

**TOWN OF CONCORD
SELECT BOARD MEETING
MARCH 6, 2023 | 6:30 PM**

TOWN HOUSE, 22 MONUMENT SQUARE

Join Zoom Meeting

<https://us02web.zoom.us/j/88646827823?pwd=VWNVdVlZZ0svVmKxZ0hENWVGUUYxQT09>

Meeting ID: 886 4682 7823

Passcode: 466284

Dial-In Toll Free: 888 475 4499

AGENDA

#	Time*	Agenda Item
1.	6:30 PM	Consent Agenda <ul style="list-style-type: none"> • Meeting Minutes: <ul style="list-style-type: none"> - February 13, 2023 • Executive Session Meeting Minutes for approval but not to be released: <ul style="list-style-type: none"> - February 13, 2023 • Town Accountant Warrant: March 2, 2023 • Gift Acceptance from the Alcott School Parent Teacher Group to the Concord Recreation Scholarship Fund in the amount of \$1,181.00 • Extension of Liquor License Hours: <ul style="list-style-type: none"> - Nosh by Concord Market at 97 Lowell Road on Friday, March 17, 2023 to remain open 2 hours longer, from 11:00 PM to 1:00 AM - West Village Tavern at 13 Commonwealth Avenue on Saturday, March 18, 2023 to open 2 hours earlier, from 9:00 AM to 11:00 AM • One Day Liquor Licenses for All Alcoholic Beverages for Concord Country Club at 246 ORNAC: <ul style="list-style-type: none"> - July 21, 2023 from 12:00 PM to 7:00 PM for Ladies Invitational - July 28, 2023 from 12:00 PM to 9:00 PM for Member 3 Guest - August 4, 2023 from 12:00 PM to 11:00 PM for Dawson Invitational - August 5, 2023 from 12:00 PM to 9:00 PM for Dawson Invitational - August 18, 2023 from 12:00 PM to 9:00 PM for Member 3 Guest - September 7, 2023 from 9:00 AM to 11:00 PM for Men’s Fall Member Guest - September 8, 2023 from 9:00 AM to 11:00 PM for Men’s Fall Member Guest - September 9, 2023 from 9:00 AM to 11:00 PM for Men’s Fall Member Guest - September 22, 2023 from 12:00 PM to 9:00 PM for Member 3 Guest - October 5, 2023 from 12:00 PM to 11:00 PM for Closing Harvest Dinner - October 26, 2023 from 4:00 PM to 11:00 PM for Wine Dinner - October 28, 2023 from 4:00 PM to 12:00 AM for Halloween Party - November 3, 2023 from 4:00 PM to 11:00 PM for Closing Cocktail Party • Annual Weekday Entertainment License for West Village Tavern at 13 Commonwealth Avenue • Disbandment of Climate Action Advisory Board and Comprehensive Sustainability and Energy Committee
2.		Town Manager’s Report
3.		Chair’s Remarks: Tax Relief Programs and Alternatives
4.	6:45 PM	Public Hearing Continued from February 13, 2023 – Grant of Location Requests from Comcast of Massachusetts with Greg Franks
5.	6:55 PM	Opioid Settlement “Fund 2” Authorization

6.	7:00 PM	Transportation Advisory Committee Update
7.	7:45 PM	2229 Main Street Advisory Committee Update
8.	8:30 PM	Identification of Additional Information Needed Prior to Making Annual Town Meeting Recommendations
9.	8:50 PM	Review of Fiscal Year 2023 Legal Services Budget
10.	9:10 PM	Committee Nominations
11.		<p>Committee Appointments: <u>Civil War Monument Task Force:</u> Catherine McGrath of 134 Belknap Street to complete an unexpired term to conclude at the completion of the project</p> <p><u>Climate Action Committee:</u> Karen Gibson of 1641 Main Street for a term to expire May 30, 2024, Jerry Frenkil of 132 Jennie Dugan Road for a term to expire April 30, 2025, Janet Miller of 1647 Main Street for a term to expire April 30, 2025, Michael McDonald of 208 Wright Road for a term to expire May 30, 2024, Cheryl Baggen of 3 Bolton Street for a term to expire April 30, 2025, Ben Slayden of 135 Hillside Avenue for a term to expire April 30, 2025, Gavin Colbert of 88 Old Marlboro Road for a term to expire April 30, 2025, Jake Swenson of 140 Nut Meadow Crossing for a term to expire May 30, 2024, Paul Kirshen of 38 Longfellow Road for a term to expire May 31, 2024, John Bolduc of 58 Stow Road, Unit 9, for a term to expire April 30, 2023, Brian Crouse of 49 Indian Pipe Lane for a term to expire May 31, 2024, Brad Hubbard-Nelson of 221 Nashawtuc Road for a term to expire April 30, 2025, Courtney Eaton of 141 Monsen Road for a term to expire May 31, 2024</p> <p><u>Planning Board:</u> Roberto Almeida of 28 Commerford Road to complete an unexpired term to conclude on May 31, 2024</p>
12.	9:15 PM	Correspondence
13.	9:20 PM	Select Board Liaison Reports
14.	9:30 PM	Public Comment
15.	9:35 PM	Adjournment

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Agricultural Committee – Associate Member
Bruce Freeman Rail Trail Advisory Committee
Cemetery Committee
Commission on Disability
Comprehensive Sustainability and Energy Committee
Concord 2025 Executive Committee
Conservation Restriction Stewardship Committee
Council on Aging
Financial Audit Advisory Committee
Historic Districts Commission – Associate Member

Municipal Light Board
PEG Access Advisory Committee
Personnel Board
Planning Board
Pollinator Health Advisory Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
Zoning Board of Appeals – Associate Member

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Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both via Zoom and in person at 22 Monument Square on January 30, 2023 at 5:30 PM.

Present were: Matthew Johnson, Chair; Terri Ackerman, Clerk; Henry Dane, Mary Hartman and Linda Escobedo

Call to Order

Select Board Chair Matthew Johnson called the meeting to order at 5:30 PM.

**Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to Discuss
Strategy with Respect to Litigation regarding Estabrook Road and 615 Lowell Road**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to enter an Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation regarding Estabrook Road (Town of Concord v. Rasmussen et al.) and regarding 615 Lowell Road (Archstone Builders LLC v Concord Historic District[s] Commission), as the chair declares that an open meeting may have a detrimental effect on the litigating position of the Town. The public session Select Board meeting will resume at 6:30 PM.

Roll Call Vote:

Chair Johnson – Aye
Ms. Ackerman – Aye
Mr. Dane – Aye
Ms. Escobedo – Aye
Ms. Hartman – Aye

The Select Board resumed public session at 6:30 PM.

Approve Signs for Estabrook Road

Chair Johnson opened the discussion regarding the approval of Town installed signs for Estabrook Road. Chair Johnson stated that there will be two signs, with the first describing the access to the road, which is a private way subject to right of public access, and the second describing the rules of the road.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the signs for Estabrook Road as presented by Chair Johnson.

Consent Agenda

Meeting Minutes:
- February 28, 2022
- April 4, 2022

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- April 11, 2022
- August 29, 2022
- September 19, 2022
- December 3, 2022
- December 5, 2022
- December 19, 2022
- January 30, 2023

Executive Session Meeting Minutes for approval but not to be released:

- January 9, 2023
- January 30, 2023

Town Accountant Warrant: February 2, 2023, February 9, 2023

One Day Liquor Licenses:

- One Day Liquor License for All Alcoholic Beverages for the Concord Museum at Concord Country Club, 246 ORNAC, for the 2023 Golf Tournament on Saturday, June 5, 2023 from 10:30 AM to 9:00 PM
- One Day Liquor License for Wine and Malt Beverages for Emerson Health at 51 Walden Performing Arts Center at 51 Walden Street for a Concert Fund

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda with the exception of the January 30, 2023 meeting minutes.

Town Manager's Report

Town Manager Kerry Lafleur stated that there is a full Weekly Operations Report included in the Select Board meeting packet, but that she intended to use this meeting's time to read a statement regarding the emergency family shelter to be operated by the state Department of Housing and Community Development at the Best Western. The full statement is included in Appendix A of the meeting minutes.

Mr. Dane asked if the staff from Making Opportunities Count (MOC) will be available 24/7 remotely or in-person.

Ms. Lafleur responded that Making Opportunities Count will be the on-site, in-person service provider 24/7 for the residents living in the temporary housing and that some of the rooms at the Best Western will be reserved for the on-site staff.

Chair's Report

Chair Johnson reported that in tonight's Executive Session regarding 615 Lowell Road, the Board voted to defend the appeal against Archstone Builders LLC with the Historic Districts Commission. Chair Johnson continued that there were a number of emails and letters received

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this week regarding 615 Lowell Road, the Hanscom Field development, and the emergency shelter, and that a large number of the emails and letters were published in the Select Board meeting packet, but that the Board must uphold its Correspondence Policy. The Correspondence Policy can be viewed [here](#).

**Public Hearing for Grant of Location Requests from
Comcast of Massachusetts**

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to open the public hearing.

Greg Franks of Comcast of Massachusetts appeared before the Select Board to present two Grant of Location requests for Court Lane and Monument Street.

Chair Johnson noted that there were five requests included in the Select Board meeting packet.

Mr. Franks said that these two requests are the only ones that he is prepared to present at this time.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to continue the public hearing on March 6, 2023 at 6:50 PM for the Grant of Location requests for Plainfield Road to ORNAC, Pond Street to Laws Brook Road, and Pond Street to Barretts Mill Road and to close the public hearing for the Grant of Location requests for Court Lane and Monument Street.

Upon a motion duly made and seconded, it was UNANIMOUSLY
voted: to approve the Grant of Location request to install coaxial cable to be over-lashed to the existing network from utility pole #1 Court Lane to utility pole #3 Court Lane and from utility pole #38 Monument Street to utility pole #58 Monument Street.

Comcast Contract Renewal Presentation with Sue Buske of the Buske Group, Karlen Reed, Chair of the PEG Access Advisory Committee, and Jason Bulger, Chief Technology Officer

Karlen Reed, Chair of the PEG Access Advisory Committee, called the PEG Access Advisory Committee meeting to order.

Sue Buske of the Buske Group appeared before the Select Board to present on the cable franchise contract renewal process with Comcast. The full presentation is included in the Select Board meeting packet.

Ms. Reed stated that the PEG Access Advisory Committee will be hearing public input on May 10, 2023 and May 11, 2023, and also through an online survey. Ms. Reed clarified that public input is being sought from all residents, not only those that are currently customers of Comcast.

Ms. Hartman asked if the Town could negotiate the franchise fee.

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Ms. Reed responded yes, up to 5% and the Town is currently at 4.8%.

Ms. Hartman noted that there are concessions that the Town would like to get from Comcast and what if they do not agree with these concessions.

Ms. Reed responded that this may involve negotiation discussions that should not be spoken of in a public forum.

Ms. Hartman asked if the Town is at an impasse with negotiations if there were a competitor that would offer the same services to the Town.

Ms. Reed responded that there is not a competitor that would offer the same services for cable television.

Ms. Ackerman asked if the Town could do an RFP.

Ms. Reed responded that this is an unusual and if an agreement cannot be reached, the Town can request an extension of their current contract, typically in the length of 3 to 6 months.

Ms. Buske noted that there are also financial penalties if the company does not comply with the contract.

Wireless Communications Update with Jason Bulger, Chief Technology Officer and Chris Carmody, Risk and Compliance Manager

Jason Bulger, Chief Technology Officer appeared before the Select Board to present an update on improved wireless communications in Town. The full presentation is included in the Select Board meeting packet. Mr. Bulger asked if the Board is interested in updating the Bylaw and pursuing the Umbrella Arts Center as a potential site to add additional coverage.

Ms. Ackerman responded that she is interested and asked about the process moving forward.

Mr. Bulger responded that Verizon has some ideas for the property and that he has already consulted with Town Counsel. Mr. Bulger continued that the Board can enter into a lease with Verizon for up to 30 years, and the Town Manager can enter a lease for up to 10 years, but that he is looking to begin with community outreach to discuss the implications for the community.

