

Agenda

[Link to Agenda Center](#)

Consent Agenda

Favorable action is requested: Motion to approve the Consent Agenda which includes the:

- a. Minutes for Approval: January 12, 2026
- b. Executive Session Minutes for Approval but Not Release: January 12, 2026
- c. Town Account Warrants: January 12, 2026, January 13, 2026, January 14, 2026, January 20, 2026, January 21, 2026,
- d. Tour Guide Licenses – Batch 4
- e. Late Class II License Renewal for William McGonagle of Bill's Auto Sales, 72 Eaton Street
- f. One Day Liquor License for All Alcoholic Beverages for Sarah Sweeney of the Tough Ruck for the Tough Ruck 26.2 Race at The Fenn School, 516 Monument Street on Sunday, April 19, 2026 from 11:00 AM to 7:00 PM
- g. Gifts and Donations:
 - i. Gift of Wendy Scully in the amount of \$1250.00 for the care/upkeep or beautification of the Main St. and Old Hill Burial grounds from
 - ii. Gift of Jane Chung for the Council on Aging in the amount of \$500.00
 - iii. Gift of the Alcott School Parent Teacher group in the amount of \$500.00 for recreation scholarships
 - iv. Anonymous gift in the amount of \$1000.00 for the Council on Aging Gift Account

**Town of Concord
Select Board Meeting
Meeting Minutes
January 12, 2026**

Approved / / 26

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in person on Monday, January 12, 2026 at 6:00 PM at the Town House Select Board Meeting Room, 22 Monument Sq. The meeting was available for public access in person and via Zoom.

Call to Order

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

Chair Howell called the meeting to order at 6:00 PM and confirmed that all Select Board members were in attendance.

Public Comment

Jodi Sperber thanked the Select Board for overseeing the Diversity, Equity and Inclusion Commission (DEI Commission) and requested that the Select Board consistently reinforce expectations regarding civility in public discourse. Ms. Sperber stated that it is important for individuals to refrain from personal attacks because they distract from the substance of the conversation and hinder the ability to find solutions.

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Ms. Reichman confirmed that the edits to the minutes that were submitted by Mr. McKennitt and shared with the Select Board prior to the meeting will be made prior to posting. Ms. Rovelli read the proclamations for Rebecca Purcell and Michael Rudd. Ms. Purcel and Mr. Rudd were present. Ms. Rovelli acknowledged, with gratitude, the donation of \$18,000 from the Library Corporation to the Concord Free Public Library. Ms. Rovelli also acknowledged with heartfelt gratitude the contribution that was made in the amount of \$30,000 to the Tax Relief Fund from Nancy and Renee Beeukes.

Upon a motion duly made by Ms. Rovelli and seconded, it was **UNANIMOUSLY voted:** to approve the Consent Agenda with the modifications discussed relative to changes to the minutes.

- a. Minutes for Approval: December 9, 2025, December 15, 2026 (Housing Round Table), December 22, 2025
- b. Executive Session Minutes for Approval but Not Release: December 22, 2025

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c. Town Account Warrants: November 20, 2025 December 4, 2025, December 8, 2025, December 11, 2025, December 16, 2025, December 17, 2025, December 18 2025, December 24, 2025, December 29, 2025, December 31, 2025, January 5, 2026

d. Gift and Donations: Donation from Friends of the Concord Free Public Library to Library Staff Gift for Supporting Libraries Programs

Town Manager Appointments with the Approval of the Select Board:

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to approve the Town Manager Appointments with the Approval of the Select Board:

a. Andrew Kirkpatrick of 94 Sorrell Rd. for reappointment to a full term on the Commission on Disability, beginning May 1, 2026 – April 30, 2029.

Chair's Report

Chair Howell stated that the board would begin reviewing progress on their established goals, as well as the Town Manager's progress on goals. This discussion will be scheduled for an upcoming meeting- potentially February 2. Chair Howell also stated that January 26 is the Town Caucus and a Select Board meeting. Chair Howell announced that the upcoming Town Meeting will be at the Concord Carlisle Regional High School and not the middle school due to parking limitations at CMS.

Town Manager's Report

Ms. Lafleur brought attention to the Town Manager's monthly project report, where 13 (high priority) out of 46, active projects are highlighted, half of which are in the planning stage. Two of the projects will impact the Town House, which are security enhancements and practical acoustic and lighting upgrades. Physical additions to the Town House will be reviewed by the Historic Districts Commission. Chair Howell added that the new time of day rates begin April 1st to encourage off-peak use and Ms. Rovelli added that the customer service team at the Light Plant is available for resident assistance. Ms. Lafleur stated that the Light Plan Board will be hosting a listening session later in February for residents to provide feedback on the time of day rates). This will be an evening session and the date and time are forthcoming. In response to Mr. Boehm's inquiry about the status of the Baker Ave. and Main St intersection, Ms. Lafleur stated that it has been designed, neighborhood engagement

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has occurred , and funding is in place, although a contract has not been signed. In response to Mr. McKennitt's question about cell infrastructure improvement, Ms. Zammuto stated that there are essentially four projects underway, and an article for Town Meeting with updated zoning language for consideration. Ms. Zammuto stated that there are three priority locations for cell infrastructure installation, each of which have been identified as having the weakest service in town. The first two projects address Concord Center, which are the small cell project with AT&T that is moving forward and the project with Verizon at the Umbrella, where the final stages of finalizing the lease are taking place. Additionally, Ms. Zammuto stated that the Wireless Edge tower in the Route 2/ CCHS area project continues to move forward and there appears to be carrier interest. Lastly, for West Concord, a monopole/ flagpole is being considered at Rideout Park- an RFP will be issued for the project in the spring. Ms. Zammuto continues to engage with stakeholders of and abutters to Rideout Park. There has been some discussion about an alternative site at the MBTA parking lot and Ms. Zammuto is looking into this suggestion.

Ms. Lafleur provided the following updates:

The spring burning season is open until May 1 from 10 AM – 4 PM. The first stormwater utility bills were issued today. Dog license renewals are due by March 31, 2026, and there will be a late fee for any renewal license applications submitted after this date. There is a new episode of Civic Concord out that is focused on heat pumps technology From the Clerk's Office: The 2026 Annual Town Census is now available and there is information on the town website about election schedules, town meeting, voting by mail and the caucus. The Caucus is on January 26 at 7 PM and there are four available positions. Sargent Keith Harrington was promoted to the position of Lieutenant. The staff at the Council on Aging hosted an event for 6 residents on Christmas Day where residents had the opportunity to spend time with the staff, Ms. Lafluer commented on the kindness of the staff for offering this opportunity to the community. Concord Currents latest issue was released this afternoon.

Mr. Boehm added that the nominations for 2026 Honored Citizen is open and available [HERE](#). Ms. Hartman requested that periodic updates on the steps we are taking to address issues that were brought forth in the 2024 audit be provided. Ms. Lafleur stated that these updates will begin at the January 26 meeting.

Subscribe to communications [HERE](#).

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**Discussion and Vote: Temporary Art Installation -Pride Rainbow
Crosswalks**

Presenter: Mimi Graney, Economic Vitality Manager

Ms. Graney provided an overview of the project as is described in the meeting packet. Chair Howell stated that this was discussed at the most recent DEI Commission meeting and received unanimous support. The Select Board expressed their support for the project. In response to inquiries, Ms. Graney provided further details about the decal material, sharing that the decals are purchased with fundraising dollars and that the decals are not reuseable. Ms. Graney will return to the Select Board in May to provide an update on the test decal and potentially request full approval.

Upon a motion duly made by Ms. Rovelli and seconded, it was **UNANIMOUSLY voted:** to approve preliminary design concept for the temporary art installation for the Pride Rainbow Crosswalk as presented.

ARPA Funding Update

Presenter: Jennifer Barrett, Chief Financial Officer

Ms. Barrett referenced the document *ARPA Update 01/09/2025* and provided an update and overview on the town's use of the American Rescue Plan Act (ARPA) funds, officially known as the Coronavirus State and Local Fiscal Recovery Funds (SLRF). Concord was originally allocated \$5.65 million to help respond to the impacts of COVID-19. While the town filed under the "Replacement of Lost Revenue" category for federal reporting, the funds have been distributed across various eligible priorities.

Ms. Barrett noted key reporting deadlines and stated that the town is currently at the midpoint between two federal benchmarks: all funds were required to be encumbered by December 31, 2024, and must be fully expended by December 31, 2026.

Ms. Barrett provided an update on status of projects, stating that about 40% of the funds have been spent, while 57% of the funding has been encumbered or spent. Ms. Barrett identified unfinished projects that she will follow up on to ensure progress is being made and explained to the board the ways that some of funds can be reallocated. Ms. Barrett stated that the next filing date is in April and she intends for the town to spend all the funds. In response to Mr. Boehm's inquiry, Ms. Barrett stated

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that any interest earned on the funds has been deposited into the general fund. In response to Mr. McKennitt's inquiry, Ms. Barrett stated that the town needs to stay on track with the current spending allocations in order to meet the federal deadlines. Ms. Lafleur stated that departments have been informed that they must be on track to spend by mid-March, or otherwise will be at risk of losing the funds. Ms. Lafleur stated that the team is tracking the projects on an aggressive basis. In response to Ms. Hartman's inquiry regarding the \$500,000 that is allocated to the Affordable Trust under an IMA, Ms. Barrett stated that these funds are not spent, and need to be spent according to how the IMA is written. Ms. Rovelli provided additional information and requested another update in March. The Select Board expressed interest in seeing a list of funds that need to be spent; this will be provided in March with a recommendation for reallocation.

Discussion: Bylaw Codification Committee Formation

Presenter: Kaari Tari, Town Clerk

Ms. Tari presented a proposal to the Select Board to form a Bylaw Recodification Committee, a process required by the Town Charter to be conducted every 10 years to review governing documents. Ms. Tari also requested that the town formally codify the town's government documents as the current format is difficult to maintain. Ms. Tari would like a central space for staff and residents to access documents. Ms. Tari has allocated \$17,000 to the FY 27 capital plan for this project. This estimate is based on quotes from vendors who provide legal review, drafting, and hosting services. Ms. Tari feels that this amount should be sufficient to complete the project. In response to Mr. Boehm's question, Ms. Tari confirmed that the required group that will be doing the work is entitled a committee in the charter, however Mr. Howell stated that the name the group does not have to be one thing or another (working group, task force etc.) The recodification work is expected to take two years. Ms. Tari stated that an outside vendor would be needed and that many other towns are using a particular vendor; this vendor does charge for updating the documents. Ms. Tari will draft a new committee charge and will bring that to the Select Board for approval. Chair Howell stated that if any community member is interested in participating on the newly forming committee, to please let a Select Board member know. In response to resident Michael William's question about who owns the data once a vendor is handling it, Ms. Tari stated that the vendor would own the data.

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Discussion: MCI Master Plan Update and Funding Plan

Presenter: Alyssa Sandoval, Community Development Director

Ms. Sandoval shared and reviewed the presentation: *MCI Concord Master Plan and Funding Update*, which is included in the meeting packet.

