

**TOWN OF CONCORD
SELECT BOARD
AGENDA
JULY 12, 2021
5:30 PM
141 Keyes Road**

Join Zoom Meeting

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBlA21CczdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

#	Time	Agenda Item
1.	5:30	Call to Order
2.		Executive Session, to return to open session, to discuss strategy with respect to ongoing litigation regarding Symes Development & Permitting LLC v. Town of Concord et al., as an open meeting may have a detrimental effect on the litigating position of the Town as declared by the Chair.
3.	6:30	Consent Agenda <ul style="list-style-type: none"> • Town Accountant Warrants: July 1, 2021 CPS Expense Warrant; July 8, 2021 AP Warrants • Minutes to approve: June 1, 2021 Executive Session (not to be released); June 13, 2021; June 21, 2021
4.		Town Manager's Report
5.		Chair's Remarks
6.		Discussion of 2022 Annual Town Meeting Date
7.		Discuss Autumn Calendar for SB meetings
8.		Set Dates for Capital Planning Forums
9.	7:00	Public Hearing: Application by Papa Razzi Trattoria of Concord located at 768 Elm Street for a new Alternate Manager of Record
10.		Review PEG Access Advisory Committee Charge
11.	7:20	Discuss possible exemption of the 2025 Committee/Subcommittees from APP 10
12.		Discuss Size and Membership of the 2025 Executive Committee
13.		Committee Nominations
14.		Town Manager Appointments with Select Board Approval: Peter Nichol of 500 Walden Street and Ruthy Bennett of 114 Deer Grass Lane to the Climate Action Advisory Board for terms to expire on April 30, 2024.
15.		Committee Liaison Reports
16.		Miscellaneous Correspondence
17.		Public Comments
18.	8:00	Adjourn

Note: All times are approximate and subject to change.

**TOWN OF CONCORD
SELECT BOARD
MINUTES
JUNE 13, 2021
12:30 PM
500 Walden Street
Doug White Field**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting at 500 Walden Street at Doug White Field on June 13, 2021 at 12:30pm.

Present were Linda Escobedo, Chair; Susan Bates, Clerk; Jane Hotchkiss, Terri Ackerman, and Matthew Johnson. Also present was Stephen Crane, Town Manager; and Henry Dane, Incumbent Select Board member.

Call to Order

There was no roll call. All five members of the Select Board were present.

Discuss Article 7, Article 9, Article 41 if needed

The revision for the motion to article 9 was posted in the Town Meeting materials booklet. The Finance Committee voted unanimously to support this amendment. The Select Board determined they would support this revision to article 9.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to support affirmative action on revision of motion under article 9.

The Select Board previously voted to recommend no action on Article 41. The Light Board also voted to recommend no action. The Select Board did not reconsider this position and no further votes were taken on the matter.

Discuss any other Town Meeting business as needed

There was no further discussion of Town Meeting business.

Public Comment

There were no public comments.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn.

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Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference on June 21, 2021 at 5:00pm.

Present were Linda Escobedo, Chair; Susan Bates, Clerk; Henry Dane, Terri Ackerman, and Matthew Johnson. Also present was Stephen Crane, Town Manager.

Call to Order

Roll call

Ms. Escobedo: Present

Ms. Bates: Present

Ms. Ackerman: Present

Mr. Dane: Present

Mr. Johnson: Not Present (joined the meeting at 5:02pm)

Welcome new Select Board member Henry Dane

Ms. Escobedo introduced newly elected Select Board member Henry Dane. Mr. Dane thanked members of the board for welcoming him and providing him with information to help smooth his transition on to the board.

Elect New Select Board Officers

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to nominate Terri Ackerman as Chair of the Select Board

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to nominate Matt Johnson as Clerk of the Select Board.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

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Consent Agenda

- Town Accountant Warrants: June 10, 2021

Mr. Dane noted that a payment of funds to his law firm is on the Town Accountant Warrants regarding a sale of a unit in the Emerson Annex building. Therefore, Mr. Dane will be recusing himself from this vote.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the Town Accountant Warrants: June 10, 2021

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Johnson: Aye
Mr. Dane: Present

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: Minutes dated: May 10, 2021; May 17, 2021; May 24, 2021. Gift Acceptance: Friends of Sleepy Hollow gift through donation by Mary McGuire Tyler and Family of \$10,000.00 to the Cemetery Trees Account for the replacement and replanting of trees and/or bushes near the intersection of Ripley and Bartlett Avenues in Sleepy Hollow Cemetery.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Town Manager's Report

Mr. Crane congratulated Mr. Dane on joining the board, and Mr. Johnson and Ms. Ackerman for their new roles and Clerk and Chair respectively.

Mr. Crane shared the [statement](#) he drafted regarding the establishment of Juneteenth as a federal holiday. He also discussed legislation extending certain provisions from the pandemic emergency orders, including the extension of outdoor dining and the Open Meeting Law (OML) modifications that allow for virtual meetings.

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Turning to recent developments around town, he highlighted the library reopening on May 19, the reactivation of public water fountains, the hiring of full-time rangers for the town's open spaces, and new regulations to protect conservation areas around White Pond, where beach access and swimming remains closed due to an algae bloom. He also reported on the Economic Vitality Committee's outreach efforts to support recovery and growth, as well as MCI Concord's preparations to re-initiate their daily work release program that supports CPW with seasonal Town maintenance needs.

Chair's Remarks

There were no chairs remarks.

Discuss Upcoming Meetings: In-Person, Virtual, Hybrid

The Select Board and Town Manager discussed the best approach for the Select Board's meetings moving forward. Until at least April 2022, boards and committees can meet fully in person, fully virtual over Zoom, or in a hybrid model where some members are at home and some are on Zoom.

The Select Board's usual meeting space will not be available until late July or early August due to the Town House renovation. Members generally agreed that they would prefer to meet in person at 141 Keyes Road in a hybrid approach where members were in person and the public could participate either in person or on Zoom.

Public Hearing: Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing for the Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

National Grid is requesting the Town's consent to access the mains as described above in the public way. The Town is contractually obligated with the Complete Streets program to complete

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the Hubbard Street reconstruction project by September 30, 2022, so National Grid is coinciding their work schedule with the Town's road repair schedule. Mary Mulroney of National Grid and Justin Richardson of Concord Public Works attended to answer questions from the board. The board did not have any objections to the project.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing for the Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Petition from National Grid to relay approximately 1850 feet of 2" CS and 60 feet of 2" PL 60 psi gas main with 1910 feet of new 4" PL 60 psi in Hubbard Street, from Thoreau Street to Walden Street subject to the conditions in the Concord Public Works report dated May 27, 2021.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Public Hearing: Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3" PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing for the Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3" PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye

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Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Comcast is requesting permission to install coaxial cable to be owned and used by the petitioner as described above. Comcast of Massachusetts Government Affairs Director Greg Franks did not attend. Justin Richardson attended on behalf of Concord Public Works. The board did not have any objections to the project. Mr. Richardson reported that this is a routine operation and recommended approval with the conditions as listed by Concord Public Works in the meeting materials.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing for the Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3” PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Grant of Location Petition from Comcast to install approximately 262 feet of Coaxial Cable in 3” PVC conduit in Hubbard Street and two new vaults within the sidewalks, in front of #54 and #34 Walden St. subject to the conditions in the Concord Public Works report dated June 1, 2021.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Debrief from Town Meeting

Town Moderator Carmin Reiss was in attendance to debrief from the 2021 Town Meeting held on Sunday, June 13. Ms. Ackerman commended Ms. Reiss for her efforts to organize and execute this meeting.