Mr. Dane asked if the lease would have to be renegotiated with the Umbrella.

Mr. Bulger responded that the Town likely would be able to move forward under the current lease.

Ms. Hartman asked if the Town could apply for a variance, rather than waiting for the amended Bylaw.

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Mr. Bulger noted that there is an option for a waiver currently included in the Bylaw so that the Town would not have to wait for the amended Bylaw to pass.

The Select Board concurred for the Town to begin community outreach for the site at the Umbrella Arts Center.

Information Technology Update with Jason Bulger, Chief Technology Officer, Neill Fotheringham, GIS Program Manager, and Dale Hartling, Broadband Manager

Jason Bulger, Chief Technology Officer, Dale Hartling, Broadband Manager, and Neill Fotheringham, GIS Program Manager appeared before the Select Board to provide an update on the Information Technology Department. Mr. Bulger stated that the IT Department is responsible for maintaining all Town technology, end-user training, and cybersecurity and that the department has contracted with a third party for “help desk” support. Mr. Bulger continued and noted that Minuteman Media Network also falls within the IT Department, who has recently been producing more content beyond recording Board/Committee meetings and has reached 1,000 subscribers on its YouTube Channel.

Chair Johnson asked if the department is currently working on any application implementation.

Mr. Bulger responded that the department is currently working on a Microsoft 365 transition and that the department is also transitioning to centralizing the Town’s budget and procurement of technology.

Ms. Escobedo asked if GIS was previously in a different department.

Mr. Bulger responded that the Department of Public Works previously had a GIS Analyst, but that this position has moved to IT.

Ms. Ackerman noted that it could be helpful to implement end-user training for board and committee members.

Mr. Bulger responded that he would work to put some onboarding materials together for boards and committees.

Munis Implementation Update with Gail Dowd, Chief Financial Officer and Jason Bulger, Chief Technology Officer

Gail Dowd, Chief Financial Officer, appeared before the Select Board to provide an update on the transition from Admins to Munis as the Town’s accounting software. Ms. Dowd stated that there are two phases of implementation, with the financials expected to launch in April of 2023 and the revenues expected to launch in May of 2024. Ms. Dowd added that there are many other modules available in Munis that the Town will also look into in the future, such as payroll.

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Approve Letter regarding Hanscom Field Development**

Marcia Rasmussen, Director of Planning and Land Management, appeared before the Select Board and explained that the memorandum that is included in the Select Board meeting packet on her behalf is almost identical to the letter that has been drafted for the Select Board to submit to MEPA for public comment on the Hanscom North Airfield development.

Chair Johnson suggested that the Board delegate a member to review and sign the letter to be submitted to MEPA for public comment. Chair Johnson suggested Ms. Escobedo as the Select Board Liaison to Hanscom Area Town Selectmen.

Ms. Ackerman asked that a statement regarding the potential of increased air traffic be added to the letter and asked a question regarding the MEPA process.

Chair Johnson voiced concern that the applicant for the development has claimed that the development decreases the number of flights, so if they are going to make this claim, it needs to be backed up so that the surrounding towns can ensure that air traffic will not increase now or in the future.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve and submit the letter regarding Hanscom North Airfield Development with the discussed amendments to MEPA for public comment and delegate Ms. Escobedo to sign the letter on behalf of the Board.

Committee Nominations

Ms. Ackerman confirmed the following nomination:

- Kate Chartener of 888 Sudbury Road as a Full Member to represent the Concord Museum on the Historic Districts Commission for a term to expire January 1, 2027

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Joe Palumbo of 90 Black Horse Place for a term to expire April 30, 2025 to the Diversity, Equity, and Inclusion Commission and to appoint Timothy Whitney of 315 Lexington Road as an Associate Member to represent the Concord Museum on the Historic Districts Commission for a term to expire January 1, 2027.

Correspondence

Chair Johnson acknowledged the correspondence included in the Select Board meeting packet.

Select Board Liaison Reports

Chair Johnson reported on:

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- School Committee – Concord Public Schools ratified the reduction in its budget, though in a meeting with the Superintendent, Dr. Hunter explained why the budget cannot be reduced any further. There will be a joint meeting between the School Committee and Finance Committee this week, Wednesday, February 15, 2023 at 4:00 PM.

Ms. Ackerman reported on:

- Hanscom Field – Attended a site visit and there were about 50 people in attendance. Also attended a zoom presentation with hundreds of people attending.
- Hugh Cargill Trust Committee – Looking to update the application requirements for tax relief.
- Transportation Advisory Committee – There are a number of projects asking for relief from Town parking regulations, so Erin Stevens, Transportation Planner is working on drafting an updated parking policy that could be adopted in the Zoning Bylaw. There was a public forum on the Shared Streets project to take place at Main Street and Walden Street with the goal of ADA compliance and to be completed by 2025.
- Bruce Freeman Rail Trail Advisory Committee – The rail trail is entering a new phase of work, with a greater emphasis on maintenance. The committee may need to update their charge soon.
- 2229 Main Street Committee – Discussing the addition of a task force.

Mr. Dane reported on:

- Historic Districts Commission – Recent appointees to the commission began their membership but did not participate in the discussion pertaining to the 615 Lowell Road decision. Will be meeting with a Concord Museum representative nominee tomorrow.
- Civil War Monument Task Force – Acknowledged the passing of member Mr. McGrath and his work on the task force. Noted that the task force received a grant for \$12,000.00 for part of their work, \$16,500.00 in CPA funds, and are applying for an additional grant for historical preservation with the goal to unveil the monument in 2024.
- Public Ceremonies and Celebrations Committee – Recent appointees to the committee began their membership and there is a new chair of the committee. The committee received 5 honored citizen applications, which is an increase from previous years.
- Noted that there is the Special Town Election on Thursday, February 16, 2023 regarding the Middle School.

Ms. Escobedo reported on:

- Housing groups – Interplay between the Concord Housing Authority, Affordable Housing Trust, and Concord Housing Development Corporation, shifting priorities between Assabet River Bluff and the development at Junction Village. Affordable Housing Trust and the Regional Housing Services Office are working together to ensure that momentum is not lost following the approval of the Housing Production Plan. There will be a roundtable discussion for all housing groups and relevant stakeholders on Wednesday, April 12, 2023 at 7:00 PM.
- Hanscom Field Development Proposal – One week to file comment with MEPA on the development was too short of notice.

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Ms. Hartman reported on:

- Municipal Light Board – Laura Scott gave a presentation on the proposed solar panel project at the Middle School, which would cost \$7,500,000.00, resulting in a \$27.00 per year increase on average for rate payers over 20 years, if the Town does not receive any grants or ARPA funds. If a grant or ARPA funds are allocated, the rate increase could be as low as \$14.00 per year on average for rate payers. There will be a public forum on Tuesday, February 28, 2023 at 6:30 PM at the Town House in the Public Hearing Room and via Zoom. The project will also be discussed at the Finance Committee’s third Annual Town Meeting Public Hearing on Wednesday, March 15, 2023 at 7:00 PM at the Town House in the Public Hearing Room and via Zoom.
- Economic Vitality Committee – Looking forward to the Town welcoming a new Economic Vitality Director and discussed the economic impact of wireless communication coverage in the downtown.
- Recreation Commission – Discussed discounts at Recreation facilities for Town employees and working on the Recreation Strategic Plan. There will be an open house on the Recreation Facilities Strategic Plan on Wednesday, March 8, 2023 at 5:00 PM at 90 Stow Street and via Zoom. The Recreation Department is also facilitating a survey for the Strategic Plan, which can be taken [here](#).

Public Comment

Victoria Klimkiewicz of 7 Nimrod Drive appeared before the Select Board and voiced concern regarding the Department of Housing and Community Development’s emergency family shelter to open at the Best Western, especially regarding public safety with the hotel’s proximity to Route 2. Ms. Klimkiewicz also voiced concern regarding the zoning of the hotel, transportation to and from the hotel for the residents, and the capacity of the hotel.

Victoria Wyslouch of 10 Nimrod Drive appeared before the Select Board and reiterated Ms. Klimkiewicz concerns regarding the emergency family shelter. Ms. Wyslouch continued that the families are going to be isolated in small rooms at the hotel with not many resources in walking distance of the hotel.

State Representative Simon Cataldo of 40 Hosmer Road appeared before the Select Board and thanked the Board for their engagement and collaboration with other town’s regarding the proposed development at Hanscom North Airfield. Representative Cataldo continued that his office has received many questions regarding the emergency family shelter and noted that this was not a Town or legislative decision, but from the Department of Housing and Community Development. Representative Cataldo stated that he understands there are long-term residents currently living at the Best Western hotel and that his office is closely monitoring this situation to ensure that they are not displaced. Representative Cataldo added that he will visit a similar facility in Devens to get a better understanding of the operations.

Diane Proctor of 57 Sudbury Road appeared before the Select Board to recap a recent discussion of the Concord-Carlisle League of Women’s Voters, trying to understand who is behind the

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proposed expansion at Hanscom North Airfield. Ms. Proctor urged the Board to try contact the Governor's Office to prevent the expansion.

Tanya Gailus of 62 Prescott Road appeared before the Select Board and echoed Ms. Proctor's comments to appeal to the Governor's Office and noted that Massport should be providing greater transparency during the discussion and meetings for the proposed expansion.

Kati Winchell of Save Our Heritage appeared before the Select Board and echoed Ms. Proctor and Ms. Gailus' comments and urged the Town to also send Marcia Rasmussen's memorandum included in the Select Board meeting packet to MEPA's public comment on the proposed expansion.

Pamela Dritt of 13 Concord Greene appeared before the Select Board and asked that all letters received by the Board be posted on the Select Board's webpage.

Gerry Polucci of 70 Seven Star Lane appeared before the Select Board and noted that the lack of notice regarding the emergency family shelter seems non-coincidental. Mr. Polucci added that he does not understand how the proposal of additional hangers at Hanscom North Airfield will not add more air traffic.

Adjournment

Chair Johnson adjourned the meeting.

Appendix A

Town Manager's Statement on the Emergency Family Shelter:

As you are aware, the Department of Housing and Community Development (DHCD) contracted with the Best Western at 740 Elm Street (Concord) to lease all 105 rooms for the purpose of a temporary emergency housing. This service will start on March 1, 2023 and will be managed by Making Opportunities Count (MOC). MOC is a well-established nonprofit based in Fitchburg, MA devoted to breaking the cycles of poverty in Massachusetts. DHCD's rush to set up this program has understandably led to questions and concerns from our community. I hope to address these concerns in this memo, with the information we have to this date.

On January 23, 2023 DHCD notified town officials of its plan to establish an emergency shelter at the Best Western. At the time of notification, there had been no previous consultation or coordination with the town regarding the shelter. Town administration and staff first heard directly from DHCD representatives in a Zoom meeting on January 31. At that meeting, DHCD representatives explained the need to return to hotel and motel temporary placements, which had largely been phased out, to address the critical volume of Massachusetts families that need emergency housing assistance. The DHCD "emergency shelter" program has exceeded capacity; stand-alone facilities dispersed throughout the state will help to address capacity issues and provide rapid response capabilities for families in transition. This is a problem directly

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affecting members of our community, with Concord families among others, located at the temporary shelter facility at Devens, awaiting more permanent housing, in a barracks setting, sleeping on cots.


To address this critical state-wide need, Governor Healy requested an additional \$65M in aid to support the emergency shelter system and an additional \$20M in aid for schools to assist with the costs associated with additional enrollment. The aid funds an additional 1,100 in emergency shelter beds.

The following addresses some of the frequently asked questions we have received regarding the family shelter, and which were provided in the form of an FAQ on the town's official website and directed to from official town social media channels.