Mr. Howell provided an explanation about the purpose of the Vision Report that was previously published and then stated that the master planning process will allow for consideration of the community's preferences regarding site development, which will inform zoning. Chair Howell stated that there will be many opportunities for public engagement both through the Town of Concord and through State of MA public engagement opportunities. Chair Howell also stated that the benefit of the Town of Concord leading the master planning is that other town owned parcels can be considered in the plan, such as Junction Village, thus leading to a broad resolution that will be in line with evolution goals of the town itself. In response to Ms. Rovelli's question, Chair Howell replied that the Town of Concord will inform the State of MA (DCAMM) of the items that it would like included in the RFP, and an agreement would be conditional on permits from the Town of Concord. In response to Ms. Hartman's inquiry regarding DCAMM's timeline, Ms. Sandoval responded that there are quarterly meetings with MA DoT, DCAMM and the Town of Concord to discuss not only the MCI Concord parcel, but the rotary as well- which will undergo both an interim and longer standing permanent design. In response to Ms. Rovelli's inquiry regarding timing for public engagement, Ms. Sandoval stated that there will be public engagement opportunities before the end of June, one in summer and then a few in the fall.

**Discussion and Vote: Memorandum of Understanding, Maisey O'Donnell
Dryland Training Room, Beede Center**

Presenters: Mina Makarious, Town Counsel, Christoph O'Donnell, Henry Dane, C. C. Pools

Mr. Makarious provided an explanation of the Memorandum of understanding. Mr. Dane introduced the O'Donnells and shared that the agreement is much like that of the Beede Center, which has been very successful and a valuable model. Mr. Dane shared with Ms. Rovelli that this is the same MOU that the Beede Center started with. Mr. O'Donnell shared with Ms. Hartman that he would like to have the center functional by the next dive

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season. Mr. Dane shared that the next step in the process will be to apply for permits. Ms. O'Donnell shared that she hopes it will be open the weekend of Thanksgiving and that the community will be invited to attend an opening.

Upon a motion duly made by Mr. Rovelli and seconded it was UNANIMOUSLY **voted:** to approve the Memorandum of Understanding, for the Maisey O'Donnell Dryland Training Room, Beede Center

Discussion: Town Meeting Warrant Articles

Potential FY27 Annual Town Meeting Article for Municipal Facilities Planning

Presenters: Mark Howell, Select Board Chair

Chair Howell stated that the Town Meeting warrant is open until January 23 at 12 PM. Chair Howell stated that there may need to be additional funding for the MCI planning and design work (master plan), including wastewater treatment facility design and planning or in the case that the planning work extends longer than expected. Chair Howell noted that existing funds have a time limit on usage including the state earmark which needs to be spend by June 30th, ARPA funds which need to be expended by the end of December, and free cash (no use by expiration date). Chair Howell feels that there should be an article for Town Meeting to raise additional funds from free cash. Chair Howell is requesting the support of the Select Board to work with staff to identify an amount needed. In response to Mr. McKennitt's question, Ms. Lafleur stated that there may be ARPA funds available for use. Mr. McKennitt expressed support for the proposed warrant article. Ms. Lafleur weighed in on how the warrant article could be worded. Ms. Lafleur will follow up with the moderator on how this can be most effectively written. Mr. Boehm weighed in on the work of the Land Use Working Group and their financial needs. Ms. Hartman stated that the Land Use Working Group will need funding support for public outreach.

Chair Howell stated that he is inclined to look at the funding need as one total facilities plan, in order to create spending flexibility.

Potential Additional Articles

Ms. Lafleur stated that Town Counsel has done work on the Door to Door Solicitating Bylaw and that an updated bylaw has been drafted. Town Counsel, Mr. Makarious stated

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that the updates modernize the bylaw and reflect legal decisions that have been made since the existing bylaw was written. He added that provisions for time of day and registration requirements are allowed. Mr. Makarious stated that the police department would remain the authority to register potential solicitors.

Ms. Rovelli stated that the Financial Policy Work Group will be putting forth an article to create a Capital Stabilization Fund. Ms. Rovelli stated that potentially rescinding and restating the historic definition of the General Stabilization fund will be discussed with Town Counsel. Additionally, Ms. Rovelli stated that appropriation for these funds has not yet been recommended; the Financial Policy Working Group does not meet until January 22 when further discussion will take place. Ms. Lafleur shared that the State of MA reviews the town's balance sheet- within days or a couple of weeks and that following the review more information regarding free cash will be available. In response to Mr. Howell's inquiry, Ms. Rovelli stated that the Financial Policy Working Group is not recommending a school assessment stabilization fund (that would address shifts in enrollment at Concord Carlisle High School). Mr. Howell recommended the use of a rolling average which would slow the dramatic shifts in enrollment. Ms. Rovelli agreed and stated that the regional agreement needs to be renewed in the next couple years and this should be incorporated.

Discussion: Conservation Fund By - Law Status

Presenters: Paul Boehm, Select Board Member, Delia Kaye, Natural Resources Director, Sarah Grimwood, Chair, Natural Resources Commission

Mr. Boehm introduced the agenda item and shared that there is a draft of the proposed Conservation Fund Bylaw in the meeting packet. Mr. Boehm provided an overview, stating that the Department of Natural Resources (DNR) applied to the Community Preservation Committee (CPC) to obtain \$500,000.00 to establish a conservation fund, with the intent of adding additional CPC funds over time. The CPC has not held a vote to approve the application yet. Regarding the bylaw, Mr. Boehm discussed the establishment of the fund vs. the governance of the fund- and indicated that this is why there are two versions in the packet. The first version requires consultation steps with various stakeholders and Select Board approval of land purchases while the second version requires consultation with the Select Board for land purchases but does not require Select Board approval for land purchases.

Ms. Kaye presented the proposal to establish a conservation fund and indicated that the fund would be primarily designed to allow the Natural Resources Commission (NRC)

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to act more nimbly in protecting priority conservation parcels. Ms. Kaye explained that the town often misses opportunities to protect land when sellers are unwilling or unable to wait for the annual town meeting cycle. She noted that the fund would be used for acquisitions, appraisals, due diligence, and legal fees related to parcels already identified in the town's Open Space and Recreation Plan. This plan is a state-approved document developed with significant community input from various town boards and the public, serving as a roadmap for conservation priorities. However, Ms. Kaye expressed objection to the Select Board having veto authority (approval power) over specific land acquisitions made from the fund. Her presentation detailed three primary reasons for this opposition: *Legal Mandate*: She cited MGL Chapter 40 Section 8C, which explicitly authorizes conservation commissions to acquire land independently if they have the funds available. She argued that requiring Select Board approval would undermine the board specifically charged with resource protection. *Existing Coordination*: Ms. Kaye emphasized that the NRC already consistently consults with town staff, the Select Board, and the Affordable Housing Trust, a practice codified in the proposed bylaw. *Historical Precedent*: Ms. Kaye cited the Heywood Meadow conflict of the 1990s as a cautionary tale. In that instance, a previous Select Board attempted to build a visitor center on conservation land despite opposition from the NRC and other committees, illustrating the potential for competing issues to override conservation goals. Ultimately, Ms. Kaye requested that if the Select Board did not agree with the NRC's preferred governance language, discussions should be continue in order to find a consensus before the town meeting.

Ms. Grimwood stated that the NRC supports the creation of a Conservation Fund Bylaw and that also the NRC expresses a strong objection regarding the Select Board having final approval over land acquisitions made using the fund. Ms. Grimwood also referenced the state law (MGL Chapter 40 Section 8C): This law explicitly authorizes conservation commissions to acquire land independently if they have the funds available. Additionally, Ms. Grimwood stated that consultation with stakeholders and the Select Board would continue to be the procedure.

Mr. Makarious framed the legal issue; which is regarding at which stage of land acquisition the Select Board should be involved. In response to Ms. Hartman's inquiry regarding concern over potential delays when attempting to acquire land, Ms. Kaye responded that the primary concern is actually a Select Board veto. Ms. Kaye clarified that the state law maintains that if the NRC has funds, the commission can purchase property without further legislative approval. Ms. Grimwood stated that because the town has many priorities it would be good to have money set aside for conservation land purchases. In response to Ms. Rovelli's inquiry regarding land maintenance, Ms.

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Kaye stated that the cost of maintenance varies by property, though the needs are not like a playground or other similar space; Infrastructure is simple such as some parcels have benches, most have signage. In response to Ms. Hartman's inquiry, Ms. Kaye stated that the Conservation Commission has lost the ranger position though they do have enough funding currently, however there are some unexpected expenses such as tree removal that requires a crane. In response to Ms. Rovelli's inquiry about appealing to the public interest for land acquisitions, Ms. Kaye stated that the commission bases decisions on the open space and recreation plan as this has been designed with robust public engagement, however there are many other opportunities for public engagement except when land acquisition is confidential. Mr. McKennitt and Chair Howell shared the concern that there is a potential loss of public visibility with specific expenditures should the NRC have the power to purchase parcels without Select Board approval. However, Chair Howell does understand that the cycle of Town Meeting can put purchases in danger of delay which could cause potential loss of opportunity. Mr. Howell stated that because the Select Board meets twice a month, there would not be delay of Select Board approval. Ms. Rovelli stated that the Select Board consults with the Housing Trust because the Select Board has representation on the Housing Trust. Ms. Hartman stated that she feels it is good governance to have elected, accountable officials approving land acquisitions. Jim Smith, Member Natural Resources Commission inquired whose warrant article the proposed by law would be; the Select Board or the NRC? Ms. Grimwood stated that she would like the proposal to be an NRC article and asked that if the Select Board members are not in support of the language in the bylaw, that more conversation take place prior to town meeting so that there can be an agreement. Mr. Smith stated that the town does not have a plan that identifies parcels for housing but does have an open space plan which identifies parcels of importance to the town. Additionally, Mr. Smith stated that requiring Select Board approval for land acquisitions provides a potential blockage of purchase. Mr. Boehm stated that the open space plan identifies important parcels for preservation but does not speak to acquisition to which Ms. Kaye stated that the open space plan does in fact define acquisition on page 82 of the open space plan.

