

**TOWN OF CONCORD
SELECT BOARD MEETING
APRIL 25, 2022 | 6:30 PM
TOWN HOUSE
22 MONUMENT SQUARE**

SECOND FLOOR MEETING ROOM AND VIA ZOOM
<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBlaz091CczdQM0EvWVZz09>
 Meeting ID: 840 9239 5810
 Passcode: 865209

(Revised April 22, 2022)

AGENDA

#	Time*	Agenda Item
1.	6:30pm	Call to Order
2.		Consent Agenda <ul style="list-style-type: none"> • Town Accountant Warrant: April 14, 2022 • Sunday Entertainment License <ul style="list-style-type: none"> ○ The Concord Orchestra, Inc. at 51 Walden Street on May 22, 2022 from 1pm to 5pm. • One Day Liquor License <ul style="list-style-type: none"> ○ The Friends of Sleepy Hollow Cemetery for donor reception at Umbrella Arts Center located at 40 Stow Street, on June 18, 2022 from 6:30PM to 7:45PM for wine and malt beverages only ○ HIVE LLC at Nashoba Brooks School, located at 200 Strawberry Hill Road, for a school community event on April 30, 2022 from 6:30pm to 10pm for all alcoholic beverages. • Proclamations: <ul style="list-style-type: none"> April 10 – 16: Public Safety Telecommunicators Week May 1 – 7: as Professional Municipal Clerks Week
3.		Town Manager's report
4.		Chair's remarks
5.	6:45pm	Public Hearing: Application for a New License for on-premise consumption of wine and malt beverages by Emerson Umbrella, Inc.
6.	7:00pm	Public Hearing: Application for a New License for on-premise consumption of wine and malt beverages by Verrill Farm, LLC
7.	7:15pm	Town Meeting Items <ul style="list-style-type: none"> • Meet 12:30pm at Concord Carlisle High School • Confirm or amend end time of Sunday ATM • Confirm speaking assignments • Approve handout • Take position on articles 18 and 37

		<ul style="list-style-type: none"> • Potential Amendment to Article 19 • Revised Article 46
8.	7:45pm	Discuss Hanscom Re-Routing Traffic
9.	8:00pm	Discuss and Approve PEG Access Franchise Renewal Process
10.	8:15pm	Continue 250 th Update and Committee Charge
11.	8:35pm	Review Progress on SB 2021-2022 Goals
12.		Select Board Meeting Schedule for Remainder of Calendar year 2022
13.		Committee Nominations: Gary Clayton of 31 Black Birch Lane, Diana Clymer of 13 River Street, David Wood of 266 Lexington Road, Richard Loughlin, Jr. of 83 Chestnut Street to the Concord 2025 Executive Committee; Katharine T. Berger of 60 Revolutionary Road to the Hugh Cargill Trust Committee.
14.		Committee Appointments: 1. Joseph Rogers, 20 Tracy Street, re-appointed as associate member to the Agriculture Committee, term expires April 30, 2025
15.		Miscellaneous Correspondence
16.		Public Comment
17.	9:10pm	Adjourn

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Board of Health
Comprehensive Sustainability and Energy Committee
Concord 2025 Executive Committee
Concord Housing Development Corporation (CHDC)
Concord Local Cultural Council
Conservation Restriction Stewardship Committee
Council on Aging
Cultural Council
Economic Vitality Committee
Historic Districts Commission
Library Board
Natural Resources Commission
Personnel Board
Planning Board
Public Ceremonies and Celebrations Committee
Tax Fairness Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
White Pond Advisory Committee (WPAC)
Zoning Board of Appeals

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

**TOWN OF CONCORD – PUBLIC SAFETY TELECOMMUNICATORS WEEK:
APRIL 10 – APRIL 16, 2022**

- WHEREAS** the second full week in April, has been declared "National Public Safety Telecommunicators Week" by the Senate and House of Representatives of the United States of America,
- WHEREAS** emergencies can occur at any time that require police, fire, or emergency medical services,
- WHEREAS** when an emergency occurs the prompt response of law enforcement, fire services, and ambulance services is critical to the protection of life and preservation of property,
- WHEREAS** the safety of our deputies, police officers, firefighters, and emergency medical personnel is dependent upon the quality and accuracy of information obtained and relayed from citizens who access the 9-1-1 emergency system,
- WHEREAS** Public Safety Telecommunicators are the single vital link for our first responding personnel by monitoring their activities by radio, providing them information, and ensuring their safety,
- WHEREAS** Public Safety Telecommunicators of the Town of Concord have contributed to the apprehension of criminals, suppression of fires and treatment of patients, and
- WHEREAS** our Public Safety Telecommunicators daily serve the public in countless ways without due recognition by the beneficiaries of their services.
- NOW
THEREFORE,** We do proclaim the week of April 10 – April 16, 2022 as Public Safety Telecommunicators Week.

CONCORD SELECT BOARD

Proclaimed this 25th day of April, 2022

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

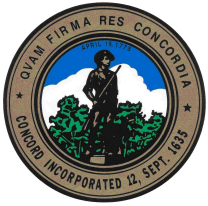
PROCLAMATION

**TOWN OF CONCORD – PROFESSIONAL MUNICIPAL CLERKS WEEK:
MAY 1 – MAY 7, 2022**

- WHEREAS** The Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world,
- WHEREAS** The Professional Municipal Clerk is the oldest among public servants,
- WHEREAS** The Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels,
- WHEREAS** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all,
- WHEREAS** The Professional Municipal Clerk serves as the information center on functions of local government and community,
- WHEREAS** Professional Municipal Clerks continually strive to improve the administration of the affairs of the Town through participation in education programs, seminars, workshops and town meetings, and
- WHEREAS** It is most appropriate that we recognize the accomplishments of the Town’s Professional Municipal Clerk.
- NOW
THEREFORE,** We do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Kaari Tari, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

CONCORD SELECT BOARD

Proclaimed this 25th day of April, 2022



TOWN OF CONCORD

Office of the Interim Town Manager

Operational Status Reports & Departmental Updates

For the Week Ending April 15, 2022

Town Manager & General Government

Town Manager's Office

Deputy Town Manager Kate Hodges' last day was Friday, April 15, following her appointment to the position of Lancaster Town Administrator. Kate Hodges has been with Concord since 2015 and she will be greatly missed by the Town Staff. As department head for Human Services, Facilities, Sustainability, Public Information, and Recreation she helped lead her divisions and many others throughout Town to grow and improve their operations over time. We wish her luck on her next adventure and thank her for her dedicated service in Concord.

On April 19, 2022, we welcome Kellie Hebert as Interim Assistant Town Manager. Kellie has been working with the Human Resources Department for the past month on a contract basis on the Classification & Compensation project. Kellie has approximately 30-years' experience in municipal government, serving in the capacities of Town Administrator (Topsfield), Assistant Town Manager/ Administrator (Chelmsford & Belmont) and Human Resources Director (Lowell). Kellie will be continuing her work with our Human Resources Department but will also support the TMO on a part-time basis.

Emergency Services

Police Department:

830 Log entries which included 60 Traffic enforcement/146 Motor vehicle stops, 3 Arrests

- April 10-16 was National Public Safety Telecommunicators Week
- The Department welcomed two new Public Safety Dispatchers Elle Brennan and Samantha Simpson
- Officers assisted with Meriam's Corner Exercise on April 9th
- The department is preparing for the annual Tough Ruck April 16th at The Fenn School, information can be found at <https://www.toughruck.org/toughruck2022>
- The Police Department has prepared for Patriot's Day working alongside our partners in different community groups, the National Park Service, and Town Departments.

Public Works

- **Spring Tree Planting Initiative:** CPW Highway & Grounds has started the spring tree planting program. H&G staff has been in contact with over 25 residents who have requested a public shade tree or set back tree be planted in front of their property. CPW will also be planting trees along town-owned property. This season we anticipate to plant over 35 trees as part of the Town-funded program.

- **Public Water Fountain Activation:** As seasonal temperatures allow, CPW’s Water/Sewer crew will begin to activate public water fountains located across Town.

Department of Planning & Land Management

Natural Resources Division

- **White Pond Water Quality:** Natural Resources Director Delia Kaye, Public Health Inspector Gabi White, and Project Specialist Susan Rask held a kickoff meeting with the consultants who will conduct water quality sampling (Leland Family Enterprises and ESS Group) and A-Pod implementation (Higgins Environmental) at the pond this year. Cyanobacteria and zooplankton sampling is anticipated to begin in early May, and proceed generally on a biweekly basis, ramping up on an as-needed basis.
- **Bruce Freeman Rail Trail Phase 2B (the Bridge over Route 2):** DPLM Director Marcia Rasmussen and Natural Resources Director Delia Kaye met onsite with MassDOT, GPI, and the BFRT Contractor to review spring progress, especially the new wildlife culvert (left photo). Of note was a change to the contract completion date to later this fall due to the application of paint and anti-graffiti product to the concrete abutments and bridge structures (right photo) which will impact the spring planting season so landscape installation will be delayed to the fall planting season.
- **2229 Main Street:** The NRC visited the 2229 Main Street site to understand proposed remediation activities and provide mitigation input from damages incurred from the remediation. Remediation activities are occurring both for groundwater and contaminated soils over the summer and fall.



Economic Vitality & Tourism

- During the first 10 days of the 2022 operating season, the Visitor Center seen over 300 visitors. By comparison, during the month of April 2021, the Visitor Center saw 500 visitors.
- On Tuesday April 12, the Economic Vitality & Tourism Manager booked 4 private tours for the month of April, a record for 1-day private tour sales!
- Cindy Keene is the newest employee and will be joining the EVT staff by the first of May as a part-time administrative assistant.
- The Visitor Center will be fully staffed for Patriot’s Day and all of school vacation week, with tours running at 10 am and 1 pm Tuesday to Friday and 1pm on Saturday and Sunday.
- EVT staff, along with other DPLM and TMO staff are working to draft a Request for Proposals for a seasonal trolley service to connect points of interest with both Concord Center and West Concord. A similar proposal has been in the works for a number of years, but set aside due to the pandemic. Staff expect to bring this to the Select Board for discussion in May.

Planning Division

- **Junction Village Open Space Task Force forum:** After two weekend site walks and further refinements to the plan resulting in reduced project costs, the JVOSTF conducted a public forum on Wednesday, April 13 to provide information and answer any lingering questions prior to Annual Town Meeting.
- **Food Trucks discussed:** After receiving multiple requests to allow the use of food trucks in the public right-of-way, DPLM and other Town staff met to discuss the issues, including who grants permission to use the right-of-way, pedestrian safety, whether the use is prohibited because it's not expressly allowed per the Zoning Bylaw, food safety/permitting requirements and opposition from the brick-and-mortar food establishments in the business districts. For this year, food trucks will only be allowed on private property or on Town land when associated with a municipally-sponsored program (e.g., Jazz Fest, Picnic in the Park, Porchfest, etc.). DPLM staff will be preparing a memo for residents/businesses that wish to hire a food truck and for food truck vendors to understand the process when coming to Concord. The Planning Division will also work with the Planning Board to consider a Zoning Bylaw amendment for the 2023 Annual Town Meeting to allow food trucks as an accessory or temporary use.

Library

Main Library Highlights

- The library was featured in the Spring issue of Discover Concord magazine in several places, including an interview with the Director (“Opening the Library’s Next Chapter” on page 62) and the Curator’s “Stories from Special Collections: The Art Collection” (page 54) announcing the new online art exhibits.
- In the Children’s Library, music concerts have been very popular with 80 – 110+ people attending. Puppet shows performed by staff librarian, Cary, continue to draw phenomenal attendance with 70-80+ attendees at each program. The Children’s Library continues to be consistently busy and programs are well attended in the new spaces.
- Over the last two years, Special Collections has engaged in a major initiative to enhance the Library Corporation's art collection documentation and prepare to make images of the individual art pieces in the entire Collection available online. Jim Coutré Photography photographed the Library Corporation's entire Collection on-site. Skylight Studios Inc. cleaned and restored over a dozen plaster busts and objects in the Library Corporation's Collection. You can view images of the entire Collection on our new online platform: A [Perpetual Invitation: Art in the Concord Free Public Library](#).
- In honor of Women's History Month, Concord's Visitor's Bureau featured a tour each Friday in March that celebrated "Concord's Art Legacy: Women in Art Revealed." Special Collections was one of the stops along the tour, including Albright Art, Three Stones Gallery, Lucy Lacoste Gallery, and Barrow Bookstore. The Library introduced visitors to art pieces and manuscripts related to women artists, including Elizabeth Wentworth Roberts, Alicia Keyes, Mary Ogden Abbott, and May Alcott Nieriker.
- Thanks to the volunteer efforts of the former Library Director, Barbara Powell, nearly half (approximately 1,000 books) of the research library of Dick and Doris Kearns Goodwin has been inventoried. The book collection will be shelved in the Goodwin Forum.