- Massachusetts is a “right to shelter” state, which requires families with children and pregnant women access to emergency shelter.
- The Best Western entered into a voluntary agreement with DHCD to lease the rooms.
- DHCD does not require local approval to stand up a shelter.
- The Emergency Assistance program is fully funded by the state.
- The site at the Best Western provides temporary housing for families with children and pregnant women, who meet DHCD requirements, as they await more permanent housing.
- DHCD has contracted with Making Opportunities Count (MOC) to provide “wrap-around services” including case management, housing assistance, connections to resources, security, and coordination of direct care.
- DHCD is working with local vendors to provide food service for family shelter residents. Snacks and other necessities will be provided on-site.
- DHCD and Best Western management are working with current long-term residents at the Best Western to resolve housing issues. If a mutually satisfactory arrangement can't be met, they will be directed to the town social worker for assistance.
- To ensure the safety of any occupants at the Best Western; building, health and fire codes are being reviewed for relevance to long-term occupancy.
- The Town is discussing with DHCD the most impactful help to be provided to those families in need, in a well-coordinated way that meets their direct needs and respects their dignity.

We will continue to encourage communication and work with state officials; including the DHCD, the Lieutenant Governor's office, and our legislative delegation to be prepared to support and welcome these vulnerable families, as well as to seek ways to address the larger issue of affordable housing. We will also continue to provide information through our communication channels to the community to inform their understanding of the issue.

Town of Concord
Finance Department
memorandum

TO: Kerry A Lafleur, Town Manager
FROM: Gail S Dowd, Chief Financial Officer 
SUBJ: Recreation Scholarship Gift
DATE: February 17, 2023

The Alcott School Parent Teacher Group has chosen the Concord Recreation Scholarship Fund as one of the recipients of the money raised from their Annual "Turkey Trot",

Please place this gift on the Select Board's agenda:

Alcott School Parent Teacher Group
93 Laurel Street
Concord, MA 01742-3625

\$1,181.00

23-630-632-1128-4850-0

Accepted: _____
Clerk

Date: _____



Town of Concord
Finance Department
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742

February 17, 2023

The Alcott School Parent Teacher Group
93 Laurel St.
Concord, MA 01742

Re: Concord Recreation Scholarship Gift

This will acknowledge your gift of \$1181.00 made to the Concord Recreation Scholarship Gift Account. Thank you for your generous contribution.

Sincerely,

Gail S Dowd
Chief Financial Officer

cc: Town Manager

This gift is deductible for federal income tax purposes to the extent allowed by law. No goods or services were provided in return for this gift. The Town's Tax Exempt ID number is 04-6001121. Gifts made to the Town are deductible in accordance with IRC section 170(c)(1).



Trail's End Café, LLC
dba: Nosh by Concord Market
97 Lowell Road, Concord, MA 01742
978/610-6633 | www.noshconcord.com

ATTN: Concord Select Board
RE: One-day Liquor License Extension
DATE: 02/23/2023

Dear Concord Select Board,

I am writing on the behalf of the Trail's End Café, LLC to request a single day extension to our current liquor license hours for an event on March 17th, 2023. We would like to extend the hours of service an additional 2 hours, ending our license at 1 AM.

Thank you for your time and consideration.

Best Regards,

Marisa Limoli

A handwritten signature in black ink, appearing to read "Marisa Limoli". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

Nosh by Concord Market/Trails End
General Manager

To The Concord Select Board,

West Village Tavern would like to request an extension of hours on Friday March 17th, 2023 for St. Patrick's Day. We would like to open at 9:00AM as opposed to 11:00AM. We will be serving our regular dinner menu all day along with our Chef's Irish Specials. We will have a bag piper playing for 1-2 hours during dinner at 5PM. Please let me know if you need any additional information from us!

Bethany Lee
General Manager Operations
West Village Tavern
[REDACTED]

bethanylee@wellesleyrestaurantgroup.com

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:11 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Ladies Invitational
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	7/21/2023 12:00 PM
End Time	7:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
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Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

TIPS TRAINING

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UNDER 21 POLICY

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A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

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eTIPS On Premise 3.1

CERTIFIED

Issued: 04/28/2022

Expires: 04/28/2025

ID#: 5703795

Sara Killelea

Concord Country Club

246 Old Road To 9 Acre Cor

Concord, MA 01742-4163 USA

*No Online Use Only
Valid if Printed
Printed*

MASSACHUSETTS

DRIVER'S LICENSE

NOT FOR FEDERAL ID



Sara P. Killelea



4a ISS 03/29/2021
4b EXP 03/31/2026

4d NUMBER [REDACTED]
3 DOB [REDACTED]

9 CLASS D 12 REST NONE 9a END NONE

1 KILLELEA

2 SARA P

8 [REDACTED]

[REDACTED]

[REDACTED]

Sara Killelea

5 DO 03/30/2021 Rev 02/22/2016



PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:16 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Member 3 Guest
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	7/28/2023 12:00 PM
End Time	9:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:18 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Dawson Invitational
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	8/4/2023 12:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:22 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Dawson Invitational
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	8/5/2023 12:00 PM
End Time	9:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

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Board & Committee Meeting Calendar

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:28 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Member 3 Guest
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	8/18/2023 12:00 PM
End Time	9:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

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Board & Committee Meeting Calendar

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:33 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Men's Fall Member Guest
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/7/2023 9:00 AM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

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IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:34 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Men's Fall Member Guest
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/8/2023 9:00 AM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:35 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Men's Fall Member Guest
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/9/2023 9:00 AM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:37 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Member 3 Guest
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/22/2023 12:00 PM
End Time	9:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

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I certify that Concord's Under 21 Policy, as outlined above, will be followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)



PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:38 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Closing Harvest Dinner
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	10/5/2023 12:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and agree to the Town of Concord's TIPS Training Policy as outlined above. Copies of card(s) will be mailed separately to the Town Manager's Office

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attendees under 21 years of age at any event. therefore, this policy must be adhered to for all events. Applicants agree to check the ages of all guests at the door. If a persons under the age of 21 are present, his or her hand shall be stamped to indicate the he/she is underage for the bartender.

I certify that Concord's Under 21 Policy, as outlined above, will be followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)



PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:40 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Wine Dinner
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	10/26/2023 4:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? No

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

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IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and agree to the Town of Concord's TIPS Training Policy as outlined above. Copies of card(s) will be mailed separately to the Town Manager's Office

UNDER 21 POLICY

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A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)



PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:41 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Halloween Party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	10/28/2023 4:00 PM
End Time	12:00 AM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

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IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

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PAID

From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 4:43 PM
To: licensing board; Town Manager's Office; jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses

One Day Special Liquor Licenses

Company or Organization	Concord Country Club
Applicant Name	Sara Killelea
Email Address	skillelea@concordcc.org
Applicant Address	246 Old Road to Nine Acre Corner
City	Concord
State	MA
Zip Code	01742
Phone Number	9783711089
Name of Event	Closing Cocktail Party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	11/3/2023 4:00 PM
End Time	11:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	All Alcoholic Beverages
Bartenders TIPS trained?	Yes
Under 21 Attendees?	No

1st one-day license for Organization? No

If NO, number of years licensed? 20

More than 100 in attendance? Yes

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Select Board, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I acknowledge and accept the above statement of liability Sara Killelea

APPLICATION FEE \$75.00

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IMPORTANT NOTICE

Board & Committee Meeting Calendar

(Section Break)

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**TOWN OF CONCORD
Weekday Entertainment License**

Renewal: \$100.00/year

The undersigned hereby applies for a Weekday Entertainment License in accordance with the provisions of the State relating thereto:

Applicant Name: Bethany Lee

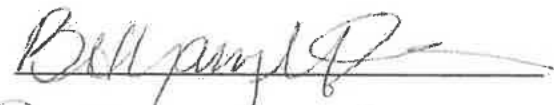
Establishment Name: West Village Tavern

Establishment Address: 13 Commonwealth Ave .

Telephone: 

Email Address: bethanylee@wellesleyrestaurantgroup.com

In accordance with the rules and regulations made under authority of said Statute.

Signed: 

Print name: Bethany Lee Title: General Manager

.....Office use.....

Paid: Cash , Check

Check # _____

Date: _____

Property Tax Relief Programs for Concord Homeowners

Program	Benefit	Who Qualifies	Income Limits	Asset Limits	How/When to Apply
DEADLINE AND LIMITS FOR THE BELOW EXEMPTION ARE FOR FISCAL YEAR 2024 (JULY 2023-JUNE 2024)					
Concord Means-Tested Senior Exemption	Up to 50% exemption based on income/assets	Age 65+ (co-owner 60+) and resident of Concord for 10 consecutive years	\$64,000 if single, \$80,000 head of household, \$96,000 joint	Residence <\$1,169,500 Other assets <\$275,000	Apply to Board of Assessors April 16-September 1, 2023
DEADLINES AND LIMITS FOR EXEMPTIONS LISTED BELOW ARE FOR FISCAL YEAR 2023 (JULY 2022-JUNE 2023)					
Concord Tax Relief (Hugh Cargill Trust)	Tax relief payments: \$325/quarter	Own and occupy the property; not an income property	Same as means-tested senior exemption	Property assessed at <\$971,200	978-318-3100 x2030 or Apply to Hugh Cargill Trust by July 1
MA Clause 41A	Defer tax @ 4% interest	Age 65+ and 5-year domicile	\$66,618	(none)	Apply to Board of Assessors by April 3
MA Clause 41C	\$1,000 exemption	Age 65+ and 10-year domicile	\$27,147 if single, \$40,718 if married	\$55,297 if single, \$74,656 if married	Apply to Board of Assessors by April 3
MA Clause 17D	\$350 exemption	Age 70+ and own property for 5 years		\$54,297	Apply to Board of Assessors by April 3
CPA Surcharge Exemption	No 1.5% CPA surcharge	Age 60+	\$98,140 if single, \$112,160 if married	(none)	Apply to Board of Assessors by April 3

There are other state programs for blind, disabled veterans, and other special cases.

This is only a general summary. Terms may vary; please check with the Assessors Office for further details.

**CONCORD PUBLIC WORKS
ENGINEERING DIVISION**

**Tel: 978 - 318 - 3210
Fax: 978 - 318 - 3245**

133 Keyes Road
Concord, MA 01742



DATE: 12/14/2022

MEMORANDUM

TO: Shannon McAndrew, Senior Administrative Assistant
VIA: Alan Cathcart, Director of Public Works
FROM: Stephen Dookran PE, Town Engineer
PREPARED BY: Justin Richardson, PE, Assistant Town Engineer
SUBJECT: Petition of Comcast of Massachusetts III, Inc. to install new coaxial cable.

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by Comcast of Massachusetts III, Inc. on portions of Plainfield Road, Powder Mill Road, Sudbury Road and Old Road to 9 Acre. The applicant proposes new coaxial cable to be over-lashed to the existing Comcast network utility pole #18 Plainfield Road to utility pole #60 Old Road to Nine Acre Corner for the purpose of network enhancement. This route encompasses the following sections of roadway:

- Old Rd to 9 Acre Corner: pole 60 (near Williams Rd) to pole 93 (Int. with Sudbury Rd)
- Sudbury Rd: pole 111 (Int. with ORNAC) to pole 116 (Int. with Powder Mill Rd)
- Powder Mill Rd: pole 1 (Int. with Sudbury Rd) to pole 23 (Int. with Plainfield Rd)
- Plainfield Rd: pole 36 (Int. with Powder Mill Rd) to pole 18 (600 ft south of Alden Rd)

Concord Public Works (CPW) Engineering Division and Concord Municipal Light Plant (CMLP) have reviewed the attached Grant of Location petition dated May 27, 2022 and recommend approval of the petition with the following conditions.

1. Prior to construction, the applicant must complete a pre-Hearing site visit with the Concord Municipal Light Plant to review work to be completed.
2. The new aerial cable shall be installed using common industry standards, and shall be set substantially at the points indicated on the plan filed with the petition. Specifically the new aerial cable must be over-lashed to the existing Comcast infrastructure installed between utility pole 60 Old Rd to 9 Acre Corner and utility pole 18 Plainfield Rd.
3. Minimum separation and clearance requirements as described by the most recent National Electric Safety Code must be maintained between Comcast infrastructure and existing overhead facilities.
4. The applicant must remove any infrastructure deemed obsolete as a result of this project.
5. As applicable, existing Comcast pole transfers and low hanging wires shall be addressed during said installation. Should any issues or safety concerns arise during installation it is the responsibility of Comcast to contact CPW and CMLP.