Ms. Reiss explained that the meeting was able to be completed in about two and a half hours in

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one afternoon. There were a total of 43 articles, and 412 voters present.

Voters were invited to participate in a survey regarding the Town Meeting. Residents can [view the results](#) on the Town website. Some key takeaways from the survey included:

- 147 of the 412 voters participated in the survey
- A preference for a one day Town Meeting
- A general consensus for continued robust use of the consent calendar, but a mix on what exactly to use the consent agenda for.
- A preference for a one minute time limit for comments
- A preference for an indoor Town Meeting with the threat of COVID greatly diminished
- A particularly strong endorsement of continuing to include the meeting materials in a single booklet (94% of survey respondents want to continue this)

The Select Board also discussed the follow up actions that need to be taken following the results of Town Meeting. The Select Board's follow up items include:

- Write a committee charge and appoint a citizen committee for Article 41
- Write a committee charge and appoint a citizen committee for Article 7
- Home Rule Petition for Article 19
- Set dates for the 2022 Annual Town Meeting and establish a FY22 calendar

Confirm Summer Meeting Schedule

The Select Board discussed their draft summer meeting schedule. The Select Board is proposing to meet the following dates beyond June 21 through the end of August:

- June 21 Regular Session
- June 28 Regular Session
- July 12 Regular Session
- July 19 Focused Topic Meeting
- July 26 Regular Session
- August 9 Regular Session
- August 16 Focused Topic Meeting
- August 23 Regular Session

The Select Board agreed that this would be their tentative schedule for the summer subject to changes as needed.

Discuss Focused Meetings and Possible Topics

The Select Board reviewed the topic list below. Members noted that unforeseen circumstances could disrupt the exact scheduling of these items.

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Summer 2021

Goal Setting Session for SB FY 22 Goals
Town Manager Evaluation
Middle School: Brainstorm Funding, STM, Schematic Design

Autumn 2021

Diversity, equity and inclusion
Transportation

Early-Mid 2022

2229 Main Street (may also require Executive Session)
Session with an Executive Coach or Facilitator
Streamlining Committees/ Re-examine app 10 so a person can serve on 2 committees

Try to do at a Regular SB Meeting but may need Focused Meeting

Town Meeting Follow-up: Articles 7, 41 and Home Rule Petitions
Adopting and implementing the recommendations of the Capital Planning Task Force
250th celebration

Discuss FY22 Draft Committee Liaison Assignments

Ms. Ackerman drafted a FY22 committee liaison list for board members to review. The Select Board agreed to finalize this list.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the liaison assignments for FY22.

Roll call vote

Ms. Escobedo: Aye
Ms. Bates: Aye
Ms. Ackerman: Aye
Mr. Dane: Aye
Mr. Johnson: Aye

Discuss FY21 Select Board Goals and Upcoming FY22 Goal Setting Session

The Select Board had an introductory discussion on reviewing their FY21 goals. The complete list of FY21 goals can be found in the [meeting materials](#). The Select Board discussed the following six categories:

Specific to Covid-19 Pandemic

- The Select Board agreed that the goals were met in this section.

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Effective Governance, Board Organization and Communication

- The Select Board made progress on many of the items in this category, but most were not completed. Some ongoing and recurring items will be continued in FY22 (e.g, wireless communications, PEG Access Advisory Board charter).
- Members noted that the board seated the Junction Village Open Space Task Force, but two seats on the Concord Municipal Affordable Housing Trust remain open.
- Zoom provided an opportunity for increased transparency and citizen participation.

Financial Stability

- The Moody's AAA Bond Rating was reaffirmed and the Town Budget was approved.

Balance, Equity and Diversity

- Members offered that the Town can work with a consultant to help make progress in this area, as well as engaging with the Senior Management Team on how to make progress on DEI goals.
- The Housing Production Plan was deferred to wait for the 2020 Census data.
- Police Department outfitted with body and dash cameras.

Maintaining Concord's Unique Character, Historic and Cultural Heritage, Agriculture and Natural Resources

- Critical approach for land use planning needed moving forward.
- White Pond and Gerow Park will meet conservation and recreation goal.
- Need to get focused on 250th anniversary.

Economic Vitality

- Thoreau Depot Business District planning occurring
- Received NMI-Starmet Report
- Businesses formed new partnerships
- Economic Vitality Committee actively met, and are working on understanding the barriers to businesses in Concord
- Outdoor dining expanded

Regional and State Interests

- The Town has open lines of communication and a good relationship with our legislators. The board would like to have an annual session where we invite our representatives to meetings.

Discuss Process for Town Manager Evaluation

Ms. Ackerman worked with Human Resources Director Amy Foley in order to develop a draft evaluation process. Ms. Ackerman proposed the following objectives for the Town Manager's evaluation:

- Fair, honest, objective process

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- Preserve anonymity of the evaluators
- Comply with OML
- Timely-Goal is to finish before Aug 1
- Useful—not just fluff, praise, criticism. Be specific
- Evaluate how well Manager did on last year’s goals (his and ours)
- Set new goals for next year

The Select Board, Senior Management Team, division managers, and Town Manager’s Office staff will be providing feedback. The Town Manager will complete a self-evaluation.

Ms. Ackerman presented several options for the evaluation that she discussed with Ms. Foley. The Town could hire a consulting group, use the survey tool Survey Monkey, or the results of the evaluation could be manually tabulated. The Select Board asked that Ms. Ackerman work with Ms. Foley to explore the option of using the consulting group she mentioned.

The Select Board will discuss the evaluation further at their June 28 meeting.

Committee Nominations

Deborah Adelman of 1 Abbot Lane to the Bruce Freeman Rail Trail Advisory Committee for a term to expire on April 30, 2024. Ann Sussman of 534 Old Marlborough Road to the West Concord Advisory Committee for a term to expire on April 30, 2024. Melinda Shumway of 365 Garfield Road to the Historic Districts Commission for a term to expire on January 1, 2026.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint Jack Clymer of 13 River Street to the Tax Relief Committee for a term to expire on April 30, 2024.

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Committee Liaison Reports

The Select Board did not have complete liaison reports in the interest of time. Ms. Bates reported that the Planning Board is holding the Thoreau Depot Business District forum. Mr. Dane reported that the Library Committee is looking for members.

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Miscellaneous Correspondence

Correspondence was included in the [meeting materials](#).

Public Comments

Tanya Gailus of 62 Prescott Road offered that if the Select Board tries to follow specific meeting end times, they should allow for public comment at the end of each meeting. Ms. Gailus commented that the anonymity of members of the public who are evaluators for the Town Manager is protected, but Select Board evaluations are subject to the open meeting law. Ms. Gailus added that she felt that it was premature to mention the Reformatory Branch Trail as a current transportation issue, as it has not been taken up by the Select Board or Transportation Advisory Committee.

