal: Climate Action & Resilience – Maintain and modernize Town facilities for resilience.

Facilities – Town House Chiller Replacement

Overview: Facilities reports installation of the new chiller is scheduled for Saturday Sept 15, 2025 following earlier procurement delays.

Progress: Contractor and equipment are on-site; project is moving into final installation and commissioning.

Next Steps: Complete commissioning and integrate system into the preventive maintenance program.

Issues/Risks: Controls integration and vendor testing may extend the close-out period.

Strategic Impact: Supports FY26 Goal: Climate Action & Resilience – Modernize Town House mechanical systems for energy efficiency and continuity.

CPW – Doug White Field Turf Replacement

Overview: CPW confirms turf replacement has been completed, with the field open for community use.

Progress: Installation, inspection, and testing have been finalized.

Next Steps: Close-out documentation and warranty monitoring.

Issues/Risks: Routine warranty tracking only.

Strategic Impact: Supports FY26 Goal: Community Services & Recreation – Maintain and enhance recreational facilities.



TMO – Cell Infrastructure Expansion

Overview: The Town Manager’s Office reports that initial site visits and analysis were completed in August to identify potential coverage locations.

Progress: Staff have short-listed candidate areas and begun preparing engagement with carriers.

Next Steps: Engage providers to confirm feasibility and coordinate zoning strategies for a possible 2026 Town Meeting article.

Issues/Risks: Dependent on carrier participation and regulatory approvals.

Strategic Impact: Supports FY26 Goal: Governance / Transparency / Communications – Improve cell service and communications resiliency across Town.

TMO – Climate Action & Resilience Plan Update

Overview: The Town Manager’s Office is finalizing an RFP to update the 2020 Climate Action Plan with 2025–2030 priorities.

Progress: Draft scope of services completed; funding secured.

Next Steps: Release RFP, select consultant, and begin stakeholder engagement.

Issues/Risks: Broad stakeholder process may extend timelines.

Strategic Impact: Supports FY26 Goal: Climate Action & Resilience – Update 2020 Climate Action Plan with new implementation goals.

TMO – Crisis Communications Plan

Overview: The Town Manager’s Office reports that a second draft plan is under review, consolidating roles, templates, and communication protocols.

Progress: Departmental feedback is being integrated into the draft.

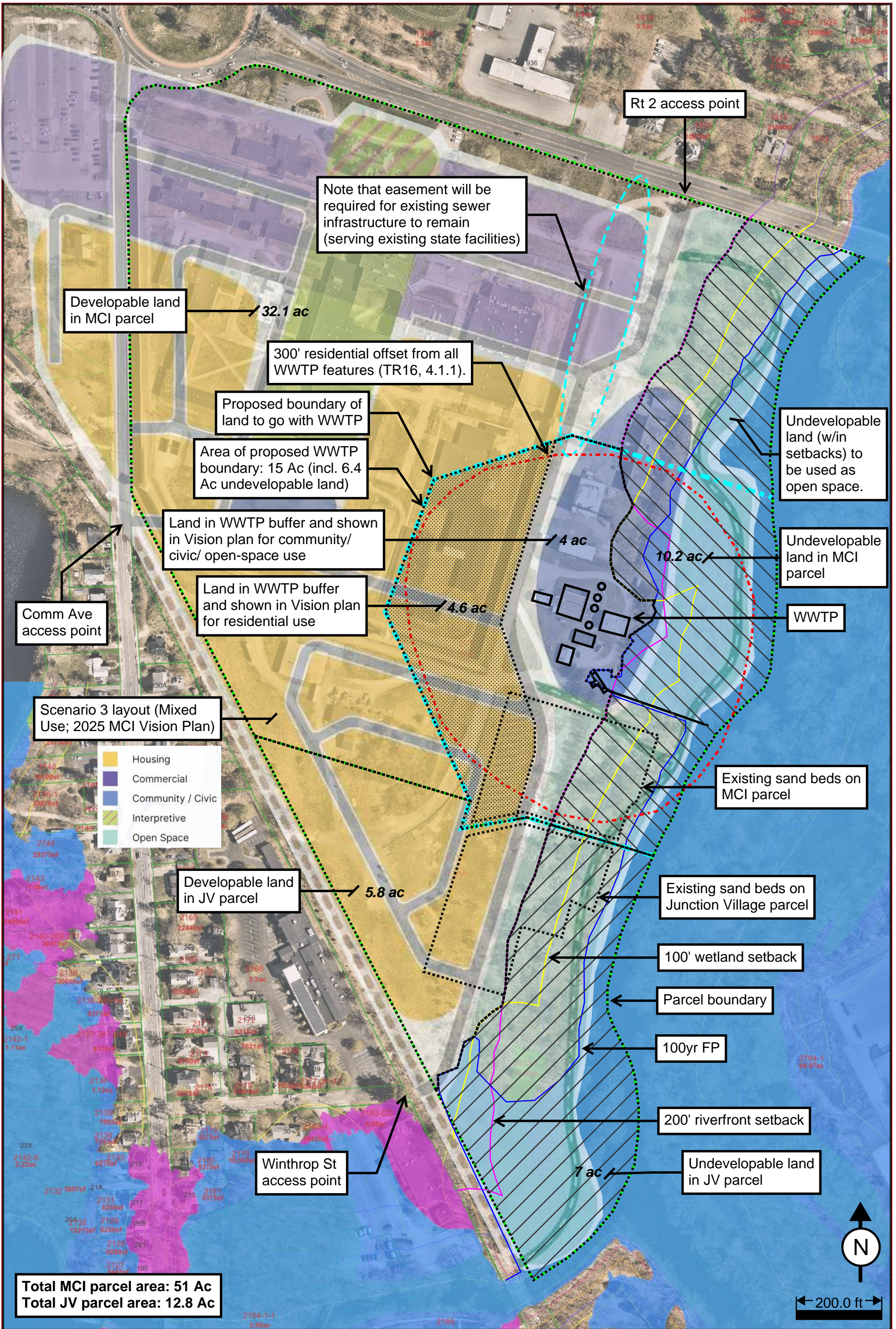
Next Steps: Finalize plan and conduct tabletop exercise.

