



## Gift Acceptance Log – January 9, 2017

<b>Gift Received From:</b>	<b>Date of Meeting:</b>	<b>For Gift Account:</b>	<b>Total Amount:</b>
Alcott School PTG	January 9, 2017	Concord Recreation Scholarship Gift Account	\$1,000.00

## Weekly One Day License Log – January 9, 2017

<b>Applicant Name &amp; Number</b>	<b>Phone Number</b>	<b>Date of Event</b>	<b>Location of Event</b>	<b>Type of Alcohol</b>	
17-01 Saltbox Farm	617-877-3859	January 10, 2017	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First license in Concord: No
17-02 Saltbox Farm	617-877-3859	February 4, 2017	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First license in Concord: No
17-03 Saltbox Farm	617-877-3859	February 14, 2017	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First license in Concord: No
17-04 Saltbox Farm	617-877-3859	February 17, 2017	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First license in Concord: No
17-05 Concord Art Association	978-369-2578	January 28, 2017	37 Lexington Road	Wine & Malt	Event Coordinator: Jean Carter Bartenders: Lisa Landers-Castro, David Audet Under 21: No First license in Concord: No



Town of Concord  
Office of the Select Board  
22 Monument Square  
Concord, MA 01742

**PROCLAMATION HONORING MS. NANCY NELSON, SUPERINTENDANT OF  
MINUTE MAN NATIONAL HISTORIC PARK, UPON HER RETIREMENT  
AFTER 39 YEARS OF PUBLIC SERVICE**

**WHEREAS**, Nancy Nelson began her career for the National Parks Service in 1978; and

**WHEREAS**, Ms. Nelson has played an active role in many regional park restoration projects throughout her tenure as a park planner and landscape architect including the successful rehabilitation and restoration of the Statue of Liberty; and

**WHEREAS**, Ms. Nelson assumed her position as Superintendent of Minute Man National Historic Park in 1983 where she worked tirelessly to strengthen the park's community relationships, and to preserve key park resources; and

**WHEREAS**, Ms. Nelson has proven to be an accomplished leader in the field of park management as evidenced by her extraordinary efforts related to the successful completion of the award-winning *Battle Road Interpretive Trail* as well as her many achievements related to landscape rehabilitation and historic structure preservation; and

**WHEREAS**, Ms. Nelson organized and lead the expansion campaigns related to the revitalization of the Minute Man Visitor's Center in Lexington and advancements related to local Patriot's Day events within the park systems; and

**WHEREAS**, Ms. Nelson sponsored a major archaeological initiative relating to the April 19, 1775 *Battle of Parker's Revenge*, and

**WHEREAS**, Ms. Nelson successfully partnered with several community boards, committees, and Town officials to incorporate local historic buildings and parcels into the National Park envelope.

**NOW, THEREFORE, BE IT PROCLAIMED** that the members of the Select Board of the Town of Concord, on behalf of the citizens of Concord, do hereby recognize Ms. Nancy Nelson's many contributions made for the citizens of the Town and the visitors of the Minute Man National Historic Park during her successful career as Park Superintendent. We extend our personal best wishes in her well-deserved retirement, and for her continued success in life's pursuits.

**Dated this 9<sup>th</sup> day of January, 2017.**

**TOWN OF CONCORD SELECT BOARD**

\_\_\_\_\_  
Michael Lawson, Chairman

\_\_\_\_\_  
Jane Hotchkiss, Board Clerk

\_\_\_\_\_  
Alice Kaufman

\_\_\_\_\_  
Steven Ng

\_\_\_\_\_  
Tom McKean

January 9, 2017

Mr. Jay Paget, Program Director  
Cultural Facilities Fund  
Massachusetts Cultural Council  
10 St. James Ave., 3rd Floor  
Boston, MA 02116-3803

Dear Mr. Paget:

Located in the Town of Concord, Walden Pond has long been a destination for tourists from around the globe, as well as for Massachusetts residents who value its immense cultural, recreational and educational assets. It is estimated that a half million people visit the Walden Pond State Reservation each year.

The previous Walden Pond State Reservation headquarters building was never intended to be a visitor center. It provided only rudimentary services to the public that did not include interpretive exhibits relating to the historic and cultural significance of the Walden Pond area and its connection with Henry Thoreau.

The educational focus of the new Walden Pond Visitor Center, with its exhibits and programming will be of interest not only to tourists -- introducing them to the history and culture of an area that is new to them -- but also to local residents and visitors who may not be completely aware of the extent of Concord's rich cultural history. We also foresee families and school children learning more about the significance of Walden Pond and the area's natural history, which already is attracting wider interest because of Thoreau's connection to social reform and his role as the founder of the American conservation movement.

The Visitor Center interpretive exhibits will be a welcome complement to other Concord sites recalling the area's literary tradition, including Orchard House, The Ralph Waldo Emerson House, The Wayside, The Old Manse and The Concord Museum. We anticipate that the Visitor Center will draw more visitors to these notable cultural sites in our community.

The fact that the recently opened Visitor Center was conceived and developed in collaboration with the Commonwealth's Department of Conservation and Recreation testifies both to the values and community involvement of this new resource. Time and again, the development process benefited from the feedback of involved Concord citizens at public meetings and in writing.

We are also enthusiastic about the thorough and top-notch planning that went into the project. The architecture of the new Visitor Center blends with the landscape and natural surroundings and provides plenty of open air deck space and comfortable interior gallery space that makes it a place for lingering and learning that we expect will generate return visits. With the Visitor Center finished and open to the public, the site's state-of-the-art interpretive exhibits will provide an enjoyable way to learn about the historic, cultural and ecological aspects of Walden Pond/Thoreau beyond Walden's draw as a recreational destination during the summer months.