Mr. Howell inquired about how often the open space plan is updated and approved, to which Ms. Kaye stated that it is updated every 7-10 years, and that the parcels identified in the current plan were approved in 2004 and submitted to the state for approval. Ms. Hartman spoke about the housing production plan, which maintains criteria for acquisition, and she stated that any property that is in the open space plan would likely be approved by the Select Board. Mr. Smith expressed that he feels that 95% of the time the Select Board and NRC will be in agreement on the decision to purchase a parcel. In response to Mr. Howell's inquiry, Ms. Kaye suggested that a stipulation in a

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CPC memorandum of understanding could be added that would require Select Board approval for any parcel that is not listed in the open space plan, however there was not Select Board support for this suggestion. Ms. Grimwood stated that the NRC had already voted to submit a Conservation Fund By-Law warrant article for town meeting, that without the language requiring Select Board approval. Mr. Makarious stated that it is not necessary to have every word of a bylaw in a warrant for Town Meeting and that some room could be left for further determination of issues. In addition, he added that this is a project before the CPC to request funding at Town Meeting and that the motion would have to have the details of the bylaw. Mr. McKennitt expressed that he would be more supportive of approving individual requests to purchase land vs. allowing NRC approval of land purchases. Ms. Hartman expressed support for establishing a conservation fund however she does not support eliminating Select Board approval for land purchases. Mr. Boehm and Ms. Rovelli both expressed support for the establishment of the proposed Conservation Fund Bylaw however they also feel that Select Board approval should be required for land purchases. Mr. Bergman commented that state law allows Affordable Housing Trusts the authority to purchase land, however Concord's bylaw was drafted to include Select Board approval in the interest of ensuring collaboration.

Upon a motion duly made by Mr. Boehm and read by Ms. Rovelli and seconded, it was **UNANIMOUSLY voted:** to approve the wording of the proposed Conservation Fund By Law to be submitted as a Warrant Article at the 2026 Town Meeting, including the wording of Section 2Biv, as follows "Subject to the approval of the Select Board, the acquisition of fee interests in land including options to purchase."

Update on Antisemitism and Bias Initiatives

Discussion: DRAFT DEI Commission Charge

Presenter: Mark Howell, Chair

Chair Howell stated that he distributed a draft of the DEI Commission charge to the Select Board prior to the meeting.

Chair Howell stated that it may be time to make a proclamation or statement regarding antisemitism in Concord, separate from the DEI charge. He also stated that the Hate

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and Bias Incident Reporting Work Group had an excellent meeting on January 6. This meeting is recorded and is available for viewing. Chair Howell brought forth a discussion about the action being taken by the Select Board and what the community really needs from the Select Board leadership. Mr. Boehm responded to Chair Howell's statement by stating that the formation of the Incident Reporting Work Group was a piece of the DEI Commission's Action Plan, not the total plan. Mr. Boehm added that there is a new group that has formed- Concord Against Antisemitism, which may be able to provide support, resources and advisement to the Select Board.

Mr. McKennitt stated that he is supportive of the revisions to the draft DEI Commission charge document that Chair Howell has put forth based on suggestions from the Select Board and would like the opportunity to review the language further. The Select Board members each expressed positive support for the revised charge. Ms. Rovelli expressed a desire to add structured work with the schools under the coordination and collaboration portion of the charge. Mr. Boehm and Chair Howell were in support of Ms. Rovelli's idea.

Scott Smigler of Monument St. noted that while the board decided to update the charge of the DEI Commission to include antisemitism in the summer, following serious reports of bias in schools and the community, the matter remained under debate five months later. Mr. Smigler urged the board to adopt the IHRA (International Holocaust Remembrance Alliance) framework, noting it is a non-binding tool used by the State of Massachusetts, 37 other states, and neighboring towns like Sudbury and Acton to help institutions recognize patterns of bias. Mr. Smigler emphasized that the IHRA framework is designed to protect the safety and free speech of Jewish residents who currently feel pressured to hide their identity. Mr. Smigler concluded by asking the Select Board to provide the necessary leadership and accountability by defining the specific problem they are seeking to solve through the updated DEI charge.

Jodi Sperber defined Jewish identity as a peoplehood rather than just a religion. She requested that antisemitism be explicitly listed in the duties and responsibilities section of the DEI charge to ensure it is prioritized in work plans and budgets. Finally, she called for a standalone resolution to condemn antisemitism, ideally by International Holocaust Remembrance Day.

Mr. Boehm, Mr. McKennitt and Ms. Rovelli expressed verbal support for a resolution based on the IHRA definition. The board engaged in a discussion about acknowledging individual hate and biases. Michael Williams of 1284 Sudbury Rd. stated that that every "ism" is important from a posture of- we are all responsible for each other. Mr. Williams

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also spoke about an individual's responsibility to act and provide protection when harm is coming to another person.

Chair Howell read from the document the *Cauldron of Social Bias* and spoke about responding to all bias against all social identity groups. Chair Howell stated that any incident reporting system should capture both positive and negative incidents. Mr. Boehm shared that there are two Hate and Bias Incident Reporting Work Group upcoming focus group sessions; one is tomorrow evening and another on February 2. Chair Howell will bring a final version of the DEI Commission charge for a vote at the next Select Board meeting. Ms. Lafleur stated that she needs to do some research to find out if the town or Select Board has the authority to make a resolution, however she will work with Mr. McKennitt on drafting either a resolution or a proclamation.

Liaison Reports

Ms. Hartman requested the Select Board members read her liaison report as particular content will come up as a future item. Ms. Rovelli engaged in a conversation with Ms. Lafleur, Ms. Hartman and Mr. Boehm regarding (Public Works Commission) PWC approval, sewer capacity, wetlands, parking constraints and the effects on / desire to maximize housing units.

Mr. Boehm informed the community again of the upcoming Bias and Hate Work Group focus group opportunities along with the open period for Honored Citizen nomination, which ends January 30.

Executive Session

Upon a motion duly made by Ms. Rovelli and seconded, it was UNANIMOUSLY **voted:** to enter into Executive Session at 9:20 PM under M.G.L. c. 30A, § 21(a)(6) at 8:33 PM to consider the purchase, exchange, lease or value of real property (MCI – Concord, 1440-1442 Main St. or other property) if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and not return to Open Session

Roll Call Vote:

Mr. Boehm – Aye

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Ms. Hartman – Aye

Chair Howell- Aye

Mr. McKennitt – Aye

Ms. Rovelli - Aye

[Meeting Packet](#)

[Meeting Recording](#)



THE TOWN OF
CONCORD
MASSACHUSETTS

Office of the Town Manager
Concord, Massachusetts 01742

Kerry A. Lafleur
Town Manager
Town House
P.O. Box 535
22 Monument Square
www.concordma.gov
(978) 318-3000

To: Concord Select Board

From: Kristin Reichman, Executive Assistant to the Select

Board Date: January 26, 2026

Re: 2026 Annual Licenses Batch 4

Enclosed please find the third batch of local licenses to be renewed for the 2026 calendar year.

Please reach out to me with any questions regarding this third batch of local licenses to be renewed for 2026.

Tour Guide Licenses:

1. Matthew Behrle
2. Claire McGurn
3. Shelley Belton



THE TOWN OF
CONCORD
MASSACHUSETTS

Office of the Town Manager
Concord, Massachusetts 01742

Kerry A. Lafleur
Town Manager
Town House
P.O. Box 535
22 Monument Square
www.concordma.gov
(978) 318-3000

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: January 26, 2026

Re: Late License Renewal – Class II License – William McGonagle of Bill’s Auto Sales

Included in your meeting packet is a late license renewal for a Class II License for William McGonagle of Bill’s Auto Sales. Mr. McGonagle has been licensed by the Town since 1986, though we failed to reach each other during the standard annual license renewal period due to a change in email addresses. Mr. McGonagle promptly reached out to me to renew his license once he noticed the lapse in our standard communications.

Mr. McGonagle’s application is complete with payment, proof of \$25,000 surety bond, workers compensation affidavit, and state tax affidavit. Please reach out to me with any questions.

CLASS II - FOR THE SALE OF SECOND-HAND MOTOR VEHICLES

APPLICATION DETAILS

Application #:	<u>CLS2-26-62151</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u>01/15/26</u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>150.00</u>	Receipt #:	<u>CLS2-26-0303</u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>EATON ST</u>	Map Block Lot	<u>15E-3343-0</u>
Street Number	<u>72</u>	Zone	<u>A</u>
Unit No.	<u> </u>		

SECTION 2 - OWNER INFORMATION

Owner / Corporation Name	<u>MCGONAGLE WILLIAM J</u>		
Street Number	<u>72</u>	Street Name	<u>EATON ST</u>
City	<u>CONCORD</u>	State	<u>MA</u>
		Zip Code	<u>01742</u>
Telephone	<u> </u>	Email	<u> </u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>William McGonagle</u>		
Street Number	<u> </u>	Street Name	<u> </u>
City	<u> </u>	State	<u> </u>
		Zip Code	<u> </u>
Telephone number	<u> </u>	Email	<u> </u>

Description of Premises

Number of Buildings 1

Size of Buildings Length 40 Width 24 Height 24

Structure of Buildings House

Exact Area of Land Occupied by License United States Total Area of Premises 1/2 acre

Has a surveyed plot plan been filed with Town? Yes No

If not, in the application status panel please attach a PDF of the plot plan including locus location, designed parking areas and access/egress after you submit this application.

Date filed 04/09/86

Additional Premises Information _____

STATE TAX AFFIDAVIT

STATE TAX AFFIDAVIT PC **Please click this button to print out the required form. Once you have submitted this application please fill out the form and upload it to the checklist in the transaction panel.**

SECTION 7 - DECLARATION

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

Date 01/09/26



THE TOWN OF
CONCORD
MASSACHUSETTS

Office of the Town Manager
Concord, Massachusetts 01742

Kerry A. Lafleur
Town Manager
Town House
P.O. Box 535
22 Monument Square
www.concordma.gov
(978) 318-3000

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: January 26, 2026

Re: One Day Liquor License Application for Sarah Sweeney of Military Friends Foundation

Included in your meeting packet is an application for a One Day Liquor License for Sarah Sweeney of the Military Friends Foundation. The application is for All Alcoholic Beverages for the Tough Ruck Marathon held at the Fenn School, 516 Monument Street on Sunday, April 19, 2026 from 11:00 AM to 7:00 PM. This application was also reviewed by Public Safety within the Use of Town Property permit process.

This application is complete with payment and TIPS Certifications.

ONE-DAY LIQUOR LICENSE

APPLICATION DETAILS

Application #:	<u>ODL 26 62169</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	<u>The Fenn School</u>		
Street Name	<u>MONUMENT ST</u>	Map Block Lot	<u>1356</u>
Street Number	<u>516</u>	Zone	<u>AA</u>
Unit Number	<u> </u>		
On Premises	<u> </u>		
Description of Premises	<u>School grounds</u>		

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name	<u>FENN SCHOOL</u>		
Street Number	<u>516</u>	Street Name	<u>MONUMENT ST</u>
City	<u>CONCORD</u>	State	<u>MA</u>
		Zip Code	<u>01742</u>
Telephone	<u> </u>	Email	<u> </u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Sarah Sweeney</u>
----------------	----------------------

Street Number	<input type="text" value="█"/>	Street Name	<input type="text" value="██████████"/>		
City	<input type="text" value="██████████"/>	State	<input type="text" value="█"/>	Zip Code	<input type="text" value="█"/>
Telephone number	<input type="text" value="██████████"/>				

SECTION 4 - MAILING ADDRESS

Street Number	<input type="text" value="█"/>	Street Name	<input type="text" value="██████████"/>		
City	<input type="text" value="██████████"/>	State	<input type="text" value="█"/>	Zip Code	<input type="text" value="█"/>
Telephone	<input type="text" value="██████████"/>				

SECTION 5 - HOURS OF OPERATION

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

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

Day of Event	<input type="text" value="04/19/26"/>	Hours of Operation	From	<input type="text" value="11:00am"/>	To	<input type="text" value="7:00pm"/>
Activity	<input type="text" value="Community Event/Sporting Event/Non profit fundraiser"/>					
Approximate Number of Attendance	<input type="text" value="2500"/>					

SECTION 6- DECLARATION

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

Date

(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
Finance Department**

Town House
P.O. Box 535

Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: January 14, 2026

Re: Gift Acceptance for COA Gift Account

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Select Board Agenda of your meeting packet are two donations; the first from Jane Chung for \$500.00 – for the Council on Aging, the second from the Alcott School Parent Teacher Group for \$500.00 – for the Recreation Dept Scholarships.