Pamela Dritt of 13 Concord Greene asked if in person meetings could still be recorded so residents can still view meetings without having to be physically present.

Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn

Roll call vote

Ms. Escobedo: Aye

Ms. Bates: Aye

Ms. Ackerman: Aye

Mr. Dane: Aye

Mr. Johnson: Aye

Meeting Materials: <https://concordma.gov/DocumentCenter/View/30422/June-21-SB-Packet>

Minuteman Media Network Coverage: https://www.youtube.com/watch?v=EuMdVU_1tqM



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

TEL: 978-318-3000
FAX: 978-318-3002

Stephen Crane, Town Manager

MEMORANDUM

To: Chair Ackerman and Members of the Board

From: Stephen Crane, Town Manager

Date: July 7, 2021

Re: Town Manager Report

Broadband Outage

Attached is a statement that was issued on July 7, 2021 as a follow up to the outage. The team from CMLP, with significant support from the IT Department, continue to evaluate the outage and are preparing an after action report to fully understand the event and improve the response to future events.

DPLM

White Pond: White Pond and MA Dept. of Public Health (MDPH): After reaching out to MDPH to discuss the blue-green algae at White Pond, Public Health Director Susan Rask shared the MDPH guidance that, based on the multiple areas of blue-green scum being observed along the shoreline, the Town should post a “no swimming” advisory for the entire pond. The pond should not be re-opened for swimming until a visible scum is no longer present. MDPH will sample for the Town once the bloom has faded to confirm that cell counts have diminished and are below acceptable levels.

MassDOT Shared Streets and Spaces Funding Program Application: On July 1, the Town received notice that its application to the Shared Streets and Spaces program had been approved for funding in the amount of \$95,204. The focus of the application is to enhance the safety and experience of residents and visitors alike as they access and use the Bruce Freeman Rail Trail by improving vehicular and pedestrian safety on Old Marlboro Road and for those using the Bruce Freeman Rail Trail, and to implement shared mobility through implementation of a bikeshare program in West Concord and Concord Center. Work is expected to be completed by December 31, 2021.

E-permitting project continues: Town staff continue to advance the implementation of on-line permitting for various departments and divisions. The Fire Department has implemented all its permits to on-line, including Smoke & CO Alarm Inspection at Sale/Transfer, Dumpster (> 6 cu. yds.), Energy Storage Systems, and Fire Protection System Installation/Alteration/Repair. The Building Inspections Division has also implemented on-line permitting for residential and commercial building permits, plumbing, gas and electrical permits. The Health Division has

implemented Disposal System Installers, Title 5 Inspectors, Title 5 Inspection Report submittals, Septage Haulers and Rubbish Haulers, Food Service Establishments, Retail Food, Hazardous Waste Materials Registrations, and Animal Permits. Additional permit applications will continue to be added. Next up, look for on-line permitting for Natural Resources, Public Works Engineering and Water & Sewer Divisions.

Conservation Crew: The Conservation Crew has taken to the water this week to pull invasive water chestnut, specifically along the Sudbury River just south of Route 2. This effort is part of a long-time initiative the Town and other stakeholders have engaged in for the past two decades. In 2013, the Town was able to transition from using the USFWS water chestnut harvester to simply hand-pulling from canoes and kayaks. It is expected that this will be an ongoing, annual effort as water chestnut continues to be carried downstream into our rivers. Moving back to the land, later this week the Crew will be helping to scout out the work area and plan for an invasives pull effort with volunteers on Monday, July 12 at Heywood Meadow. This is a collaborative project with Natural Resources staff, volunteers, and the Backyard Invasives Project, a small local business dedicated to invasives vegetation removal. The focus of this project to remove various invasives species around the Mill Brook bridge area on Heywood Street to encourage native plant growth and open up views to the brook.



Fire Department Activity

Over the past week CFD has responded to 98 calls. Included in those are a structure fire at the Thoreau School on Prairie Street on Monday June 28th. The fire went to 3 alarms because of the extreme heat and the need to rotate crews. The fire was reported to us by the buildings alarm system from two devices, a smoke detector and a sprinkler flow switch. The fire started in the attic and was contained the attic by the sprinkler system. Due to the cathedral ceiling a unique approach had to be used on the inside to reach the seat of the fire – two 35 foot ground ladders were deployed to the interior to reach the ceiling, where crews were then able to pull the ceilings down to gain access and extinguish the fire. Mutual aid was received from eleven communities. The fire was investigated by the District 14 Fire Investigation Team and Investigators from the State Fire Marshals Office. The source was determined to be a heating unit in the attic – while the heating unit was not on, it was energized, which in normal. The exact cause of the failure has not been determined. One Concord Firefighter sustained a minor hand injury.

On Wednesday, June 30, there was a small fire at 93 Main Street, the Colnade Building. The fire involved the building elevator motor in the elevator machine room on the roof. The motor burned up, and aided by the weather, the smoke from the fire pushed down the shaft and appeared first in the basement, then the first and second floor. Assistant Chief Latta arrived first with no apparatus as they were all tied up on other calls. The first report he received from an occupant was that “there is a fire in the building”. The fire was quickly extinguished with no extension beyond the room of origin. Occupants were allowed to reoccupy with in a couple of hours. Six neighboring communities assisted.



Friday July 2nd at about 3:45am, Engine 4 responded to the town of Sudbury to assist at structure fire. Engine 4 established a water supply for the Sudbury apparatus and the Engine 4's crew assisted with the fire attack.

CPW

Nagog Pond Intake Replacement: Phase I—Final installation, connections, inspections, and as-built survey of the intake screen, support structure and pipelines have been completed and demobilization continued from the Great Road/2A and Nashoba Road intersection. Water operations crews have prepared pumping and treatment systems for seasonal operation of this supply to meet peak demand.

Nagog Pond Water Treatment Facility: A commitment letter has been sent to the Clean Water Trust informing them that the Town remains steadfastly committed to the construction of a new Nagog Pond Water Treatment Plant and interest in securing it's eligibility for funding via the State Revolving Fund loan program. The notice included a design and construction schedule that has been identified in two phases: Phase 1 – Site Preparation to be initiated prior to the end of FY22 and Phase 2 – Treatment Plant Construction to include final design and permitting in FY23 with bidding and construction to occur in FY24 and FY25.

Roads Program Assessment Activities: Concord Public Works hired a road scanning and pavement management company, *Streetscan*, to conduct an evaluation of our roadways and sidewalks throughout Town. They will be collecting pavement conditions using a vehicle equipped with multiple cameras and sensors. This effort will be used to help prioritize future roads program expenditures.