We enthusiastically offer our support for this project, which will enrich our community for many years to come.

Regards,

Michael Lawson, Chair  
Concord Select Board

cc: Chris Whelan, Town Manager



## TOWN OF CONCORD

Department of Planning & Land Management  
141 Keyes Road – Concord, MA - 01742

**TO:** Christopher Whelan, Town Manager  
**FROM:** Marcia Rasmussen, Director of Planning & Land Management *MAR*  
**DATE:** January 4, 2017  
**RE:** Brookside Square Easements and Escrow Agreement – background

The Zoning Board of Appeals approved with conditions the Brookside Square development in 2013; construction commenced 2014 and the building was completed and a temporary certificate of occupancy was issued in late 2015. Prior to issuance of a permanent Certificate of Occupancy, several easements and other documents were required to be finalized. These documents include:

- An Escrow Agreement providing funds up to \$50,000 toward design and construction of a connection between the West Concord commuter parking lot and the Beharrell Street extension over the Bruce Freeman Rail Trail, with a provision that any funds not used toward the extension of the access road over the Bruce Freeman Rail Trail that said funds shall be used for the construction of pedestrian bump-outs on Commonwealth Ave.
- A Grant of Right of Way upon Beharrell Street Extension providing for the perpetual public access over the Right of Way Easement by foot, bicycle or motorized vehicle and for the ongoing maintenance and repair of the paved roadway and pedestrian routes.
- A Grant of Public Access and Recreation Easement over that portion of the site between the Nashoba Brook and the Brookside Square structure on which a recreational walking path has been constructed connecting to the Bruce Freeman Rail Trail and other public paths as they now exist or may exist in the future, for the benefit of the public.
- A Grant of Sewer Easement providing a perpetual exclusive sewer utility easement to the Town with the right to construct, inspect, repair, replace, operate and forever maintain a municipal underground sanitary sewer system.
- A Grant of Drainage Easement providing a permanent drainage easement for the purposes of managing and removing stormwater from the adjacent portion of Beharrell Street public way and directing such stormwater to the stormwater drainage collection system serving the property.

Brookside Square – Beharrell Street Extension



Beharrell Street Extension looking toward BFRT



Recreation Easement area



Drainage Easement

**RECORD OF VOTE OF THE CONCORD SELECT BOARD**  
**January 9, 2017**

At a duly called open meeting of the Concord Select Board on January 9, 2017, it was moved, seconded, and voted by the undersigned members present as follows:

- (a) To approve and authorize the Town Manager and Town Treasurer to execute that certain Escrow Agreement (the "Agreement") by and between the Town of Concord, a Massachusetts municipal corporation acting by and through the Town Treasurer or their designee, Brookside Square LLC, a Massachusetts limited liability company and The Town of Concord, acting by and through its Town Manager, in substantially the form presented to the Board at its January 9, 2017 meeting.
  
- (b) To accept and endorse those certain permanent easements associated with the Brookside Square Development located at 50, 70 and 80 Beharrell Street as follows:
  - 1. Grant of Right of Way Upon Beharrell Street Extension
  - 2. Grant of Public Access and Recreation Easement
  - 3. Grant of Sewer Easement
  - 4. Grant of Drainage Easement

In substantially the form presented to the Board at its January 9, 2017 meeting.

TOWN OF CONCORD:  
By its Select Board

\_\_\_\_\_  
Michael Lawson, Chair

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Jane Hotchkiss, Clerk

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Alice Kaufman

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Steven Ng

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Thomas McKean

## TOWN OF CONCORD

### POLYSTYRENE EDUCATION AND OUTREACH COMMITTEE

#### Committee Charge

##### Background

In April 2016 Concord residents voted to support a petition article banning the sale and distribution of polystyrene in its many forms used in the food and restaurant industries. The full text of the regulatory framework is available online in the 2016 Town Meeting Warrant. Below is the preamble.

ARTICLE 45. To determine whether the Town will vote to amend the Town Bylaws by adding a Bylaw for the prohibition of polystyrene in food service ware and packaging, as follows:

Section 1. PURPOSE AND INTENT WHEREAS, the Town has a duty to protect the natural environment, the economy, and the health of its citizens;

and WHEREAS, styrene, a component of polystyrene, is a known hazardous substance, classified by the National Toxicology Program (NTP) as "reasonably anticipated to be a human carcinogen" and also recognized by the NTP as a potential food and beverage contaminant that may "leach from polystyrene containers used for food products";

and WHEREAS, polystyrene is made from fossil fuels, a non-renewable resource;

and WHEREAS, polystyrene manufacture, use, and disposal requires substantial energy consumption and contributes to greenhouse gases and other adverse environmental effects;

and WHEREAS, polystyrene is not biodegradable or compostable, and is generally not recyclable;

and WHEREAS, polystyrene is a common environmental pollutant that fragments into smaller pieces that harm or kill marine life and wildlife when they ingest them;

and WHEREAS, the EPA states "that such materials can also have serious impacts on human health, wildlife, the aquatic environment and the economy";

and WHEREAS, polystyrene is used as food service ware by food establishments operating in the Town;

and WHEREAS, disposable food service ware constitutes a portion of the litter in Concord's streets, parks and public places, which increases Town costs;

and WHEREAS, affordable and effective ways to reduce the negative environmental impacts of polystyrene products through the use of reusable, recyclable, biodegradable and/or compostable materials are available for food service applications;

and WHEREAS, over 100 municipalities throughout the United States, Canada, Europe, and Asia have banned polystyrene food service ware;

NOW THEREFORE, the Town of Concord hereby enacts this bylaw to prohibit the use and distribution of foam and rigid polystyrene in food service ware and require the use and distribution of biodegradable, compostable, reusable, or recyclable products or materials in their place.