Jane Chung	\$500.00	COA Gift Account	45100073-4850
Alcott School PTG	\$500.00	Recreation Scholarships	45100158-4850

Accepted: _____

Select Board Clerk

Date: _____



**Town of Concord
Finance Department**

Town House
P.O. Box 535

Concord, Massachusetts 01742

To: Concord Select Board

From: Colleen Rhinhart, Deputy Treasurer-Collector

Date: January 16, 2026

Re: Gift Acceptance for COA Gift Account

The Select Board must accept gifts in the amount of \$500.00 or more. Included in the Select Board Agenda of your meeting packet is a donation received via Fidelity Charitable for \$1000.00 for the Council on Aging.

Received via Fidelity \$1000.00 COA Gift Account 45100073-4850
Charitable

Accepted: _____

Select Board Clerk

Date: _____

Select Board Appointments

Favorable action is requested: Motion to approve the appointment of:

Breht Feigh of 149 Spencer Brook Road to fill an unexpired term on the Financial Audit Advisory Committee for a term ending May 31, 2028.

Chair's Report

Discussion and Update:

-FY24 Audit Management Letter

-FY 25 Audit Progress and Process

-FY 26 Free Cash

-FY 27 Revised Proposal to Meet Budget Guideline

Presenters: Kerry Lafleur, Town Manager, Jennifer Barrett, Chief Financial Officer,
Ryan Ferarra, Assistant Chief Financial Officer



Town of Concord

Town Manager's Office
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742-0535
Tel: (978) 318-3000
Fax: (978) 318-3093

To: Select Board

From: Kerry A. Lafleur, Town Manager

Date: January 22, 2026

Subject: FY24 Audit Management Letter, Context, Timing, and Path Forward

The purpose of this memorandum is to provide context for the FY24 Audit Management Letter, which identified material weaknesses in internal controls. These findings are serious and not consistent with the standard of financial stewardship Concord expects of itself. I requested time on the Select Board agenda to address these findings openly, explain how and when they were identified, and outline the corrective actions now underway.

What the Audit Did & Did Not Find

The FY24 Management Letter identifies material weaknesses in internal controls related to core accounting processes, including reconciliations, cut-off and capitalization, budget posting, and journal entry review. The audit did not identify fraud, misconduct, or noncompliance, nor did it raise concerns about the Town's underlying financial condition. The findings relate to the reliability of internal controls, not intent or ethics.

Understanding the Timing

The FY24 audit documents conditions that existed during that fiscal year. However, due to delays in the audit process, the full scope and classification of the findings, including the designation of material weaknesses, was not known until early in the second quarter of FY26, when the draft FY24 Management Letter was first review with the auditors. Until that point, management did not have verified audit conclusions on which to base structural corrective action.

As a result of the delays, some of the same weaknesses may reappear in the FY25 audit, again, reflecting the lag between identification and the ability to implement durable change.

FY26: Correction and Stabilization

FY26 will be both the correction and stabilization period. This is the point at which verified audit findings, leadership change, and organizational authority align. With new Finance leadership in place, the Town has begun implementing corrective actions to strengthen internal controls, including defined close calendars, reconciliation cadence, segregation of duties, review and escalation protocols, and enhanced training and documentation. Some corrective measures identified by the auditors have already been completed; others are underway with defined timelines.

Oversight and Next Steps

The Financial Audit Advisory Committee will meet with the auditors in February to conduct its independent review of the FY24 audit and Management Letter and to provide its assessment to the Select Board. The FY25 audit is underway and, while still behind schedule, is progressing with improved structure and oversight. The Town's expectation is to return to a normal audit cadence with FY26.

Accountability and Standards

As Town Manager, I am accountable for addressing these issues directly and transparently, and for ensuring that the organization corrects course where it has fallen short. I will continue to keep the Board informed as this work progresses and as the Audit Advisory Committee completes its review, and I appreciate the Board's engagement and partnership throughout this process. My focus is on restoring strong financial controls, timely reporting, and the institutional discipline the community expects, informed by both the lessons of this period and a deep understanding of the Town's financial operations.

FY24 Audit Review

Kerry A. Lafleur, Town Manager
Jennifer Barrett, Chief Financial
Officer



**Accountability
and
Standards**

Accountability rests with the Town Manager

Concord deserves strong
financial stewardship

Issues addressed directly
and transparently

Commitment to restoring
expected standards

Purpose of Tonight's Discussion

FY24 audit identified material weaknesses in internal controls

Goal: transparency, accountability, and direction

Serious and not consistent with Concord's standards

Does not replace the Financial Audit Advisory Committee's independent review

What the Audit
Did

and

Did Not
Find

- Identified material weaknesses in internal controls

- No findings of fraud, misconduct, or noncompliance
- No opinion on effectiveness of internal controls
- Findings relate to process and oversight, not financial condition

What “Material Weakness” Means

Reasonable possibility of a material misstatement

More serious than a
deficiency/
significant
deficiency

Indicates risk and
reliability concerns,
not intent

Unusual for
Concord

Identified Material Weaknesses



Timeliness of reconciliations



Cut-off and capitalization controls



Budget posting and monitoring



Journal entry review and oversight

Reconciliation Timing

- Cash Reconciliation
- Receivables Reconciliation
- General Ledger Reconciling
- Established schedule for completion within 45 days of month-end

Capital & Cutoff Controls

- End of Year Encumbrances
- Categorizing Capital Expenses
- Fiscal Year Invoice processing
- Written Procedure in development for training and deployment May 2026
- Additional scrutiny at EOY

Budget posting and monitoring

- Initial Budget Import
- Budget Adjustments backup
- Crosschecking before, during and after approval
- Reestablished Finance Administration oversight for budget verification

Journal Entry processing

- Crosschecking entries for accuracy
- Ownership of entry
- Backup Data Requests Analyzed
- Reestablished segregation of duties in JE posting process

Timeline Overview

FY24: Conditions existed; later documented



FY25: Delayed visibility;
constrained action



FY26: Verified findings,
leadership change, correction

Why FY24 Is an Outlier



Leadership misalignment within Finance



Staffing instability in key finance roles



First-year close in a
new Munis ERP system

G/L Go Live: October 2023

Payroll Go Live: July 2025

HCM Go Live: Spring 2026

Why FY25 Is a Visibility Gap

FY25 closed before FY24 audit findings were finalized



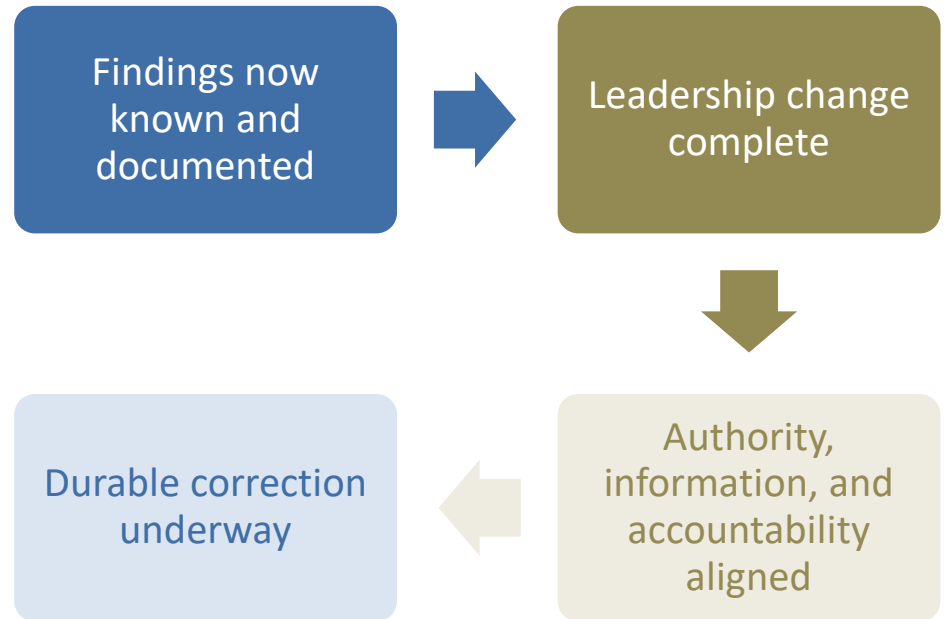
Leadership misalignment continued through FY25



Structural change constrained by timing

Some weaknesses may reappear due to lag

FY26: Correction and Stabilization



Identification ≠ Correction

FY24 audit documents
conditions *in that year*

Audit delays meant findings
not known until early Q2
FY26

Verified findings are
required to drive correction

Corrective Actions Underway



Defined close calendar



Reconciliation cadence and monitoring



Reestablished segregation of duties




Review and escalation protocols



Training and documentation

Oversight and Next Steps

Audit Advisory Committee meets with auditors in February



FAAC conducts independent review and reports to Board

FY25 audit underway; improving structure

Return to normal cadence expected by FY26

Appendix

Q1: Why weren't these issues fixed sooner?

Answer: Audit findings drive formal corrective action. The full scope and classification of these findings were not known until early FY26 (Q2). Correction begins when findings are verified and leadership is in place to act.

Q2: Should we expect the FY25 audit to show improvement?

Answer: FY25 may still reflect some of the same weaknesses due to timing and leadership continuity. The meaningful improvements are expected to be reflected in FY26.

Q3: Does recurrence mean management failed to act?

Answer: No, recurrence reflects the reality that control environments change when leadership, structure, and accountability change, and that alignment occurred in FY26.

Q4: Is the Town's financial condition at risk?

Answer: No, these findings relate to internal controls, not the Town's financial condition or ability to meet obligations.

Q5: Why is the Board discussing this before FAAC meets?

Answer: This is an initial public acknowledgment. FAAC's independent review with the auditors remains the formal process, and their assessment will come to the Board.