6. As-built plans must be provided to the Concord Public Works Engineering Division and Concord Municipal Light Plant Engineering Divisions prior to the final closeout of the project.
7. The Applicant will remove the new coaxial cable upon completion of its service life.
8. A ROW Permit application shall be submitted to CPW with stamped construction plans if any alteration of surface features in the ROW is being performed. A ROW permit shall also be applied for if obstructions will be left in the ROW when no work is being performed. If a ROW permit is required, no work shall commence until CPW has completed its review and provides ROW Permit approval to the Applicant.
9. A traffic management plan shall be submitted to the Concord Police Department Traffic Safety Officer and the CPW – Engineering Division for approval.
10. The Applicant and its Contractor, if applicable, shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
11. The Applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The applicant shall also notify neighborhood residents with door hangers of the planned work and schedule two weeks prior to the start of construction.



241 West Central Street
Natick, MA 01760
Phone: 617-862-8437 (c)

May 27, 2022

Michael Gibbons
Senior Administrative Assistant
Town Manager's Office
Town of Concord, MA

RE: Petition for Grant of Location, Plainfield Road

Dear Michael:

Enclosed please find Comcast's Petition for Aerial Installation of Coaxial Cable along Plainfield Road. I have also enclosed a draft Order. Please advise when the Board will be able to hear us on this matter.

Thank you for your assistance in this matter. Please do not hesitate to contact me should you have any questions, comments or concerns regarding any aspect hereof.

Sincerely,

Gregory Franks

Greg Franks, Senior Manager of Government & Regulatory Affairs
Comcast

PETITION FOR AERIAL INSTALLATION OF COAXIAL CABLE

Concord, Massachusetts

5/27/2022

To the Select Board of Concord, Massachusetts:

Comcast of Massachusetts III, Inc. requests permission to install coaxial cable to be owned and used by the petitioner, along and across the following public way or ways:

- *Plainfield Road*
- *Old Road to Nine Acre Corner*
- *Powder Mill Road*
- *Sudbury Road*

Wherefore they pray that after due notice and hearing as provided by law, they be granted permission to install coaxial cable over lashed to existing underground strand coaxial cable as they may find necessary and in accordance with the plan filed herewith.

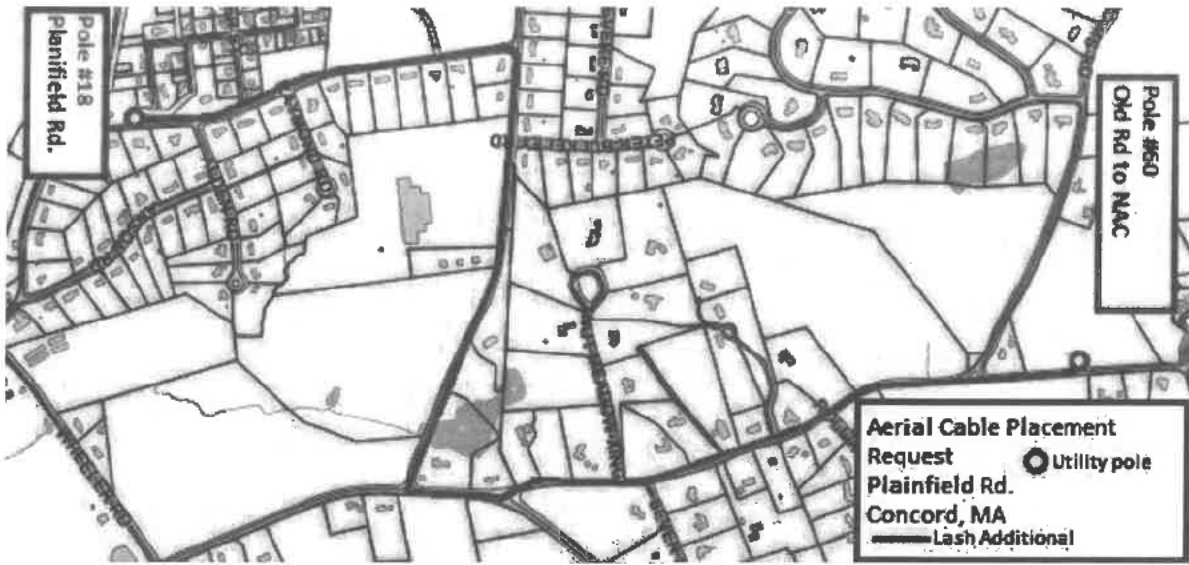
1. **Comcast of Massachusetts III, Inc.**

By: *Gregory Franks*_____

Print name: Gregory Franks

Title: Sr. Manager of Government and Regulatory Affairs

Telephone or e-mail contact info: (617) 862-8437 cell ph
Gregory_Franks@comcast.com



**CONCORD PUBLIC WORKS
ENGINEERING DIVISION**

Tel: 978 - 318 - 3210

Fax: 978 - 318 - 3245

**133 Keyes Road
Concord, MA 01742**



DATE: 12/14/2022

MEMORANDUM

TO: Shannon McAndrew, Senior Administrative Assistant
VIA: Alan Cathcart, Director of Public Works
FROM: Stephen Dookran PE, Town Engineer
PREPARED BY: Justin Richardson, PE, Assistant Town Engineer
SUBJECT: Petition of Comcast of Massachusetts III, Inc. to install new coaxial cable.

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by Comcast of Massachusetts III, Inc. on Laws Brook Road and Pond Street. The applicant proposes new coaxial cable to be over-lashed to the existing Comcast network from utility pole #1 Pond Street to utility pole #29 Laws Brook Rd for the purpose of network enhancement. This route encompasses the following sections of roadway:

- Pond St: from pole #1 to Laws Brook Road
- Laws Brook Road: pole #11 (Int. with Pond Street) to pole #29 (near Crabtree Road)

Concord Public Works (CPW) Engineering Division and Concord Municipal Light Plant (CMLP) have reviewed the attached Grant of Location petition dated May 27, 2022 and recommend approval of the petition with the following conditions.

1. Prior to construction, the applicant must complete a pre-Hearing site visit with the Concord Municipal Light Plant to review work to be completed.
2. The new aerial cable shall be installed using common industry standards, and shall be set substantially at the points indicated on the plan filed with the petition. Specifically the new aerial cable must be over-lashed to the existing Comcast infrastructure installed between utility pole #1 Pond Street and utility pole #29 Laws Brook Road.
3. Minimum separation and clearance requirements as described by the most recent National Electric Safety Code must be maintained between Comcast infrastructure and existing overhead facilities.
4. The applicant must remove any infrastructure deemed obsolete as a result of this project.
5. As applicable, existing Comcast pole transfers and low hanging wires shall be addressed during said installation. Should any issues or safety concerns arise during installation it is the responsibility of Comcast to contact CPW and CMLP.
6. As-built plans must be provided to the Concord Public Works Engineering Division and Concord Municipal Light Plant Engineering Divisions prior to the final closeout of the project.

7. The Applicant will remove the new coaxial cable upon completion of its service life.
8. A ROW Permit application shall be submitted to CPW with stamped constructions plans if any alteration of surface features in the ROW is being performed. A ROW permit shall also be applied for if obstructions will be left in the ROW when no work is being performed. If a ROW permit is required, no work shall commence until CPW has completed its review and provides ROW Permit approval to the Applicant.
9. A traffic management plan shall be submitted to the Concord Police Department Traffic Safety Officer and the CPW – Engineering Division for approval.
10. The Applicant and its Contractor, if applicable, shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
11. The Applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The applicant shall also notify neighborhood residents on the proposed work and schedule with door hangers two weeks prior to the start of construction.



241 West Central Street
Natick, MA 01760
Phone: 617-862-8437 (c)

May 27, 2022

Michael Gibbons
Senior Administrative Assistant
Town Manager's Office
Town of Concord, MA

RE: Petition for Grant of Location, Laws Brook Road

Dear Michael:

Enclosed please find Comcast's Petition for Aerial Installation of Coaxial Cable along Laws Brook Road. I have also enclosed a draft Order. Please advise when the Board will be able to hear us on this matter.

Thank you for your assistance in this matter. Please do not hesitate to contact me should you have any questions, comments or concerns regarding any aspect hereof.

Sincerely,

Gregory Franks

Greg Franks, Senior Manager of Government & Regulatory Affairs
Comcast

PETITION FOR AERIAL INSTALLATION OF COAXIAL CABLE

Concord, Massachusetts

5/27/2022

To the Select Board of Concord, Massachusetts:

Comcast of Massachusetts III, Inc. requests permission to install coaxial cable to be owned and used by the petitioner, along and across the following public way or ways:

- *Laws Brook Road*
- *Pond Street*

Wherefore they pray that after due notice and hearing as provided by law, they be granted permission to install coaxial cable over lashed to existing underground strand coaxial cable as they may find necessary and in accordance with the plan filed herewith.

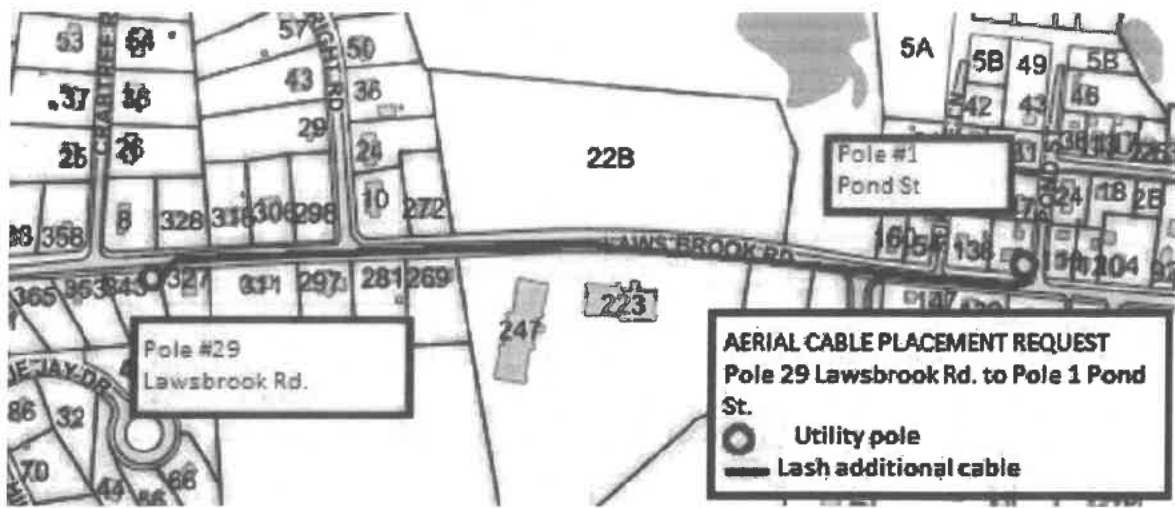
1. **Comcast of Massachusetts III, Inc.**

By: *Gregory Franks*

Print name: Gregory Franks

Title: Sr. Manager of Government and Regulatory Affairs

Telephone or e-mail contact info: (617) 862-8437 cell ph
Gregory_Franks@comcast.com



**133 Keyes Road
Concord, MA 01742**



DATE: 12/14/2022

MEMORANDUM

TO: Shannon McAndrew, Senior Administrative Assistant
VIA: Alan Cathcart, Director of Public Works
FROM: Stephen Dookran PE, Town Engineer
PREPARED BY: Justin Richardson, PE, Assistant Town Engineer
SUBJECT: Petition of Comcast of Massachusetts III, Inc. to install new coaxial cable

This memorandum is to provide comments to the Select Board on the petition for a Grant of Location filed by Comcast of Massachusetts III, Inc. on portions of Barretts Mill Road, Commonwealth Avenue, Laws Brook Road and Pond Street for the purpose of network enhancement. The applicant proposes new coaxial cable to be over-lashed to the existing Comcast network from utility pole #63 Barretts Mill Road to utility pole #1 Pond Street. This route encompasses the following sections of roadway:

- Barretts Mill Road: pole #63 (500 ft northeast of Grove Street) to pole #84 (Intersection. at Route 2 rotary)
- Route 2 rotary: pole #140/3 (Intersection at Barretts Mill Rd) to pole #8 (Intersection at Commonwealth Avenue)
- Commonwealth Avenue: pole #40 (Intersection with Route 2 rotary) to pole #14 (Intersection at Laws Brook Road)
- Laws Brook Road: pole #2 (Intersection at Commonwealth Avenue) to pole #11 (Intersection at Pond Street)
- Pond Street: from Laws Brook Road to pole #1

Concord Public Works (CPW) Engineering Division and Concord Municipal Light Plant (CMLP) have reviewed the attached Grant of Location petition dated May 27, 2022 and recommend approval of the petition with the following conditions.