Issues/Risks: Adoption requires consistent departmental training.

Strategic Impact: Supports FY26 Goal: Governance / Transparency / Communications – Develop and implement coordinated crisis communications strategy.

Remaining Projects Table – September 2025

| Department | Project | Status | Target Completion | Notes |
|----------------------|---|--------------|----------------------------------|--|
| Planning & Land Mgmt | Assabet River Multi-Use Bridge & Trail | In Progress | Design 2026; Construction TBD | Design/permitting, CPA funding secured |
| Police | CAD/Records System Upgrade | In Progress | Fall 2025 | Procurement underway |
| Police | In-Cruiser Mobile Data Terminals | In Progress | FY26–FY31 | Phased replacement program |
| Police | New Public Safety Facility | Planning | 2030–2035 | Long-term facility planning |
| Police | Pyramid Health Opening | In Progress | Late Fall 2025 | Coordination with licensing |
| Human Services | Beede Roof Project | Planning | TBD | Early-stage roof replacement planning |
| Human Services | Beede Swim Blocks | Completed | Fall 2025 | Install new competition swim blocks |
| Human Resources | Software Conversion Cornerstone to HCM | In Progress | Spring 2026 | System upgrade and integration |
| Planning & Land Mgmt | Two Revolutions Trail Survey | In Progress | Dec 2026 | Trail planning and survey |
| Planning & Land Mgmt | CHIP – Community Health Plan | In Progress | TBD | Collaborative public health plan |
| Planning & Land Mgmt | Comprehensive Transportation Strategy | In Progress | Spring 2026 | Multimodal strategy, SB goal |
| Planning & Land Mgmt | Open Space & Recreation Plan Update | Not Started | FY26 | State compliance update |
| CPW | Commonwealth Ave Sidewalk Repairs | Planning | TBD | West Concord crossing |
| CPW | Sewer Inflow & Infiltration Assessment | Completed | TBD | Assessment finished |
| CPW | Seasonal Demand & Water Use Program | Planning | TBD | CPW/Water initiative |
| CPW | Main Street (West Concord) Paving | Construction | Fall 2025 | Punch list/final paving |
| CPW | Main St/Baker/Cottage Intersection | Design | TBD | Intersection improvements |
| CMLP | Time-of-Day Rate Rollout | Construction | April 2026 | Utility billing program |
| CMLP | Solar Expansion & Battery Storage at Landfill | Planning | Dec 2026 | Sustainability project |
| Library | Library Strategic Plan | Planning | July 2026 | FY27–FY29 strategic plan |



A Guide to Hosting Secure and Effective Public Meetings in Massachusetts with Zoom

Holding public meetings is a cornerstone of democratic governance, and in Massachusetts, the Open Meeting Law (OML) provides a framework for how these meetings must be conducted. With the widespread use of remote meeting platforms like Zoom, municipalities and public bodies can now host meetings in a hybrid or fully remote format. This guide outlines best practices for using Zoom to ensure Concord's public meetings are secure, compliant with OML, and accessible to all.