Purpose (as of December 28, 2016)

To develop communications materials to effectively educate restaurant owners, grocery stores, retail outlets and residents about the intent and conditions of the polystyrene ban, and to assist with conducting outreach.

Specifically, the committee will research alternative non-polystyrene products, as needed; and assist with an outreach effort to food service establishments to inform establishments about alternative products; and

The committee will serve in an advisory capacity to the Board of Health and Concord Public Works when questions arise from either an exemption request or product substitutions.

The committee will provide its findings and recommendations to the SB.

#### Membership

A representative from the Petitioners

A representative nominated by the Board of Health

A representative nominated by the Public Work Commission

2 Members at large

#### Term of Committee

It is anticipated that the committee's efforts will end July 1, 2017.



## TOWN OF CONCORD

Department of Planning & Land Management  
141 Keyes Road – Concord, MA - 01742

**TO:** Christopher Whelan, Town Manager  
**FROM:** Marcia Rasmussen, Director of Planning & Land Management *MAR*  
**DATE:** January 5, 2017  
**RE:** Two Concord Cultural Districts – seeking renewal of designation for Concord Center and seeking approval of sign locations for West Concord Junction

### Renewal of Cultural District Designation for Concord Center:

The Massachusetts Cultural Council (MCC) has notified the Town that the state designation of the Concord Center Cultural District ends in June 2017. The notification states that the designation may be renewed for an additional five years if the Town recommit to the work of the Cultural District. **This memo seeks the Select Board's agreement to send a letter to the Massachusetts Cultural Council as the first step to begin the renewal process notifying the MCC of the Town's intent to renew the Concord Center Cultural District designation, which must be sent by Tuesday, January 31, 2017.** Once that letter of intent has been sent, we will receive more detailed information and instructions about the process.

MCC has determined that the Town of Concord is up to date with the yearly reporting requirements and that we are in compliance with the use of cultural districts funds awarded by the Council. Town staff is already planning to attend the scheduled meeting of cultural districts intending to renew that has been scheduled for later in February.

This past year, and prior to her retirement, Stephanie Stillman passed the cultural districts baton to the new Executive Director of the Chamber of Commerce, Jane Obbagy. Over the past five years, Stephanie has actively worked to engage local businesses and arts groups in discussions to promote the Concord Center Cultural District, while Town staff from the Planning Division has attended these discussions providing connection and support. The goals of the cultural district program include:

- Attract artists and cultural enterprises
- Encourage business and job development
- Establish the district as a tourist destination
- Preserve and re-use historic buildings
- Enhance property values
- Foster local cultural development

In mid-December, Planning Division staff met with Jane Obbagy to discuss the Chamber's interest in continuing the cultural district partnership and to consider projects for the coming year that would build on the Cultural District designation and promote opportunities in support of local business and the arts. One of the ideas borne of this discussion is to host a facilitated meeting with artists, small businesses and cultural institutions to brainstorm ideas that might bring together interests and develop specific outcomes that will help promote and support local business and the arts.

Select Board approval of proposed sign locations for the West Concord Junction Cultural District

The West Concord Junction Cultural District was approved in the summer of 2016. One of the requirements of that designation is the installation of four signs to delineate the district (a copy of the sign is attached). The four locations identified are shown on the attached map (small red circles with a white triangle) and are noted as follows:

- Commonwealth Ave. opposite Kenneth Dunn Square
- Commonwealth Ave. near Beharrell Street
- Main Street opposite the Fowler Library
- Main Street opposite the West Gate Park intersection