1. Prior to construction, the applicant must complete a pre-Hearing site visit with the Concord Municipal Light Plant to review work to be completed.
2. The new aerial cable shall be installed using common industry standards, and shall be set substantially at the points indicated on the plan that accompanied the petition. Specifically the new aerial cable must be over-lashed to the existing Comcast infrastructure installed between utility pole #63 Barretts Mill Rd and utility pole #1 Pond St.
3. Minimum separation and clearance requirements as described by the most recent National Electric Safety Code must be maintained between Comcast infrastructure and existing overhead facilities.
4. The applicant must remove any infrastructure deemed obsolete as a result of this project.

5. As applicable, existing Comcast pole transfers and low hanging wires shall be addressed during said installation. Should any issues or safety concerns arise during installation it is the responsibility of Comcast to contact CPW and CMLP.
6. As-built plans must be provided to the Concord Public Works Engineering Division and Concord Municipal Light Plant Engineering Divisions prior to the final closeout of the project.
7. The Applicant will remove the new coaxial cable upon completion of its service life.
8. A ROW Permit application shall be submitted to CPW with stamped constructions plans if any alteration of surface features in the ROW is being performed. A ROW permit shall also be applied for if obstructions will be left in the ROW when no work is being performed. If a ROW permit is required, no work shall commence until CPW has completed its review and provides ROW Permit approval to the Applicant.
9. A traffic management plan shall be submitted to the Concord Police Department Traffic Safety Officer and the CPW – Engineering Division for approval.
10. The Applicant and its Contractor, if applicable, shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
11. The Applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via email one week prior to the start of construction. The applicant shall also notify neighborhood residents on the proposed work and schedule with door hangers two weeks prior to the start of construction.
12. A MassDOT permit to work in the State’s right-of-way must be obtained prior to performing any work within the State’s ROW.



241 West Central Street
Natick, MA 01760
Phone: 617-862-8437 (c)

May 27, 2022

Michael Gibbons
Senior Administrative Assistant
Town Manager's Office
Town of Concord, MA

RE: Petition for Grant of Location, Barretts Mill Road

Dear Michael:

Enclosed please find Comcast's Petition for Aerial Installation of Coaxial Cable along Barretts Mill Road. I have also enclosed a draft Order. Please advise when the Board will be able to hear us on this matter.

Thank you for your assistance in this matter. Please do not hesitate to contact me should you have any questions, comments or concerns regarding any aspect hereof.

Sincerely,

Gregory Franks

Greg Franks, Senior Manager of Government & Regulatory Affairs
Comcast

PETITION FOR AERIAL INSTALLATION OF COAXIAL CABLE

Concord, Massachusetts

5/27/2022

To the Select Board of Concord, Massachusetts:

Comcast of Massachusetts III, Inc. requests permission to install coaxial cable to be owned and used by the petitioner, along and across the following public way or ways:

- *Barretts Mill Road*
- *Pond Street*
- *Laws Brook Road*
- *Commonwealth Avenue*

Wherefore they pray that after due notice and hearing as provided by law, they be granted permission to install coaxial cable over lashed to existing underground strand coaxial cable as they may find necessary and in accordance with the plan filed herewith.

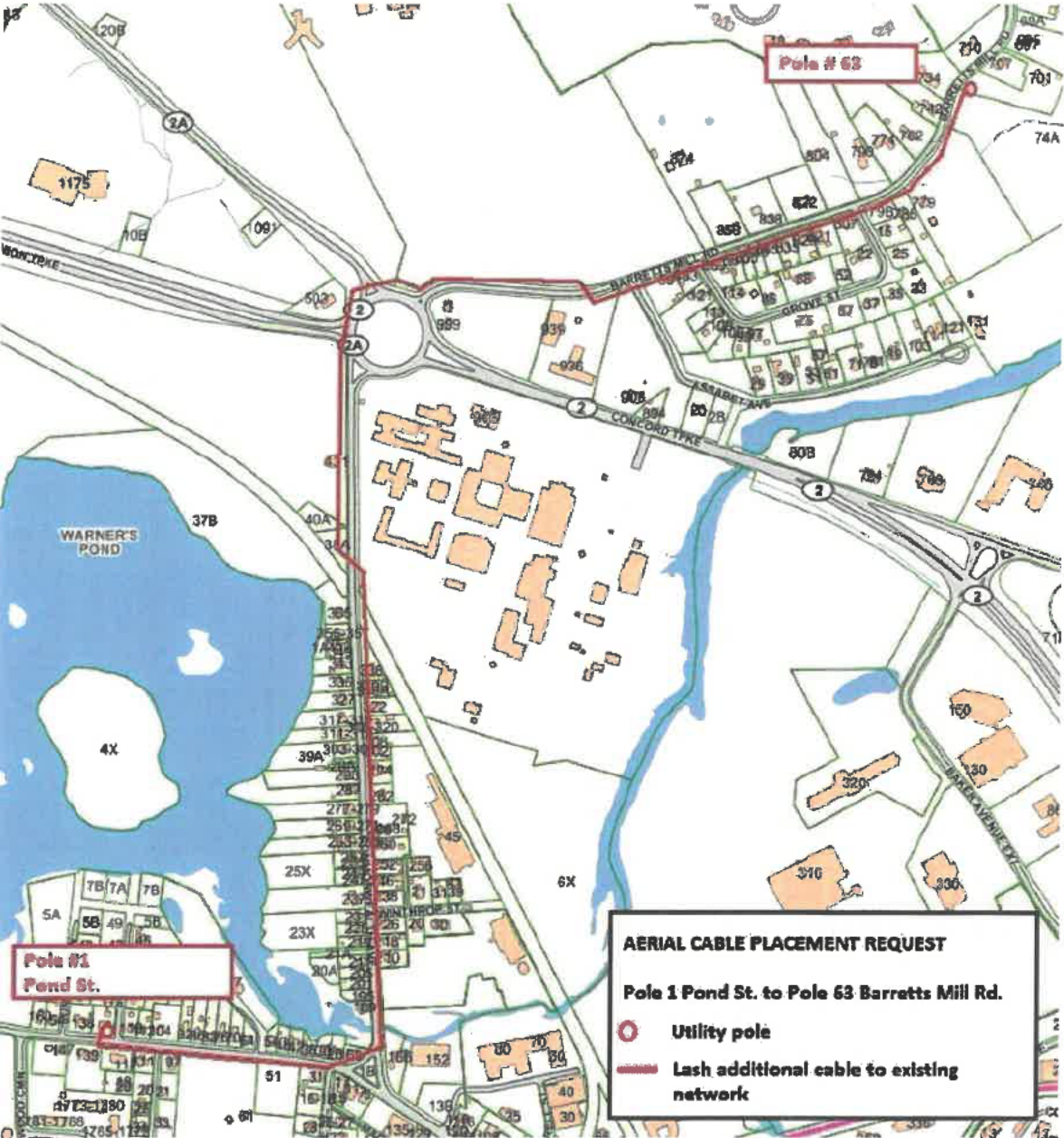
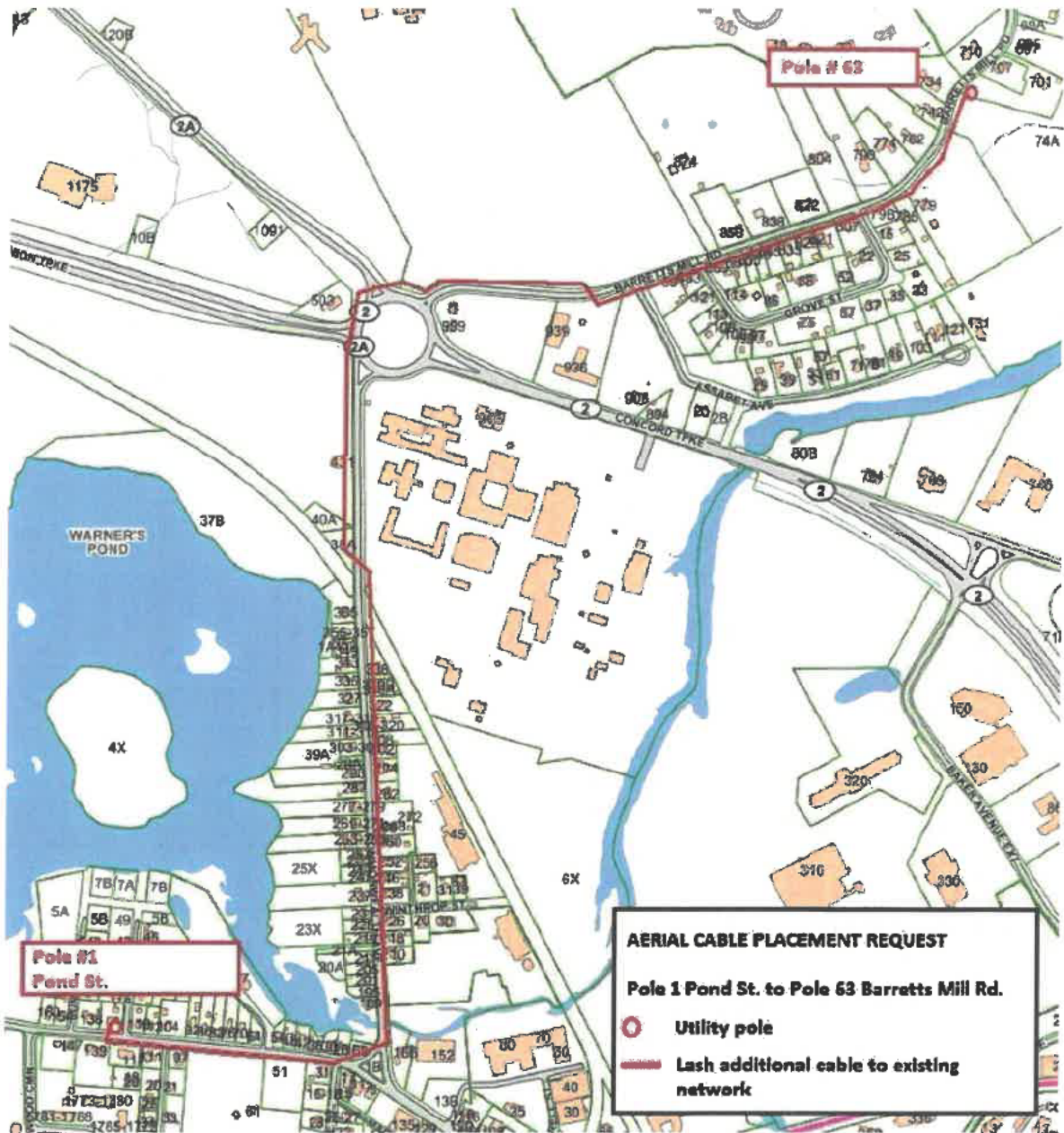
1. **Comcast of Massachusetts III, Inc.**

By: *Gregory Franks*

Print name: Gregory Franks

Title: Sr. Manager of Government and Regulatory Affairs

Telephone or e-mail contact info: (617) 862-8437 cell ph
Gregory_Franks@comcast.com



**Pole #1
Pond St.**

Pole #63

AERIAL CABLE PLACEMENT REQUEST

Pole 1 Pond St. to Pole 63 Barretts Mill Rd.