At Fowler Library

- The mural workshops led by Margot Kimball of ART for ALL and funded by the Library Corporation, Friends of the Library, Middlesex Savings Bank, and the Concord Cultural Council are popular and very successful. They have a palpable feeling of community-building, and it's been amazing seeing people of all ages and abilities connect over art. The West Concord Green Thumbs showed up en masse, neighbors who hadn't met signed up together, friends booked the van from the COA, families with young children dropped in.

Staffing/Hiring Updates

- We are sad to announce the departure of Al Rodrigues, our weekend custodian, as well as his son, Daniel, one of our pages. We also bid farewell to longtime page Jamie Williams who accepted a new position elsewhere.
- We congratulate Cary Stough who was appointed to the position of Staff Librarian in Teen Services. We also welcome a new 10 hour/week Library Assistant, Jessica Randazzo, who will work at both libraries.

Human Services

Minuteman Media Network

- Concord Patriot's Day Events:
 - MMN will be working as a team to cover 4 days of events
 - Will be going live down town at the Parade to all 3 channels Monday from 8:00 – 11:00 am
- MMN is prepping for the Carlisle Annual Town Meeting scheduled for April 25
- MMN is prepping for the Concord Annual Town Meeting scheduled for May 1 and 2nd.

From: Concord Carlisle Human Rights Council <info@cchumanrights.org>
Sent: Monday, April 18, 2022 10:54 AM
To: Terri Ackerman <tackerman@concordma.gov>
Subject: Holocaust Remembrance

You don't often get email from info@cchumanrights.org. [Learn why this is important](#)

Can't see this message? [View in a browser](#)



HOLOCAUST REMEMBRANCE

The Town of Concord's Annual Holocaust Remembrance, co-sponsored by the Concord-Carlisle Human Rights Council, will take place on Sunday, April 24th at 7:00 PM at the Concord Town House. The event will also be accessible via a Zoom Webinar for those not able to attend in-person ([link below](#)).

This year we are honored to welcome Irwin Hipsman of Concord and Sid Levin of Carlisle as our speakers. Irwin and Sid are first cousins and the sons of Holocaust survivor parents. Their mothers, Ella Hipsman and Joyce Levin, are sisters who survived the Holocaust by hiding in the forests of Poland along with the remaining members of their family. Today, Ella and Joyce have been blessed with three sons each and live within a few miles of each other outside of Boston. Irwin and Sid will share their mothers' stories along with reflections on what it was like to grow up under the dark cloud of their parents haunting memories.

For the safety of our community members, we recommend wearing a mask if attending the event in person. The event will also be recorded and available for viewing on our website, cchumanrights.org.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86035544418?pwd=ZGF3R0Rpb0NBTC9XUmJxYXIRN2VOUT09>

Passcode: 712374

Or One tap mobile :

US: +13017158592,,86035544418# or +13126266799,,86035544418#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Webinar ID: 860 3554 4418

International numbers available:

<https://us02web.zoom.us/j/86035544418?pwd=ZGF3R0Rpb0NBTC9XUmJxYXIRN2VOUT09>

P.O. Box 744
Concord MA 01742
Share on social

**SATURDAY, APRIL 30TH
10AM-2PM**



**CONCORD FREE PUBLIC LIBRARY
MAIN BRANCH LIBRARY LAWN
129 Main St. Concord, MA 01742**

Join your neighbors for a joyful celebration of community climate action! Fun games and activities for the whole family!

**scan for
details!**



Presented by...

Comprehensive Sustainability and Energy Committee (CSEC), Concord Municipal Light Plant (CMLP), Concord Sustainability Division, Mothers Out Front, The CCHS Green Team, The Sunrise Movement, Concord Family Network, ConcordCAN, Concord Drives Electric, Concord Bikes!, The Pollinator Health Advisory Committee, The First Parish Environmental Team, The Bike Connector



CONCORD HOUSING PRODUCTION PLAN COMMUNITY SURVEY

The Town of Concord is creating a Housing Production Plan to help address housing needs in the town. We need your feedback!



Use the link or scan the QR code above to take a ten minute survey that will help the town determine housing priorities for Concord community members.

<https://www.surveymonkey.com/r/TF92CST>

CONCORD POLICE DEPARTMENT

MEMORANDUM

TO: Select Board

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



DATE: April 5, 2022

SUBJECT: *EMERSON UMBRELLA, INC., d/b/a THE UMBRELLA ARTS CENTER*

Select Board:

The following memo is submitted per your request as the Town of Concord's Alcohol Licensing Board for the Department to review the application for a new Alcohol License by Emerson Umbrella, Inc., d/b/a The Umbrella Arts Center. The Umbrella Arts Center has provided the Town of Concord with the necessary paperwork for the application process, specifically the CORI forms for the Manager of Record. Detective Keith Harrington, the Department's Licensing Officer, was assigned to this matter.

A check of **Catherine Regan**, the Manager of Record, produced no information that would disqualify her from performing the duties.

Documentation provided in the application shows that on June 4, 1982, the Emerson Umbrella, Inc. was recognized by Massachusetts Secretary of State Michael Joseph Connolly as a 501 (c) (3) Charitable Organization.

The Umbrella Arts Center in 2016 expressed interest in pursuing a license but withdrew their application at that time. Conditions were discussed in 2016, and I would request the Board consider putting the following condition in place if a license is issued.

1. If there is an event scheduled with alcohol and it is anticipated that the attendance would be close to the maximum capacity (200-250 people), a police detail be hired.

The Police Department does have reservations regarding outdoor events that are held since The Umbrella Arts Center is located in a residential neighborhood and in close proximity to the library, and requests the Board consider restrictions limiting the number of outdoor events.

cc: Kerry A. Lafleur, Interim Town Manager
Keith Harrington, Detective



THE UMBRELLA
ARTS CENTER

Town of Concord
Office of the Town Manager
22 Monument Square
Concord, MA 01742

Re: Application for an Alcoholic Beverages Retail License; The Umbrella Arts Center

March 16, 2022

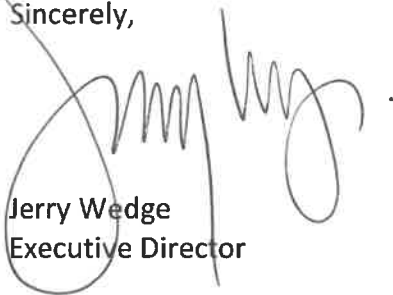
To Whom it May Concern:

Attached please find our completed Application for an Alcoholic Beverages Retail License.

As you know, The Umbrella Arts Center is a 501(C)(3) non-profit registered with the Commonwealth of Massachusetts. We are governed by a volunteer Board of Directors with no ownership or financial interest. Based on this information and the Alcoholic Beverages Control Commission's web page on Mass.gov, CORI authorization: "Officers/Directors of non-profit clubs with no ownership do not need to fill out CORI applications."

Please do not hesitate to contact us with any questions.

Sincerely,



Jerry Wedge
Executive Director

Address 2:

City: Concord

State: MA

Zip: 01742

Description	ID	Service Fee	Amount
FILING FEES-RETAIL	Emerson Umbrella Inc.	\$4.70	\$200.00

Receipt Date: 2/2/2022 3:45:35 PM EDT

Invoice Number: 4ffb4819-d99d-4ec2-af56-1b80417eaa76

Total Amount Paid: \$204.70

Billing Information	Credit / Debit Card Information
First Name Brian	Card Type
Last Name Boruta	Card Number
Email	
Street	
City	
State/Territory	
Zip	
Phone Number	

IMPORTANT INFORMATION >>

Please verify the information shown above. Your payment has been submitted to the location listed above.

- If this is not the correct organization, your payment will be rejected/refunded/transferred and you will not have satisfied your obligation
- If you pay less than the required amount due you will not have satisfied your obligation.
- Once you have made your payment, you will receive a status notification (via email) of the **acceptance OR rejection** of your submission.

Please call (800) 701-8560 if you have any questions regarding this information.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION FOR A NEW LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="§12 General On-Premises"/>	<input type="text" value="Wines & Malt Beverages with Cordials/Liquors Permit"/>	<input type="text" value="Annual"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Emerson Umbrella, Inc. will provide beverage service to attendees of theater events, fundraising events, and other arts based programming

Is this license application pursuant to special legislation? Yes No Chapter Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name	<input type="text" value="Emerson Umbrella, Inc."/>	FEIN	<input type="text" value="04-2761964"/>
DBA	<input type="text" value="The Umbrella"/>	Manager of Record	<input type="text" value="Brian Boruta"/>
Street Address	<input type="text" value="40 Stow St. Concord, MA 01742"/>		
Phone	<input type="text" value="978-371-0820"/>	Email	<input type="text" value="brian@theumbrellaarts.org"/>
Alternative Phone	<input type="text"/>	Website	<input type="text" value="theumbrellaarts.org"/>

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

The Umbrella is a regional arts center with 50 artist studios, 4 classrooms, a maker space, a digital arts lab, 2 theaters and several gallery spaces. There are 4 total floors including backstage support spaces on the basement level, a front lawn which can double as outdoor event space and a rear courtyard.

Total Square Footage:	<input type="text" value="60,000"/>	Number of Entrances:	<input type="text" value="7"/>	Seating Capacity:	<input type="text" value="350"/>
Number of Floors	<input type="text" value="4"/>	Number of Exits:	<input type="text" value="7"/>	Occupancy Number:	<input type="text"/>

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:	<input type="text" value="Brian Boruta"/>	Phone:	<input type="text" value="978-371-0820"/>
Title:	<input type="text" value="Director of Performing Arts"/>	Email:	<input type="text" value="brian@theumbrellaarts.org"/>

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="Non-Profit Association"/>	Date of Incorporation	<input type="text" value="1983"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	
D. Total Cost	

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? Yes No

Please indicate what you are seeking to pledge (check all that apply) License Stock Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name

Date of Birth

SSN

Residential Address

Email

Phone

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

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
09/2012		Director of Performing Arts	Emerson Umbrella, Inc.	Jerry Wedge

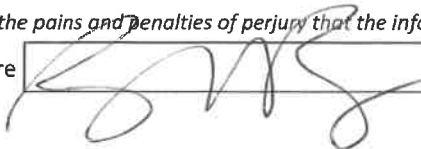
D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature



Date

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

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

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
06/2019	present	PROGRAM ASS'T	THE UMBRELLA ARTS CENTER	JERRY WEDGE
07/2017	06/2019	UNIT SECRETARY	MCLEAN HIOSPITAL	CHRISTOPHER RICHARD
03/2014	02/2017	ADMIN ASS'T	WILLIAM RAVEIS REAL ESTATE	THOMAS CHAPPELL
03/2012	03/2014	DEPT. SECT'Y	NASHOBA VALLEY MEDICAL CENTER	MARCIA ESTES

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

Yes No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

Yes No

If yes, attach an affidavit providing the details of any and all convictions.

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

11F. TERMS OF AGREEMENT

- a. Does the agreement provide for termination by the licensee? Yes No
- b. Will the licensee retain control of the business finances? Yes No
- c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

ABCC Licensee Officer/LLC Manager

Management Agreement Entity Officer/LLC Manager

Signature:
 Title:
 Date:

Signature:
 Title:
 Date:

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

Emerson Umbrella, Inc. known also as The Umbrella Arts Center is a non-profit organization in Concord, MA offering arts programming to the general public. As we are a not for profit organization, there are no other individuals or businesses with financial interest in this license application. We are seeking this license application pursuant to a home rule petition and special legislation which recently passed the state legislature. This license will allow us to offer beverage service to patrons attending arts programming, fundraising events, and other special events throughout our programming season. All products for sale will be stored and served out of our concessions stand which has lockable storage, refrigeration, and other service equipment.