MASSACHUSETTS CULTURAL DISTRICT

WEST CONCORD  
JUNCTION  
CULTURAL DISTRICT

MASSACHUSETTS CULTURAL COUNCIL

# West Cor Propos Cultural D

## West Concord Re

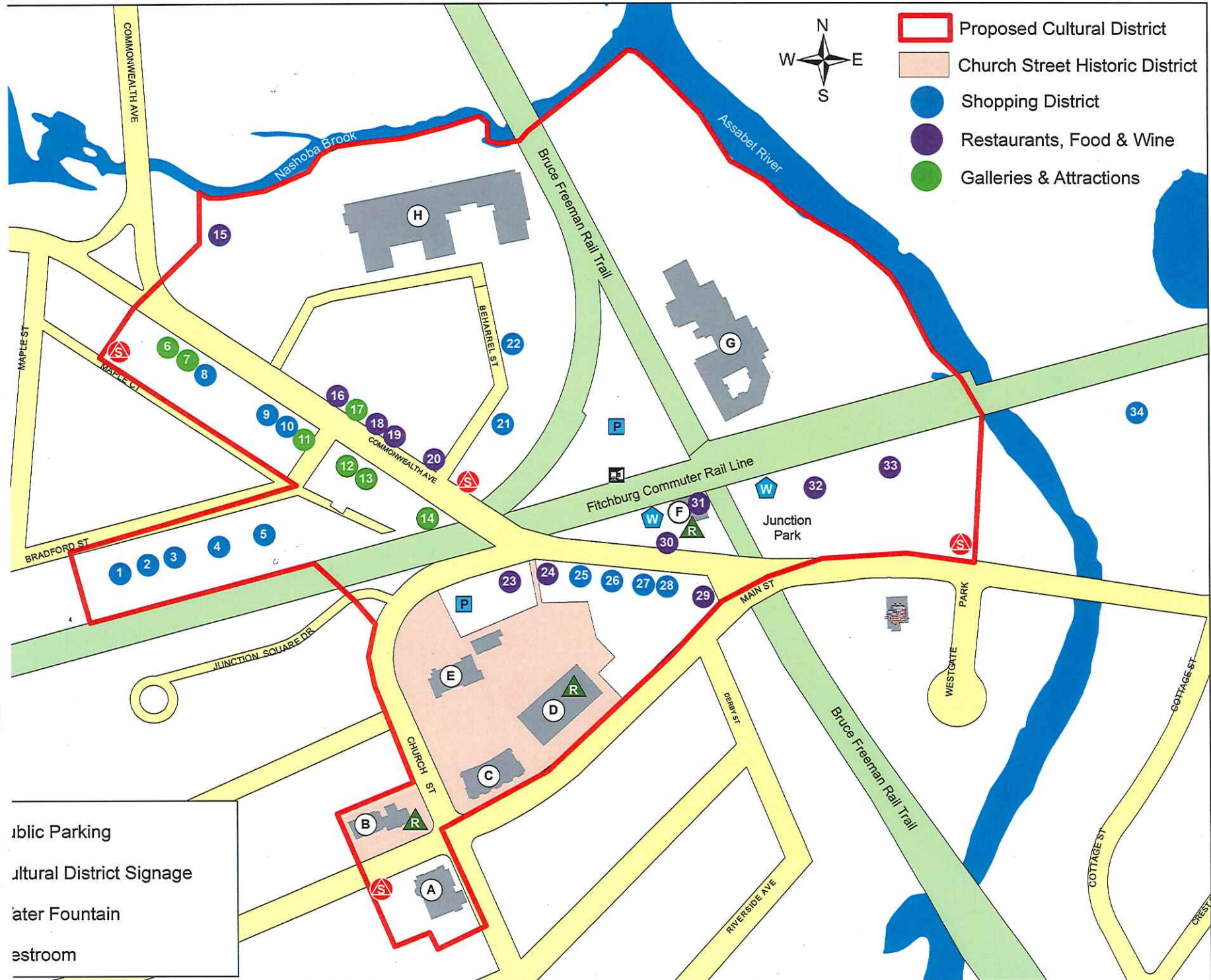
### Cultural Facilities

- A West Concord Unio
- Concord Conservat
- B Fowler Branch Libr
- C Concord Children's
- D Harvey Wheeler Co
- E The New Church of
- F West Concord Trair
- G Concord Park Assis
- H Brookside Square

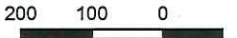
### West Concord Shops

- 1 Crosby's Designs
- 2 Artscape Studio & C
- 3 Brock & Company C
- 4 Bradford Street Wh
- 5 Robin Original Stu
- 6 Concord Flower Sh
- 7
- 8 NOA Designs
- 9 Marx Fencing Acadi
- 10 Three Stones Galler
- 11 Concord Outfitters
- 12 Reflections
- 13 Philips Fine Paint &
- 14 A New Leaf Antique
- 15 Nashoba Brook Bak
- 16 Reasons To Be Che
- 17 West Concord 5&10
- 18 Debra's Natural Go
- 19 Walden Kitchen
- 20 Saltbox Kitchen
- 21 West Concord Parc
- 22 Restoration Proj
- 23 Twin Seafood
- 24 Concord Teacakes
- 25 Vintages Fine Wine
- 26 Forever Tile
- 27 Biblio-Treks
- 28 Concord Firefly
- 29 99 Restaurant
- 30 Woods Hill Table
- 31 Club Car Café
- 32 West Concord Wine
- 33 Vincenzo's Restaur
- 34 Concord Youth The

-  Proposed Cultural District
-  Church Street Historic District
-  Shopping District
-  Restaurants, Food & Wine
-  Galleries & Attractions



- Public Parking
- Cultural District Signage
- Water Fountain
- Restroom



November 22, 2016

Michael Lawson, Chair  
Select Board  
Town of Concord  
Box 535  
Concord MA 01742

Dear Members of the Select Board,

On behalf of the Estabrook Woods Access Study Committee, we write to submit our Final Recommendations duly voted at our November 17, 2016 meeting in fulfillment of our committee charge.

The Committee was appointed in April of 2016 and charged with considering how to address the increased pressure for adequate and safe parking at Estabrook Woods trail heads, to review other impacts from increased visitor use, and to make recommendations to the Select Board on or about December 1, 2016.

We met regularly from late April through November. We began our work by reviewing the correspondence that had been received in the months prior to our creation, and continued to review the many emails that were sent to the Committee over the summer and fall. We held two well attended public hearings, one in June to solicit ideas and the second in October with the purpose of presenting preliminary recommendations for public comment. Approximately 60 people came to our hearing in June, and nearly half took the opportunity to share their thoughts with the committee. More than 75 people attended the hearing in October.

As a Committee, we familiarized ourselves with the unique history of land protection and landownership in the Woods, particularly the significance of Harvard University's woodland preserve. We inventoried current access and parking spaces around the Woods, with the help of the Concord Public Works and Natural Resources divisions. Members also visited other conservation lands in Concord and in other communities to assess parking, rules and regulations, and usage.

We used a number of approaches to spread the word about our committee and solicit comments, including a guest commentary in the Concord Journal and the Carlisle Mosquito,

notices at each of the main entry points to the Woods, and through our committee's webpage, which invited public input.