Part 1: Zoom Security and Features

Safety and Security Settings

The following settings are essential for protecting your meetings from disruption, such as Zoom-bombing.

- **Waiting Room (on by default):** This is the most crucial setting for any public meeting. It acts as a virtual lobby where all participants are held before being allowed into the meeting. The host can admit participants one by one, verifying their identity if necessary. This prevents any uninvited guests from entering the meeting.
- **Require a Passcode (on by default):** A passcode, which can be embedded in the invitation link, adds another layer of security. It ensures that only those with the correct information can access the Waiting Room.
- **Disable "Join Before Host" (on by default):** This setting is vital to prevent meetings from starting without a host present to manage the meeting and admit people from the Waiting Room.
- **Manage Screen Sharing (on by default):** To prevent anyone from sharing inappropriate images or content, set the "Who can share?" option to "**Host Only.**" A host can still grant permission to a specific participant to share their screen during the meeting if needed by promoting them to co-host.

- **Disable Participant Chat (on by default):** In many public meetings, the chat function can be a source of distraction or inappropriate content. Consider disabling it entirely or limiting it to “Host Only.”
- **Mute Participants Upon Entry (on by default):** This automatically mutes everyone who joins the meeting, which helps control background noise and prevents unwanted interruptions.
- **Disable “Allow Participants to Rename Themselves”:** This prevents attendees from changing their display name to something offensive or misleading.
- **Report a User:** If a user is disruptive, the host can quickly report them to Zoom’s Trust and Safety team and remove them from the meeting.

How to Quickly End a Zoom-Bombing in Process

If a meeting is being actively disrupted, a host has several options to regain control.

- **“Suspend Participant Activities” (under “Host tools” on the menu bar:** This is a powerful, one-click button in the Security menu that immediately:
 - Mutes all participants.
 - Turns off all participant videos.
 - Disables screen sharing.
 - Locks the meeting to prevent new participants from joining.
- **“Lock Meeting”:** If you have all your attendees and no more are expected, lock the meeting. This prevents anyone else, even those with the meeting ID and passcode, from joining. This should not be employed during open public meetings but is good for executive sessions happening with the same meeting ID.
- **Remove and Report the Participant:** Go to the Participants list, hover over the disruptive person’s name, and click “Remove.” You can also report them to Zoom. A removed participant cannot rejoin the meeting.
- **End the Meeting:** In a severe case of Zoom-bombing, the fastest and most effective option is for the host to end the meeting for all participants. You can then restart the meeting with a new link and tighter security settings.

Actions to Take after a Zoom Bombing

Zoom bombings can be crimes and should always be reported to the police department for investigation. They may ask for information like the recording or meeting attendance

records. You should also report Zoom bombings to the IT Department in the event they can assist with training or modifying settings to prevent them again. Finally, you will need to notify Minuteman Media Network about the Zoom bombing, as they will be processing the file and posting it on YouTube. A brief note about the nature of the incident is helpful, including when in the meeting it took place and the format (audio only, visual, name change, annotations, etc.).

Part 2: Massachusetts Open Meeting Law Compliance

Hybrid and Remote Meetings

As of March 28, 2025, Governor Healey signed legislation that extends the ability for public bodies in Massachusetts to hold meetings virtually or in a hybrid format until June 30, 2027. This extension allows public bodies to:

- **Conduct meetings remotely** without a quorum of the public body physically present at a meeting location.
- **Provide “adequate, alternative means”** of public access, such as through video or audio conferencing platforms like Zoom, as an alternative to a physical meeting location.

It is crucial to be aware of the following requirements when holding remote or hybrid meetings under this law:

- **Live Access:** The public must be able to follow the proceedings in real time.
- **Roll Call Votes:** All votes must be taken by roll call.
- **Audibility:** All members of the public body must be clearly audible to each other and to the public.

Protecting Free Speech

While it is necessary to censor obscene and graphic content, it is also essential to uphold the principles of free speech during public meetings. Disagreeable or unpopular opinions should not be censored.

- **Obscenity vs. Unfavorable Speech:** Obscenity, which is not protected by the First Amendment, is different from speech that is simply critical, angry, or offensive to some.