- Utility pole
- Lash additional cable to existing network

**TOWN OF CONCORD
SELECT BOARD
PUBLIC HEARING NOTICE**

Notice is hereby given that a public hearing will be held at the Town House in the Select Board Hearing Room on the 2nd floor, 22 Monument Square, Concord, MA on February 13, 2023 at 6:30 PM, upon the petition of Comcast of Massachusetts III, Inc.:

- to install coaxial cable to be over-lashed to the existing network from utility pole #18 Plainfield to utility pole #60 Old Road to Nine Acre Corner in accordance with the Grant of Location Petition dated May 27, 2022, filed with the Select Board
- to install coaxial cable to be over-lashed to the existing network from utility pole #18 Plainfield to utility pole #1 Pond Street to utility pole #29 Laws Brook Road in accordance with the Grant of Location Petition dated May 27, 2022, filed with the Select Board
- to install coaxial cable to be over-lashed to the existing network from utility pole #1 Court Lane to utility pole #3 Court Lane to provide service to the occupants of utility pole #30 Monument Street in accordance with the Grant of Location Petition dated August 26, 2022, filed with the Select Board
- to install coaxial cable to be over-lashed to the existing network from utility pole #1 Pond Street to utility pole #63 Barretts Mill Road in accordance with the Grant of Location Petition dated May 27, 2022, filed with the Select Board
- to install coaxial cable to be over-lashed to the existing network from utility pole #38 Monument Street to utility pole #58 Monument Street to provide service to the occupants of 695 Monument Street in accordance with the Grant of Location Petition dated October 6, 2022, filed with the Select Board

By Order of the
Select Board

**LEGAL NOTICE
Board of Appeals
Public Hearing**

A virtual online public hearing of the Concord Zoning Board of Appeals will be held on Thursday, February 9, 2023, at 7:00 P.M. on an application by WH Walden LLC, for a Special Permit with Site Plan Review under Zoning Bylaw Sections 7.7.2.12, 7.7.3.13, 11.6, and 11.8 for a 2,367 sq. ft. second story addition and relief from parking and parking design standards at 59 Walden Street (Parcel# 0115). The agenda for the meeting with instructions for how to participate will be online at <https://www.concordma.gov/AgendaCenter/Zoning-Board-of-Appeals-46>. Application materials may be reviewed online at <https://www.concordma.gov/1439/ZBA-Current-Meeting-Documents>.





TOWN OF CONCORD
Office of the Town Manager
Town House
Concord, Massachusetts 01742

Date: February 16, 2023

To: Kerry A. Lafleur, Town Manager

Via: Shannon McAndrew, Senior Administrative Assistant
Mary Barrett, Town Accountant

From: Christopher Carmody, Risk and Compliance Manager

Re: Second Opioid Settlement Fund

The Select Board voted in December 2021 to authorize the Town Manager to enter into certain settlement agreements regarding the opioid crisis in the Commonwealth. The Town joined this settlement fund involving Johnson & Johnson and certain named Distributors (Fund 1) and to date has received over \$75,000. The total amount of the projected settlement for Concord is \$367,867 over 18 years (including this first payment).

The Town has been notified of a second settlement fund (Fund 2) involving a different class of defendants. Town Counsel has shared the following information:

“Many of our towns [that we represent] began to receive notice of additional settlements involving the national opioid litigation. There are five new proposed settlements that, depending on participation by states and subdivisions, require:

1. Walgreens to pay up to \$5.7 billion over 15 years;
2. Walmart to pay up to \$2.75 billion over 6 years;
3. CVS to pay up to \$5 billion over 10 years;
4. Teva to pay up to \$4.25 billion, including \$3.7 billion to be paid out over 13 years, and either an in-kind contribution of generic naloxone (valued at \$1.2 billion over 10 years) or an agreed-upon cash equivalent to be paid out over 13 years; and
5. Allergan to pay up to \$2.37 billion over 7 years.

“Up to \$17 billion of these settlements will be available to participating states and subdivisions to remediate and abate the impacts of the opioid crisis. The logistics should be comparatively simple to the last round of settlements in 2020 and 2021. The Opioids Implementation Administrator will be Rubris, which maintains registration information from the last round of settlements. Registration will not be required by local communities wishing to participate in this round of settlement. Also as with the last round of Distributor settlements, this settlement rollout will have three steps (described below): (1) Notice to Subdivisions, (2) transmission of Participation Agreements to Subdivisions, and (3) execution/return of Participation Agreements by Subdivisions. It is my understanding that Massachusetts will (or has already) “sign on” to these settlements as they did with the Distributor settlements.

“The Notice email will alert the recipients that the subdivision must take action in order to participate in the settlements and alert them to the deadline for participation. We anticipate that the participation agreement DocuSigns will begin rolling out next week, and that the deadline to return participation documents will be on or about April 18, 2023.

“As with the previous national settlements, the more subdivisions that participate, the greater the amount of funds available to flow to the subdivisions, and as with the last settlements, **I recommend that all our towns participate and opt-in to this round.**”

At present time, we do not know the projected settlement amounts to the Town of Concord or the time horizon for those payments. Regardless, I recommend the Town Manager enter into these settlement and participation agreements for Fund 2. Please see attached copies of the Fund 2 Subdivision and Special District Settlement Participation Forms between the Town of Concord and:

- Allergan
- Teva
- CVS
- Walgreens
- Walmart

Suggested Select Board motion:

“Move to authorize the duly appointed Town Manager to enter into the Subdivision and Special District Settlement Participation Forms with each of Allergan, Teva, CVS, Walgreens, and Walmart, copies of which are in the packet for this board meeting.”

In order for the Town Manager to enter into these settlement agreements by the notice deadline of April 18, 2023, it is recommended that the Select Board authorize this as soon as possible.

For contextual reference, I am attaching a slidedeck on opioid abuse in Massachusetts prepared by the Metropolitan Area Planning Council.

New National Opioids Settlements: Teva, Allergan, CVS, Walgreens, and Walmart
Opioids Implementation Administrator
opioidsparticipation@rubris.com

CONCORD TOWN, MA
Reference Number: CL-386286

TO MASSACHUSETTS POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOID SETTLEMENTS. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Participation Deadline: April 18, 2023

Five new proposed national opioid settlements (“*New National Opioid Settlements*”) have been reached with **Teva, Allergan, CVS, Walgreens, and Walmart** (“Settling Defendants”). This *Participation Package* is a follow-up communication to the *Notice of National Opioid Settlements* recently received electronically by your subdivision or special district (“subdivision”).

You are receiving this *Participation Package* because Massachusetts is participating in the following settlements:

- **Teva**
- **Allergan**
- **CVS**
- **Walgreens**
- **Walmart**

This electronic envelope contains *Participation Forms* for Teva, Allergan, CVS, Walgreens, and Walmart, including a release of any claims.

The *Participation Form* for each settlement must be executed, without alteration, and submitted on or before April 18, 2023, in order for your subdivision to be considered for initial participation calculations and payment eligibility.

Based upon subdivision participation forms received on or before April 18th, the subdivision participation rate will be used to determine whether participation for each deal is sufficient for the settlement to move forward and whether Massachusetts earns its maximum potential payment under the settlement. If the settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly receive the settlement funds, even if the state and other participating subdivisions are receiving settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in Massachusetts. Please consult the Massachusetts State-Subdivision Agreement (available at

<https://www.mass.gov/doc/march-4-2022-ma-subdivision-agreement/download>) for information on how settlement funds will be allocated in Massachusetts. Charts reflecting the estimated, maximum annual distributions to participating subdivisions from the proposed settlements with Teva, Allergan, CVS, Walgreens, and Walmart are available here: <https://www.mass.gov/lists/municipal-abatement-payments>.

You are encouraged to discuss the terms and benefits of the *New National Opioid Settlements* with your counsel (if applicable), the Office of Massachusetts Attorney General Andrea Joy Campbell, and other contacts within the state. Massachusetts is implementing and allocating funds for these new settlements in the same manner as it did for prior opioid settlements with McKesson, Cardinal, Amerisource, and Johnson & Johnson/Janssen.

Information and documents regarding the *New National Opioid Settlements* can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented as additional documents are created. Additional information about the *New National Opioid Settlements*, including how the funds will be allocated within Massachusetts, can be found on the website of the Office of Massachusetts Attorney General Andrea Joy Campbell at <https://www.mass.gov/info-details/frequently-asked-questions-about-the-ags-statewide-opioid-settlements>.

How to return signed forms:

There are three methods for returning the executed *Participation Forms* to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Participation Forms* electronically through DocuSign will return the signed forms to the Implementation Administrator and associate your forms with your subdivision's records. Electronic signature is the most efficient method for returning *Participation Forms*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning manually signed *Participation Forms* via DocuSign will associate your signed forms with your subdivision's records.
- (3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return executed *Participation Forms* using DocuSign, signed *Participation Forms* may be returned via electronic mail to opioidparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line: Settlement Participation Forms - [Subdivision Name, Subdivision State] - [Reference ID].

Detailed instructions on how to sign and return the *Participation Forms*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com>. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on April 18, 2023.

If you have any questions about executing these forms, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or the Office of Massachusetts Attorney General Andrea Joy Campbell at MAOpioidSettlements@mass.gov.

Thank you,

National Opioids Settlements Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the respective settlement agreements referenced above and to manage the collection of settlement participation forms for each settlement.

EXHIBIT K
Subdivision and Special District Settlement Participation Form

Will your subdivision or special district be signing the settlement participation forms for the Allergan and Teva Settlements at this time?

Yes No

Governmental Entity: CONCORD TOWN	State: MA
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 (“*Allergan Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Allergan Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Allergan Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Allergan Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Allergan Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within fourteen (14) days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the MDL Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
4. The Governmental Entity agrees to the terms of the Allergan Settlement pertaining to Subdivisions and Special Districts as defined therein.
5. By agreeing to the terms of the Allergan Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Allergan Settlement solely for the purposes provided therein.



7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Allergan Settlement.
8. The Governmental Entity has the right to enforce the Allergan Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Allergan Settlement, including, but not limited to, all provisions of **Section V (Release)**, and along with all departments, agencies, divisions, boards, commissions, Subdivisions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist in bringing, or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Allergan Settlement are intended to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Allergan Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Allergan Settlement.
11. In connection with the releases provided for in the Allergan Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Allergan Settlement.

12. Nothing herein is intended to modify in any way the terms of the Allergan Settlement, to which the Governmental Entity hereby agrees. To the extent this Settlement Participation Form is interpreted differently from the Allergan Settlement in any respect, the Allergan Settlement controls.



I have all necessary power and authorization to execute this Settlement Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



Exhibit K
Subdivision and Special District Settlement Participation Form

Governmental Entity: CONCORD TOWN	State: MA
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 (“*Teva Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Teva Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Teva Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Teva Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Teva Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
4. The Governmental Entity agrees to the terms of the Teva Settlement pertaining to Subdivisions as defined therein.
5. By agreeing to the terms of the Teva Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Teva Settlement solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Teva Settlement.



8. The Governmental Entity has the right to enforce the Teva Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Teva Settlement, including but not limited to all provisions of Section V (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Teva Settlement are intended by Released Entities and the Governmental Entity to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Teva Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Teva Settlement.
11. In connection with the releases provided for in the Teva Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Teva Settlement.

12. Nothing herein is intended to modify in any way the terms of the Teva Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Teva Settlement in any respect, the Teva Settlement controls.



I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



EXHIBIT K**Subdivision Participation and Release Form**

Will your subdivision or special district be signing the settlement participation form for the CVS Settlement at this time?

Yes No

Governmental Entity: CONCORD TOWN	State: MA
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 (“*CVS Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the CVS Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the CVS Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the CVS Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
3. The Governmental Entity agrees to the terms of the CVS Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the CVS Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the CVS Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the CVS Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the CVS Settlement.
7. The Governmental Entity has the right to enforce the CVS Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the CVS Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the CVS Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The CVS Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the CVS Settlement.
10. In connection with the releases provided for in the CVS Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the CVS Settlement.