Town of Concord

Fiscal Year 2027 Town Government Operating Budget

Select Board

~~Monday, January 26, 2026~~ Tuesday, January 27, 2026

Finance Committee

Thursday, January 29, 2026

Highlights

Revenue Projections

Finance Committee Guidelines

Town Budget

Joint Accounts

Capital Improvement Plan

Overall Outlook

Revenue Projections

	FY25	FY26	FY27 Projected
Total Net State Aid	\$ 6,174,882	\$ 6,484,192	\$ 6,790,680
Local Revenues	\$ 15,820,704	\$ 16,395,425	\$ 17,029,999
Tax Levy	\$ 116,241,894	\$ 121,712,158	\$ 125,335,367
Total Funds Available	\$ 138,237,480	\$ 144,591,775	\$ 149,156,046

Finance Committee Guidelines

-Town Budget

1st Round Budget Submissions: 5.3%

Revised Budget: 2.95%

Budget Guidelines set 12/11: 2.5%

\$34,520,861 Target

Town Government Operating Budget

Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
General Government								
1	A	Town Managers Office	\$ 864,166	\$ 768,505	\$ 683,567	\$ 681,717	\$ 686,225	-10.71%
	B	Human Resources	\$ 481,562	\$ 526,058	\$ 540,804	\$ 540,804	\$ 546,479	3.88%
	C	Information Systems	\$ 1,828,904	\$ 1,735,498	\$ 1,779,429	\$ 1,655,170	\$ 1,710,381	-1.45%
	D	Town Meetings & Reports	\$ 100,000	\$ 122,100	\$ 104,200	\$ 102,750	\$ 122,750	0.53%
	G	Resource Sustainability	\$ 140,000	\$ 149,725	\$ 144,218	\$ 138,018	\$ 139,512	-6.82%
		Sub-total:	\$ 3,414,632	\$ 3,301,886	\$ 3,252,218	\$ 3,118,459	\$ 3,205,347	-2.92%
2	A	Legal Services	\$ 400,000	\$ 400,000	\$ 450,000	\$ 450,000	\$ 450,000	12.50%
		Total: General Government	\$ 3,814,632	\$ 3,701,886	\$ 3,702,218	\$ 3,568,459	\$ 3,655,347	-1.26%

1A: Reduction of 1 FTE Public Safety

1G: Sustainability reduced to historical trends, reduced outsourced services

1B: Recruiting costs increased to historical trends, town-wide

2A: Legal increased for upcoming projects

FY27 Proposed Budget

Town Government Operating Budget

Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Finance								
3	A	Finance Administration	\$ 756,342	\$ 633,518	\$ 632,896	\$ 620,596	\$ 601,604	-5.04%
	B	Treasurer - Collector	\$ 476,700	\$ 492,272	\$ 488,307	\$ 488,307	\$ 472,150	-4.09%
	C	Town Accountant	\$ 392,374	\$ 514,449	\$ 516,702	\$ 516,502	\$ 501,188	-2.58%
	D	Assessors	\$ 442,730	\$ 488,760	\$ 495,791	\$ 494,391	\$ 508,918	4.12%
	E	Town Clerk	\$ 457,834	\$ 492,931	\$ 515,195	\$ 547,665	\$ 544,033	10.37%
	F	Elections	\$ 60,289	\$ 54,261	\$ 130,528	\$ 121,178	\$ 121,178	123.32%
	G	Registrars	\$ 13,458	\$ 14,315	\$ 18,715	\$ 18,715	\$ 15,715	9.78%
		Total: Finance	\$ 2,599,727	\$ 2,690,507	\$ 2,798,134	\$ 2,807,354	\$ 2,764,786	2.76%

3A, B & C: Reduced outsourced services in all divisions

3F&G: Added costs for 3 elections in FY27

3D: Additional Legal Services for ATB cases

3E: Realigned equipment costs; added support for Records Management

FY27 Proposed Budget

Town Government Operating Budget								
Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Planning & Land Management								
4	A	Planning Administration	\$ 631,968	\$ 663,781	\$ 681,428	\$ 666,898	\$ 680,876	2.58%
	B	Natural Resources	\$ 456,982	\$ 455,897	\$ 482,906	\$ 437,036	\$ 440,587	-3.36%
	C	Inspections	\$ 608,664	\$ 628,929	\$ 646,719	\$ 644,893	\$ 651,028	3.51%
	D	Health	\$ 598,077	\$ 563,463	\$ 588,726	\$ 588,726	\$ 566,830	0.60%
	E	Economic Vitality & Tourism	\$ 329,887	\$ 338,073	\$ 345,378	\$ 344,628	\$ 347,058	2.66%
	F	141 Keyes Road	\$ 3,143	\$ -	\$ -	\$ -	\$ -	0.00%
		Total: Planning & Land Management	\$ 2,628,721	\$ 2,650,144	\$ 2,745,157	\$ 2,682,181	\$ 2,686,379	1.37%

4A: Increased Housing Services Assessment, added Grant Match

4E: Added costs for Economic Vitality Outreach

4B: Reduced Seasonal Conservation Crew Costs

4C: Realigned Weights & Measures services and PT/On Call Inspectors

FY27 Proposed Budget

Town Government Operating Budget

Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Human Services								
5	A	Library	\$ 2,505,138	\$ 2,669,176	\$ 2,717,666	\$ 2,717,066	\$ 2,724,187	2.06%
	B	Senior Services						
		B1. Senior Services	\$ 670,851	\$ 701,597	\$ 808,072	\$ 720,856	\$ 730,557	4.13%
		B2. Harvey Wheeler Community Cent.	\$ 67,277	\$ -	\$ -	\$ -	\$ -	0.00%
	D	Human Services	\$ 97,738	\$ 209,679	\$ 223,621	\$ 222,821	\$ 226,285	7.92%
	E	Veteran's Services	\$ 84,525	\$ 95,082	\$ 86,082	\$ 86,082	\$ 86,082	-9.47%
	F	Ceremonies & Celebrations	\$ 63,422	\$ 70,150	\$ 113,580	\$ 113,580	\$ 73,580	4.89%
		Total: Human Services	\$ 3,488,951	\$ 3,745,684	\$ 3,949,021	\$ 3,860,405	\$ 3,840,691	2.54%

5B: Realigned custodial & programs staffing

5E: Reduced Benefits budget, historical low eligibility rates

5D: Realigned staffing with Human Resources

5F: Additional event support, increased number of events

FY27 Proposed Budget

Town Government Operating Budget

Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Public Safety								
6	A	Police Department	\$ 5,232,210	\$ 5,688,494	\$ 5,143,269	\$ 5,002,307	\$ 5,112,858	-10.12%
	B	Animal Control Office	\$ 29,393	\$ 30,900	\$ 31,900	\$ 31,900	\$ 31,900	3.24%
	C	Police - Fire Station	\$ 40,406	\$ -	\$ -	\$ -	\$ -	0.00%
	D	Dispatch	\$ -	\$ -	\$ 772,065	\$ 772,065	\$ 1,098,298	100.00%
	E	Fire Department	\$ 6,789,002	\$ 6,916,152	\$ 7,371,945	\$ 7,207,730	\$ 7,008,825	1.34%
	F	Emergency Management	\$ 14,194	\$ 14,700	\$ 15,142	\$ 6,284	\$ 6,284	-57.25%
	G	West Concord Fire Station	\$ 1,691	\$ -	\$ -	\$ -	\$ -	0.00%
		Total: Public Safety	\$ 12,106,896	\$ 12,650,246	\$ 13,334,321	\$ 13,020,286	\$ 13,258,165	4.81%

6A & D: Segregated Dispatch for clarity; Net increase combined = \$

6E: Costs for ALS supplies removed to Revolving

6A&C: Added 0.5FTE each for Business Manager

6F: Realigned costs to Fire/Revolving

FY27 Proposed Budget

Town Government Operating Budget

Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Public Works								
7	A	Public Works Admin	\$ 458,696	\$ 402,389	\$ 486,583	\$ 485,953	\$ 407,410	1.25%
	B	Engineering	\$ 693,132	\$ 698,698	\$ 730,554	\$ 718,904	\$ 703,546	0.69%
	C	Highway Administration	\$ 2,031,753	\$ 2,009,376	\$ 2,121,029	\$ 2,094,894	\$ 2,027,810	0.92%
	D	Winter Maintenance	\$ 655,500	\$ 655,500	\$ 655,500	\$ 655,500	\$ 655,500	0.00%
	E	Parks & Trees	\$ 873,271	\$ 1,062,064	\$ 1,261,137	\$ 1,223,964	\$ 1,263,508	18.97%
	F	Cemetery	\$ 282,838	\$ 250,191	\$ 456,834	\$ 444,254	\$ 291,654	16.57%
	G	133/135 Keyes Rd	\$ 75,000	\$ -	\$ -	\$ -	\$ -	0.00%
	H	Street Lighting	\$ 42,029	\$ 79,703	\$ 82,094	\$ 82,094	\$ 82,094	3.00%
	I	Facilities Administration	\$ 2,077,139	\$ 2,064,052	\$ 2,142,236	\$ 2,027,871	\$ 2,047,166	-0.82%
	J	Parks & Playgrounds	\$ 110,848	\$ 56,318	\$ 38,278	\$ 38,278	\$ -	-100.00%
		Total: Public Works	\$ 7,300,206	\$ 7,278,290	\$ 7,974,245	\$ 7,771,712	\$ 7,478,688	2.75%

7E & F: CBA settled in Aug 2025, new rates incorporated

7J: Realigned Parks, Trees & Playgrounds

FY27 Proposed Budget

Town Government Operating Budget								
Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Unclassified								
8		Employee Wellness	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
		Sub-total:	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
9		Reserve Fund	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 205,000	2.50%
10		Salary Reserve Fund	\$ 581,506	\$ 737,133	\$ 737,133	\$ 737,133	\$ 606,805	-17.68%
		Total: Unclassified	\$ 806,506	\$ 962,133	\$ 962,133	\$ 962,133	\$ 836,805	-13.03%