- **Public Comment Guidelines:** Clearly state the rules for public comment at the beginning of the meeting. This includes time limits and a clear warning that any obscene content will result in immediate removal from the meeting.

The Zoom Webinar Format

For very large public meetings that would be difficult to manage as a standard Zoom meeting, the **Zoom Webinar** format is a powerful alternative. While it requires a separate license and cost, it is well-suited for very large public forums that would otherwise be difficult to manage as a traditional Zoom meeting. Please reach out to IT should you need to create a webinar meeting.

Key Differences from a Standard Meeting:

- **View-Only Attendees:** Attendees are automatically view-only. They cannot turn on their video or microphone unless promoted by the host or a panelist.
- **Panelists:** Only designated “panelists” (e.g., elected officials, presenters) have their video and audio enabled. This creates a more professional, television-like format.
- **Q&A and Chat:** Public participation is managed through the Q&A and Chat features, which a host or co-host can moderate. This prevents interruptions and ensures questions are addressed in an organized manner.

Handling a Meeting without a Host

A significant risk arises when a meeting link is created by an employee, but no staff member is present to serve as the host. In this scenario, the meeting is vulnerable to all the security issues discussed above.

To avoid this, a public body should:

- **Use the “Alternative Host” feature:** If the employee who created the link cannot be present, they should designate another staff member or public official as an “Alternative Host” when scheduling the meeting. An alternative host has the same controls as the host and can start the meeting on their behalf.
- **Enforce Security Settings:** Ensure that all Zoom accounts for public officials have the account-level security settings (e.g., Waiting Room, “Join Before Host” disabled) locked in place by an account administrator. This provides a safety net even if a meeting is scheduled without proper oversight.
- **Understand that the first attendee who joins will be asked to become host:** The first committee member to arrive in the Waiting Room will get a prompt from Zoom

asking them to “Claim Host.” This is the magic step. Zoom will only offer this option to the first person who joins a meeting when “Join Before Host” is disabled. They will not need the “Host Key.”

Draft Select Board Letter to Joint Committee on Revenue

Hon. Jamie Eldridge
Senate Chair, Joint Committee on Revenue
State House, Room 24

Hon. Adrian Madaro
House Chair, Joint Committee on Revenue
State House, Room 34

Transfer Fee Bills

S. 1937/H. 3056

H 2730 (Concord Home Rule Petition

I write on behalf of the Select Board of the Town of Concord to urge the Joint Committee on Revenue to issue a prompt and favorable report on pending bills that permit municipalities to impose a small transfer fee on high end real estate sales. The transfer fee is the only way communities can raise the local match needed for larger affordable housing projects, or create and preserve the work force housing that is rapidly disappearing from our towns.

After careful study by a specially convened Town Committee, the concept of a transfer fee to fund affordable housing was presented to Town meeting in 2019 and approved by a majority of voters present. The Town then filed a Home Rule Petition (HRP) to authorize implementation of the transfer fee. In January 2023, a Special Town meeting renewed support for the transfer fee HRP by an overwhelming majority, with a change that would apply the fee only to sale proceeds in excess of \$1,000,000.

The Concord Select Boards strongly supports S.1937 /H. 2730 filed by Sen. Comerford and Reps. Connolly and Gentile. This bill would permit any Massachusetts municipality to impose a transfer fee under certain conditions, and would allow Concord to proceed with the transfer fee that has already been passed by Town Meeting. If the Committee cannot approve this State-wide bill, then please approve our Home Rule Petition, H.3403, which specifically permits the implementation of the Concord transfer fee.

Concord is not a seasonal community, nor is it part of the urban core, but it is at the vanguard of other Massachusetts towns that are losing what affordable housing they have. In addition to price escalation, smaller homes are bought by developers, torn down, and replaced with 4,000-5,000 square foot homes priced at more than \$2,000,000. These homes are well beyond the means of those who work in our town. Over 90% of those who work in Concord do not live here, often driving long distances from places where housing is more affordable.

Concord needs the ability to use local funds to leverage more affordable units and provide the local match for complex funding packages. While appropriations from Town or Community Preservation funds have averaged \$500,000 per year for nearly a decade, this barely builds one new unit in the current market. The transfer fee should generate \$2,000,000 or more per year with no increase in real estate taxes, enabling the Town to build more units or provide necessary local funding for the complex financing packages now required to build larger developments. Only with these funds can we hope to maintain the percentage of our housing stock which has traditionally been affordable to young families, the elderly and local workers

Please report favorably on these bills so that we may implement the transfer fee approved by our Town meeting over five years ago.