**Select Board 2021-2022
Committee Liaison Responsibilities**

Linda Escobedo

Cemetery Committee
Community Preservation Committee
Concord Housing Authority
Concord Housing Development Corporation
Concord Municipal Affordable Housing Trust
HATS
Historical Commission
Historic Districts Commission
Junction Village Open Space Task Force
Planning Board
Trustees of Town Donations

Susan Bates

Conservation Restriction Stewardship
Article 7 Personnel Board Placeholder
Committee
Commission on Disability
Concord Center Cultural District Committee
Concord Local Cultural District
Council on Aging
Economic Vitality Committee
MAPC/Magic
Natural Resources Commission
Personnel Board
West Concord Junction Cultural District
Commission
White Pond Advisory Committee

Henry Dane

Concord 2025 Executive Committee
Agriculture Committee
Board of Assessors
Board of Health
Board of Registrars
Library Committee
MBTA Advisory Committee
Multi-Town Gas Leaks Initiative
Peg Access Advisory Committee

Public Ceremonies and Celebrations
Committee
Public Works Commission

Terri Ackerman

Capital Planning Task Force
Citizen Committee to Study Broadband
Concord Carlisle Regional School Committee
Concord Public School Committee
Finance Committee
Financial Audit Advisory Committee
Hugh Cargill Trust Committee
MMA Fiscal Policy Committee
Tax Relief Committee
Transportation Advisory Committee

Matt Johnson

2229 Main Street Advisory Committee
Bruce Freeman Rail Trail Advisory Committee
Climate Action Advisory Board
Concord Municipal Light Board
Concord Sustainable Energy Committee
Middle School Building Committee
Pollinator Health Advisory Committee
Recreation Committee
Tax Fairness Committee
Trails Committee
Zoning Board of Appeals

DRAFT

Select Board Calendar 2021

(July 5 no meeting)

July 12 Regular meeting

July 19 Focused meeting- Goal Setting session

July 26 Regular meeting

(Aug 2 no meeting)

Aug 9 Regular meeting

Aug 16 Focused meeting

July 23 Regular meeting

(Aug 30 no meeting)

Sep 7 TUES Regular meeting

(Sep 13 no meeting)

Sep 20 Focused meeting –Brainstorming: Alternative Revenue for Middle School

Sep 27 Regular meeting and Joint Mtg with School Comm. – Capital Planning

Oct 4 Regular meeting

(Oct 11 no meeting – Columbus Day)

Oct 18 Focused meeting

Oct 25 Regular meeting

Nov 1 Regular meeting

(Nov 8 no meeting)

Nov 15 Focused meeting

Nov 22 Regular meeting

(Nov 29 no meeting – Hanukkah)

Dec 6 Regular meeting and Joint Mtg with School Comm. – Capital Planning

Dec 13 Focused meeting (if needed)

Dec 20 Regular meeting

(Dec 27 no meeting)

From: cynthia kacher.net <cynthia@kacher.net>
Sent: Thursday, June 24, 2021 8:18 AM
To: Terri Ackerman
Cc: Stephen Crane; Laurie Hunter; Carmin Reiss, Town Moderator
Subject: Re: Meeting Calendar

Hi Terri

Thank you for your email. Our next scheduled School Committee meeting is July 28. Perhaps the Select Board could propose some dates for the joint meetings for the School Committee's consideration?

Thank you and best regards
Cynthia

From: Terri Ackerman <tackerman@concordma.gov>
Sent: Wednesday, June 23, 2021 8:54 PM
To: cynthia kacher.net <cynthia@kacher.net>
Cc: Stephen Crane <scrane@concordma.gov>; Laurie Hunter <lhunter@concordps.org>; Carmin Reiss, Town Moderator <moderator@concordma.gov>
Subject: Meeting Calendar

Hi Cynthia,

Over the next few weeks, the Select Board will be discussing the upcoming calendar for 2021-2022, including the dates for Annual Town Meeting and the associated Public Hearings, Town Election, and document deadlines. In a preliminary discussion with Moderator Carmin Reiss, a Sunday afternoon in early May was suggested as a potential day for Annual Town Meeting.

Of course, we are also very much aware of the likelihood of a Special Town Meeting for the Middle School, possibly in December or January. We understand that you do not yet have a specific date in mind, but rest assured that the Select Board will work closely with the School Committee to schedule the best possible date for you.

At our June 28 meeting, we will be discussing the recommendations of the Capital Planning Task Force, including the series of recommended capital forums:

September – joint meeting of Select Board and School Committee to present draft long-term capital plan for public comment

November – Town Manager and School Superintendent present long-term capital plan to FinCom with focus on long-range impact to Town finances and residents for public comment

December – joint meeting of Select Board and School Committee to discuss and approve with public comment revised long-term capital plan and incorporate specific spending into Warrant

If the School Committee has any suggestions or concerns regarding the scheduling of any of the above events, please let us know at your earliest convenience.

Thanks very much,
Terri



Annual Long-term Capital Planning Process Timeframe

- After Town Meeting, Town and School leadership update long-term capital plan
- September – joint meeting of Select Board and School Committee to present draft long-term capital plan **for public comment**
- November – Town Manager and School Superintendent present long-term capital plan to FinCom with focus on long-range impact to Town finances and residents **for public comment**
- December – joint meeting of Select Board and School Committee to discuss and approve **with public comment** revised long-term capital plan and incorporate specific spending into Warrant

CONCORD POLICE DEPARTMENT

MEMORANDUM

TO: Select Board

FROM: Joseph F. O'Connor, Chief of Police

DATE: June 24, 2021

SUBJECT: *CHANGE OF ALTERNATE MANAGER OF RECORD-PAPA RAZZI TRATTORIA OF CONCORD, INC., D/B/A PAPA RAZZI*

Select Board:

The following memo is in response to your request as the Town of Concord's Alcohol Licensing Board for a review the records for the position of Alternate Manager of Record for Papa Razzi Trattoria of Concord, Inc., d/b/a Papa Razzi. The name provided to the Police Department is as follows:

Amanda Ramos – Alternate Manager of Record

The matter was assigned to the Police Department's Licensing Officer, Detective Keith Harrington. A review of the records did not reveal any information, which would prohibit Amanda Ramos from assuming the role of Alternate Manager of Record. Please feel free to contact me if you need further information.

Respectfully,



Joseph F. O'Connor
Chief of Police

cc: Stephen J. Crane, Town Manager
Jeremy Romanul, Senior Administrative Assistant
Detective Keith Harrington



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

AMENDEMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

ABCC License Number **City/Town of Licensee**

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Middle: Last Name:

Title: Primary Phone:

Email:

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:

Primary Phone: Fax Number:

Alternative Phone: Email:

Business Address (Corporate Headquarters)

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Mailing Address Check here if your Mailing Address is the same as your Business Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

ALTERNATE

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? Yes No

Do you have direct, indirect, or financial interest in this license? Yes No

Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, attach an affidavit that lists your convictions with an explanation for each

If yes, percentage of interest

Have you ever been Manager of Record of a license to sell alcoholic beverages? Yes No

If yes, please indicate type of Interest (check all that apply):

If yes, please list the licenses for which you are the current or proposed manager:

Officer Sole Proprietor
 Stockholder LLC Manager
 LLC Member Director
 Partner Landlord
 Contractual Revenue Sharing
 Management Agreement Other

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
1/15/15-Present	Dining Supervisor	Papa Razzi	768 Elm St., Concord, MA	
2011-2015	Server	Apples	251 N Main St, Leominster, MA	
2014-2014	Bar Tender	Great Wolf	250 Royal Plaza Dr., Fitchburg, MA	

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

APPLICANT'S STATEMENT

I, Michael J. Lamond the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of Papa Razzi Trattoria of Concord, INC., hereby submit this application for change of manager
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 5/3/21

Title: Treasurer

CERTIFICATION

I, Michael J. Lamond, Treasurer of Papa Razzi Trattoria of Concord, Inc. hereby certify that on the 3rd day of May, 2021 at a meeting of the Board of Directors of Papa Razzi Trattoria of Concord, Inc., it was resolved to appoint Amanda Ramos as assistant manager.