ENTITY VOTE

The Board of Directors or LLC Managers of Emerson Umbrella, Inc.
Entity Name

duly voted to apply to the Licensing Authority of Concord, MA and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 2/1/2022
Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/Directors/LLC Managers
- Change of Ownership Interest (LLC Members/LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

“VOTED: To authorize Brian Boruta
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

“VOTED: To appoint Brian Boruta
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

For Corporations ONLY

A true copy attest,

Deborah Yamin
Corporate Officer /LLC/Manager Signature

Cathy J. Ford
Corporation Clerk's Signature

Deborah Yamin
(Print Name)

(Print Name)

APPLICANT'S STATEMENT

I, Brian Boruta the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Emerson Umbrella, Inc.
Name of the Entity/Corporation

hereby submit this application (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 statements 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 are in compliance with state and local laws and regulations;
- (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 ownership 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.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Brian Boruta

Date:

2/2/22

Title:

Director of Performing Arts

**TOWN OF CONCORD
SELECT BOARD**

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held on the second floor in the Town House and over Zoom (details below), 22 Monument Square, Concord, MA on **April 25, 2022** at: (i) **6:45PM** to hear the Application for a New License for on-premise consumption of wine and malt beverages by **EMERSON UMBRELLA, INC.** d/b/a UMBRELLA ARTS CENTER, 40 Stow Street, Concord, (ii) **7:00PM** to hear the Application for a New License for on-premise consumption of wine and malt beverages by **VERRILL FARM**, 415 Wheeler Road, Concord.

Zoom Meeting:

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CzdQMOEwVWVZFz09>

Meeting ID: 840 9239 5810

Passcode: 865209

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

By Order of the
Select Board

/s/ Matthew Johnson

Clerk

For Publication in the Concord Journal dated April 14, 2022

Send invoice to:

Robyn LaFrance
Town of Concord
22 Monument Square
Concord, MA 01742
Phone # (978) 318-3000

CONCORD POLICE DEPARTMENT

MEMORANDUM

TO: Select Board

FROM: Thomas M. Mulcahy, Acting Chief of Police

Thomas M. Mulcahy (ACTING)

DATE: April 22, 2022

SUBJECT: *LICENSE REQUEST-VERRILL FARM LLC, d/b/a VERRILL FARM*

Select Board:

The following memo is submitted per your request as the Town of Concord's Alcohol Licensing Board for the Department to review the application for a new Alcohol License authorizing the sale of wine and malt beverages by Verrill Farm LLC, d/b/a Verrill Farm. Verrill Farm has provided the Town of Concord with the necessary paperwork for the application process, specifically the CORI forms for the Manager and Alternate Manager of Record. Detective Keith Harrington, the Department's Licensing Officer, was assigned to this matter.

A check of **Ms. Jennifer Verrill**, who is the proposed Manager of Record, produced no information that would disqualify her from performing the duties.

A check of **Ms. Joan Verrill**, who is the proposed Alternate Manager of Record, produced no information that would disqualify her from performing the duties.

A check of the Massachusetts Secretary of State Corporations Division shows that Verrill Farm LLC is a Domestic Limited Liability Company (LLC) filed on May 16, 1996, and in "good standing". Jennifer, Joan, and Stephen Verrill are listed as Managers of the Corporation.

Based on the information provided by Verrill Farm LLC, there was nothing revealed that would deny the application for an Alcoholic Beverage License (Wine & Malt) with the Concord Police Department.

cc: Kerry A. Lafleur, Interim Town Manager
Keith Harrington, Detective



Verrill Farm
11 Wheeler Rd.
Concord, Ma. 01742

To Whom it may concern,

We have been hosting both, community gatherings and family parties on our farm for a number of years. In the past, if the guest desired to serve alcohol, an individual one-day license has been required for each individual event. The ability to have a blanket license to simplify this process would be greatly appreciated.

Sincerely,

Jennifer Verrill

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: cf0f2188-88b3-45f7-adb0-ecb5b42795df

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Verrill Farm	\$200.00
		\$200.00

Total Convenience Fee: **\$4.70**

Date Paid: **2/1/2022 1:07:21 PM EDT**

Total Amount Paid: **\$204.70**

Payment On Behalf Of
License Number or Business Name:
Verrill Farm

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Stephen

Last Name:
Verrill

Address:
415 Wheeler rd.

City:
concord

State:
MA

Zip Code:
01742

Email Address:
jen@verrillfarm.com



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

Concord

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On	Direct to consumer	Beer and wine	

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Intended use is for field to farm dinners hosted by Verrill farm on the premises, at 11 Wheeler Rd. Concord. Grassy, tented area next to our farm stand is the location for these events.

Is this license application pursuant to special legislation?

Yes No

Chapter

138

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

Verrill Farm

FEIN

043300740

DBA

Verrill Farm LLC

Manager of Record

Jennifer Verrill

Street Address

11 Wheeler Rd. Concord. Ma.

Phone

978 369-4494

Email

Jene@verrillfarm.com

Alternative Phone

978 835-5638

Website

verrillfarm.com

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Area to be licensed is the grassy tented area next to our single story farmstand (10,000sqft). Outdoor area is approximately .25 acres, with a 40x40, 40x30, 20x30 tents and a 40x30 greenhouse.

Total Square Footage:

Number of Entrances:

outdoors

Seating Capacity:

up to 125

Number of Floors

Number of Exits:

outdoors

Occupancy Number:

up to 150

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Jennifer Verrill

Phone:

978 835-5638

Title:

Partner

Email:

Jene@verrillfarm.com

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="LLC"/>	Date of Incorporation	<input type="text" value="1/1/1996"/>
State of Incorporation	<input type="text" value="Mass."/>	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Jennifer Verrill"/>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="Partner"/>	<input type="text" value="49"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Joan Verrill"/>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="Partner"/>	<input type="text" value="25.5"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Stephen Verrill"/>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="Partner"/>	<input type="text" value="25.5"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Jennifer Verrill	Beer/Wine	temp. 1 day	Concord

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

Pre-existing family business established in 1918

A. Purchase Price for Real Estate	<input type="text"/>
B. Purchase Price for Business Assets	<input type="text"/>
C. Other * (Please specify below)	<input type="text"/>
D. Total Cost	<input type="text"/>

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	<input type="text"/>

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? Yes No

Please indicate what you are seeking to pledge (check all that apply) License Stock Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name JOAN VERRILL Date of Birth _____ SSN _____

Residential Address _____

Email JSVerrillfarm@comcast.net Phone _____

Please indicate how many hours per week you intend to be on the licensed premises 45

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be a U.S. Citizen
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
<u>1959</u>		<u>owner</u>	<u>self</u>	

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Joan J Verrill Date Feb. 22, 2022

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Jennifer Vernill Date of Birth _____ SSN _____
Residential Address _____
Email Jen@Vernillfarm.com Phone _____
Please indicate how many hours per week you intend to be on the licensed premises 50

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be a U.S. Citizen
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
<u>1987</u>	<u>1991</u>	<u>chef</u>	<u>Season's and Occassions</u>	<u>Paul Bnering</u>
<u>1991</u>	<u>1993</u>	<u>Pastry chef</u>	<u>Arigo Bistrot</u>	<u>Ana Sortun</u>
<u>1993</u>	<u>Present</u>	<u>Baker/Farming</u>	<u>Vernill Farm</u>	<u>Self employed</u>

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Jennifer Vernill Date Feb. 22, 2022

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

Yes No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
Verrill Farm	11 Wheeler Rd. Concord	978 369-4494		
Name of Principal	Residential Address	SSN	DOB	
Jemifer Verrill				
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Partner	49	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
Stephen Verrill				
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Partner	25.5	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
Joan Verrill				
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Partner	25.5	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

If yes, attach an affidavit providing the details of any and all convictions.

Yes No

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licenses?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

11F. TERMS OF AGREEMENT

a. Does the agreement provide for termination by the licensee? Yes No

b. Will the licensee retain control of the business finances? Yes No

c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

\$ per month/year (indicate amount)

% of alcohol sales (indicate percentage)

% of overall sales (indicate percentage)

other (please explain)

ABCC Licensee Officer/LLC Manager

Management Agreement Entity Officer/LLC Manager

Signature:

Signature:

Title:

Title:

Date:

Date:

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

ENTITY VOTE

The Board of Directors or LLC Managers of Verrill Farm
Entity Name

duly voted to apply to the Licensing Authority of Concord and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 1/28/2022
Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

“VOTED: To authorize Jennifer Verrill
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

“VOTED: To appoint Jennifer Verrill
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

Jennifer Verrill
Corporate Officer /LLC Manager Signature

Jennifer Verrill
(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

APPLICANT'S STATEMENT

I, Jennifer Verrill the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Verrill Farm
Name of the Entity/Corporation

hereby submit this application (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 statements 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 are in compliance with state and local laws and regulations;
- (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 ownership 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.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Jennifer Verrill

Date: 2/22/22

Title: Partner

From: tbarveyan <tbarveyan@yahoo.com>

Sent: Thursday, April 14, 2022 10:19:29 AM

To: Terri Ackerman <tackerman@concordma.gov>; Susan Bates <sbates@concordma.gov>; Matthew Johnson <mjohnson@concordma.gov>; Linda Escobedo <lescobedo@concordma.gov>; Henry Dane <hdane@concordma.gov>; Mary Hartman <maryhartman7@gmail.com>; Robyn LaFrance <rlafrance@concordma.gov>

Cc: Kerry Lafleur <klafleur@concordma.gov>; Carmin Reiss, Town Moderator <moderator@concordma.gov>; Diane Proctor <dpdproctor@gmail.com>; Mark Gailus <mark_gailus@yahoo.com>

Subject: Request that Sunday May 1 Town Meeting time length be extended

Dear Members of the Select Board,

Re: A request that you extend Sunday May 1 Town Meeting new item deadline to at least 6 or 7 pm.

When you first agreed to move that no Article be moved after 5 pm at Town Meeting on Sunday May 1st, the option was on the table that Town Meeting may go into Monday *and Tuesday* as needed.

During the Town Meeting coordination discussion this morning (April 14,) the Moderator announced that the Monday session would not have a time limit for new business presentation, so that all Articles could be covered by the end of the Monday May 2 session. (Hence Tuesday is no longer an option.)

This would almost guarantee that Articles 46 and 47 - both of which need their supporters rather badly, could come up as late as 11 pm or later. (Remember that the Thoreau Depot article is highly contentious.)

IF the goal is to finish Town Meeting by the end of Monday evening, May 2nd, please extend the Sunday May 1 session new item deadline to 6 or even 7 pm.

That is still a very reasonable hour. Five or six hours of Town Meeting during daylight hours such as on Sunday is easier to tolerate than five or six hours on a weekday night.

If food is the issue, people can bring food from home. Perhaps a charity group may consider selling pizza.

Please give the proponents of Articles 46 and 47 a chance to have their supporters of all ages and abilities to be present during these Articles.