Our agendas, minutes, presentations, maps, documents, and correspondence received and reviewed by the Committee are available in our Committee records.

Following the second public hearing, the Committee amended a few of its preliminary recommendations and took a final vote. The Committee reached consensus on many of our recommendations, and where we lacked consensus we have tried to express our differences in opinion.

The Committee considers two of our recommendations to be most important: These are:

- **Work with town counsel and direct abutters on Estabrook Road to resolve legal uncertainties regarding the current dirt road trail in order to secure permanent public access at this location.**
- **Work with the Trustees of Reservations (TTOR) to determine the feasibility and process for constructing a dirt or gravel parking lot for the Punkatasset Town Conservation Land on TTOR's Apthorp property, with a goal of building such a lot as soon as possible**

As we complete our work as a Committee, we are struck by how important it is that the conversation about Estabrook Woods continue after our Committee is discharged. We are still hearing positive suggestions from residents of Concord and Carlisle. And there is much to understand and resolve with important Estabrook partners: Harvard University, the Town of Carlisle, the Concord and Carlisle Land Trusts, The Trustees of Reservations, Middlesex School, and many significant landowners. Their interests and their partnership are critical to the Woods.

We thank you for the opportunity to work together toward the preservation, stewardship and enjoyment of this special place.

Polly Reeve, Co-chair  
Sally Schnitzer, Co-chair  
Jeff Adams  
Kathy Angell  
Nick d'Arbeloff of Carlisle  
Justin King  
Lisa Pohl  
Bonnie Pohlig  
Neil Rasmussen  
Peter Siebert

Town of Concord  
Estabrook Woods Access Study Committee  
Final Recommendations  
As Voted November 17, 2016

The Estabrook Woods is an unusual, historic, and precious place. A woodland preserve comprised of over 1400 acres, more than 20 properties and primarily owned by private entities, it has for years been enjoyed and deeply appreciated by the public. However, many people who visit the Woods do not realize that although the Town of Concord owns the 100-acre parcel in the Woods known as Punkatasset, the rest of the land is privately owned and protected from development as a result of a 60 year collaboration with Harvard University.

Harvard's 672 acres within the Woods were preserved in the 1960s for habitat protection, research, and education. This was followed by the preservation of hundreds of additional acres by generous Concord and Carlisle residents. In support of Harvard's teaching and research in the environmental sciences, zoology, ecology, and animal behavior, the Towns of Concord and Carlisle, the land trusts of Concord and Carlisle, private owners, the Trustees of Reservations, and thoughtful visitors have worked together for half a century to protect and steward additional land surrounding the preserve. On this private land, the granting of public access varies. Some private land owners have given general or limited and specific permission for access across their property. From the beginning, Harvard has generously permitted public access on its land for compatible recreation, so long as use remains modest and quiet and does not interfere with research and conservation efforts. The Town of Concord conservation land at Punkatasset is open to the public in accordance with rules and regulations adopted by the Town of Concord's Natural Resources Commission.

Balancing three objectives – stewardship of the woods for conservation, education, and research; respecting the interests of the landowners; and welcoming the public – is not simple, but our committee believes it is possible.

Because our committee was appointed by the Select Board to purposefully represent different perspectives, backgrounds, and points of view, it is not surprising that there are some areas where we have been unable to reach consensus. However, we are unanimous in our commitment to respectfully and seriously work toward a thoughtful resolution.

The Committee makes the following final recommendations. Most of our recommendations enjoy the consensus of the full committee. Where the committee had a split vote, the item is shaded, and a vote margin is given.

Two of our recommendations stand out as being of the highest priority. We recommend that the Town:

- **Work with town counsel and direct abutters on Estabrook Road to resolve legal uncertainties regarding the dirt road trail at the end of the paved public road in order to secure permanent public access at this location.**

- **Work with the Trustees of Reservations (TTOR) to determine the feasibility and process for constructing a dirt or gravel parking lot for the Punkatasset Town Conservation Land on TTOR’s Apthorp property, with a goal of building such a lot as soon as possible.**

**Recommendations:**

**1. Educate the public about the unique nature of the Estabrook Woods.**

The Committee concludes that some visitors believe that the Woods are part of a large public park or a regional dog park, when in fact most of the land is privately owned for the purpose of research and conservation, with portions of trails generously open to the public. With few exceptions, these properties are managed by private landowners, without public funding or public staff.

These misunderstandings are exacerbated by the internet, where information about the Woods (accurate and inaccurate) is now broadly available, attracting more users and sometimes conveying inaccuracies about the ownership, purpose, stewardship, and management of the Woods. Therefore, the Committee recommends:

- a. That the Town work with landowners to post welcome signs at each primary access point, designed to educate visitors about the unique nature, ownership, and purpose of the Woods and the importance of respect for landowners and stewardship of the Woods. Visitors should be encouraged to “Honor Estabrook Woods.” We encourage placing rustic kiosks at appropriate points in the woods near each entry point as the most attractive and clear way of communicating this information.
- b. That similar information be posted on various websites, including the Town’s Division of Natural Resources website, to encourage more reasonable visitor expectations about the Woods, parking, and use.

**2. Foster observance of consistent guidelines that promote mutual respect.**

The Committee recognizes that some visitors, particularly at Estabrook Road, have failed to treat landowners, other users, and the Woods with respect. While most visitors are respectful and courteous, some are discourteous to landowners and others, vandalize or trespass on private property, fail to keep their dogs in control, and don’t make an effort to remove dog waste.

Further, the Committee believes that the lack of signage at trailheads and directional signage at certain locations within the woods contributes to trailhead conflicts and directional confusion.

