

**TOWN OF CONCORD  
SELECT BOARD  
AGENDA  
February 26, 2018**

<b>6:30 PM – Clock Tower Room – Harvey Wheeler Community Center</b>					
1.	Call to Order				
2.	Consent Agenda:				
	<ul style="list-style-type: none"> <li>• Town Accountant's Warrants</li> <li>• Minutes</li> <li>• One Day Special Licenses</li> </ul>				
	Saltbox Farm	3/10	7pm-10pm	40 Westford Road	Wine & Malt
	Saltbox Farm	3/24	6:30pm-9pm	40 Westford Road	Wine & Malt
	Saltbox Farm	4/7	7pm-10pm	40 Westford Road	Wine & Malt
	Saltbox Farm	4/11	6:30pm-9pm	40 Westford Road	Wine & Malt
	Saltbox Farm	4/18	6:30pm-9pm	40 Westford Road	Wine & Malt
	Saltbox Farm	4/25	6:30pm-9pm	40 Westford Road	Wine & Malt
	Special Occasion Servers	3/3	7pm-10pm	74 Walden Street	All Alcohol
3.	Assistant Town Manager's Report				
4.	Review and Approve Policy for Motorized Vehicles at Patriots Day Parade – John Arena				
5.	Review Draft PEG Access Advisory Committee Charge				
6.	Public Comments				
7.	Committee Liaison Reports				
8.	Miscellaneous/Correspondence				
9.	Committee Nominations:				
10.	Committee Appointments:				
11.	Adjourn to Finance Committee Public Hearing in Harvey Wheeler Auditorium				

**PENDING**

Monday	February 26	7PM	Finance Committee Public Hearing	Harvey Wheeler Community Center
<del>Tuesday</del>	<del>February 27</del>	<del>6:30PM</del>	<del>Select Board Meeting (cancelled)</del>	<del>Harvey Wheeler Community Center</del>
Tuesday	February 27	7PM	Finance Committee Public Hearing	Harvey Wheeler Community Center
Monday	March 5	6:30PM	Select Board Meeting	Harvey Wheeler Community Center
Monday	March 5	7PM	Select Board Public Hearing	Harvey Wheeler Community Center
Tuesday	March 6	6:30PM	Select Board Meeting	Harvey Wheeler Community Center
Tuesday	March 6	7PM	Planning Board Public Hearing	Harvey Wheeler Community Center
Monday	March 12	6:30PM	Select Board Meeting	Harvey Wheeler Community Center
Monday	March 12	7PM	Finance Committee Public Hearing	Harvey Wheeler Community Center
Tuesday	March 13	7PM	Select Board Meeting	Town House
Monday	March 26	7PM	Select Board Meeting	Town House
Friday	March 30	<b>All Day</b>	<b>Passover</b>	<b>No evening meetings</b>
Sunday	April 1	<b>All Day</b>	<b>Easter</b>	
April 9, 10, 11, 12		6:30PM	Select Board Meeting	CCHS
April 9, 10, 11, 12		7PM	Annual Town Meeting	CCHS
Monday	April 23	7PM	Select Board Meeting	Town House
Monday	May 7	7PM	Select Board Meeting	Town House

## Weekly One Day License Log – February 26, 2018

<b>Applicant Name &amp; License Number</b>	<b>Phone Number</b>	<b>Date</b>	<b>Location</b>	<b>Type of Alcohol</b>	<b>Event Details</b>
18-20 Saltbox Farm	617-877-3859	3/10	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
18-21 Saltbox Farm	617-877-3859	3/24	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
18-22 Saltbox Farm	617-877-3859	4/7	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
18-23 Saltbox Farm	617-877-3859	4/11	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
18-24 Saltbox Farm	617-877-3859	4/18	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
18-25 Saltbox Farm	617-877-3859	4/25	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
18-26 Special Occasion Servers	508-429-1060	3/3	74 Walden Street	All Alcohol	Event Coordinator: Susan Seger Bartenders: Michael Berardi, Kristin Tornifoglio, Kathleen Carland, Rachelle Robin Under 21: No First License in Concord: No

**Town Of Concord, MA**  
**Use of Motorized Vehicles in Town of Concord Parades**  
**Rules & Regulations**

*The following rules and regulations have been jointly adopted by the Select Board and Public Ceremonies and Celebrations Committee and apply to any town-sponsored parade taking place within the Town of Concord:*

- A) A unit wishing to include a motorized vehicle must submit request to the Public Ceremonies and Celebrations Committee (PCCC) at least 60 days prior to the parade to allow PCCC sufficient time to discuss and approve or disapprove vehicle participation.
- B) Motorized vehicles are to be separated by at least one unit from horses or any other animals involved in the parade.
- C) The operator of a participating vehicle must have a valid driver's license. Any motor vehicle used in a parade must have a current vehicle registration, insurance, and inspection sticker. The committee will approve all passengers in the vehicle and will enforce that no one may exit or enter the vehicle throughout the parade route.
- D) Throwing any items or candy from the vehicle to spectators is prohibited.
- E) All motorized vehicles must arrive and be in proper placement at least fifteen minutes prior to the arrival and placement of marching units.
- F) Motorized vehicles are not allowed on National Park property and are therefore required to continue proceeding on Liberty Street, and turn right onto Monument Street to be rejoined with marching units.
- G) Participating motorized vehicles may only display signs identifying the group, sponsor or occupants of the vehicle and no other stickers, signs, or banners. PCCC will determine whether proposed signs conform to this requirement.
- H) It is the responsibility of PCCC to inspect all vehicles prior to step-off to ensure all requirements are met and to ensure safety is paramount. If concerns are raised, PCCC has full authority among its members to make any changes necessary, including the last minute removal of a motorized vehicle from the parade.