A handwritten signature in black ink, appearing to read "MJL", is written over a horizontal line.

Michael J. Lamond, Treasurer
Papa Razzi Trattoria of Concord, Inc.

Newport Harbor Corporation Liquor Service Policy

- In Rhode Island and some cities and towns in Massachusetts only those who are certified through a state approved Alcohol Awareness Certification Program are allowed to pour or serve alcoholic beverages at any time.
- Where required, all servers, bartenders, barbacks, valets, gatekeepers, door personnel, and anyone who directly supervises any of the previously mentioned positions, must be certified in alcohol sales and service by a state approved program within the time allotted according to your specific region. Failure to do so will result in the suspension of shifts until the employee is properly certified.
- Employees are required to check the ID of any person who looks to be under 30 years of age.
- The only acceptable forms of ID are a valid driver's license, valid state ID card, valid passport, or valid military ID card.
- If at any time an employee is presented with an ID that they believe to be invalid, fake, or not belonging to that particular guest, company policy is to politely refuse alcohol service and return the ID to the individual.
- If an employee believes that a guest is intoxicated and should not consume any more alcoholic beverages, it is their responsibility to either make the guest aware of this decision directly, or to alert a manager who can then address the guest. At no time should a guest be over-served, or served to the point of intoxication. All of this should be done according to the specifications set forth in state approved alcohol training classes.
- In accordance with Rhode Island state laws, all alcoholic beverages must be completely cleared away and disposed of by 1:00am, and all patrons must exit the premises no later than 1:30am. No employees are to remain in the building after 2:00am. The only exception to this being in Providence, when on Friday and Saturday evenings the curfews are 1 hour later. Laws differ from town to town in the state of Massachusetts. Please see your General Manager for specific information.
- Guest alcohol consumption may only take place in areas designated as dining areas, or bar areas. Guests are not allowed to remove alcoholic beverages from the premises unless the instance is covered under the "Merlot To Go" law. If a guest is seen taking an alcoholic beverage to a restricted or non-dining area, the employee must politely make the guest aware of our policy, and politely take the beverage from the guest to be held until their return to a non-restricted area.

***See your business units "Working At" document for further information or restrictions. All city and state liquor laws and regulations apply ***

Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

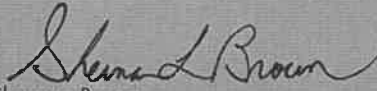
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions


National Restaurant Association
ServSafe Alcohol® CERTIFICATE

ID # 14254853
CARD # 18532384

AMANDA RAMOS

NAME

6/11/2020

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

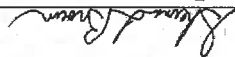


NOTE: You can access your score and certification information anytime at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.

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Sherman Brown
Executive Vice President, National Restaurant Association Solutions



This certificate confirms completion of the ServSafe Alcohol responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

NATIONAL
RESTAURANT
ASSOCIATION

233 South Wacker Drive
Suite 3600
Chicago, IL 60606-6383
1-800-SERVSAFE
312.715.1010 In the Chicago area
ServSafe.com

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The Commonwealth of Massachusetts

OFFICE OF THE CITY CLERK
DIVISION OF VITAL STATISTICS

FITCHBURG, MASS. February 2, 1993

Amanda Danielle Ramos,

Parents: Tendry Colon & Silvia Alvertina (Morgan) Ramos

WAS BORN IN FITCHBURG, December 1, 1992

I HEREBY CERTIFY THAT THE ABOVE IS A TRUE ABSTRACT FROM THE RECORDS OF BIRTH IN THIS OFFICE

ATTEST

Barbara D. Rousseau
City Clerk

**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 the 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 ~~five~~~~seven~~ voting members appointed by the Select Board, and one ex officio, non-voting member designated by the Carlisle ~~Select~~ 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;

~~Three~~~~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 ~~Select~~ 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 voluntary dispute resolution service regarding PEG access or other cable TV services for the citizens of Concord.
- 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.*

Concord 2025 Executive Committee

Purpose and Duties

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

The Executive Committee will also coordinate the Town's events with our sister communities of Lincoln, Bedford, Lexington, and Arlington (Battle Road 2025); Minuteman National Historical Park; Hanscom Air Force Base as well as with other local, state, regional and federal events.

As the 200th celebration in 1975 was a grand celebration including multiple events across several months/years planned by numerous subcommittees and entities well in advance of an accepted invitation from President Ford and other dignitaries, the committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale. Given the scope of the committee's charge, it may be necessary for the committee to request an amended charge from the Select Board once the landscape of the numerous celebration-related Federal, State and local communities' plans are initially surveyed and the Concord 2025 Executive Committee outlines its own preliminary plans. The Select Board recognizes that immediate advance planning/outreach will be needed for specific components of the preliminary plan.

As part of its duties, the committee shall:

1. develop a comprehensive plan for celebrating and promoting the 250th anniversary of the Battle of Concord;
2. identify funding needs and a plan for both Town and **private funding (which would require a 501(c)3 entity)**;
3. develop a plan for a permanent memorial and recommend its placement;
4. appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the Executive Committee and/or other residents of the Town;

5. identify opportunities for individuals or organizations to participate in celebrations of the anniversary;
6. ensure that activities represent a commitment to diversity and inclusiveness, and create opportunity at all levels and activities for citizen participation;
7. hold public hearings from time to time in order to gain input from the residents of Concord, including at least three in the first eighteen months of the committee's formation; and,
8. report its activities to the Select Board on a periodic basis, but no less often than on a quarterly basis.

Membership

The Committee shall be a **9-12** member committee with appointments made by the Select Board.

Representatives from each of the following groups will constitute the committee:

- Select Board or appointee (1)
- Town (1)
- **Concord Public Schools/Concord-Carlisle Regional High School/Minuteman Technical High School (1)**
- Business Community (1)
- PCCC or Reenactment Community (1)
- Community members with a background in American history (1)
- Event planning and/or logistics expertise (1)
- Community leaders with fundraising experience (1)
- Civic or Community groups (1)
- Literature, Music, and the Arts Community (1)
- Concord Museum (1)
- Concord Library (1)

Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict of Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

Given the number of citizens that may be asked to participate on subcommittees for their particular interest, expertise, and community connection, APP #10 will not apply to this committee or its subcommittees.