Thank you for your consideration,

Mark and Tanya Gailus

Art #	Title	SB recommendation	SB vote	Back-up spkr	Presenter	Handout	Consent Cal
1	Choose Town Officers	(no motion expected)					
2	Hear Reports	affirmative action, unanimous	3/28/2022				consent calend.
3	Meeting Procedure	affirmative action, unanimous	3/7/2022				consent calend.
4	Ratify Personnel Board Classification Actions	affirmative action, 4 approved (He	3/7/2022	Susan			consent calend.
5	Classification & Compensation Plan for Regular-Status Position	affirmative action, unanimous	3/7/2022	Susan			consent calend.
6	Personnel Bylaw Amendment	affirmative action, 4 approved (He	3/7/2022	susan			consent calend.
7	Use of Free Cash	affirmative action, unanimous	3/7/2022	terri			consent calend.
8	FY22 Budget Line Item Adjustments	(no motion expected)		terri			Floor debate
9	FY23 Town Budget	affirmative action, unanimous	3/28/2022	terri			Floor debate
10	Capital Improvement and Debt Plan	affirmative action, unanimous	3/28/2022	terri			Floor debate
11	Senior Means-Tested Property Tax Exemption	affirmative action, unanimous	3/7/2022	Susan			Floor debate
12	Appropriation for Senior Means-Tested Tax Exemption	affirmative action, unanimous	3/7/2022	Susan			consent calend.
13	OPEB Trust Fund Appropriation	affirmative action, unanimous	3/7/2022	terri			consent calend.
14	OPEB Trust Fund Expense	affirmative action, unanimous	3/7/2022	terri			consent calend.
15	Establishing an Electrification Trust	(no motion expected)					Floor debate
	Citizen Petition: Five-Year Moratorium on the Installation of Synthetic Turf on Town Land						
16		affirmative action, unanimous	3/7/2022	susan			Floor debate
17	Minuteman Regional Technical High School District Budget	affirmative action	3/14/2022	terri			Floor debate
18	Concord Public Schools Budget	report out at Town meeting	no vote taken 4/	terri			Floor debate
19	Concord Public Schools Capital Projects	affirmative action	3/14/2022	terri			Floor debate
20	Appropriation to Stabilization Fund	affirmative action	3/14/2022	terri			consent calend.
21	Concord-Carlisle Regional High School Budget	affirmative action	3/14/2022	terri			Floor debate
22	Concord-Carlisle Regional High School Capital Projects	affirmative action, unanimous	3/28/2022	terri			Floor debate
23	Citizen Petition: Ranked Choice Voting for Concord Elections	recommend affirmative action as ε	4/4/2022	terri	terri	matt	Floor debate
24	Appropriate Funds for Affordable Housing Development	affirmative action, unanimous	3/28/2022	linda	linda	linda	Floor debate
25	Assabet River Bluff Preservation Project	affirmative action	4/4/2022	linda	linda	linda	Floor debate
26	Community Preservation Committee Appropriation Recommendations	3-1, passes, affirmative action as p	4/4/2022	linda	linda	linda	Floor debate
27	Amend Departmental Revolving Funds Bylaw	affirmative action, unanimous	3/7/2022	terri			consent calend.
28	Authorize Expenditure of Revolving Funds Under Mass. Gen. Laws c. 44, § 53E½	affirmative action, 4 approved (He	3/7/2022	terri			consent calend.
29	Annual Appropriation of Parking Meter Receipts	affirmative action, unanimous	4/4/2022	terri			Floor debate
30	Scenic Roads General Bylaw	affirmative action, unanimous	3/28/2022	linda			Floor debate
31	Zoning Bylaw Amendment – Additional Dwelling Unit	affirmative action, unanimous, as i	4/4/2022	terri			consent calend.
32	Zoning Bylaw Amendment – Formula Business	affirmative action	4/4/2022	linda			Floor debate
33	Zoning Bylaw Amendment – Zoning Map & Thoreau Depot Business District	affirmative action, 3-1, as printed i	4/4/2022	linda	linda	matt	Floor debate
	Citizen Petition: Zoning Map Amendment – Residence A & Industrial Park B Zoning District Boundary						
34		affirmative action as printed in the	4/4/2022	linda			consent calend.
	Citizen Petition: Zoning Bylaw Section 10 Planned Residential Development Update						
35		no action, unanimous	no vote taken 4/	linda			Floor debate
36	Adopt Local Ballot Option Pursuant to Mass. Gen. Laws 53	recommend affirmative action as v	4/4/2022	terri	terri	terri	Floor debate

Art #	Title	SB recommendation	SB vote	Back-up spkr	Presenter	Handout	Consent Cal
37	Citizen Petition: Authorize Select Board to Petition to Impose a Checkout Bag Charge	report out at Town meeting	4/4/2022	susan		matt	Floor debate
38	Citizen Petition: Development Plan for Municipal Solar Generation	recommend affirmative action as v	4/4/2022	linda			Floor debate
39	Light Plant Expenditures & Payment in Lieu of Taxes	affirmative action, unanimous	3/28/2022	henry			consent calend.
40	Solid Waste Disposal Fund Expenditures	affirmative action, unanimous	3/28/2022	henry			consent calend.
41	Sewer System Expenditures	affirmative action, unanimous	3/28/2022	henry			consent calend.
42	Sewer Improvement Fund Expenditures	affirmative action, unanimous	3/28/2022	henry			consent calend.
43	Water System Expenditures	affirmative action, unanimous	3/28/2022	henry			consent calend.
44	Authorize Expenditure from PEG Access & Cable-Related Fund	affirmative action, unanimous	3/28/2022	henry			consent calend.
45	Beede Swim & Fitness Center Enterprise Fund Expenditures	recommend affirmative action as v	4/4/2022	henry			Floor debate
46	Citizen Petition: Reformatory Branch Trail Feasibility Study	no action, unanimous	4/4/2022	susan	susan	susan	Floor debate
47	Citizen Petition: Preserve Concord's Reformatory Branch Trail	3-1 affirmative action	4/4/2022	susan	susan	susan	Floor debate
48	Unpaid Bills	no action, unanimous	3/7/2022				Floor debate
49	Debt Rescission	no action, unanimous	3/7/2022				Floor debate

Annual Town Meeting 2022

Select Board Positions on Articles

Article 11: Senior Means-Tested Property Tax Exemption

(Note: a motion will only be made if the legislature approves our home rule request before ATM)

The Select Board recommends affirmative action on Article 11. With this action, we can finally make our temporary, annually authorized tax relief program for lower-income homeowners permanent. It is even more important for the Town to offer this program as property taxes continue to rise, so residents who've called Concord home for decades are not forced to sell their homes and move away. The costs are very modest, considering the social impact that this program delivers.

Article 16: Five-Year Moratorium on Installation of Synthetic Turf on Town Land (by petition)

The Select Board recommends affirmative action on Article 16. It extends a moratorium that has already been in place for six years. Town meeting voters have also already renewed it once previously.

The article's scope is limited to the Town's fields, explicitly excluding those (such as the Doug White synthetic turf field) that belong to the regional school district. The only new Town field planned in the near term is at the future middle school; the middle school building committee has already committed to use natural turf for that. In the meantime, research into the health and environmental impacts of synthetic turf, as well as development of new alternative surfacing options will continue. These may inform our decisions once the moratorium ends.

Article 23: Ranked Choice Voting for Concord Elections (by petition)

The Select Board recommends affirmative action on Article 23. Concord proudly relies on pure democracy – each citizen's vote at this Town Meeting – for its most important decisions, but we call upon elected representatives to oversee other matters.

Concord's town elections are not always contested, but when they are, sometimes several candidates vie for multiple open seats on the Select Board, School Committee, or Housing Authority. Some well-qualified candidates may "split the vote" in that case, resulting in the election of a candidate that would not have been the first or second choice of the majority of voters.

Ranked choice voting addresses this scenario, promoting candidates that are more representative of voters' preferences. It also encourages more candidates to stand for election, because they will be evaluated on their individual merits, rather than dilute support for others with a similar platform. While it's not pure democracy, ranked choice selection of our elected representatives yields the closest thing to a consensus of the voters.

(OVER)

Select Board Positions on Articles (continued)

Article 24: Appropriate Funds for Affordable Housing Development

The Select Board unanimously recommends affirmative action on Article 24 which would provide an appropriation of \$500,000 to the Concord Municipal Affordable Housing Trust (CMAHT) from Free Cash, funds to be made available as a result of applied FY'22 ARPA (Federal American Rescue Plan Act) funds. This recommendation continues the Select Board's commitment to fund Town affordable housing goals encapsulated in such documents as its 2015 Housing Production Plan and Town master plan, Envision Concord: Bridge to 2030. This article is also supported by the Finance Committee, Planning Board, Concord Housing Development Corporation, Concord Housing Authority, Concord Housing Foundation and the CMAHT.

During this past year, the Select Board approved CMAHT Interim Policy Goals for the Use of Funds which will be reviewed and updated when Concord's new State-required Housing Production Plan is completed at the end of this year, and when hopefully, more sustainable sources of affordable housing funds will be available.

Annual Town Meeting (ATM) appropriations provide ready funds which allow the Town to take advantage of affordable housing opportunities throughout the year before they are lost.

Recent ATMs have supported similar appropriations and contributed, among other projects, to the 930 Main Street two family home currently under construction which will hold a permanent affordable housing deed restriction, and the proposed Assabet River Bluff land acquisition project for open space and land for five affordable housing units.

Article 25: Assabet River Bluff Preservation Project

The Select Board unanimously recommends affirmative action on Article 25 for the Town to borrow \$500,000 toward the open space conservation and passive recreation portion of this 7- acre proposed land acquisition project known as the Assabet River Bluff located at 2B Upland Road and 406 Old Marlboro Road which will also include land for five affordable housing units. Multiple sources of funds have been identified to make this combined land acquisition project possible, including ATM approval for both this article and CPC funds described in Article 26. Identified project funds include an application for grant funds of \$500,000, which if awarded, will allow this borrowing to serve as bridge funds as needed to meet the purchase closing date deadline before grant funds are received. The Town will then be reimbursed for grant funds received.

Multiple entities within and external to the Town have collaborated over many months to make this proposed project possible, to meet both Town open space/conservation and affordable housing goals which otherwise likely could not have been accomplished without this collaboration. Article 25 is also supported by the Planning Board, and broadly by both land conservation and affordable housing groups within the Town and the Concord community, acknowledging the extraordinary collaborative efforts being made to bring open space and affordable housing groups together to accomplish a shared purpose.

(OVER)

Select Board Positions on Articles (continued)

Article 26: Community Preservation Committee (CPC) Appropriation Recommendations

The Select Board unanimously recommends affirmative action on Article 26 to appropriate \$2,153,741 from the Concord Preservation Fund for the nine project funding recommendations included in this article. These funds will support important projects in Community Housing, Open Space, Recreation, and Historic Preservation as allowed by the Massachusetts Community Preservation Act which will greatly benefit the character of the Town and meet defined Town goals. Funds are also allocated for administration of Concord's CPA program under this article.

As in past years, projects being recommended for funding have been submitted by both the Town and Concord non-profit organizations for projects with demonstrable public benefit. The Concord Preservation Committee has, over these many past months, thoroughly vetted each of these recommended projects. They have sought legal advice and consultation from the state-wide Community Preservation Coalition for the more complicated issues that arose as applications were reviewed. This committee has done extraordinary work in bringing Article 26 recommendations to ATM for its ratification.

Article 33: Zoning Bylaw Amendment – Zoning Map & Thoreau Depot Business District

The Select Board recommends affirmative action on Article 33. Thoreau Depot is an important commercial and commuting center for the Town, which also has great potential for mixed-use development. The Planning Board carefully studied the current conditions and zoning for the district, and applied best practices in land use planning to arrive at this zoning bylaw amendment. Developed through a public process, the regulations respond to neighborhood concerns about building scale, the streetscape, and use of open space, while increasing the opportunity to generate much-needed housing in walking distance to the MBTA station, along with less car-centric retail and commercial infrastructure.

Recognizing that all the properties other than the station are privately held, the Town cannot control whether any future development will occur in the district. Yet through this zoning, we can shape the outcome when and if it comes.

Article 36: Adopt Local Ballot Option Pursuant to Mass. General Laws 53, § 18B

The Select Board unanimously recommends affirmative action on Article 36 which would provide Concord voters with information related to ballot questions. At present, ballot language is limited and can be confusing. If we adopt MGL c. 53, § 18B under this article, voters will then receive a mailing with summary language, pros and cons, for each ballot question. A copy of this mailing will also be available at the polls.

Article 37: Authorize Select Board to Petition to Impose a Checkout Bag Charge (by petition)

(OVER)

Select Board Positions on Articles (continued)

Article 38: Development Plan for Municipal Solar Generation (by petition)

The Select Board recommends affirmative action on Article 38. Concord Municipal Light is currently pursuing many strategic initiatives, including a new metering infrastructure, rate design, electrification incentives, and energy storage on the path to meeting the Town's climate goals, yet the Town's electric grid currently constrains in-town solar production. Under the circumstances, CMLP has worked to secure non-emitting power from projects outside of Concord, and has not recently invested in local solar projects.

While CMLP has made laudable progress on many fronts, developing more robust local solar energy capacity is an important goal of Concord's Climate Action Plan. A clear roadmap is needed now if we are going to overcome the current challenges to deliver 20 megawatts of in-town solar capacity by 2030.

Article 45: Beede Swim & Fitness Center Enterprise Fund Expenditures

The Select Board recommends affirmative action on Article 45. Thanks to the tremendous efforts of recreation staff and the commitment of members, the Beede Center has endured the extreme challenges of the COVID-19 pandemic. The Center's 2023 budget reflects rising personnel costs and other inflationary pressures, but offsets these to some degree with new revenue sources and continued membership growth. Significant challenges lie ahead and it's likely that the facility, now 16 years old, will require a capital campaign in the near future. The Recreation Department plans to undergo a strategic planning initiative this year that will help inform community conversations while documenting Beede's future viability, value, and impact.

Article 46: Reformatory Branch Trail Feasibility Study (by petition)

The Select Board recommends no action on Article 46.

This article, requesting \$75,000 to perform a study partially to address drainage and grading issues, did not go through the usual process for Capital projects. That rigorous process resulted in many worthy municipal projects (paving, sidewalks, etc.) being cut or underfunded this year. It is difficult to know where this project would have ranked if evaluated along with other capital needs. The Free Cash balance, another possible source of funding, is lower than it has been in several years due to contributions to Middle School project sustainability fund, affordable housing and other worthy expenditures approved by past Town Meetings.