11. Nothing herein is intended to modify in any way the terms of the CVS Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the CVS Settlement in any respect, the CVS Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



EXHIBIT K**Subdivision Participation and Release Form**

Will your subdivision or special district be signing the settlement participation form for the Walgreens Settlement at this time?

Yes No

Governmental Entity: CONCORD TOWN	State: MA
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 (“*Walgreens Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Walgreens Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walgreens Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Walgreens Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
3. The Governmental Entity agrees to the terms of the Walgreens Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Walgreens Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walgreens Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walgreens Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Walgreens Settlement.
7. The Governmental Entity has the right to enforce the Walgreens Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walgreens Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walgreens Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walgreens Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Walgreens Settlement.
10. In connection with the releases provided for in the Walgreens Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walgreens Settlement.



11. Nothing herein is intended to modify in any way the terms of the Walgreens Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Walgreens Settlement in any respect, the Walgreens Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



EXHIBIT K**Subdivision Participation Form**

Will your subdivision or special district be signing the settlement participation form for the Walmart Settlement at this time?

Yes No

Governmental Entity: CONCORD TOWN	State: MA
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated November 14, 2022 (“Walmart Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walmart Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Walmart Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event within 14 days of the Effective Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopiodsettlement.com/>.
3. The Governmental Entity agrees to the terms of the Walmart Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Walmart Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walmart Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walmart Settlement.
7. The Governmental Entity has the right to enforce the Walmart Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walmart Settlement, including but not limited to all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walmart Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walmart Settlement shall be a complete bar to any Released Claim.
9. In connection with the releases provided for in the Walmart Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walmart Settlement.

10. Nothing herein is intended to modify in any way the terms of the Walmart Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Walmart Settlement in any respect, the Walmart Settlement controls.



I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

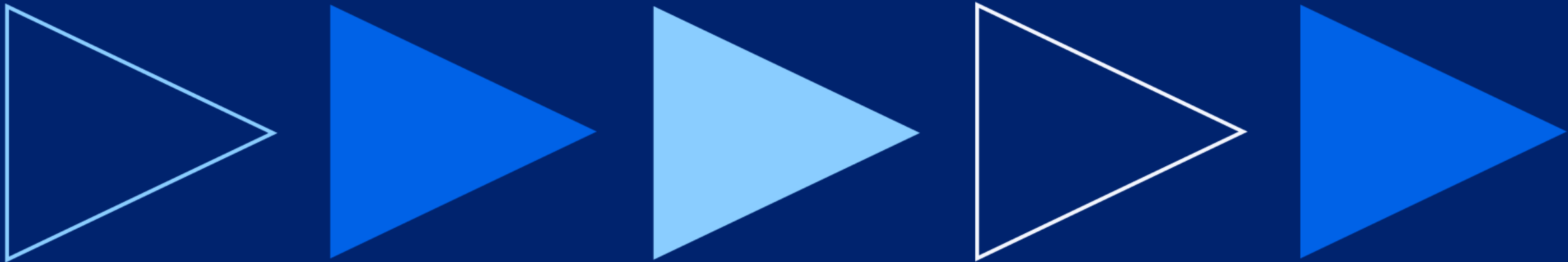
Title: _____

Date: _____



Understanding the Substance Use Landscape in Massachusetts

Claire Hoffman, MPH



Substance Use Disorder (SUD) in MA

- Approximately 9% of Massachusetts population over the age of 12 has a substance use disorder
- Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home
- “Substance use” applies to alcohol, marijuana, misuse of prescription drugs, and illicit drugs (including opioids, stimulants, inhalants, benzodiazepines, hallucinogens, etc.)

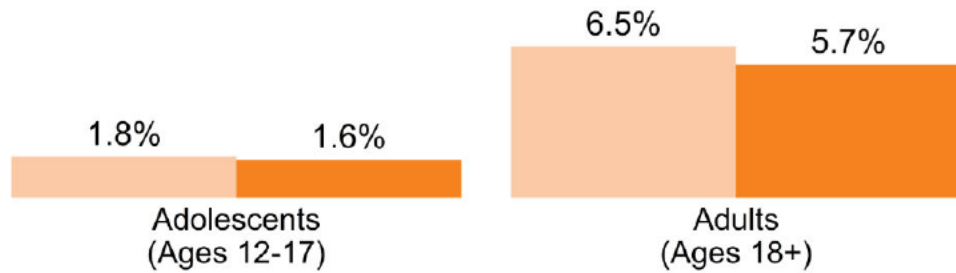
Source: [SAMHSA, Behavioral Health Barometer](#)



MA Reports Higher Prevalence of Alcohol and Drug Use Disorder than US

Individuals in Massachusetts Reporting Alcohol Use Disorder in the Past Year, 2018-2019

Massachusetts United States



NOTE: In this state, there are no statistically significant differences from the U.S.
SOURCE: SAMHSA, 2018-2019 NSDUH State Estimates of Substance Use and Mental Disorders.



Individuals in Massachusetts Reporting Illicit Drug Use Disorder in the Past Year, 2018-2019

Massachusetts United States



NOTE: In this state, there are no statistically significant differences from the U.S.
SOURCE: SAMHSA, 2018-2019 NSDUH State Estimates of Substance Use and Mental Disorders.



Note: Since this data is from a federal survey, illicit drug use disorder includes marijuana.



Public health approaches to substance use disorder are critically needed

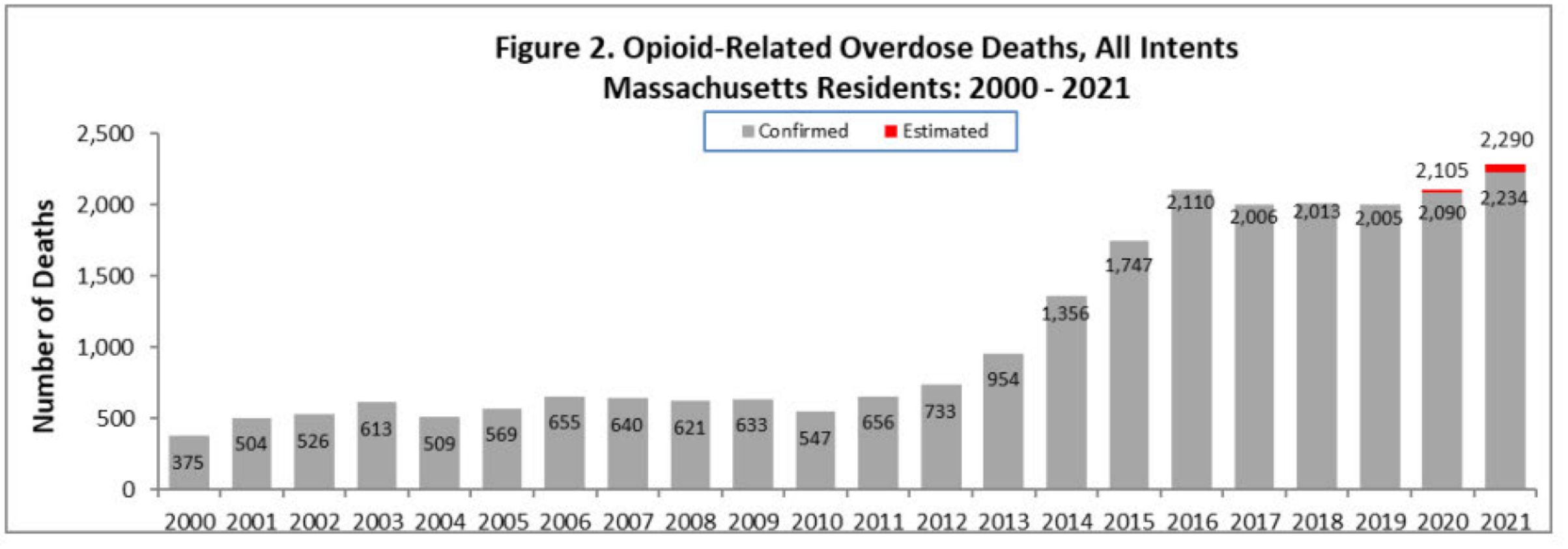


Opioid-Related Incidents in MA



MA Opioid-Related Overdose Deaths Increased by 9% in 2021

Figure 2. Opioid-Related Overdose Deaths, All Intent
Massachusetts Residents: 2000 - 2021