Approved by Select Board on February 8, 2021

DRAFT #6

**Concord 2025
Executive Committee**

Purpose and Duties

The year 2025 will mark the 250th anniversary of the historic battles of Concord and Lexington and 2026 will mark the 250th anniversary of the signing of the Declaration of Independence. To mark these significant anniversaries, the Select Board will create the Concord 2025 Executive Committee. The purpose of the Committee shall be to:

- a) evaluate and make recommendations on how the Town should manage the commemoration of these historical events,
- b) serve as the Executive Committee to oversee subcommittees that it creates and supervises to assist with the effort,
- c) oversee activities comprising the commemoration and celebration which help to define the place of Concord in the history of our nation
- d) celebrate the influence that the Town and its residents have had on the ideals of liberty, the unity of mankind and our co-existence with the natural and social environment which we inhabit. As the custodians of this place and heritage, it is our responsibility to host a celebration worthy of the events which took place in our Town 250 years ago.

The Executive Committee will coordinate the Town's events with our sister communities of Lincoln, Bedford, Lexington, and Arlington (Battle Road 2025); Minuteman National Historical Park; Hanscom Air Force Base, the Massachusetts National Guard, local, state, regional and federal agencies, musical, performing and historical re-enactment groups .

Scope

The 200th celebration in 1975 was a grand enterprise including multiple events planned over several years by many groups and committees inviting President Gerald Ford and world leaders. In order to repeat these accomplishments, the Executive Committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale as fifty years ago. Given the scope of the Executive Committee's Charge, it may be necessary that it be amended from time to time by the Select Board in order to fulfill its functions. The Select Board recognizes that immediate advance planning, outreach, and prompt formation of the Committee is needed for several components of the plan to be effective.

Tasks

As part of its duties, the Executive Committee shall:

1. Develop a comprehensive plan for celebrating and promoting the 250th anniversary of the Battle of Concord and other historical events leading to the founding of our Country including recognition of the contributions of native and Black Concordians and those whose roles have not received sufficient recognition in the past.
2. Identify funding needs and a plan for both Town and private funding (which might include the formation of a private, non-profit entity), special legislation to allow the Town flexibility in the funding of the event, the creation of dedicated revolving funds, and obtaining state and federal funding to help finance the events.
3. Develop a plan for a permanent memorial and recommend its placement;
4. Appoint and charge subcommittees, such as Finance, Public Health and Safety, Parade Management, Protocol and Invitations, Government Relations, Artistic and Cultural Events, Youth and Athletic Activities, Publicity and Public Relations and others as necessary; to permit, when appropriate, Town Employees, members of other standing committees and non-residents to serve on the Executive Committee or its subcommittees, and to elect Honorary Committee Members whose presence and stature may be of assistance in the work of the Executive Committee and its subcommittees.
5. Identify opportunities for individuals or organizations to participate in celebrations of the anniversary and to recommend the Select Board issue appropriate and timely invitations to both individuals and organizations whose participation will enhance the event, or who are worthy of recognition as part of the celebration whether in their own right, or on behalf of their organization, state or country.
6. Ensure that activities represent a commitment to diversity and inclusiveness, and create opportunity at all levels and activities for citizen participation.
7. Hold public hearings from time to time in order to gain input from the residents of Concord, including at least three in the first eighteen months of the Executive Committee's formation.
8. Report its activities to the Select Board on a periodic basis, but no less often than quarterly.
9. Work with the Town Manager, Police Chief and Fire Chief to take all necessary measures and provide adequate resources to insure the public safety, the security of all participants and the protection of our honored guests.

10. Provide full accountability and fiscal prudence with the expenditure of both private and public funds; and
11. File a final summary report of committee activities and events with the Select Board on or before December 31, 2026, and subsequently with the Town Municipal Archives including associated celebration memorabilia.

Membership and Qualifications

Initially, the Executive Committee shall consist of six to eight members appointed by the Select Board who have among them as a group the following skills and experience:

1. Proven executive, administrative and planning skills
2. Knowledge of the structure and operation of the Town's government
3. Experience in financial planning and budgeting
4. Extensive contacts with people and resources necessary to plan and manage the event and to staff its subcommittees
5. Knowledge of the historical events and forces in play with regard to the events to be celebrated.

Executive Committee Officers

After its appointment, the Committee will elect from among its members a Chair, a Treasurer and a Clerk. The Treasurer will serve as Chair of the Finance subcommittee. The Select Board's Liaison to the Committee shall serve as an ex-officio member of the Committee, but shall in no event as an officer of the Committee.

Within sixty days of being seated, the Executive Committee shall make a preliminary report to the Select Board providing a preliminary organizational structure and a time-line including a list of subcommittees, the qualifications for their membership and an inventory of necessary resources.

Subcommittees and their Appointment

The Executive Committee will establish subcommittees, with approval of the Select Board, as necessary to accomplish the tasks set forth in its Charge, and will recommend qualified persons for these subcommittees to be appointed by the Select Board. Where appropriate, members of the Executive Committee will Chair or serve as members of such subcommittees. The subcommittees, to the extent feasible and consistent with their function, shall include:

- Town Employees
- Representation of the Concord Public Schools/Concord-Carlisle Regional High School
- The Business Community
- Public Ceremonies and Celebrations Committee (PCCC) and Reenactment Community
- Community members with a background in American history
- Citizens with event planning and logistics expertise
- Community leaders with fundraising experience
- Civic or Community groups
- Literature, Music, and the Arts Community
- Concord Museum
- Concord Library

Other Considerations and Legal

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

MATERIALS FROM TOWN REPORTS

1967

1969

1970

1971

1972

1973

1974

1975

COPY OF DRAFT #3 FOR COMPARISON

DRAFT #6

Concord 2025 Executive Committee

Purpose and Duties

The year 2025 will mark the 250th anniversary of the historic battles of Concord and Lexington- and 2026 will mark the 250th anniversary of the signing of the Declaration of Independence. To mark these significant anniversaries, the Select Board will create the Concord 2025 Executive Committee. The purpose of the Committee is to evaluate and make recommendations as to how the Town should organize for this event and to serve as the Executive Committee to oversee other committees to be created to assist with this effort; and, to oversee activities to be held to commemorate the 250th Anniversary of the Battle of Concord and other historical events related to the founding of our Country. shall be to;

- a) evaluate and make recommendations on how the Town should manage the commemoration of these historical events,
b) serve as the Executive Committee to oversee subcommittees that it creates and supervises to assist with the effort,
c) oversee activities comprising the commemoration and celebration which help to define the place of Concord in the history of our nation
d) celebrate the influence that the Town and its residents have had on the ideals of liberty, the unity of mankind and our co-existence with the natural and social environment which we inhabit. As the custodians of this place and heritage, it is our responsibility to host a celebration worthy of the events which took place in our Town 250 years ago.

The Executive Committee will also coordinate the Town's events with our sister communities of Lincoln, Bedford, Lexington, and Arlington (Battle Road 2025); Minuteman National Historical Park; Hanscom Air Force Base as well as with other, the Massachusetts National Guard, local, state, regional and federal events agencies, musical, performing and historical re-enactment groups.

As the Scope

The 200th celebration in 1975 was a grand celebration enterprise including multiple events across planned over several months/years planned by numerous subcommittees many groups and entities well in advance of an accepted invitation from committees inviting.