The Committee believes that there is considerable power behind community and landowner embrace of visitor guidelines and courtesies. Therefore, the Committee recommends:

- a. That visitors be encouraged to observe a set of common courtesies, or guidelines:

Dogs permitted only as follows:

- i. Dogs must be on leash from parking area to “leash release” signs
- ii. No more than two dogs per person
- iii. Dogs must be under owner’s control at all times

- iv. Pack out all dog waste
- v. Commercial dog walking prohibited

#### Access

- vi. Access from dawn to dusk only
- vii. Parking allowed only in designated areas
- viii. No commercial activities, hunting, swimming, camping, or fires
- ix. No motorized vehicles

#### Trail Use

- x. Remain on established trails and do not enter those marked “private”
  - xi. Walk bikes through muddy or sensitive areas
  - xii. Leave historic Estabrook Woods cleaner than you found it.
- b. That the Town and landowners, working together, post these guidelines at the primary entrances to the Woods, and at other locations as needed.
  - c. That the Town provide clear yet tasteful signs to denote where parking is permitted on Town roads or parking lots.
  - d. That the Town provide signs in parking areas notifying visitors of the limit of two dogs per person, and the requirement that dogs be leashed until Leash Release signs in the Woods.
  - e. That Leash Release signs be posted inside the Woods by the Town and/or landowners on access trails to indicate where dogs can be off leash (for example: “Dogs may be off leash beyond this point” and on the reverse side: “Dogs must be leashed beyond this point.”)
  - f. That the Concord Police Department, Animal Control Officer, and Natural Resources Division work with neighbors and assist as possible to encourage observance of posted guidelines, parking restrictions, and enforcement of town bylaws regarding dogs.
  - g. That the Concord Trails Committee review published maps, signs, and other trail information to harmonize the information available, to minimize confusion, and to provide trail signage where needed.

### **3. Resolve legal uncertainties.**

Two very different legal opinions regarding the status of access at the end of Estabrook Road beyond the paved road remain unresolved. Uncertainty has made it difficult for our committee to propose solutions to some of the issues that led to the creation of our committee.

Estabrook Road was the historic road to Carlisle, dating back to the 17<sup>th</sup> century. Town records show that the Town of Concord in 1932 successfully petitioned the Middlesex County Commissioners to discontinue Estabrook Road as a public way from a point beyond #393 Estabrook Road, where the current dirt road trail continues beyond the chain at the end of the paved portion of the road. Town Counsel is of the opinion that the Town’s actions in 1932

resulted in the abandonment of the obligation to maintain this portion of Estabrook Road without giving up public rights of access.

Direct abutters disagree with the Town about the public rights of access, relying on their attorney's legal opinion that the 1932 vote resulted in the portion of the road beyond #393 becoming a private way with ownership held by the direct abutters, each extending to the middle of the way, and that this also gave them control of access rights. Pursuant to this interpretation, the abutters have expressly granted permission for public use upon certain conditions and have stated that they would like to continue to do so if conditions can be met. Property owners in the Estabrook Road area have requested that the town make the current temporary parking restrictions permanent, and abutters have stated that they would rescind permission for the public to use the access trail if additional parking is created or allowed along the paved public road. Our committee understands that the paved portion of Estabrook Road is a Concord public road.

The Committee recommends:

- a. That the Select Board and Town Manager work with town counsel and direct abutters to resolve legal uncertainties regarding the current dirt road trail in order to secure permanent public access at this location. This is a primary and urgent goal that has been previously conveyed to the Select Board.

#### **4. Address parking issues.**

The Committee looked for ways to welcome visitors to Estabrook Woods while providing safety, security, stewardship, and no undue burden on a single neighborhood. Therefore we recommend:

- a. That the Town immediately begin working with the Trustees of Reservations (TTOR) to determine the feasibility of providing a low key parking lot made of gravel, dirt, or other permeable surface on TTOR's Apthorp Land at the entrance to Punkatasset, within sight of Monument Street, with a goal of building it as soon as possible. The Committee is divided as to the number of cars to accommodate, with a majority preferring 16-20 and the minority preferring 12-16.<sup>1</sup> Providing additional and safer parking here welcomes visitors to the Woods where the Town has a public purpose and resources, including enforceable regulations and staff to protect the land and to welcome the public. An off street lot also allows the Town to eliminate on-street parking on Monument Street.
- b. That the Town permit and assist in providing roadside parallel parking for 11 cars on Estabrook Road. *(Note, this is the number of spaces currently permitted, with parking restrictions in effect.)*
- c. Assuming that a parking lot **can** be built on TTOR's Apthorp Land, the Committee further recommends:

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<sup>1</sup>VOTE: Five members of the committee voted for 16-20 spaces, and four voted for 12-16. The representative from Carlisle agreed with the minority.

- i. Post “no parking” on Monument Street at the Punkatasset entrance to eliminate on-street parking.
  - ii. By a majority vote, we recommend keeping the “no parking” restriction on the remainder of Estabrook Road.<sup>2</sup> The total number of cars parked on the road would then total 11.
  - iii. The Committee considered whether to temporarily provide additional parking on Estabrook Road while the parking lot is being planned and built. A majority of the Committee favored no additional temporary parking, maintaining the number of parking spaces at eleven. A minority of the committee recommended **temporarily** lifting a portion of the “no parking” restriction on Estabrook Road sufficient to provide parking for 3 to 8 additional cars.<sup>3</sup>
- d. If a parking lot **cannot be built** at the Apthorp land, the committee recommends:
- i. That the NRC work with the Town’s public safety staff and neighbors to provide safer parking for 13 cars at Punkatasset, including the possibility of improvements to roadside parking, speed limits, and/or some spaces provided on conservation land.
  - ii. By a majority vote, the committee recommends that no additional parking be added at Estabrook Road, thereby maintaining the number of parking spaces at eleven. For some, the uncertainty over the legal rights of direct abutters to close the access and their intent to close it if additional spaces are added was a factor. A minority of the committee recommends lifting a portion of the “no parking” restriction to allow additional parking.<sup>4</sup>
- e. That the Natural Resources Commission undertake due diligence and consult with neighbors to accommodate roadside parking for 3-5 cars on the town’s frontage on Monument Farm Road. Add a single parking sign: “Conservation Land Parking.”