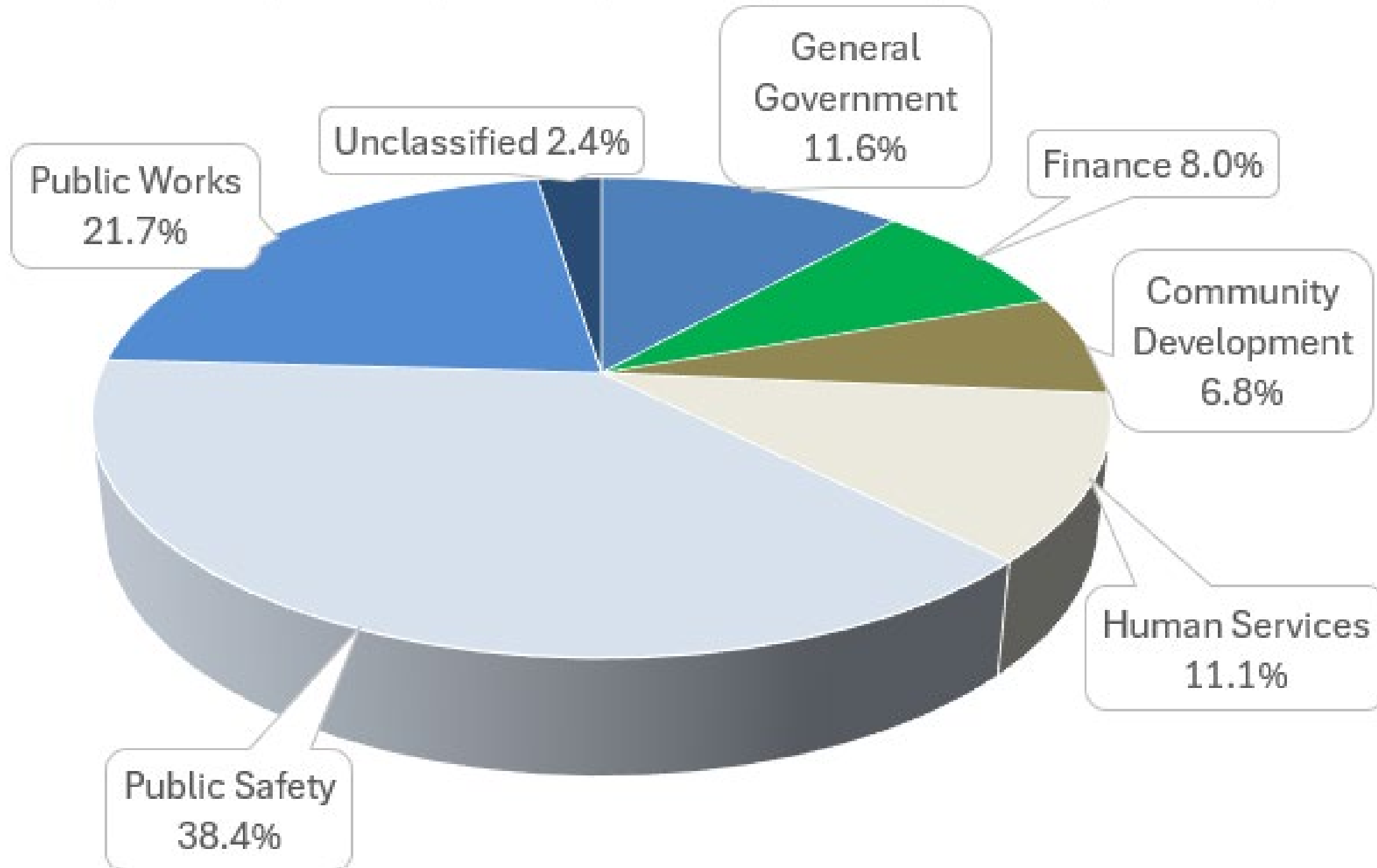
9: Increase per Financial Reserve Policy (6/10 of 1%)

10: Includes CBA Settlement estimates, Non-union Merit Pay & Compensated Absences Allowance

FY27 Proposed Budget

Town Government Operating Budget

Line No.	Item No.	Department	FY25	FY26	FY27 Requested (5.3%)	FY27 Proposed 12/11/25 (2.95%)	FY27 Proposed 1/19/26 (2.5%)	FY26-27 %Change
Total Town Government								
		Total: Town Government	\$ 32,745,639	\$ 33,678,889	\$ 35,465,229	\$ 34,672,530	\$ 34,520,861	2.50%



FY27 Proposed Budget

Town Government Operating Budget

Line No.	Item No.	Department	FY25 Appropriation	FY26 Appropriation	FY27 Proposed	FY26-27 %Change
Joint Accounts (Town - Concord Public Schools)						
12	A	Group Insurance	\$ 8,000,000	\$ 9,405,564	\$ 10,765,438	14.5%
	B	Property/ Liability Insurance	\$ 539,412	\$ 617,087	\$ 705,992	14.4%
	C	Unemployment	\$ 140,760	\$ 143,575	\$ 143,575	0.0%
	D	Worker's Compensation	\$ 176,149	\$ 193,764	\$ 276,175	42.5%
	E	Social Security & Medicare	\$ 1,028,735	\$ 905,172	\$ 941,379	4.0%
		sub-total:	\$ 9,885,056	\$ 11,265,162	\$ 12,832,559	
13	A	Retirement Assessment, General Fund	\$ 4,349,746	\$ 3,584,157	\$ 3,727,523	4.0%
	B	Retirement Assessment, Pension Reserve	\$ 1,650,000	\$ 1,567,124	\$ 1,618,040	3.2%
		sub-total:	\$ 5,999,746	\$ 5,151,281	\$ 5,345,563	
14	A	Debt Service, Within Levy Limit				
		A1. Town, Principal & Interest	\$ 3,576,699	\$ 4,707,036	\$ 3,715,223	-21.1%
		A2. CPS, Principal & Interest	\$ 806,651	\$ 861,510	\$ 669,852	-22.2%
		A3. Interest on Short-Term Notes	\$ 70,000	\$ -	\$ 35,000	100.0%
		sub-total:	\$ 4,453,350	\$ 5,568,546	\$ 4,420,075	
	B	Debt Service, Excluded from Levy Limit				
		B1. Town, Principal & Interest	\$ 303,794	\$ 295,294	\$ 967,000	227.5%
		B2. CPS, Principal & Interest	\$ 6,286,880	\$ 7,670,889	\$ 7,716,675	0.6%
		B3. Interest on Short-Term Notes		\$ -	\$ -	
		sub-total:	\$ 6,590,674	\$ 7,966,183	\$ 8,683,675	
		total: Joint Accounts	\$ 26,928,826	\$ 29,951,172	\$ 31,281,872	4.4%

Group insurance rates from MIIA expected first week of February

Liability insurance rates expected mid-February

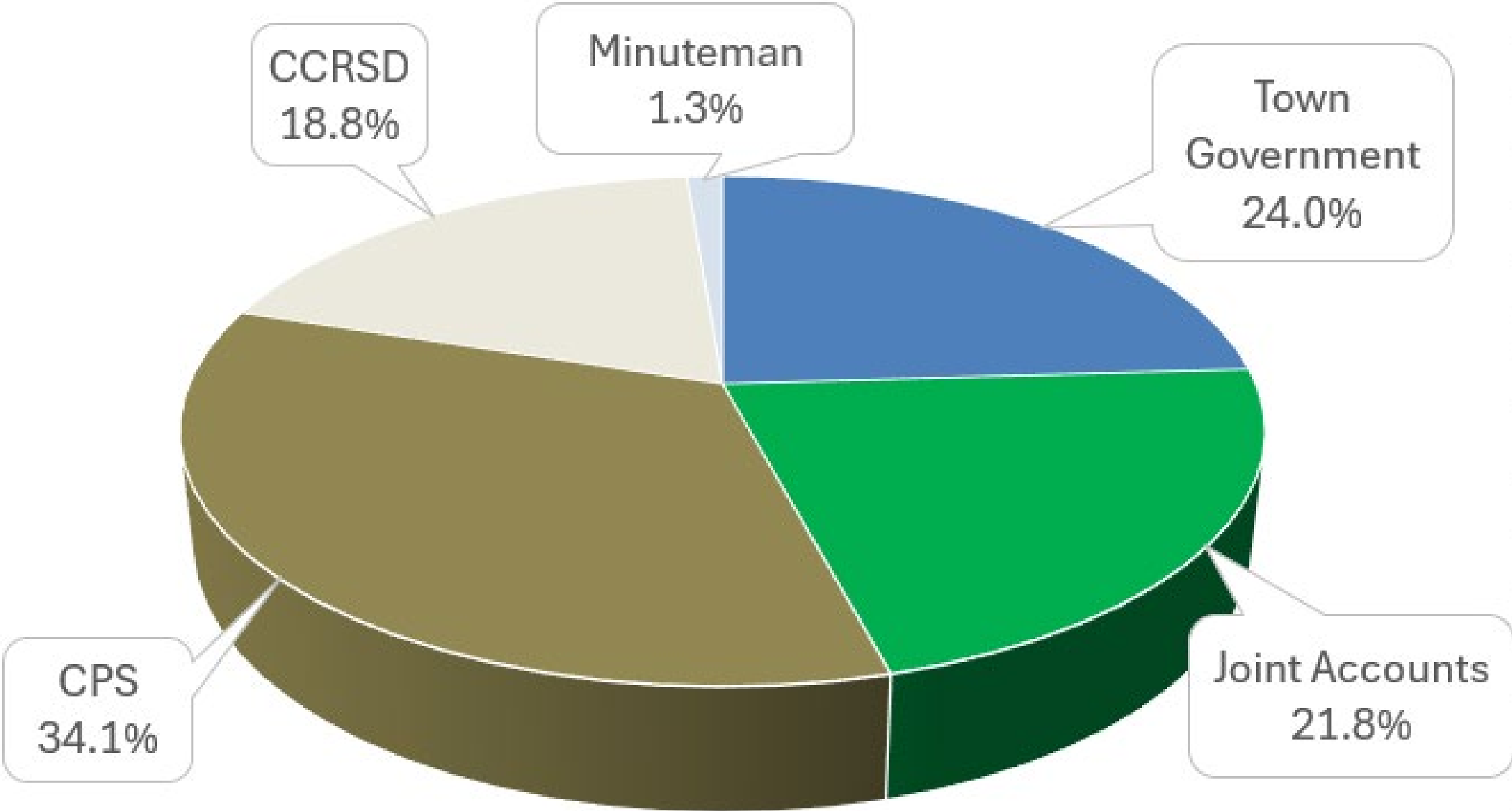
Worker's Comp claims run about 12-18 months behind, several claim resolutions in progress

• 14 projects coming off debt schedule in FY27, half are Town Non-excluded

• Excluded debt increases (roads project & Middle School) are estimated

FY27 Proposed Budget

Town Government	\$ 34,520,861
Joint Accounts	\$ 31,281,872
CPS	\$ 48,941,915
CCRS	\$ 26,994,601
Minuteman	\$ 1,831,476
Total Budget	\$ 143,570,725



Capital Improvement Plan

Tier 1		
General Government		Amount
Information Systems	Uninterrupted Power Supply (UPS) Replacement	\$ 40,000
Information Systems	Town Building Switch Upgrades	\$ 60,000
Information Systems	Town Server Upgrades	\$ 140,000
Information Systems	Phone System Replacement and Upgrades	\$ 38,200
Information Systems	Town Building and Property Security Surveillance	\$ 100,000
Information Systems	Computers and Associated Peripheral Devices	\$ 100,000
Finance		Amount
Town Clerk	Codification of Bylaws	\$ 17,000
Treasurer/Collector	MUNIS POS System	\$ 31,430
Community Development		Amount
Natural Resources	2007 Dump Trailer Replacement	\$ 15,000
Natural Resources	Conservation Land Improvements	\$ 15,000