2025 Executive Committee - Charge Draft #6

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President Gerald Ford and other dignitaries, the committee's world leaders. In order to repeat these accomplishments, the Executive Committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale as fifty years ago. Given the scope of the committee's charge Executive Committee's Charge, it may be necessary for the committee to request that it be amended charge from time to time by the Select Board once the landscape of the numerous celebration related Federal, State and local communities' plans is initially surveyed and the Concord 2025 Executive Committee outlines in order to fulfill its own preliminary plans, functions. The Select Board recognizes that immediate advance planning, outreach will be, and prompt formation of the Committee is needed for specifies several components of the preliminary plan to be effective.

Tasks

As part of its duties, the committee Executive Committee shall:

1. develop Develop a comprehensive plan for celebrating and promoting the 250th anniversary of the Battle of Concord and other historical events leading to the founding of our Country which includes reference to new historical research and including recognition of the contributions of native and black Black Concordians and those whose roles have not received sufficient recognition in that history; the past. identify
2. Identify funding needs and a plan for both Town and private funding (which would require might include the formation of a 501(c)3 private, non-profit entity); special legislation to allow the Town flexibility in the funding of the event, the creation of dedicated revolving funds, and obtaining state and federal funding to help finance the events.
3. Develop a plan for a permanent memorial and recommend its placement;
4. appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the Executive Committee and/or other residents of the Town; identify
4. Appoint and charge subcommittees, such as Finance, Public Health and Safety, Parade Management, Protocol and Invitations, Government Relations, Artistic and Cultural Events, Youth and Athletic Activities, Publicity and Public Relations and others as necessary; to permit, when appropriate, Town Employees, members of other standing committees and non-residents to serve on the Executive Committee or its subcommittees, and to elect Honorary Committee Members whose presence and stature may be of assistance in the work of the Executive Committee and its subcommittees.
5. Identify opportunities for individuals or organizations to participate in celebrations of the anniversary; and to recommend the Select Board issue appropriate and timely invitations to both individuals and organizations whose participation will enhance

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the event, or who are worthy of recognition as part of the celebration whether in their own right, or on behalf of their organization, state or country,
ensure

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6. Ensure that activities represent a commitment to diversity and inclusiveness, and create opportunity at all levels and activities for citizen participation;

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7. Hold public hearings from time to time in order to gain input from the residents of Concord, including at least three in the first eighteen months of the ~~committee's~~ Executive Committee's formation;

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8. Report its activities to the Select Board on a periodic basis, but no less often than ~~on a~~ quarterly basis;

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9. Work with the Town Manager, Police Chief and Fire Chief to take all necessary measures and provide adequate resources to insure the public safety, the security of all participants and the protection of our honored guests,
file

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10. Provide full accountability and fiscal prudence with the expenditure of both private and public funds; and

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11. File a final summary report of committee activities and events with the Select Board on ~~4~~ or before December 31, 2026, and subsequently with the Town Municipal Archives including associated celebration memorabilia.

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Membership and Qualifications

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Initially, the Executive Committee shall be a 12-member committee with appointments made consist of six to eight members appointed by the Select Board.

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Representatives from each of the who have among them as a group the following groups will constitute the committee skills and experience:

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• Select Board or appointee (1)

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1. Proven executive, administrative and planning skills

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2. Knowledge of the structure and operation of the Town's government

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3. Experience in financial planning and budgeting

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4. Extensive contacts with people and resources necessary to plan and manage the event and to staff its subcommittees

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5. Knowledge of the historical events and forces in play with regard to the events to be celebrated.

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Executive Committee Officers

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2025 Executive Committee - Charge Draft #6

After its appointment, the Committee will elect from among its members a Chair, a Treasurer and a Clerk. The Treasurer will serve as Chair of the Finance subcommittee. The Select Board's Liaison to the Committee shall serve as an ex-officio member of the Committee, but shall in no event as an officer of the Committee.

Within sixty days of being seated, the Executive Committee shall make a preliminary report to the Select Board providing a preliminary organizational structure and a time-line including a list of subcommittees, the qualifications for their membership and an inventory of necessary resources.

Subcommittees and their Appointment

The Executive Committee will establish subcommittees, with approval of the Select Board, as necessary to accomplish the tasks set forth in its Charge, and will recommend qualified persons for these subcommittees to be appointed by the Select Board. Where appropriate, members of the Executive Committee will Chair or serve as members of such subcommittees. The subcommittees, to the extent feasible and consistent with their function, shall include:

- Town ~~(+)~~Employees
- Representation of the Concord Public Schools/Concord-Carlisle Regional High School ~~Minuteman Technical High School (+)~~
- The Business Community (+)
- Public Ceremonies and Celebrations Committee (PCCC) ~~or~~and Reenactment Community (+)
- Community members with a background in American history (+)
- ~~Event~~Citizens with event planning and ~~or~~ logistics expertise (+)
- Community leaders with fundraising experience (+)
- Civic or Community groups (+)
- Literature, Music, and the Arts Community (+)
- Concord Museum (+)
- Concord Library (+)

Other Considerations and Legal

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town. Given the number of citizens that may be asked to participate in committee-related activities for their particular interest, expertise, and community connection, APP #10 Section VII (d)

2025 Executive Committee - Charge Draft #6

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(Committee Transfers), (c) (Eligibility for Appointment) and (g) (Residency) will not apply to this committee or its subcommittees.

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MATERIALS FROM TOWN REPORTS

- 1967
- 1969
- 1970
- 1971
- 1972
- 1973

2025 Executive Committee - Charge Draft #6

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1974

1975

COPY OF DRAFT #3 FOR COMPARISON

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2025 Executive Committee - Charge Draft #6

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From: Matthew Johnson

Sent: Tuesday, July 6, 2021 10:18 AM

To: Terri Ackerman

Subject: Feedback on Henry Dane's revised charge for the Concord 250 Executive Committee

As I mentioned during our meeting on June 28th, I don't think that it's a good practice to revisit topics that we've already deliberated and voted unless there's a change in circumstances. We have already reviewed, debated and gathered public comment on the Concord 2025 Executive Committee charge, and the committee hasn't even been seated yet. We should just move ahead immediately with nominations and appointments rather than delay matters with further debate.

That said, recognizing that the Board may nevertheless consider revisions to the charge, here is my feedback on Mr. Dane's draft:

- The additional content under **Purposes and Duties** is overly prescriptive. The committee membership should have an opportunity to define the theme and approach to the celebration.
- The **Tasks** section delegates powers to the Executive Committee that should be reserved to the Select Board or Town officials, especially in the areas of subcommittee appointments, invitations and public safety. (Also, Item 9 might invite litigation in the event of any unforeseen security issue.)
- By eliminating distribution requirements, the proposed changes to the **Membership** section could result in an event that's much less representative of community interests.

There is one suggestion in Mr. Dane's draft that I could support: for the first year, it might make sense to reduce the total membership from 12 to 9 or 7. That might allow the committee to get to work sooner, and operate with a quorum of 5 or 4 rather than the 7 that would be required for a 12-member committee. However, if we were to make this change, I would still recommend that the initial members be selected from among the groups that we have already identified in the approved charge, and that all the remaining previously identified types of members be seated at the end of the first year.