**Town of Concord, MA  
PEG Access Advisory Committee  
Committee Charge**

**A. Background**

The Select Board has issued a License Agreement to Comcast of Massachusetts III, Inc. for the period from April 22, 2014 through April 21, 2024, which authorizes the company to provide non-exclusive cable television and other telecommunication services to homes and businesses in the Town of Concord. The agreement provides for the delivery of PEG Access (Public, Educational, and Governmental) Television services, defined in the agreement as “non-commercial programming developed by any Concord residents or organizations, schools, government entities and the use of facilities, equipment and/or channels of the Cable System in accordance with 47 U.S.C. 531 and this Renewal License”. Pursuant to section 6 of the agreement, Comcast makes three channels available to the Town for PEG access programming and allocates 4.8% of the company’s gross annual revenue in Concord to support PEG access programming.

In 2015, Town Meeting voted to accept MGL Chapter 44, Section 53F-3/4 authorizing the creation of the PEG Access & Cable Related Fund. Revenue from Comcast is deposited into this fund and may be expended by the Town Manager only to support PEG access programming. The Concord-Carlisle Regional High School has set aside space in the school for a cable studio to operate the community television service.

**B. Purpose**

The purpose of the PEG Access Advisory Committee is to monitor the effectiveness of Concord’s PEG Access services, and to help the Select Board ensure that those services conform to the requirements of the Comcast franchise agreement while safeguarding the public’s interest in community television through policies promoting fairness, equal access, and non-discrimination. The committee is also intended to promote quality telecommunication services that reflect the interests and concerns of Concord residents. The committee will also assist the Select Board in adapting to new technologies as society moves from the traditional local cable television to more current telecommunication services.

**C. Membership**

The PEG Access Advisory Committee shall be comprised of seven voting members appointed by the Select Board, and one ex officio, non-voting member designated by the Carlisle Board of Selectmen. The term of office shall be three years, and the initial appointments shall be of one, two and three years, so that terms of members shall be staggered. The committee shall be comprised of members representing a diversity of residents interested in communications and community television. The membership shall be as follows:

- One citizen with experience in communication media, particularly with experience in television or community television;

- One representative designated by the School Committee;

- Five citizens at-large with diverse backgrounds that have an interest in, or experience with, communications, media and information services;

- One ex officio, non-voting member designated by the Carlisle Board of Selectmen.

**D. Duties and Responsibilities**

- 1) To advise the Select Board and Town Manager on matters concerning PEG access television services, including comparing Concord's services to those of other communities and to the state of the industry in general.
- 2) To recommend broad policies on matters concerning PEG access television, including matters involving use of studio equipment, training of volunteers, access to studio space by citizens including students, and similar matters.
- 3) To ensure that Concord's PEGs services conform to all requirements of the Comcast franchise agreement, as well as all applicable federal, state and local laws and regulations concerning PEG access services.
- 4) To solicit public feedback regarding the performance of PEG access operations including the ability to deliver a variety of quality PEG access programming offerings.
- 5) To investigate and make recommendations where appropriate in response to public feedback received regarding PEG access programs and offerings.
- 6) To make recommendations to the Select Board and Town Manager on media and communication initiatives that do not involve Comcast, including social media outlets and other methods of communicating with Concord residents.
- 7) Conduct occasional surveys of users of PEG access services to discern whether current programs meet the needs of residents and how those services might be augmented or improved.
- 8) To support the PEG service staff in creating, developing and promoting various and specialized courses which are necessary to enhance citizen and volunteer use and involvement in public access programming.
- 9) To assist the Town Manager and PEG access staff in creating a citizen complaint review process, and when complaints have not been resolved to the satisfaction of the complaining party, to meet with the complaining party and render a recommendation of how the problem may be resolved. In the event that PEG access staff has not responded to the satisfaction of the PEG Access Advisory Committee, the committee will review the matter with the Town Manager, and if the party is still not satisfied, the committee may formally bring the matter to the attention of the Select Board for resolution. The decision of the Select Board shall be final.
- 10) To assist the Select Board at the time of renegotiation of the cable television franchise agreement, to maximize the benefits to the community of cable television and other services during the term of the Comcast agreement, to hear citizen complaints concerning Comcast's compliance with the requirements of the franchise agreement as well as such Comcast services that are subject to local review under the law, and to make recommendations concerning service complaints to the Select Board.
- 11) The PEG Access Advisory Committee may be requested to provide advice or guidance with respect to PEG Access operations and technological advancement initiatives, including expanded audio-visual communications and web-based programming.
- 12) To submit a comprehensive annual report regarding committee activities and efforts for inclusion in the Town's "Annual Town Report." Such submission should include an overview of the Committee's work during the prior year as well as an assessment of the community's access to PEG-related services and offerings.
- 13) To meet regularly, and annually, to elect a Chairperson and Committee Clerk.

**E. Other Considerations**

The PEG Access Advisory Committee is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations, including but not limited to: Open Meeting Law, Public Records Law and Conflict of Interest Law.

*Attachments:*

- a. *Copy of Cable Television Renewal License Issued by Select Board to Comcast of Massachusetts III, Inc. 2014 to 2024.*

DRAFT