Capital Improvement Plan

Tier 1		
Human Services		Amount
Library	Computer Replacements	\$ 17,000
Library	RFID Technology Replacements	\$ 16,000
Senior Services	Passenger Van Replacement	\$ 100,000
Public Safety		Amount
Police	Ford Interceptor (4)	\$ 260,000
Police	Speed Alert Sign Boards	\$ 38,000
Police	Public Safety Equipment	\$ 30,000
Police	Tasers (non-lethal weapons)	\$ 66,000
Police	Motorola Portable Radios	\$ 23,000
Police	Cruiser Laptops	\$ 20,000
Police	Mobile Radios for Police Cruisers	\$ 25,000
Fire	Misc Equipment	\$ 62,920
Dispatch	Public Safety Radio Upgrades	\$ 80,504
Dispatch	Fire Station Alerting System	\$ 132,252

Capital Improvement Plan

Tier 1		
Public Works		Amount
Engineer	Asset Management	\$ 30,600
Engineer	Landfill Monitoring	\$ 31,200
Engineer	Street Pavement Markings	\$ 116,300
Engineer	Roadside Safety	\$ 188,600
Highway Maintenance	Small Equipment	\$ 10,000
Highway Maintenance	Replace G73 CAM Equipment Trailer	\$ 20,000
Highway Maintenance	Replace H78 2003 Screener Plant	\$ 150,000
Park & Trees	Small Equipment	\$ 10,000
Park & Trees	Tree Planting - Public Shade Trees and Set-Back Trees	\$ 50,000
Park & Trees	Replace G57 2000 Vermeer BC1800A Chipper	\$ 150,000
Facilities	Small Equipment	\$ 15,000
Concord Public Schools		\$ 501,430
Tier 1 Capital Improvement Plan Total		\$ 2,700,436

Capital Improvement Plan

Tier 2

Department	Item(s)	Amount
Highway Maintenance	Replace H32 2011 Swap loader w/ spreader and 11' plow 35,000 GVW	\$ 400,000
Highway Maintenance	Replace H33 2011 Swap loader w/ spreader and 11' plow 35,000 GVW	\$ 400,000
Facilities	Building Repairs & Renovations	\$ 750,000
Cemetery	Sleepy Hollow Cemetery Grave Lot Expansion and Roadway Constructi	\$ 850,000
Tier 2 Capital Improvement Plan Total		\$ 2,400,000

Overall Outlook

	FY25	FY26	FY27 Projected
Total Net State Aid	\$ 6,174,882	\$ 6,484,192	\$ 6,790,680
Local Revenues	\$ 15,820,704	\$ 16,395,425	\$ 17,029,999
Tax Levy	\$ 116,241,894	\$ 121,712,158	\$ 125,335,367
Total Funds Available	\$ 138,237,480	\$ 144,591,775	\$ 149,156,046
Town & Joint Accts	\$ 59,604,465	\$ 63,630,061	\$ 65,802,733
CPS	\$ 46,515,714	\$ 47,632,034	\$ 48,941,915
Tier I	\$ 2,180,000	\$ 2,811,720	\$ 2,700,436
CCRSD & Minuteman	\$ 27,873,714	\$ 28,981,930	\$ 28,826,077
OPEB	\$ 1,467,851	\$ 1,467,851	\$ 1,467,851
Overlay	\$ 500,000	\$ 500,000	\$ 500,000
Total Expense Budget	\$ 136,173,893	\$ 143,192,545	\$ 148,239,012



Town of Concord

Thank You

22 Monument Square ~ Concord, MA ~ 978-318-3000
www.concordma.gov

Update on Antisemitism and Bias Initiatives

-Discussion and Vote: DEI Commission Charge

Favorable action is requested: Motion to approve the DEI charge as presented.

-Discussion and Vote: Proclamation affirming the Town of Concord's commitment to opposing antisemitism, adopting the IHRA working definition of antisemitism, and promoting a welcoming and inclusive community.

Favorable action is requested: Motion to approve the Proclamation affirming the Town of Concord's commitment to opposing antisemitism, adopting the IHRA working definition of antisemitism, and promoting a welcoming and inclusive community.

Presenter: Mark Howell, Chair

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

**AFFIRMING THE TOWN OF CONCORD'S COMMITMENT TO OPPOSING
ANTISEMITISM, ADOPTING THE IHRA WORKING DEFINITION OF
ANTISEMITISM, AND PROMOTING A WELCOMING AND INCLUSIVE
COMMUNITY**

WHEREAS, Antisemitism- prejudice, hatred, or discrimination against Jewish people, has existed for centuries and continues to cause harm to individuals and communities; and

WHEREAS, The Jewish community has long been and remains an important part of the Town of Concord's civic, cultural, educational, and religious life; and

WHEREAS, Discrimination, intimidation, and harassment on the basis of religion, ethnicity, ancestry, or identity undermine public safety, erode community trust, and are incompatible with the Town's values; and

WHEREAS, Acts of antisemitism, including demonizing or stereotypical allegations, hateful rhetoric, intimidation, vandalism, and violence, have increased in many communities and cause real harm and fear among Jewish residents; and

WHEREAS, The Town of Concord has recently experienced acts of antisemitism, including swastika graffiti on school grounds and vandalism of a private memorial honoring victims of the October 7, 2023 attacks, which have caused distress and concern within the community; and

WHEREAS, The Town of Concord believes that all residents and visitors should be able to live, work, learn, and participate in community life free from discrimination or hostility; and

WHEREAS, In moments when members of the community express concern about antisemitism, clarity and leadership from elected officials matters; and

WHEREAS, The International Holocaust Remembrance Alliance has developed a working definition of antisemitism that has been adopted by governments and municipalities as a tool to help recognize and understand antisemitism in its various forms;

***NOW,
THEREFORE,***

We, the Select Board of the Town of Concord, Massachusetts, on behalf of Concord’s employees, committees, community partners, and residents, do hereby condemn antisemitism in all its forms and reaffirm our commitment to foster a welcoming and inclusive community where all people, regardless of faith, background, or identity, are treated with dignity and respect.

For purposes of education, awareness, and recognition, the Select Board hereby adopts the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, with the understanding that this adoption does not create new legal standards, enforcement authority, or limitations on constitutionally protected speech.

We further encourage education and awareness to help residents recognize and reject antisemitism and other forms of hate, and we encourage anyone who experiences or witnesses harassment, threats, or suspected hate incidents to report such matters to the appropriate authorities.

Proclaimed this 26th day of January, 2026, in advance of International Holocaust Remembrance Day, a time to honor the memory of the six million Jewish people murdered in the Holocaust and to reaffirm the responsibility of all communities to confront antisemitism and hatred in all its forms.



CONCORD SELECT BOARD

Town of Concord
Diversity, Equity, and Inclusion Commission
Charge

Approved: August 16, 2021

Amended: September 7, 2021

Revised: DRAFT for Select Board Review January 26, 2026

A. Background

The Town of Concord is committed to fostering a community in which all residents, employees, students, and visitors feel welcomed, valued, respected, and heard. In recognition of the Town’s increasing cultural, racial, religious, and socio-economic diversity—and the need for intentional, sustained efforts to address inequities—the Select Board established the Diversity, Equity, and Inclusion (DEI) Commission.

The Commission serves as an advisory and coordinating body to help the Town identify, understand, and address issues of bias, discrimination, exclusion, and inequitable access to opportunity. Its work is informed by community input, lived experience, and best practices in diversity, equity, and inclusion, with the goal of strengthening civic trust, social cohesion, and a shared sense of belonging in Concord.

This charge is designed to be general and durable in scope. Therefore, the majority of this charge is written in a general way. However, the Select Board recognizes that in the year 2025, and the recent past, disturbing incidents of antisemitism, hate speech, racial bias and other forms of bias and exclusion are taking place in Concord. The Select Board categorically condemns such behaviors and seeks through its own work and the work of this Commission to promote community-wide engagement in the necessary, difficult, self-reflection to find solutions to address these challenges with empathy, compassion, dedications, respect and love.

B. Purpose

The purpose of the Diversity, Equity, and Inclusion Commission is to promote cooperation, understanding, and dialogue among residents of diverse cultural, religious, socio-economic, racial, and ethnic backgrounds, as well as diverse sexual orientations and gender identities, and to advance inclusion throughout the Town.

The Commission shall:

- Encourage learning, understanding, and unity by recognizing and addressing the intersections among diverse identities and lived experiences.

Concord DEI Commission DRAFT Charge - January 26, 2026

- Promote fairness and equity by acknowledging historical and systemic disparities and supporting efforts that expand access to opportunity.
- Support the creation and maintenance of a welcoming community free from bias, prejudice, discrimination, and hate.

For purposes of this charge:

- **Diversity** refers to population groups that have been historically underrepresented or marginalized in social, political, or economic institutions, or subjected to discrimination, bias, or prejudice, including—but not limited to—race, ethnicity, religion, disability, sexual orientation, gender identity, age, immigration status, and socioeconomic status.
- **Equity** is an approach grounded in fairness that recognizes differing needs and barriers, and supports the allocation of resources and opportunities in ways that enable all individuals to succeed.
- **Inclusion** refers to the active, intentional creation of environments in which diverse individuals can fully participate in decision-making, access resources, and feel safe, respected, and valued.

C. Duties and Responsibilities

The Diversity, Equity, and Inclusion Commission shall help the Town and Select Board respond to all forms of bias against any social identity group using one or more tools from these categories of approaches:

1. Document and Inform -

The commission will document the experiences of all of Concord's social identity groups and seek to measure the progress toward inclusion and equity. It will gather and elevate first-hand experiences, develop observation methods, reports, tools and strategies—such as surveys or other fact-gathering methods—to assess the community climate and measure progress over time.

2. Educate -

Building on experience and best practices learned from elsewhere and the insights gained by documenting the experiences of Concord's people, the Commission will develop, promote and collaborate with other stakeholders to bring relevant educational and community-building experiences to Concord. Specifically, by:

- a. Facilitating community discussions, forums, and educational opportunities related to diversity, equity, and inclusion.
- b. Promoting awareness, engagement, and community-building activities that foster a more inclusive and welcoming environment and increase cultural awareness.

- c. Supporting efforts to diversify the Town's, boards, committees and workforce by promoting service and job opportunities at educational and community building events.

3. Design and recommend systemic responses -

The commission will help to evaluate and recommend systemic responses to support continuous improvement in the climate of the community. The Commission will work within the Town budgeting cycle and with the Town Manager and Select Board to identify investments and programs to be implemented. The commission should:

- a. Recommend actions that individuals, organizations, and the Town may take to reduce bias and advance equity and inclusion.
- b. Use surveys and fact gathering methods to determine program priorities and measure progress over time.
- c. Identify and promote the availability of culturally competent and mental health and support services for individuals and groups impacted by social identity experiences.
- d. Develop an action plan and specific programs to address antisemitism as it is manifest in Concord.
- e. Report to the Select Board at least semi-annually on plans, progress, challenges, and recommendations.

4. Coordinate and Collaborate -

The Commission will work with community organizations and leadership of the Town and Schools within Concord to achieve progress and develop programs. It will also coordinate efforts with peer communities in support of regional or statewide initiatives. The Commission will coordinate the development of its program plans and goals to the Select Board at least annually.