Matt Johnson

Select Board, Town of Concord

(508) 878-4117

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

Town of Concord APP #10

Town Board, Committee, and Task Force Appointment Policy

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

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

I. General

This policy has been jointly adopted by the Select Board and Town Manager, and is intended to cover all committees, boards, commissions and task forces (each, a "Committee") appointed by the Town Manager and Select Board (each, an "Appointing Authority"). This policy does not apply to Town employees.

II. Powers and Duties

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

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

Other Committees appointed by the Select Board or Town Manager serve as, among other things, advisors to the Select Board or Town Manager in the performance of their respective duties to the public. These Committees have the powers and duties delegated to them in their specific charges. Committees may be called upon to represent the Town in dealing with other local, regional, or State agencies to the extent requested by their Appointing Authority. When doing so, they shall take positions on all issues consistent with the views of the Select Board and Town Manager, and they shall keep their Appointing Authority fully informed concerning their activities.

III. Officers of Committees, Boards, and Task Forces

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

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

IV. Open Meeting Law and Minutes

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

Committees are reminded that "draft" copies of the Committee's minutes are considered a public record and must be made available to the public upon request, even when the Committee has not yet had the opportunity to review and adopt the minutes.

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

V. Participation in Town Government

Effective Town government requires active and informed citizen participation. The work of every Committee is inter-dependent with that of others. To foster informed decision making in the Town, the Select Board and Town Manager believe it appropriate that every Committee have as full representation of its membership as possible at the following regular governmental functions:

- Town government Coordination Meetings (September & December)
- Finance Committee budget hearings
- Planning Board hearings on Town Meeting warrant articles
- Select Board's hearings on Town Meeting warrant articles
- Town Meeting

The objective is not to enforce uniformity or adherence to a majority view, but to assure understanding of all issues relating to the work of the Committee on which an individual serves and an understanding of Town government in general. Broad participation is essential to maintain an open Town Meeting and to avoid domination by those having only a limited range of knowledge or special interests.

VI. Conflict of Interest

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

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

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

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

VII. Appointment Policy and Procedures

(a) General

It is the policy of the Select Board and Town Manager to seek the best qualified persons to serve on each Committee. The Select Board and Town Manager will endeavor to develop a pool of persons interested in serving on each such Committee from at least the following sources:

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

It is the policy of the Select Board and Town Manager to enlarge the general pool of applicants through active solicitation of Town organizations and through publicity in the press and on community access television. The timing and extent of specific active solicitations shall be determined by the Appointing Authority based on its judgment as to appropriateness and need.

In accordance with the vote on Article 47 of the 1978 Annual Town Meeting, the Select Board and Town Manager shall make a special effort to seek out roughly equal numbers of women and men as candidates for appointments over which they have authority, and will make appointments in accordance with the Massachusetts Equal Rights Amendment which states, in part, that "Equality under the law shall not be denied or abridged because of sex, race, color, creed, sexual orientation or national origin."

Term of Office

8. Unless otherwise prescribed by statute, Town Meeting vote, or specific Committee charge, three years shall be the standard term of office for Committee members.
9. Except as provided in section VII(c) below, those appointed to a three-year term as a full member of a Committee shall be limited to two (2) full consecutive terms.
10. Except as provided in section VII(c) below, those appointed to a full-member Committee term of five (5) years or longer shall be limited to one (1) full term.
11. A partial term to fill a vacancy shall not be considered to be a full term.
12. Before reappointment to a second term, the individual contribution of the member's value to the Committee and his or her attendance record shall be reviewed by the Committee chair. Attendance of less than 75% of all Committee meetings shall prejudice reappointment.
13. All terms, unless prescribed by statute, shall terminate at the end of the month following Town Meeting, or May 31st, whichever is earlier.
14. The terms of office on Committees shall be set on a staggered basis in the interest of fostering continuity of knowledge and experience on all Committees. The Appointing Authority shall determine the year in which a given term expires at the time of appointment.
Exception: *Ad hoc* committees appointed for a specific responsibility, at which time the charge to the Committee should include a specific time frame for submission of the Committee's final report and dissolution of the Committee.
15. With the consent of the Committee chair, a Committee member may take a leave of absence from Committee meetings and responsibilities not to exceed 90 days. For an absence longer than 90 days, the Committee member should resign and otherwise face removal under section VII(l) below.
16. Each Committee member shall hold office until his or her successor has been appointed and qualifies, unless his or her office shall become vacant by reason of resignation or removal.
17. In the event of a declared emergency and if the Moderator reschedules Town Meeting after May 31, all appointed members of committee whose terms would otherwise expire, shall remain in office until the close of the rescheduled Town Meeting.

(b) Appointments for Additional Terms

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

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

It is intended that re-appointments under this section VII(c) shall be rare. In each such case, the appointment shall specifically reference this section of this Appointment Policy.

(c) Dual Committee Appointments

In general, individuals shall be limited to service on only one Committee at a time, especially in the case of a statutory or regulatory Committee. Exceptions shall be made for instances in which, by law or specific Committee charge, a Committee member serves as a representative on another Committee (e.g. the Board of Health representative on the Council on Aging), or serves on a joint Committee formed from other Committees.

(d) Committee Transfers

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

(e) Eligibility for Appointment

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

1. Town employees whose service on a given Committee, in the judgment of the Appointing Authority, would create the appearance of a conflict of interest. Example: an employee of the Public Works Department should not be appointed to the Public Works Commission, but may, however, be appointed to the Council on Aging, Recreation Commission, or other Committee where appointment would not create an appearance of conflict.
2. The Town Manager, Concord Public School and CCRHS Administrators, and Town department heads (these individuals exert a significant influence over public policy by virtue of their positions, but may be eligible for ad hoc Committees where such representation is required by the charge). Additionally, municipal officials may serve on a committee where their office is specified as a member by the committee charge.
3. Elected Municipal Officials (Select Board, School Committee members, Town Moderator, Housing Authority Commissioners), except that elected officials may serve on temporary, ad hoc Committees.
4. Relatives, spouses, or business associates of existing Committee members whose appointment, in the judgment of the Appointing Authority, would create the appearance of a concentration of power or viewpoint or a conflict of interest.

(f) Criteria for Selection

Actual appointments from the pool of applicants shall be made by the Select Board and Town Manager on the basis of:

1. the level of applicant's interest in serving and interest in the work of the Committee;
2. the need for diversity on the Committee, taking into account the educational and professional background of the applicant, as well as the need for diversity among all committee members in terms of neighborhood representation, gender, age, and other demographic characteristics.
3. special skills needed by a particular Committee.

(g) Residency

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

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

(h) Role of Committee in Appointments

Each Committee is expected to:

1. Encourage individuals to complete green cards
2. State the qualifications they are looking for in appointments
3. Make suggestions to the Appointing Authority on potential members

Committees may invite prospective members to attend meetings to familiarize themselves with the work of the Committee. Committees shall not make any representation to candidates concerning the likelihood of appointment nor provide their suggestions on candidates to the Appointing Authority with any rank order, nor take any vote with respect to candidates.

(i) Selection Procedures

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

(j) Orientation Procedure

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

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

(k) Removal from Committees

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

VIII. Conflicts with Law

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