Town of Concord

Antisemitism and Bias/Hate Incident Reporting Work Group

Charge

Background and Purpose

The Select Board has previously identified the need for deliberate action to combat antisemitism across the Town and declared its intent to lead the effort for the Town in collaboration with others. As part of an overall plan, the Select Board passed a motion at the Select Board meeting on August 11, endorsing moving forward on two parallel efforts.

- “Community engagement” including community dialogue, education, and input, led by DEI Commission working with community organizations and faith leaders.
- Developing and deploying a hate incident reporting system, including: a) the evaluation of existing systems and 2) reporting and communication protocol development, to be led by the Select Board.

The Working Group on Antisemitism and Hate Incident Reporting focuses on the second effort. It is established to advise the Select Board on the development of a protocol to improve the Town’s ability to receive reports, document incidents, communicate with the public, and respond to antisemitism and related hate incidents. Its focus is to ensure that residents have a clear, safe, accessible way to report incidents and that the Town collects and uses reliable data to inform the community, facilitate accountability, and guide community response.

Responsibilities of the Work Group

The responsibility of the work group is to: establish the need and purpose of a bias/hate incident reporting system; to gather, review, and analyze existing information and make recommendations on the components of a reporting system. In doing so they will work closely with the Town Manager/Town Staff, the Town’s DEI Commission, public school representatives, and will engage a cross-section of community stakeholders.

Specifically the Working Group shall:

1. Gather information on and review existing reporting systems available through the DEI Commission, other towns, CPS/CCHS, and law enforcement (i.e. the District Attorney’s office and Concord Police Department) .

2. Identify mechanism(s) for reporting.
3. Identify barriers that discourage or prevent reporting and recommend straightforward ways to report incidents safely and securely.
4. Recommend ways to verify the authenticity of reports.
5. Advise how data should be collected, analyzed, and shared to inform prevention and policy development.
6. Consider if and how data from other reporting systems (i.e. Concord Police; CPS/CCHS) could be integrated for trending, communication and community education purposes.
7. Recommend the structure, management, and community uses of a reporting system that is simple, safe, and confidential.

Deliverables

The work group will develop and review options for and details of a reporting system and subsequently submit recommendations to the Select Board and Town Manager in a concise written report of findings and recommendations no later than December 31, 2025 for approval and implementation.

Note: Until this Work Group's recommendations are accepted and implemented, the Town will make interim use of existing reporting entities including reports to the Concord Police Department, the DEI Commission, and the Town Manager's office. The data from these entities will be included in the new reporting system when that comes online.

Membership

The Working Group shall consist of five (5) members appointed by the Select Board, including residents with relevant expertise and at least one representative from the Jewish community.

- Town Manager or staff (1)
- Select Board (1)
- DEI Commission (1)
- School representative (1)
- At-Large community members (2)

Draft for Discussion and Approval: September 8, 2025

Term

The Working Group shall dissolve upon submission of its final report.

Other Considerations

The work group will conduct its business in full conformance with the Open Meeting Law, Public Records Law, Conflict of Interest Law and other state and local rules encouraging openness and transparency in governance. Each meeting will allow adequate time for public comments. The elected chair will consult with the Town Manager to discuss staff assistance and possibly financial support.

Liaison Report for Wendy Rovelli (9/8/25)

Financial Policy Work group (8/26, 9/2)

- The Work Group agreed to initially review and focus on the following policy areas: Reserves, Capital Expenditures, Debt, and portions of Financial Reporting. Other topics for discussion included five-year budget operating forecasts, capital planning, and annual policy reviews and compliance.
- The group reviewed FinComm's April 2025 memo on recommended changes to Town reserve policies. The group agreed that classifying reserves into 3 categories made sense: free cash, general purpose and special purpose stabilization funds. Members will research policies from other Aaa towns and will discuss additional policy components and metrics.
- Moody's metric for assessing reserves is based on an "available fund balance ratio" (using audited financials). The Town's ratio is lower than the Aaa threshold of $\geq 35\%$. This might be an aggregate policy metric to consider.

Planning Board (8/26)

- A definitive subdivision plan for a new roadway and creation of 4 new building lots at 874 Barretts Mill Road was reviewed. An extension was granted until Oct 10th for a final decision.
- The Board reviewed four alternative GIS scenario maps detailing amendments to the Overlay District map that will bring the District into compliance with EOHLA's June 12, 2025 Conditional Compliance letter. The Board is concerned with balance/parity of the areas between Concord and West Concord. There was also concern that adding business areas is counter to the town's goal of growing commercial tax base. The board provided additional ideas for GIS modeling.