- a. Work in cooperation with Town and School leadership, community, cultural, and faith-based organizations, and peer municipalities to share resources and best practices.
- b. Establish subcommittees or working groups as needed and appoint liaisons to facilitate coordination with key stakeholders.
- c. Develop and maintain an annual strategic plan with goals, measurable outcomes, and timelines to guide the Commission's work.
- d. Advise on staffing and financial resources needed to support the Commission's work.
- e. Periodically review and recommend updates to this charge, in coordination with the Select Board, to ensure continued relevance and effectiveness.

D. Membership

The Diversity, Equity, and Inclusion Commission shall consist of nine (9) voting members appointed by the Select Board.

- Members shall be Concord residents and shall serve three-year staggered terms, with approximately one-third of the membership expiring each year.

Concord DEI Commission DRAFT Charge - January 26, 2026

- Members shall collectively reflect the diversity of the community and possess qualifications, experience, or lived perspectives relevant to the Commission's mission.
- All applicants shall be considered based on their individual qualifications and ability to contribute to the Commission's work.

E. Other Considerations

The Commission shall elect a Chair and a Clerk.

All meetings and activities of the Commission shall comply with the Open Meeting Law, the Public Records Law, the Conflict of Interest Law, and all other applicable laws and regulations of the Commonwealth and the Town of Concord.

Requests for staff assistance or operating resources shall be made through the Town Manager in accordance with established Town procedures.

Discussion: Review of Town Meeting Articles

Presenter: Mark Howell, Chair

Town of Concord

Massachusetts

DOOR-TO-DOOR SOLICITATION AND SALES BYLAW

SECTION 1. Definition

For the purposes of this Bylaw, a “solicitor” or “canvasser” is defined as any person who, for himself, or for another person, firm or corporation, travels by foot, automobile or any other type of conveyance from place to place, from house to house, or from street to street, taking or attempting to lease or to take orders for retail sale of goods, wares, merchandise, or services, including, without limitation, the selling, distributing, exposing for sale or soliciting orders for articles of sale, contracting, or for services to be performed in the future.

SECTION 2. Enforcement

The Police Officers of the Town of Concord shall enforce this Bylaw. The Chief of Police shall issue solicitation licenses through the Police Department. The Chief of Police may designate any individual within the Police Department to perform all or a part of the duties of the Chief of Police under this Bylaw.

SECTION 3. License Required

It shall be unlawful for any solicitor or canvasser as defined in this Bylaw to engage in such business within the Town of Concord without first obtaining a license therefore in compliance with this Bylaw.

This Bylaw shall not apply to any person engaged in the soliciting for charitable, benevolent, fraternal, religious or political activities, nor to any person exempted as a Transient Vendor, Hawker and Pedler under Chapter 101 of the Massachusetts General Laws, nor to any person duly licensed under Chapter 101 of the General Laws, nor to any person exempted by any other General Law.

This Bylaw shall not be construed to prevent route salesmen or other persons having established customers to whom they make periodic deliveries from calling upon such customers or from making calls upon prospective customers to solicit an order for future periodic route deliveries.

SECTION 4. Licensing Process

- A. Each person seeking licensure as a solicitor or canvasser under this Bylaw is required to possess an individual license.
- B. Applicants for a license shall file with the Chief of Police, on a form issued by the Police Department, a written application signed under the penalties of perjury, containing the following information:
 - i. Name of applicant.

- ii. Address of applicant (local and permanent address).
- iii. The length of time for which the right to do business is desired.
- iv. A brief description of the nature of the business and the goods to be sold or services to be provided.
- v. The name and home office address of the applicant's employer, if self-employed, it shall so state.
- vi. If operating a motor vehicle, the year, make, model, motor number, registration number, state of registration, vehicle's owner and address.

At the time of filing the application, each applicant shall pay a fee of \$5, payable to the Police Department.

An applicant must submit the application within ten (10) business days of the requested start day of door-to-door solicitation.

SECTION 5. Licensing Review Criteria

- A. Upon receipt of the application, the Chief of Police shall investigate the applicant's reputation to determine from prior business practices whether the applicant is a suitable person to be licensed.
- B. The Chief shall not issue a license to any person who:
 - i. has failed to fully comply with the requirements for issuance of a license, including submission of a registration application and payment of the applicable fee,
 - ii. has falsified information in its submittal(s) to the Chief of Police
 - iii. has been convicted in any state or federal court of the United States or territory thereof for any of the following crimes or offenses, by whatever named called, within seven (7) years prior to the date of application: burglary; stalking; breaking and entering; larceny; kidnapping; robbery; home invasion; buying, receiving or concealing stolen property; assault; fraud; conduct as specified in General Laws c. 265, §§ 13B and 22-24; sexual assault, rape or other sex-related offenses; unlawfully carrying weapons; or the attempt of any such crime or offense, or
 - iv. has violated this Bylaw or any state law or regulation or municipal ordinance, bylaw or regulation regulating canvassing or soliciting.
- C. After such investigation the Chief of Police shall endorse on such application the Chief of Police's approval or disapproval within ten (10) business days upon receipt of the application. If disapproved, the applicant shall have the right of appeal to the Select Board.

- D. When issued, such license shall contain the signature of the Chief of Police or the Select Board and shall show the name, address, and photograph of said licensee, the date of issuance, and the length of time the same shall be operative, as well as the license number.
- E. The Police Department shall keep a record of all licenses issued for a period of six (6) years.

SECTION 6. Maintaining License Records

- A. Solicitors and canvassers when engaged in the business of soliciting or canvassing are required to display an identifying badge issued by the Police Department, by wearing said badge on an outer garment.
- B. Each license issued under this Bylaw shall be in effect for a period not exceeding ninety (90) days, unless sooner revoked by the Select Board or the Police Department.

SECTION 7. Renewing License

Any license issued under this Bylaw may be renewed by the Chief of Police. An applicant requesting a renewal of their license must apply for renewal with the Police Department, and provide the materials requested or required by the Chief of Police for their application.

SECTION 8. Transfer or Revocation of License

No license shall be transferred. The Chief of Police may revoke a license for any violation of this Bylaw.

SECTION 9. Hours of Solicitation

No solicitation shall occur before the hours of 8:00 am or after the hours of 8:00 pm.

SECTION 10. Penalty, Violation

Upon conviction, any person found violating this Bylaw shall be punished by a fine by the Police Department not to exceed fifty dollars (\$50) for each and every offense. Each day in which a person solicits without a proper license shall constitute a separate offense.

Select Board Liaison Reports

Liaison Report for Wendy Rovelli (1/12/26)

Council on Aging (1/20)

- Existing part-time van drivers have expanded their hours to meet increased demand for service.

Planning Board (1/20)

- Definitive Subdivision Plan at 874 Barrett's Mill Road was approved for a roadway (Marabello Farm Road) and creation of 4 new building lots.
- Discussed minor changes to warrant article explanations and voted to approve all seven for submission.
- A combination gas station and country store is being proposed at the corner of 166 Commonwealth Ave. Recent presentation was well received at West Concord Advisory Committee. West Concord design guidelines were well researched and incorporated

Hanscom Field Advisory Committee (HFAC,1/20)

- A preview of the Mass Port 10 year Strategic Plan was presented by Emir Skokic, Chief Strategy Officer and Flavio Leo, Director Aviation Planning & Strategy. Hanscom Field priorities include: Focus on aviation innovation with research partnerships & support services, continue to meet metro Boston's General Aviation needs (while relieving Logan) and support the development & adoption of sustainable aviation fuel (SAF). Both the HFAC and Hanscom Area Town Select Board (HATS) have serious reservations about SAF and a meeting with MassPort to review concerns will be scheduled. The full report is expected to be released Jan 23rd , a public information review session is scheduled for Feb 5th , comments wukk be collected through March 6th .
- The chair of the committee wrote a letter to Christopher Celozzi, public affairs representative for Customs Enforcement (ICE) Boston requesting a response to questions not properly answered regarding immigration flights

Climate Action Committee (1/21)

- Dean Banfield made presentation regarding a citizen petition for a Solar Rooftop ByLaw Proposal requiring solar on all new Town buildings including appeal/waiver process via Select Board action. The committee voted unanimously in support of the article.
- Four focus groups (2 municipal, 2 community) were held related to the SuAsCo Climate Collaborative (MVP Action Grant). Formal community kick off scheduled for March 25th at Harvey Wheeler (7 PM
- Decarbonization Roadmap (prepared by PowerOptions) is under review by staff. Once finalized, the Town will be on track to achieve Climate Leader designation (Spring 2026) and allow for additional grant opportunities in the future.
- Kick off of Climate Action and Resilience Plan Update with Weston and Sampson is scheduled for Feb 11th at 7:00 PM.

Tax Relief Evaluation Task Force (1/22)

- Work group reviewed preliminary analysis of survey results. Both survey respondent demographics and household value distribution reflect the community at large.
- Work group reviewed preliminary report sections related to: Existing Tax Relief Programs, Town Interviews on implementation of Tax Relief progams; resident interviews related to knowledge of the Residential Tax Exemption program.

Financial Policy Work Group (1/22)

- The work group discussed and was agreed that the plan for achieving the targeted minimum threshold for the general stabilization funds (at 4% of General Fund budget) would occur over a 10 year period.

- Work group discussed and made recommendations for stabilization fund appropriations for the 2027 Town Meeting. Recommendations include appropriation from Free Cash of \$750K into the General Fund Stabilization Fund and \$1.25M into the new Capital Stabilization Fund.
- Work Group reviewed and approved a recommendation for scheduled use (over five years) of Middle School Stabilization Funds to offset peaks in debt service. For FY27, the work group recommended appropriation of \$1.5M from the Middle School Stabilization Fund to offset associated debt service.

Mary Hartman Liaison Report for January 26, 2026, Select Board meeting

CPC (1/13)

The CPC voted 4-2 to recommend to town meeting a \$500K appropriation to a Conservation Fund. They discussed the wording of the CPC warrant article with some members preferring the old format and others willing to accept the new format proposed by our CFO.

Achieve Taekwondo Ribbon Cutting (1/12)

Represented the Select Board at this ribbon cutting ceremony to express a decisive “welcome” to this new business located within the Crosby’s Market storefronts.

ConcordCAN (1/20)

Laura Scott gave a thorough and informative presentation to this group regarding Time-of-Day rates. More info sessions are planned at a variety of town venues before the April 1 roll-out.

Vision of a Graduate (1/20)

Attended a follow-up to the Oct forum at CCHS where community citizens discuss their ideas for the most important skills and attributes we should develop in our students. This forum was not as well-attended as the event in Oct but the group did provide some good input to this on-going effort.

MA Municipal Association annual conference (1/23)

Attend this conference to learn what is happening at the state level with a direct impact on municipalities, to network with peer towns, and learn best practices from other MA cities and towns.

Town Caucus