5. **Specific recommendations for Chamberlin Woods** [Concord Land Conservation Trust (CLCT) land on Lowell Road].

In addition to the posting of informational signage noted in Section 1 and 2 above, the Committee recommends:

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<sup>2</sup> Vote: Seven members voted to keep the current parking restrictions in place for the rest of Estabrook Road. Two members voted to lift the parking restrictions sufficient to provide 11 additional spaces. The representative from Carlisle agreed with the majority.

<sup>3</sup> VOTE: Five members voted to maintain the parking restrictions while the Apthorp lot is being built. Four members voted to provide temporary parking on Estabrook Road until the Apthorp lot is complete, at which time the additional parking would be removed. The representative from Carlisle agreed with the majority.

<sup>4</sup> VOTE: Six committee members voted to maintain the parking restrictions. Three members voted to remove the parking restrictions in order to allow 5 to 11 additional cars. The representative from Carlisle agreed with the majority.

- a. Preserve the “country road” appearance. It was felt that the shoulder did not need to be enhanced.
- b. That the “Trail Head” sign temporarily posted by the Town be removed. CLCT should be asked to mark the trail entrance in keeping with signs used at other entry points to the Woods as well as other Town and CLCT properties.
- c. If parking usage significantly increases, consider whether there may eventually be a need to define the parking area at either end with “park between” signs.
- d. That CLCT be strongly urged to deal with the poison ivy in the field, which discourages use of the trail.
- e. That town plows provide roadside shoulder parking after snow storms, including plowing to leave access to the entrance through the stone wall.
- f. That CLCT work with Middlesex School and other private abutters to see if some simple trail adjustments could make this access more appealing and to avoid conflicts with private owners. Ideas include slight rerouting to avoid privately held land, possible loop trails, seeking permission for a trail to Mink Pond, and additional directional signage.

**6. Specific recommendations for Estabrook Road.**

In addition to the posting of informational signage noted in Section 1 and 2 above, the Committee recommends:

- a. That the Town work with the neighbors to address design changes, including grading or relocating the existing parking spaces and removing or relocating boulders, that could improve the situation while keeping the rural, historic feeling of the road, with such changes and work to be done consistent with the Town’s responsibility.
- b. The Town and direct abutters consider use of low key split rail fencing to keep people and their dogs on paths, and additional informational signs (for example: “Private path, do not enter” or “Please stay on path”) to encourage visitors to respect property rights.
- c. That town plows provide roadside shoulder parking after snow storms.

**7. Specific recommendations for Punkatasset on Monument Street**

In addition to the posting of informational signage noted in Section 1 and 2 above, and the creation of an off-street parking area on the Apthorp land, the Committee recommends:

- a. In the short term, the Town’s public safety staff should address the Punkatasset parking situation along Monument Street, to provide clearer signage that defines the existing on-street parking spaces, to improve the shoulder where the new curb cuts have been installed, and to make any other improvements for visitor and road safety as may be advisable.

**8. Specific recommendations for Monument Farm Road.**

In addition to the posting of informational signage noted in Section 1 and 2 above, the Committee recommends:

- a. That the Natural Resources Commission (NRC) add a sign to identify the conservation land, as well as trail markers as needed.
- b. That the NRC work to relocate the conservation land trail so it is fully on town land.

**9. Other general recommendations:**

- a. The Committee recommends that the Town convene an initial meeting of conservation organizations, landowners, members of the public, and other stakeholders with the purpose of creating or reconstituting an ongoing formal or informal group to meet as needed in order to:
  - i. Field concerns from residents and visitors to the Woods
  - ii. Gather facts and information necessary to discuss issues and build consensus around solutions to both known and anticipated problems.
  - iii. Communicate information regarding the Woods to visitors and residents
  - iv. Work with landowners to further the purposes of conservation restrictions, and to foster understanding of the rights and responsibilities of landowners
  - v. Engage citizens as informed “ambassadors” for the Woods, such that they can help educate other visitors/residents, and amplify the flow of information to and from visitors/residents
- b. Recommend that the Town of Concord and its departments work generally and collaboratively toward the goal of protecting appropriate access to the Woods.

**10. Increased measures (not recommended at this time):**

The Committee also discussed the following suggestions, but decided they were not warranted at this time. If issues persist, these might be reconsidered in the future.