The type of feasibility study to be done on the Reformatory Branch Trail needs more discussion and public input, perhaps in the context of reviewing the entire town trail system.

Article 47: Preserve Concord's Reformatory Branch Trail (by petition)

The Select Board recommends affirmative action on Article 47. The article recommends that the various owners of portions of the Reformatory Branch Trail recognize the value in preserving the natural features of the trail. This is a recommendation, not a mandate, which the Select Board supports.

(OVER)

From: Terri Ackerman <tackerman@concordma.gov>
Sent: Thursday, April 21, 2022 7:26 PM
To: Christopher Carmody <ccarmody@concordma.gov>
Subject: material-Art 18

ARTICLE 18

The Finance Committee and School Committee have agreed to both recommend affirmative action on Article 18 in the amount of \$43,010,486

From: Christine Reynolds <fincomcr@gmail.com>
Sent: Wednesday, April 13, 2022 8:34 PM
To: Terri Ackerman <tackerman@concordma.gov>; Carmin Reiss, Town Moderator <moderator@concordma.gov>; Kerry Lafleur <klafleur@concordma.gov>
Subject: Fwd: CPS budget

FYI - see below re school committee vote on CPS

Since the FinCom report was sent to the printer yesterday, the report recommends No Action on Article 18. As the matter is now resolved, FinCom will need to post an addendum to our report on the town website recommending affirmative action on the new budget amount and provide a handout for town meeting.

----- Forwarded message -----

From: Christine Reynolds <fincomcr@gmail.com>
Date: Wed, Apr 13, 2022 at 7:28 PM
Subject: CPS budget
To: Amrith Concord <concord.amrith@gmail.com>, Brian Taylor (bjtemail@gmail.com) <bjtemail@gmail.com>, Dean Banfield <dbanfield.fincom@gmail.com>, Dee Ortner <daortner@gmail.com>, Eric Dahlberg <ericdahlberg@gmail.com>, Greg Guarriello <gregguar@gmail.com>, John Hickling <jrhickling@yahoo.com>, Kathy Cuocolo <kathy.cuocolo@gmail.com>, Lois Wasoff <lwasoff.fincom@icloud.com>, Mary Hartman <maryhartman7@gmail.com>, Parashar Patel <pacoinconn@gmail.com>, Peggy Briggs <peg.briggs@gmail.com>, RayAndrews <rayandrews@comcast.net>, Don Kupka <Concordmarin@gmail.com>

FinCom,
School committee voted tonight to accept our offer of \$43,010,486, which is \$138,413 below their last approved budget. This reduces the CPS budget growth in Fy 23 from 3.45% to 3.12%.
Chris

From: Christine Reynolds <fincomcr@gmail.com>
Sent: Wednesday, April 13, 2022 8:34 PM
To: Terri Ackerman <tackerman@concordma.gov>; Carmin Reiss, Town Moderator <moderator@concordma.gov>; Kerry Lafleur <klafleur@concordma.gov>
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Date: Wed, Apr 13, 2022 at 7:28 PM
Subject: CPS budget
To: Amrith Concord <concord.amrith@gmail.com>, Brian Taylor (bjtemail@gmail.com) <bjtemail@gmail.com>, Dean Banfield <dbanfield.fincom@gmail.com>, Dee Ortner <daortner@gmail.com>, Eric Dahlberg <ericdahlberg@gmail.com>, Greg Guarriello <gregguar@gmail.com>, John Hickling <jrhickling@yahoo.com>, Kathy Cuocolo <kathy.cuocolo@gmail.com>, Lois Wasoff <lwasoff.fincom@icloud.com>, Mary Hartman <maryhartman7@gmail.com>, Parashar Patel <pacoinconn@gmail.com>, Peggy Briggs <peg.briggs@gmail.com>, RayAndrews <rayandrews@comcast.net>, Don Kupka <Concordmarin@gmail.com>

FinCom,

School committee voted tonight to accept our offer of \$43,010,486, which is \$138,413 below their last approved budget. This reduces the CPS budget growth in Fy 23 from 3.45% to 3.12%.

Chris

DRAFT MOTION UNDER ARTICLE 37
CITIZEN PETITION: Authorize Select Board
to Petition to Impose a Checkout Bag Charge

Mr. Stein moves that the Town authorize the Select Board to petition the General Court to adopt legislation as set forth below, **with changes to the language of the proposed legislation as printed in the Warrant shown in bold italics and strike-through**, to implement a minimum charge of \$0.10 for all new checkout bags distributed in the Town of Concord, which legislation would have the underlying purposes of 1) incentivizing consumers to reuse checkout bags, the most environmentally sustainable and economical option, 2) allowing consumers to have the choice of not paying for unwanted or unneeded new checkout bags, 3) allowing collected money to be retained by the retailer so as to help businesses defray the costs of switching to more environmentally sustainable checkout bag options, and 4) reducing the generation of waste and associated costs of disposal and recycling that must be borne by the Town and its residents; and further that the Town authorize the Select Board to approve such amendments as may be requested by the General Court and are within the scope of the general public purposes of the petition.

**AN ACT AUTHORIZING THE TOWN OF CONCORD TO
ESTABLISH A FEE FOR CHECKOUT BAGS**

SECTION 1. The following words, unless the context clearly requires otherwise, shall have the following meanings:

“Checkout Bag” shall mean a bag provided by a retail establishment to a customer at the point of sale. Checkout bags shall not include: ***(i) bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store; (ii) a paper bag provided by a pharmacy to a customer purchasing a prescription medication; (iii) a non-handled bag used to protect items from damaging or contaminating other purchased items; or (iv) a non-handled bag that is designed to be placed over articles of clothing on a hanger.***

“Retail Establishment” shall mean any business facility that sells goods directly to the consumer whether for or not for profit, including but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, and seasonal and temporary businesses.

SECTION 2. (a) Notwithstanding any general or special law to the contrary, any retail establishment which makes available checkout bags in the Town of Concord shall charge for each such bag equal to or greater than \$0.10 per checkout bag, as established by regulations to be duly promulgated by the ~~Concord Board of Health~~ ***Town Manager*** or his/her designee.

(b) All monies collected pursuant to this section shall be retained by the retail establishment.

(c) Any charge for a checkout bag shall be separately stated on a receipt provided to the customer at the time of sale and shall be identified as the “checkout bag charge” thereon.

SECTION 3. (a) The ~~Health Agent for the Concord Board of Health~~ ***Town Manager*** or his/her designee shall have authority to enforce this law and any regulations promulgated thereunder. This law may be

enforced through any lawful means in law or in equity, including but not limited to, noncriminal disposition pursuant to G.L. c. 40 § 21D.

(b) The ~~Health Agent for the Concord Board of Health~~ **Town Manager** or his/her designee may adopt and amend rules and regulations to effectuate the purposes of this law.

SECTION 4. If any provision of this law is declared to be invalid or unenforceable, the other provisions shall be severable and shall not be affected thereby.

SECTION 5. This act shall take effect three months after its passage.

Proposed Amendment to Article 19 (V3)

‘The Concord School Committee shall not spend any portion of its capital budget on planned new gas boilers in FY23. A portion of the currently planned amount for the Alcott boiler shall be directed to a technical review of other alternatives consistent with Concord’s sustainability goals. An independent, third party hired to provide the technical review should have strong competencies and experience in retrofitting buildings from a fossil-fuel basis to an electric design. While the Town urges the School Committee to develop its plans for the upgrade of Concord’s schools to all-electric as the preferred design, a phased approach based on hybrid use of natural gas & electric solutions is the appropriate interim path to the all-electric goal for Concord’s elementary schools. The School Committee may consider other alternatives.’

Commentary: This amendment pauses action on replacing the Alcott natural gas boiler in FY23 and directs the School Committee to evaluate alternatives that are more consistent with Concord’s Sustainability goals. While a more efficient natural gas boiler reduces GHG’s from heating by ~12%, the School Committee is being asked to evaluate the options for a *phased approach* to all-electric HVAC which may achieve a 50% or 60% reduction in GHG as the path forward to an eventual 100% reduction by 2050. This approach allows us to meet or exceed 2030 goals while enabling continued focus on actions directed to the achievement of 2050 zero emissions goals. This amendment focuses on Alcott School; however, the results of this work and experience gained will be directly applicable to the other two elementary schools.

Copy of Article 19 from Concord 2022 town Warrant:

CONCORD PUBLIC SCHOOLS CAPITAL PROJECTS

ARTICLE 19. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow money by the issuance of bonds or notes under the provisions of Mass. Gen. Laws c. 44, the sum of nine hundred thousand dollars (\$900,000.00), or any other sum, to be expended under the direction of the School Committee for remodeling, construction, reconstructing or making extraordinary repairs, including original equipment and related work at various Concord Public School buildings, and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Mass. Gen. Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

This article authorizes the Treasurer to borrow \$900,000 for a high efficiency condensing boiler and controls at the Alcott Elementary School, an integrated playground at Thoreau Elementary School, paving and sidewalk replacements at the Ripley building, flooring and carpet replacements at the Ripley building and Alcott Elementary School, and related work at various Concord Public School facilities. This borrowing is part of the Town Manager’s five-year Capital Plan, with the debt service cost to be funded within the Levy Limit.

Article 46: Citizen Petition: Reformatory Branch Trail Feasibility Study
(PBP comment 4-22-22)

Mr. Posner moves that the Town ~~urge-recommend~~ the Select Board ~~to-consider-allocating~~ \$75,000.00 of such funds as are made available to the Town from the 'Infrastructure Investment and Jobs Act,' Public Law 117-58 of the 117th Congress of the United States, provided such expenditure is appropriate and permissible under the Act, to conduct public forum(s) and a feasibility study or needs assessment, to be undertaken by a consulting firm to be selected by the Town Manager or his or her designee, relating to grading and drainage improvements on and to the Reformatory Branch Trail, including the sections owned by the Natural Resources Commission and the Town of Concord and the section which is a public way, appropriate to current uses, natural resource protection, accessibility for persons with mobility challenges, and public safety and convenience, all as consistent with the Town's Sustainability Principles, and that the funds thus appropriated be administered by the Town Manager or such person or agency as the Town Manager shall designate.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 66TH AIR BASE GROUP
HANSCOM AIR FORCE BASE MASSACHUSETTS**

March 29, 2022

Mr. Jim Maravelias
66 ABG/CEIE
120 Grenier Street
Hanscom AFB, MA 01731-1910

Ms. Linda Escobedo
Hanscom Area Towns Committee
Town House
22 Monument Square
Concord, MA 01742

Dear Ms. Escobedo,

In accordance with the National Environmental Policy Act of 1969 (NEPA) and the Air Force Environmental Impact Analysis Process (32 Code of Federal Regulations 989 et seq.), the United States Air Force (USAF) is preparing an Environmental Assessment (EA) to evaluate potential socioeconomic, traffic, and environmental impacts associated with the Proposed Action to construct new access control facility, demolish the existing gate house, and realign the road system within current Hanscom Air Force Base (HAFB) boundaries at the Ruiz Gate area (Gate 4).

Ruiz Gate (formerly Hartwell Gate) is considered the main entryway for commuters traveling via the US Route 3, Interstate 95, and Massachusetts Route 128 traffic corridors. The Proposed Action would construct a new access control facility that would provide the best means of access and egress on HAFB for commuters traveling along these traffic corridors. The preferred alternative would realign the intersection of Bestic Drive and Kirtland Street creating a safe traffic situation and allow for final denial barriers to be placed at their appropriate distance from the current gatehouse. The proposed gatehouse would be adequately sized, and adequate space would be provided for compliant ID check areas. The proposed entry control facility would meet Anti-Terrorism (AT) standards and be in accordance with Unified Facilities Criteria (UFC) 4-022-01 Security Engineering: Entry Control Facilities/Access Control Points.

The Proposed Action includes all work required to construct a new entry control facility at the Ruiz Gate to meet current requirements. This includes constructing a new gate house, overwatch structure, vehicle inspection area, final denial barriers, fencing, vehicle control gates, area lighting, required utilities and a vehicle rejection lane. The project includes rerouting Hamilton Street, constructing a traffic rotary, new roads, and sidewalks, and realigning Bestic Drive to Kirtland Street.

The proposed construction of a new access control point at Ruiz Gate has the potential to induce changes to traffic volumes at intersections within the abutting communities. This rerouting would be due to the self-rerouting of traffic bound for Hanscom AFB from Gate 4 to Sartain Gate (Gate 1) to avoid expected congestion at Gate 4. Gate 1 is the primary entrance to Hanscom AFB, which is accessible via Route 2A and Hanscom Drive in Bedford. In response to this intermittent

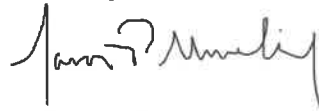
operational change during the construction phase, the EA will include a traffic study outlining an Alternative Route Geometric Assessment and in-depth traffic analyses for pre-construction and post-construction traffic conditions in surrounding areas.