Finance Committee (8/28)

- Hilltop Securities, Concord's financial advisor, reviewed the methodology used by Moody's in setting bond ratings and discussed credit strengths and challenges. Clarification of how debt and unrestricted fund balances between the General Fund and Enterprise funds was used in bond rating was discussed. An overview of the Town's current authorized and outstanding debt was provided. Hilltop Securities viewed our financial position as strong and said the area to focus on is reserves, compared to other (Aaa) towns. Moody's is also concerned about timely audits – 50 MA communities have not filed their FY 2024 audits.
- The FY2026 guideline methodology for developing metrics to inform guidelines was reviewed along with proposed updates using updated data for FY2027. Following a brief review of alternative methods, the committee agreed to adopt the same methodology as used in FY2026. One critical concern is that the metrics are based on Congressional Budget Office (CBO) projections that have not been updated since December 2024 (normally updated in July) - additional updates will be required if/when CBO issues updated projections

Concord Nanae Network (9/2)

- Planning for the Nanae student visit (Oct 27th – Nov 4th) is underway. Select Board members are targeted to visit with students on Oct 28th at the Town House from 10:00am – 11:00am.

Tax Relief Evaluation TF (9/4)

- The group finalized edits to the townwide survey to residents. Next step is to format into an electric survey and complete some initial testing with users.

- Discussion with Real Estate agents confirmed that the Residential Tax Exemption is not generally discussed with potential buyers; discussion includes the residential tax rate (which is generally lower than surrounding towns).

Paul Boehm – Liaison Reports (9/8/25)

Cemetery Committee

- Met on 9/3
- In addition to normal agenda items (CPW staff report on maintenance; lot repurchases; etc.) several specific items were discussed including:
- Lot supply. Aaron Miklosko (AM) of CPW reviewed the status of burial lot supply of which is roughly 15% of current inventory.
- Average sale of new lots is about 78/year on the average
- Master Plan (approved in May 2025; awaiting final maps for posting on the website) includes expansion project currently in the conceptual phase.
- AM reviewed the plan in some detail. Plan will 1500+ new lots. Plan will go into design and budgeting; project approval will come before Town meeting in 2026. Anticipated that expansion project will begin, if approved, in CY 2026 with plots available in 2027
- In the meantime the committee voted to temporarily restrict proactive lot purchases (i.e., those lots not needed for immediate burials) for one year until the expansion project was better defined and underway

West Concord Advisory Committee

- Met on 9/3
- Discussed the proposed “Greenway Project” which would add wayfinding signage to the BFRT pointing those using the trail to “green and blue “spaces within walking distance of the trail. The committee had been made aware of a related effort by Economic Vitality to use remaining funds from BFRT projects to add signage directing users to commercial entities within the area. Mimi Graney spoke and as a result the two efforts will be merged.
- Other discussions centered on signage designs and standards for Town property and Elizabeth Huges mentioned the possible need for a “signage summit” involving other committees as well to arrive on standards.
- Voted to send a letter of support to the Select Board in support of purchase of Lot 1A in 1440-1442 Main Street development area.

Mary Hartman Liaison Report for September 8, 2025 Select Board meeting

Housing Roundtable(8/26)

Updates from CMAHT, CHDC, Town staff, Select Board, CHA and CHF regarding progress and goals toward the town's affordable housing goals. Some discussion around the amount of effort necessary to update the Housing Production Plan, specifically if a full update is necessary or a partial update is enough.

LUWG Consolidation subcommittee (8/26)

Develop first draft of needs assessment, compile list of data requirements and develop first draft of short list of sites for staff/program consolidation. Discuss need for professional assessment of environmental/workplace conditions of potential consolidation sites.

Ripley Tour (9/5)

Gained a better understanding of the condition of the structure itself and a better understanding of the various programs housed at Ripley. Talked with Dr. Hunter and Bob Conry briefly about potential consolidation of some admin functions that would be enabled by co-location/consolidation of departments.

LUWG (9/5)

Group de-brief of Ripley site-visit and joint meeting between LUWG and MCI Advisory Board. Subcommittees gave progress updates on finalizing their needs assessment, defining criteria to evaluate options and compiling data.

AG Day (9/6)

Good weather; good turnout. Another successful showcase of how our farms add to the character and the economy of our town.