- a. Parking by permit only
- b. Resident-only parking
- c. Require leashes throughout the Estabrook Woods on weekends and holidays<sup>5</sup>
- d. Require leashes throughout the Estabrook Woods at all times
- e. Allow dogs to enter the woods only at certain access points
- f. Prohibit dogs in the Estabrook Woods entirely

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<sup>5</sup> See Lexington MA Willard Woods as an example

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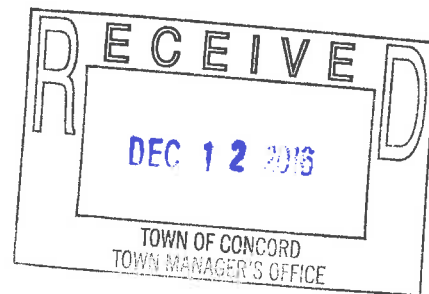
**CONCORD  
MUSEUM**

200 LEXINGTON ROAD  
POST OFFICE BOX 146  
CONCORD, MA  
01742-0146

TELEPHONE: 978-369-9763  
FAX: 978-369-9660

[www.concordmuseum.org](http://www.concordmuseum.org)

Mr. Michael Lawson, Chair  
Select Board  
Town House, P.O. Box 535  
22 Monument Square  
Concord, MA 01742



December 8, 2016

Dear Mr. Lawson:

On behalf of the Concord Museum, I am delighted to formally nominate Ms. Nea Glenn for a full term on the Concord Historic Districts Commission.

Please let me know if you have any questions about this recommendation, or if I should provide any additional information.

With warm regards,

Margaret R. Burke  
Executive Director

Cc: Nea Glenn; Lara Kritzer

LAST NAME: GLENN	FIRST NAME: NEA	PRECINCT #: 5	TOWN OF CONCORD COMMITTEE INTEREST		
STREET ADDRESS: 388 LOWELL RD, CONCORD			INDICATE COMMITTEE PREFERENCE		
E-MAIL ADDRESS: njwglenn@comcast.net			1. HISTORIC DISTRICTS COMMISSION		
PHONE - HOME: 978-610-6713 OFFICE: /			2.		
FAX #: / CELL#: 617-680-0132			3.		
PLACE OF EMPLOYMENT: SELF EMPLOYED			DATE APP'T	COMMITTEE	TERM EXPIRED
PROFESSION/TITLE:			11/7/13	Historic Districts Comm. as Assoc. Museum member (A. Mallows Corp)	1/1/18 11/9/13
LANDSCAPE DESIGNER			6/1/15	Historic Districts Full Museum unexpired	1/1/17
RELEVANT EXPERIENCE, EDUCATION:					
BA (ENGLISH) WILLIAMS COLLEGE, MA					
MBA - TUCK SCHOOL AT DARTMOUTH, NH					
LANDSCAPE INSTITUTE AT HARVARD -					
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES: ↓					
CERTIFICATE IN LANDSCAPE DESIGN					
CHAIR, TREE ADVISORY GROUP WESTON MA					
DESIGNER, NEA GLENN LANDSCAPE DESIGN					



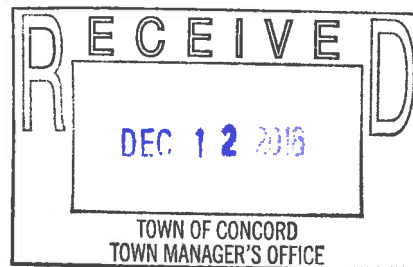
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Mr. Michael Lawson, Chair  
Select Board  
Town House, P.O. Box 535  
22 Monument Square  
Concord, MA 01742



December 8, 2016

Dear Mr. Lawson:

On behalf of the Concord Museum, I am delighted to formally nominate Ms. Kate Chartener for a full term on the Concord Historic Districts Commission.

Please let me know if you have any questions about this recommendation, or if I should provide any additional information.

With warm regards,

Margaret R. Burke  
Executive Director

Cc: Kate Chartener; Lara Kritzer

LAST NAME: **CHARTENER** FIRST NAME: **KATHLEEN K.** PRECINCT #: **1** TOWN OF CONCORD COMMITTEE INTEREST: **2015**

STREET ADDRESS: **888 Sudbury Rd** INDICATE COMMITTEE PREFERENCE

E-MAIL ADDRESS: **Kate@chartener.com** 1. **HDC**

PHONE - HOME: **978.369.2260** OFFICE: 2. **HC**

FAX #: CELL#: **202.309.2714** 3. **CLCT**

PLACE OF EMPLOYMENT: **Home / Self; currently** DATE APP'T COMMITTEE TERM EXPIRED

**researching for book on Berwick House** **1/11/16** **HDC** **1/7/17**  
a Georgian residence in Shropshire UK  
 PROFESSION/TITLE: **Consultant - Non profit Development**  
(assoc unexpired term)

RELEVANT EXPERIENCE, EDUCATION:

**Foundation for the Preservation of Historic Georgetown (DC) - Trustee & Easement Enforcement office, 1998 - present etc.**

RELEVANT DEGREES, PROFESSIONAL CERTIFICATES:

**Smith College, B.A. Art History; Corcoran College of Art & Design, Jewelry Design & Fabrication**

Request From: Eric Reinhard  
Email: ericreinhard@live.com  
Source IP: 24.63.225.89

Address: 9 Hayward Mill Circle  
Place of Employment: self employed  
Profession: Architectural Designer  
Home Phone: 978.369.7379  
Office Phone: 978.393.0933  
Cell Phone: 978.393.0933  
Voting Precinct: 2

Town Committees & Boards  
Comprehensive Sustainable Energy Committee,

Title  
Mr.

Gender  
Male

Relevant Experience/Education:  
Architectural Designer and Project Coordinator. Associate AIA.  
Member: Boston Society of Architects, Northeast Sustainable  
Energy Association.

Relevant Degrees/Professional Certificates:  
LEED Accredited Professional in Building Design and Construction

Please indicate up to three committee preferences:  
Comprehensive Sustainable Energy Committee

If you checked "I'd like to help on a project," please specify  
what kind of project you would be interested in working on.

to be determined