With this letter, we seek your input on the Proposed Action to assist the Air Force in fully developing the range of issues to consider in conducting a comprehensive environmental review, particularly issues for which the USAF may be unaware. Once completed, the Draft EA will be made available for public review and comment. We currently expect this to occur sometime in Spring 2022. For the purposes of this effort, we request that you send any written input you may have at this time via e-mail to:

james.maravelias.1@us.af.mil
Mr. Jim Maravelias, NEPA/EIAP Program Manager
66 ABG/CEIE
120 Grenier Street, B1825
Hanscom AFB, MA 01731-1910

Included in this letter are a project location map (Attachment 1); and a listing of agencies we are offering an opportunity to provide input into this scoping effort (Attachment 2). If you choose to provide input at this time, we respectfully request you respond within 30 days from receipt of this letter. If you have any questions, please feel free to contact Mr. Jim Maravelias at (781) 225-6209 or james.maravelias.1@us.af.mil.

Sincerely



JAMES P MARAVELIAS
NEPA/EIAP Manager

2 Attachments:

1. Project Location Map
2. List of Parties Contacted

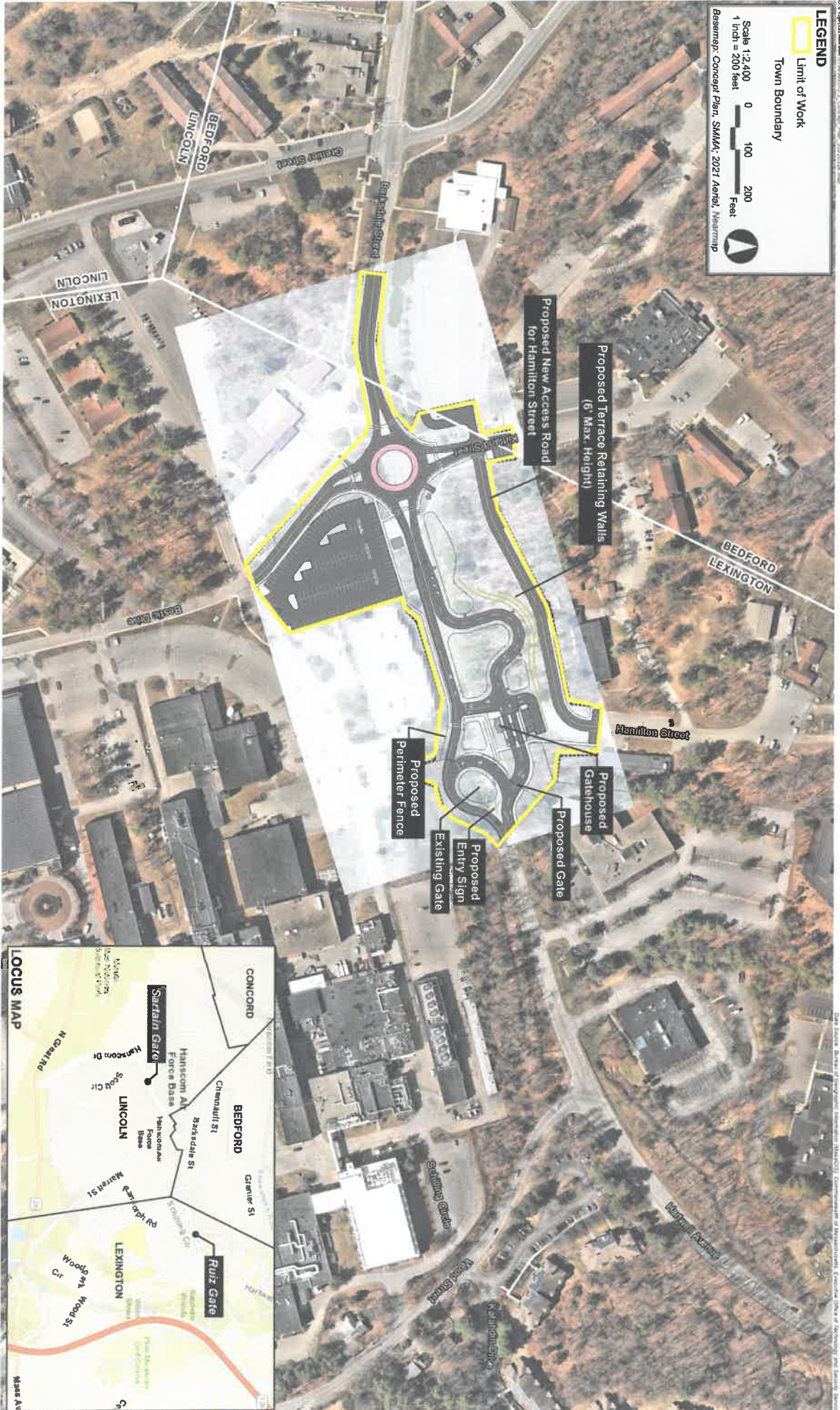
LEGEND

- Limit of Work
- Town Boundary

Scale 1:2,400
1 inch = 200 feet

0 100 200 Feet

Basemap: Concept Plan, SMM-A, 2021 Aerial, Nemap



Ruiz Access Gate Facility



Figure 1 Ruiz Access Gate Facility - Redevelopment Concept Plan

Ruiz Gate Facility EA Consultation Recipient List

- Town of Lexington (Selectmen, Town Manager, DPW, Fire Dept, Police Dept)
- Town of Bedford (Selectmen, Town Manager, DPW, Fire Dept, Police Dept)
- Hanscom Area Towns Committee
- MassPORT (Hanscom)
- Local Hospitals
- Section 106 – SHPO, Wampanoag Tribe of Aquinnah, Mashpee Wampanoag
- Minute Man National Historic Park

From: Karlen Reed <karlen.reed@gmail.com>

Sent: Thursday, April 7, 2022 8:23 PM

To: Terri Ackerman <tackerman@concordma.gov>; Henry Dane <hdane@concordma.gov>

Cc: Jonathan Harris <jharris@concordma.gov>

Subject: April 25 Select Board agenda; Q: RFP review committee for PEG

4.7.22

Hi Terri and Henry,

At our PEG Access Advisory Committee (PAAC) meeting today, which was in-person only, we had a good discussion on the Request For Proposal for the cable consultant with Jon Harris (Finance Department). I am following up on details with Jon on April 15 and have included Jon on this message.

We will have a near-final RFP ready by the Select Board's April 25 meeting, so I will be ready to give the Select Board an overview of the RFP and the cable franchise renewal process in general. Our immediate plan is to send the RFP advertisement to the Concord Journal on April 28, with proposals due by May 26. Proposals will be opened on June 1, and consultants will be interviewed June 13-17, with a selection occurring by July 1.

Two questions for the Select Board for the April 25 SB meeting when I appear: We need an RFP review group, consisting of PEG members (Cory Atkins and I are interested, and Court Booth might want to join us), Town Staff (Jon Harris), and Select Board members (if any are interested). Q: Will the Select Board please delegate the task of reviewing the RFP to this review group / the PAAC? Q: Are any Select Board members interested in participating in the review/interview process?

Thanks for the time. I will have a 1-page summary for the Select Board packet for the April 25 meeting (ready by April 20).

Karlen Reed

PEG Access Advisory Committee, chair

781.396.4284

Comcast / Concord PEG Franchise Renewal Timeline – updated 4.17.22

ACTIVITY		DATE/TIME
1	Release Request for Proposal	4:00 p.m. EDT, Thursday, April 28, 2022
2	Deadline to submit written questions	4:00 p.m. EDT, Tuesday, May 17, 2022
3	Town's response to written questions posted	4:00 p.m. EDT, Friday, May 20, 2022
4	Deadline for submitting proposal, location: Concord Assessors Building, 24 Court Lane, Concord, MA 01742.	2:00 p.m. EDT, Thursday, May 26, 2022
5	Interviews with selected firms	June 13-17, 2022
6	Contract awarded	July 1, 2022
7	Meet with PAAC and Town Staff to review draft timeline, PAAC's draft needs ascertainment/ Comcast compliance survey, and discuss possible franchise agreement terms	October 6 and November 3, 2022
8	Town issues needs ascertainment/ Comcast compliance survey town-wide, with responses due December 22, 2022.	December 1, 2022
9	Meet with PAAC to review raw data and summary of survey results	February 2, 2023
10	Conduct the needs ascertainment/ Comcast compliance public hearing (leave open)	September 14, 2023
11	Meet with PAAC to discuss preliminary franchise agreement terms	November 2, 2023
12	Meet with PAAC to review Comcast's formal proposal with PAAC – expected December 21, 2023	January 4, 2024
13	Submit draft report to PAAC	January 17, 2024
14	Conduct public hearing on Comcast's formal proposal	January 18, 2024
15	Meet with PAAC, Select Board, and Town staff to discuss proposal terms and review draft report	January 22, 2024
16	Negotiate with Comcast, meet with PAAC and Select Board, and apply for time extension with MA DTC if needed	January – March 2024
17	Meet with PAAC; close ascertainment public hearing; finalize agreement w/Select Board.	March 28, 2024.

**RFP 450: Cable Television Franchise Review
Town of Concord, Massachusetts**

CABLE TELEVISION FRANCHISE REVIEW

RFP #450

Due: By 2:00 PM on Thursday, May 26, 2022

I. Introduction

On behalf of the Town of Concord, Massachusetts, the PEG Access Advisory Committee (PAAC) is issuing this Request for Proposals (RFP 450) for the purpose of selecting a qualified contractor for consulting services for renewal of the cable franchise held by the Town of Concord.

Written questions are due no later than **4:00 p.m. EDT, Wednesday, May 18, 2022**, and should be sent to **Karlen Reed, PAAC Chair**, by email: PAAC@concordma.gov. The subject line of the email should be plainly labeled "Questions for Cable Television Franchise Renewal Consulting Services." The response to questions or any other clarifications will be provided **solely** through addendum distributed to all prospective proposers.

Proposals are due by 2:00 PM on Thursday, May 26, 2022.

II. Background

The Town is a community of approximately 18,000 residents, with about 6750 households, of which 4,400 residences subscribe to cable television service by Comcast, Inc. The initial franchise was awarded to Comcast, Inc. in 2004 for a term of 10 years and it was re-negotiated in 2014. That franchise now expires April 21, 2024.

During the period described in the federal Cable Act, the Town has received a request for renewal from Comcast, Inc. using the renewal processes provided by that Act. Those requests will be referred to the PEG Access Advisory Committee (PAAC) for review and recommendation to the Select Board. PAAC is a five-member citizen committee appointed by the Select Board to advise on cable television related matters, resolve complaints and disagreements, and maintain lines of communications with the cable television franchisees. The initial renewal proceedings will be conducted under the guidance of PAAC, together with the Concord Select Board and Town staff. The TOWN does not have a separate media or cable television office but, instead, monitors and oversees cable television issues through staff members in the Town offices.

RFP 450: Cable Television Franchise Review Town of Concord, Massachusetts

The Town has an active PEG community. All PEG programming is administered by Minuteman Media Network (MMN), which maintains a PEG studio and various equipment within Town facilities. The Town's Agreement with Comcast expressly provides that the Town will have three public access channels, which shall remain a condition of any franchise renewal. Because of the continuing discussion about public access availability, the TOWN is interested in support from a consultant experienced in determining PEG access needs and requirements before PAAC renders a recommendation to the Select Board relative to a franchise renewal.

The Town intends to conduct a contemporaneous review of the Comcast franchise agreement; therefore, the completion of the services anticipated through this contract shall be before March 28, 2024.

III. Scope of Services

The Town is seeking comprehensive professional consultation services during the renewal of its cable television franchise agreement with Concord including any advice regarding beneficial revision of town policies, franchise language or operational regulations. To the extent necessary, the renewal process will include the steps set out in section 626 of the Cable Communications Policy Act of 1984 and subsequent amendments. The Town received a request for renewal from Comcast, Inc on August 25, 2021. The consulting services will include analysis, recommendations, and assisting with negotiations with Comcast Inc. and its representatives. Renewal negotiations are likely to also occur contemporaneously with the formal renewal steps.

The Deputy Town Manager, MMN Production Manager, Town Staff, and Members of the PAAC Committee will work closely with the consultant to complete activities related to the technical, financial, and various legal aspects of the franchise renewal as well as a review of Comcast, Inc.'s past performance. The Town will provide counsel for assistance with legal review under the direction of the Town Manager or his/her designee and will provide clerical support for revising the agreements and applicable policies where applicable.

Proposals from legal and/or negotiating firms with technical expertise are welcome. The following describes requirements and anticipated activities. Proposals may include other activities the submitter deems important or necessary. The proposal must include a work plan detailing the planned approach to accomplish the tasks.

1. Assist Town staff and PAAC in preparing a written plan for the renewal process, accompanied by a timeline, and work with staff to modify the plan as appropriate.
2. Assist Town staff and PAAC with various review activities, including a community needs assessment/customer satisfaction survey, public meetings, or public workshops.
3. Review existing cable television franchise agreement and suggest additional

**RFP 450: Cable Television Franchise Review
Town of Concord, Massachusetts**

elements for the Town to consider including in any proposal for renewal and/or utilizing the experiences and solutions of other governmental franchisors across the nation.

4. Attend and/or assist with negotiations with Comcast, Inc. as needed. The Town Counsel and/or Managerial staff will provide the legal review; the PAAC, Town staff, and consultant will work with Comcast to draft the franchise agreement, which the Select Board will adopt in open session.
5. Provide technical expertise related to any system upgrades as requested.
6. Provide guidance and assistance, as needed, regarding various regulatory requirements at both the Federal and State levels.
7. Attend meetings and events as requested to receive public input and discuss aspects of the proposed franchise agreement with PAAC, Town staff and members of the Select Board. At a minimum, the consultant should plan to attend a public hearing for ascertainment, a public hearing on the formal proposal, and two Select Board meetings, and six PAAC meetings. Additional meetings will be paid on a per diem and travel expense basis; hourly rates must be specified in the proposals in order to receive consideration.
8. Provide guidance on best practices relative to Comcast franchise agreements used in other peer communities across the Commonwealth. Includes a review of Comcast's recently negotiated agreements in other peer communities, including the definition of "Gross annual revenues."
9. Provide any other subsequently agreed upon input or assessments of potential improvements in cable television franchise regulation, monitoring, and administration.
10. Provide a written report, including an executive summary, outlining the analysis, advice, and recommendations related to the tasks outlined herein. The report must include an estimated cost impact associated with the recommendations. A draft report must be submitted for review and comment to Town staff and members of the PAAC by January 17, 2024. Comcast is expected to submit its formal proposal for franchise renewal on December 21, 2023. Final report shall be drafted after consideration of the drafts' comments and due February 1, 2024, for presentation to the Select Board.

IV. Proposed Schedule

The current franchise expires April 21, 2024. The firm receiving the award is expected to begin in July 2022, (or at another agreed-upon time) and finish before March 28, 2024. Receipt of public input is anticipated during December 2022 – January 2024.

The Town expects to adhere to the tentative procurement schedule shown below. It

**RFP 450: Cable Television Franchise Review
Town of Concord, Massachusetts**

should be noted, however, that some dates are approximate and subject to change.

ACTIVITY		DATE/TIME
1	Release Request for Proposal	4:00 p.m. EDT, Thursday, April 28, 2022
2	Deadline to submit written questions	4:00 p.m. EDT, Tuesday, May 17, 2022
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17	Meet with PAAC; close ascertainment public hearing; finalize agreement w/Select Board.	March 28, 2024.

**RFP 450: Cable Television Franchise Review
Town of Concord, Massachusetts**

V. Proposal Submission Requirements and Deadline

The Proposal shall be sealed in an envelope and titled, RFP 450 – Cable Television Franchise Review. Inside the sealed envelope, there shall be **TWO SEPARATELY SEALED ENVELOPES:**

1. The Technical Proposal with eight (8) paper copies of the requested material and a USB drive containing the electronic file.
2. The Price Proposal with eight (8) paper copies of the Price Proposal.

The Proposal Packages should be sent to Town of Concord, Assessor's Office Building, 24 Court Lane, Concord, MA 01742, Attention Jon Harris, Budget and Purchasing Director.

Proposals are due by 2PM on Thursday, May 26, 2022.

The sealed **Technical Proposal Envelope** shall include 8 paper copies and 1 thumb drive of the following:

- a. A Letter of Transmittal that contains the following information:
 - i. Company history and experience in consulting and/or negotiation services for cable television franchise renewal, as described in the scope of work, including identifying the cable television franchisees involved in the experience.
 - ii. Evidence of a track record of satisfaction with similar renewal efforts, including recommendations successfully implemented, examples of similar efforts, or other information demonstrating subject matter expertise.
 - iii. The name and resume of the company's representative(s), both primary and backup, who will be responsible for providing any aspect of the requested services. Please provide resumes.
 - iv. References, including names, addresses, and email addresses, and telephone numbers, from all organizations that have used your company for similar services within the last three years.
 - v. A written description of the proposed methodology, including an outline of the approach and methods anticipated for completing the project.
 - vi. A timeline of the proposed work, detailing expected completion dates for each task identified in the Scope of Services section.
- b. Certificate of Non-Collusion – The Proposer shall fill out and sign a copy of the Certificate of Non-Collusion found in the Appendix.
- c. Statement of State Tax Compliance – The Proposer shall fill out and sign a copy of the Statement of State Tax Compliance found in the Appendix.

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d. Insurance – Proposer will be required to provide proof of the following insurance coverage, within 10 days of the award of the contract:

Type	Individual	Aggregate
General Liability	at least \$1,000,000	At least \$3,000,000
Professional Liability	at least \$1,000,000	At least \$3,000,000
Bodily Injury & Property Damage Liability	at least \$1,000,000	At least \$3,000,000
Umbrella Policy	\$5,000,000	
Workers Compensation	As required by the state of Massachusetts	

The sealed **Price Proposal Envelope** shall include 8 hard copies of the Price Proposal and a list of the hourly fee charged by each staff member associated with this project.

DO NOT include the Price Proposal and list of the hourly fee charged by each staff member associated with this project in the Technical Proposal Envelope.

Proposals are due no later than **2:00 PM on Thursday, May 26, 2022**. Proposal should be sent to the Town of Concord, Assessor’s Office Building, 24 Court Lane, Concord, MA 01742, attention Jon Harris, Budget and Purchasing Director. If, at the time of the scheduled due date, Town offices are closed due to inclement weather or another unforeseen event, the due dates and time will be extended until 2:00 PM the next business day, Friday, May 27, 2022.

VI. Minimum Criteria

All firms submitting a Proposal must meet the following minimum requirements and will be required to demonstrate relevant experience regarding this type and size of project. Firms shall provide documentation demonstrating the following:

1. A minimum of three (3) previous clients whom the proposer has provided Cable Television Franchise Review services.
2. A minimum of five (5) full years in offering services associated with Cable Television Franchise Review.

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VII. Evaluation Criteria

Each proposal will be evaluated by the Review Panel based on the following criteria.

A. Approach to the Project: The Proposer should have a clear and comprehensive approach to the project	
<i>Highly Advantageous</i>	The Proposer exceeds in demonstrating a clear and comprehensive approach.
<i>Advantageous</i>	The Proposer has a clear and comprehensive approach.
<i>Not Advantageous</i>	The Proposer has somewhat of a clear and comprehensive approach.
<i>Unacceptable</i>	The Proposer has does not have a clear and comprehensive approach.
B. Similar Project Experience The Proposer should have experience in providing consulting services for projects of a similar size and scope as that requested by the Town of Concord in this RFP	
<i>Highly Advantageous</i>	The Proposer has extensive experience
<i>Advantageous</i>	The Proposer has experience.
<i>Not Advantageous</i>	The Proposer has some experience.
<i>Unacceptable</i>	The Proposer does not have experience.
C. Quality of Assigned Personnel The Proposer should assign qualified personnel to this project. (Please provide resumes.):	
<i>Highly Advantageous</i>	The Proposer has assigned very qualified personnel to this project.
<i>Advantageous</i>	The Proposer has assigned qualified personnel to this project.
<i>Not Advantageous</i>	The Proposer has assigned somewhat qualified personnel to this project.
<i>Unacceptable</i>	The Proposer has not assigned qualified personnel to this project.
D. Quality of References The Proposer should have favorable references from its clients.	
<i>Highly Advantageous</i>	The Proposer has very favorable references.
<i>Advantageous</i>	The Proposer has favorable references.
<i>Not Advantageous</i>	The Proposer has somewhat favorable references.
<i>Unacceptable</i>	The Proposer does not have favorable references.
E. Evaluation of the Proposal The Proposer should provide a clear and comprehensive proposal.	
<i>Highly Advantageous</i>	The Proposal is very clear and very comprehensive
<i>Advantageous</i>	The Proposal is clear and comprehensive
<i>Not Advantageous</i>	The Proposal is somewhat clear and somewhat comprehensive.
<i>Unacceptable</i>	The Proposal is not clear and comprehensive
F. Evaluation of the Presentation The Proposer should make a clear and comprehensive presentation in front of the review panel, if requested to do so.	
<i>Highly Advantageous</i>	The presentation is very clear and very comprehensive.
<i>Advantageous</i>	The presentation is clear and comprehensive
<i>Not</i>	The presentation is somewhat clear and somewhat

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<i>Advantageous</i>	comprehensive.
<i>Unacceptable</i>	The presentation is not clear and comprehensive.
G. Financial Stability As demonstrated by a current (1) audited, reviewed, or compiled Financial Statement, (2) Dun & Bradstreet (or similar) credit report, or (3) reference letter from a primary financial institution	
<i>Highly Advantageous</i>	The firm is very stable financially
<i>Advantageous</i>	The firm is stable financially
<i>Not Advantageous</i>	The firm is not very stable financially
<i>Unacceptable</i>	The firm is not stable financially

VIII. Questions and Addenda

No oral interpretations will be made to any proposers as to the meaning of the specifications. Every request for such an interpretation shall be made in writing by a proposer and emailed to Karlen Reed, PAAC Chair at PAAC@concordma.gov. **Questions will be accepted until 4:00 PM on Tuesday, May 17, 2022.** After this date and time, no additional questions or clarifications will be accepted.

Written responses will be emailed to all proposers on record as having requested the Request for Proposal document via an addenda. Each interpretation made to a proposer will be sent as promptly as is practicable to all proposers to whom the proposal has been issued. All such addenda shall become a part of the contract documents. Failure to send, or of any proposer to receive, any such interpretation shall not relieve any proposer from any obligation under this proposal as submitted.

The Proposer is responsible for acknowledging all Addenda on the Price Proposal. Failure to acknowledge all the Addenda will result in disqualification.

VII. Rule for Award

The Town of Concord will determine the most advantageous proposal from a responsible and responsive Proposer by taking into consideration (1) all of evaluation criteria set forth in the RFP and (2) the price proposal.

The review committee will first review and rank the proposals in terms of their responses to the evaluation criteria and will then open the price proposals and with the price information make a recommendation for award to the Town Manager.

The Town reserves the right to make any inquiries about the Proposer to facilitate this process.

In these matters, the judgment of the Town will be binding, conclusive, and final.

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Contract award will be made within **sixty (60) calendar days** after the date for receiving proposals. Proposals may not be withdrawn within that time except as provided by M.G.L. Ch. 30B.

As such, all bid pricing must be guaranteed for the same 60-day period as above.

VI. Town's Right to Reject Proposals

The Town reserves the right to reject any or all proposals if it is in the Town's interest to do so.

The Town may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all proposals, should the Town deem it to be in the Town's interest.

The Town may also reject proposals which in its sole judgment are incomplete, conditional, obscure, or not responsive or which contain additions not called for, erasures not properly initialed, or alterations or similar irregularities, or the Town may waive such omissions, conditions or irregularities, if considered minor.

From: Henry Dane <hdane@danelaw.com>

Sent: Thursday, April 21, 2022 11:11 AM

To: Terri Ackerman <tackerman@concordma.gov>

Cc: Kerry Lafleur <klafleur@concordma.gov>; Christopher Carmody <ccarmody@concordma.gov>; John Arena <john.arena@deefuneralhome.com>

Subject: Nominees for Concord 2025 Executive Committee

Terri, here is a list of four additional nominees for the 2025 Executive Committee to serve along with John Arena and me. Please include in the Agenda for the meeting of the Board on April 25. When approved, this would bring the membership up to 6 of the first 9 and give us a quorum to begin the planning process. I expect that we will have a few more nominees to present to the Board within the next week or so. Among the modifications to the Charge, I would like to have considered sooner rather than later would be one providing for the appointment of Honorary Members to the Committee.

Henry J. Dane

Member Town of Concord Select Board
PO Box 540 Concord, Massachusetts 01742

hdane@concordma.gov

hdane@danelaw.com

Phone: 978-369-8333 Ext. 18

Fax: 978-369-3106

NOMINEES FOR CONCORD 2025 EXECUTIVE COMMITTEE

Gary R. Clayton of 31 Black Birch Lane

Former Concord Selectman; Planning Board, NRC, Community Preservation Committee and Municipal Light Board member; Conservationist and retired President of Mass Audubon Society. (provisional appointment category: Civic or Community Groups)

Diana W. Clymer of 13 River Street

Trustee Concord Library Corporation, 2019 Honored Citizen, co-founder of Communities for Restorative Justice (provisional appointment category: Concord Library)

David F. Wood of 266 Lexington Road

Historian and Curator of the Concord Museum. Interpreter of the Museum's extensive collection of artifacts related to April 19, 1775 in exhibitions and publications. Currently engaged in the Museums planning for 2025. Member of the Civil War Monument Committee. (provisional appointment category: Concord Museum)

Richard J. Loughlin, Jr. of 83 Chestnut Street

Former Selectman whose father had also been a member of the Select Board. Served on Finance Committee and Public Ceremonies Committee; retired President of Coldwell Banker New England. Involved as a member of the Select Board in in the Town's 350th Anniversary Celebration; Patriots Day Parade Marshall in 1975. Viet Nam Veteran.(provisional appointment category: Community Leader with Financial Experience)

Henry J. Dane

John J. Arena, III

Concord 2025 Executive Committee

Original As Approved 2/8/21 with amendments Voted 7/12/21

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 is 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 and other historical events leading to the founding of our Country which includes reference to new historical research and the contributions of native and black Concordians in that history;
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;
8. report its activities to the Select Board on a periodic basis, but no less often than on a quarterly basis; and,
9. 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.

As amended 7/12/21

Membership

The Committee shall be a 9 -member committee with appointments made by the Select Board for the period of July 2021- June 2022, expanding to 12 members in July 2022. The initial representatives will be 9 individuals selected from any of the following groups, with all identified groups to be represented in July 2022: .

- Select Board or appointee (1)
- Town (1)
- Concord Public Schools/Concord-Carlisle Regional High School/Minuteman Technical High School (1)
- Business Community (1)
- Public Ceremonies and Celebrations Committee (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)

As amended 7/12/21

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 in committee-related activities for their particular interest, expertise, and community connection, APP #10 Section 7c, d, e and g will not apply to this committee or its subcommittees.

2021-2022 Select Board Goals
DRAFT
PROGRESS TO DATE as of Dec 6, 2021

Process

The Concord Select Board annually affirms its values and guiding principles to align its goals and objectives for improving government as it interacts with the Town Manager, committees, task forces, citizens and other units of government. In so doing, the Board aims to lead and establish strategic priorities, to provide support and guidance and encouragement where appropriate and to be collaborative, open and inclusive at all times.

Values and Guiding Principles

Governance: Effective, responsive and transparent governance

Public Health and Safety: Utilization of best practices for the health and safety of all

Financial Stability: Fiscal responsibility, financial stability/sustainability, town-school collaboration and integration

Infrastructure: Sufficient and sustainable, well-maintained and reliable

Quality of Life: High level maintenance of town services for Concord citizens. Dignity and respect for all individuals

Balance and Equity: Balance and equity among divergent individual, neighborhood and town-wide interests

Diversity: Conscious decision making to support economic and social diversity and inclusion

Historic and Cultural Heritage: Preservation and promotion of historic and cultural heritage

Agricultural and Natural Resources: Protection and enhancement

Sustainability and Resilience: Sustainable management of energy resources, reduction of carbon emissions, and regeneration of our natural environment

Economic Resilience: Protecting the vitality of the town and businesses and reducing obstacles to their success

Regional and State Interests: Advancement of Concord's interest in the region and the commonwealth

Goals and Objectives

Specifically, the Board supports short and long-term goals and objectives in the following categories:

Effective Governance, Board Organization, and Communication

1. **COMPLETE** Provide ongoing support and advice to the Town Manager on leadership opportunities and issues. Conduct the annual evaluation of the Town Manager's performance and make determination on contract renewal.
2. Continue to support the Town Manager, town departments and town committees as they implement action steps from the *2030 Envision Concord* Comprehensive Long-Range Plan and other new priority areas in their current year goals.
 - a. **NOT DONE** Work with the Town Manager to lay out a 5-year plan for implementing the relevant action steps of 2030 Envision Concord.
 - b. **NOT DONE/alternate** Identify departmental goals and review progress with the Town Manager at the beginning and end of the fiscal year.
3. **COMPLETE** Approve a charge for and seat a new Fiber Broadband Completion

Committee (ATM '21 Article 41).

4. **COMPLETE** Approve a charge for and seat a new study committee to review the current charge, bylaws, and function of the Personnel Committee. Evaluate recommendations and decide future charge of Personnel Board.
5. **ONGOING** Provide guidance and resources for all Town volunteers serving on boards and committees to improve consistency and efficiency of public meetings and hearings. **COMPLETE** Restart annual training session for board/committee members on OML, ethics, and meeting management.
6. **ONGOING** Continue to promote open and transparent government through enhanced use of technology and increased public access television.
7. **COMPLETE / alternate** Work to improve citizen communications by reviewing/implementing the citizen correspondence policy drafted in 2021. Continue regular publication of the Town Manager's report.
8. **COMPLETE** Recruit new committee volunteers that reflect all segments of Concord's citizenry; revisit the Green Card assignment and appointment process as needed. Implement the committee volunteer process drafted in 2021. Ensure that all volunteers are acknowledged for their willingness to serve.
9. **COMPLETE / alternate** Review/revise current committee structure; consider consolidation or elimination of existing committees and review APP10.
10. **NOT DONE** Support and participate in the public review of all new Public Private Partnership Agreements. Review the Town Manager's Public Private Partnership update to the SB.
11. **ONGOING** Advise the Town Manager on opportunities to improve the Town website organization and access to the information it contains.
12. **ONGOING** Work with the Town Manager and his office staff to improve the process of preparation for Select Board meetings.

Financial Stability

1. **ONGOING** Gain Special Town Meeting and Town Election approval of debt exclusion funding for the new middle school with a target total project cost of \$100 million or less.
2. **ONGOING** Brainstorm Town and School strategies for financing the forthcoming new Middle School Building Project to manage the future tax burden on Concord citizens. Identify an action plan to implement these financing strategies.
3. **COMPLETE** Fully implement the adopted recommendations of the Capital Planning Task Force this year to assist the Town Manager in developing an effective long-term method for understanding and prioritizing the capital and facilities needs of the Town and the Schools, to include timetables, cost estimates, environmental impact, debt forecasting and citizen tax burden.
4. **ONGOING** Review strategies with the Town Manager for risk assessment and legal budget management and expenses.

Affordable Housing

1. **EARLY 2022** Submit an ATM '22 warrant appropriation article for affordable housing if the related special legislation has not been approved.
2. **ONGOING** Provide input to the housing production plan update to maximize the equity and diversity impacts of future affordable housing initiatives.
3. **ONGOING** Seek alternatives that reduce the real estate tax burden of less affluent homeowners.

4. **ONGOING** Develop an alternative or successor to Concord's inclusionary housing bylaw that can achieve the same objective going forward.
5. **ONGOING** Support the Planning Board's work to identify best zoning practices to encourage the preservation of smaller homes.

Diversity, Equity, Inclusion, and Belonging

1. **NOT DONE** Review report from the DEI consultant to better understand the policy implications and implementation priorities.
2. **ONGOING** Research and implement diversity, equity and inclusion best practices in town governance. Listen to diverse voices in the community and assess which potential DEI actions the Select Board should take.

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

1. **NOT DONE** Launch development of a multi-year integrated planning process for land use, identifying currently owned and priority acquisitions for municipal and school facility needs, affordable housing, and conservation and acquisition of land to preserve Concord's rural and agricultural culture.
2. **ONGOING** Monitor progress of the recreational use and long-term protection of White Pond, the Gerow land, Warner Pond and their ecosystems.
3. **NOT DONE** Coordinate the efforts of town bodies to support the Complete Streets goals of enhancing pedestrian safety and managing the increased use of bikes and other non-automobile motorized vehicles while protecting our natural conservation areas and trails.
4. **ONGOING** Continue to seek resolution for public access to Estabrook Trail. (This matter currently being litigated.)
5. **ONGOING** Launch town-wide planning for events celebrating the 250th anniversary of the American Revolution: Appoint Executive Committee to oversee the needed structure for the required advance town-wide planning. Executive Committee to produce preliminary plan within 90 days

Economic Vitality, Transportation and Communication

1. **ONGOING** Promote town events and commercial activity in the village business districts to ensure their continued success.
2. **COMPLETED** Consider the establishment of a new municipal Economic Vitality Division.
3. **ONGOING** Provide input to the Thoreau Depot business district zoning and development processes.
4. **EARLY 2022** Propose next steps for the Nuclear Metals/Starmet site based upon the recommendations in the committee report.
5. **ONGOING** Identify and implement opportunities for enhancing transportation throughout town to support economic, social equity and recreational needs. Increase use of shuttle buses, school buses, on-demand transportation, the rail trail, the Assabet River Pedestrian Bridge, and village center wayfinding improvements.
6. **ONGOING** Work with the Town Manager on initiatives to ensure the stability, continuity and continued growth of Concord's municipal broadband Internet service.
7. **ONGOING** Monitor potential changes in status or ownership of institutional properties, such the Post Office and the Armory.
8. **NOT DONE** Work with the Economic Vitality Committee's efforts to re-examine the sewer improvement fee and parking system.

9. **NOT DONE** Review the town's wireless communications policies and provide a definitive plan for addressing the priority safety and access concerns of town center cellphone coverage.

Regional and State Interests

1. **ONGOING** Continue to work with our State legislative representatives on:
 - a. Special legislation refiled 2021 for ATM'19 Articles 25 and 26 related to affordable housing
 - b. Home rule petition filed 2021 for ATM'20 Article 15: Senior Means-Tested Property Tax Exemption
 - c. Work with our State legislative representatives on special legislation filed for ATM 21 Article 31 Fossil Fuel Infrastructure.
 - d. ATM 20 Article 50: one day liquor licenses
 - e. ATM'18 Article 18: 17-year-olds voting in Town elections
2. **COMPLETED** Annually invite state legislators to meet with the Select Board.
3. **ONGOING** Reinvigorate participation in regional organizations of which Concord is a member such as Hanscom Area Town Selectmen (HATS), Hanscom Field Advisory Committee (HFAC), MPO, MAPC/MAGIC, MBTA, Massport, Cross-Town Connect, the MMA Fiscal Policy Committee, and the Battle Road 250th group.
4. **ONGOING** Implement the regional dispatch center proposal dependent on grant funding, taking into account any additional revenues, resources and expenses such as IT readiness. into account.
5. **ONGOING** Appoint Concord representative to statewide 250th Commission and continue to work with regional partners in the ad-hoc Battle Road group.
6. **JAN 2022** Receive an annual update on Minuteman Regional Technical High School with a focus on OPEB liabilities and Concord's expected long-term enrollment, projected per-pupil and total long-term costs.

Specific to First Year Post COVID-19 Pandemic Transition for Municipal Functions

1. **ONGOING** Continue to prioritize public health and public safety in decision making to protect Concord citizens and Town employees as we emerge from the pandemic period.
2. **ONGOING** Get regular updates and give input on ongoing efforts to re-open Town facilities and the effectiveness of the revised open office hours.
3. **ONGOING** Keep town boards and committees apprised of hybrid meeting best practices while supporting a continued virtual (Zoom) meeting option.
4. **ONGOING** Relay citizen concerns and interests in new town practices going forward as outcomes from the past 15-month pandemic challenge.
5. **NOT DONE** Review the Town Manager's annual plan for and use of ARPA funds.
6. **NOT DONE** Request a semi-annual progress report on filling the significant number of employee vacancies that were carried through the pandemic.

Approved: xx-xx-21

Select Board Meeting Calendar 2022

- May 9
- May 23
- June 6
- June 13
- June 27
- July 11
- July 25
- August 8
- August 29
- September 12
- September 19
- October 3
- October 17
- October 24
- November 7
- November 14
- November 28
- December 12
- December 19 (Hanukkah) – proposed for a new SB date