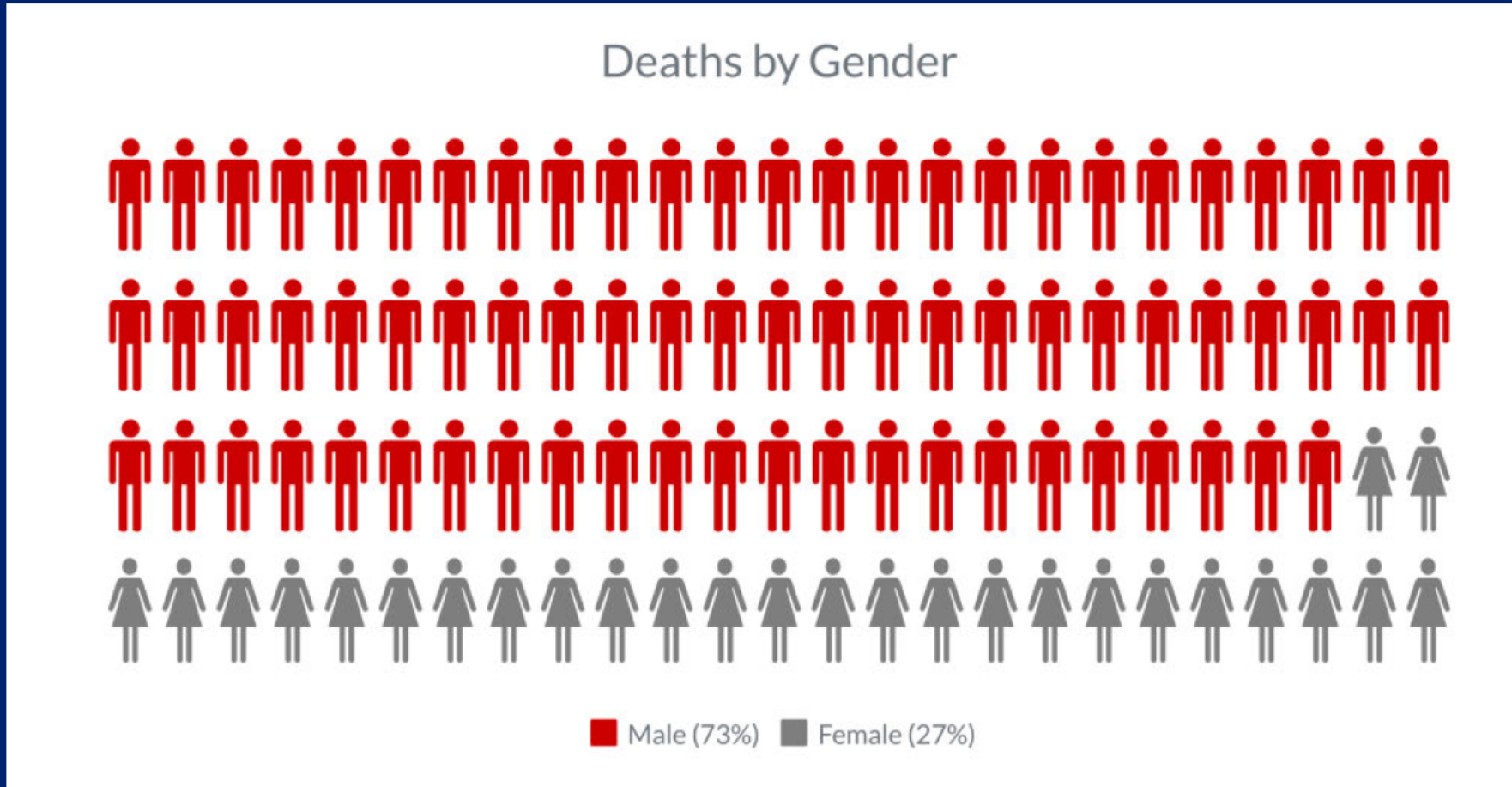


Prescription Opioids

Heroin

Fentanyl

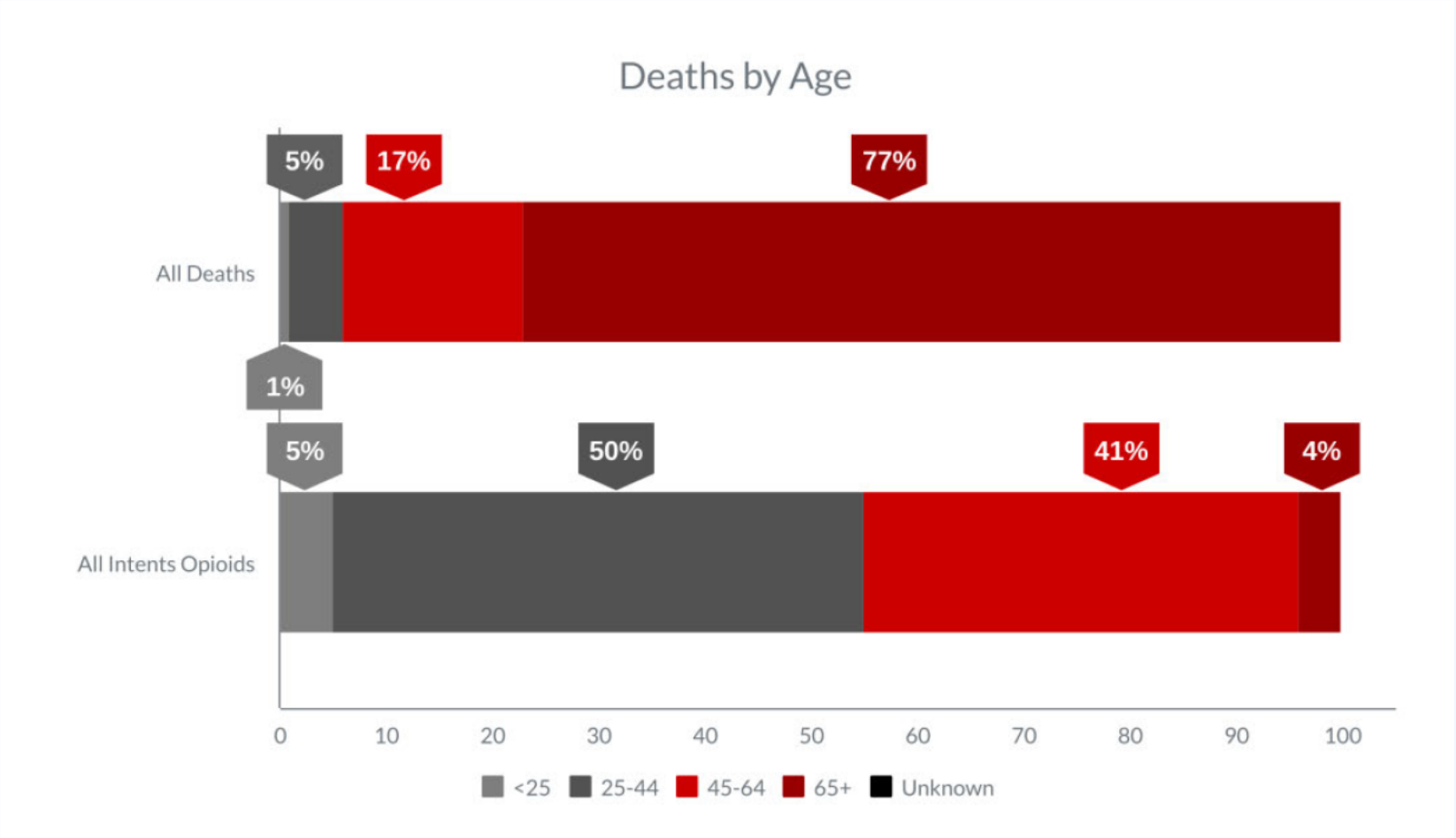
MA Opioid-Related Overdose Deaths Disproportionately Involve Men



Source: [Massachusetts Department of Public Health](#)



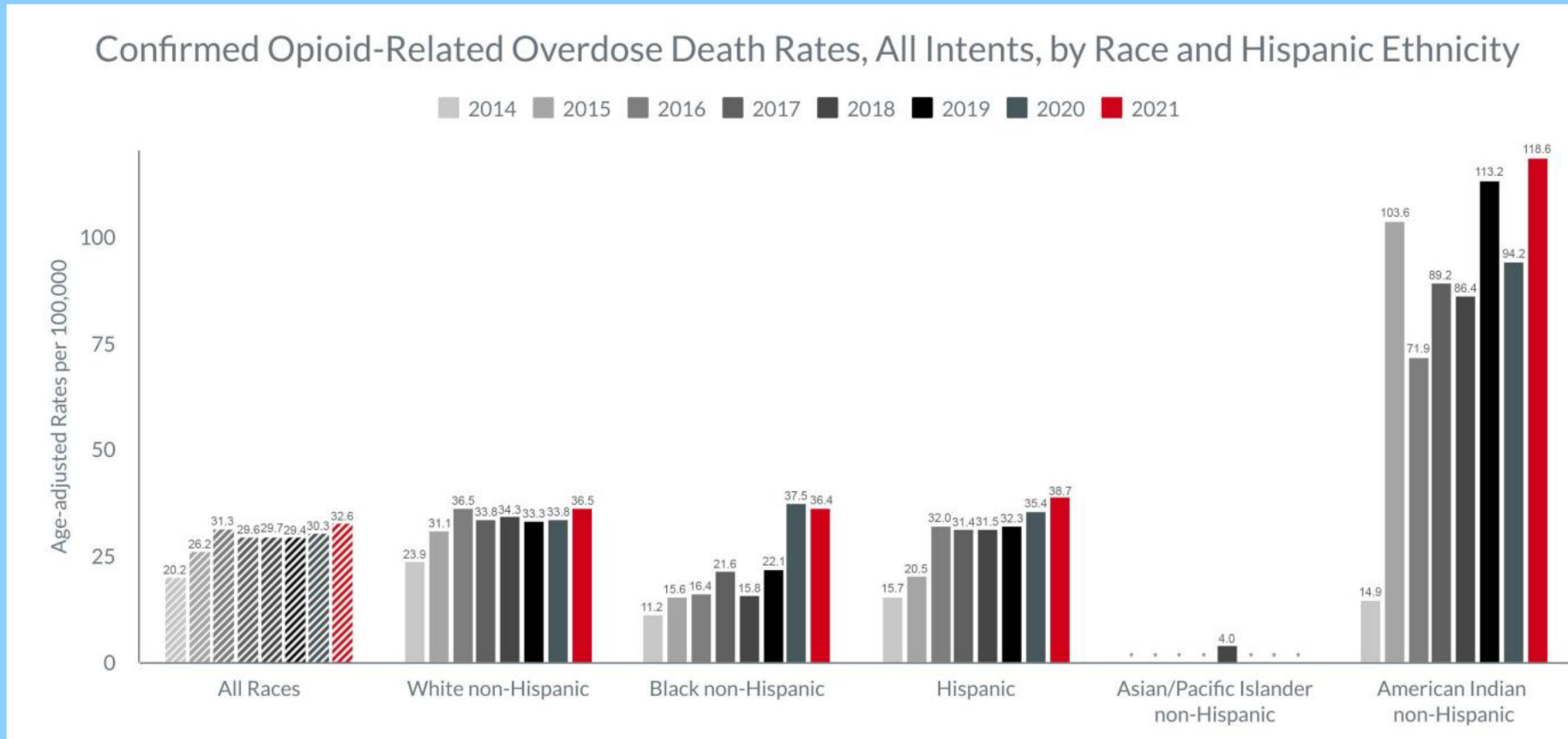
MA Opioid-Related Overdoses Cause Premature Mortality



Source: [Massachusetts Department of Public Health](#)

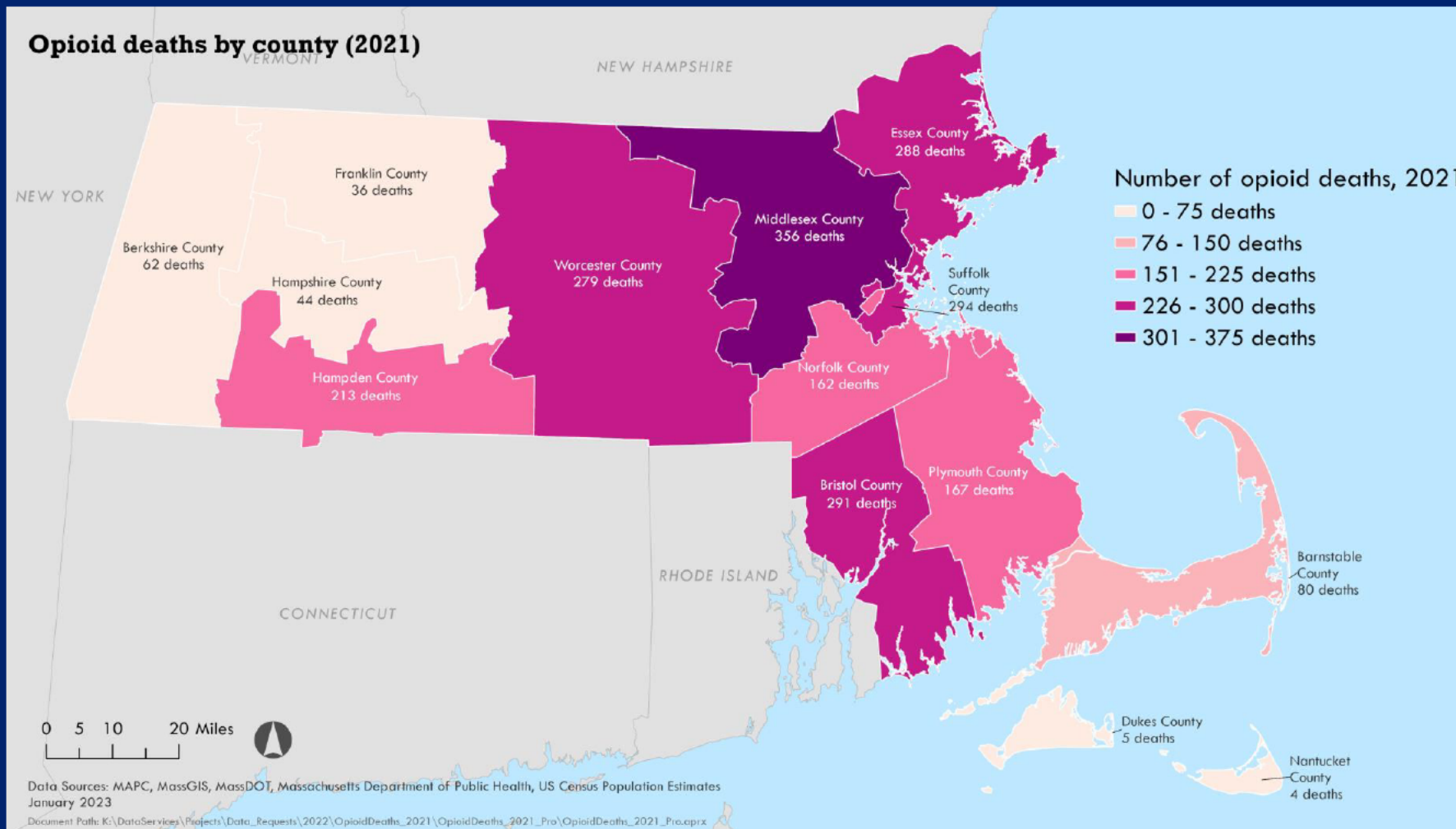


MA Opioid-Related Overdose Deaths Have Been Increasing More Rapidly among Black non-Hispanic and Hispanic Populations



Source: [Massachusetts Department of Public Health](#)

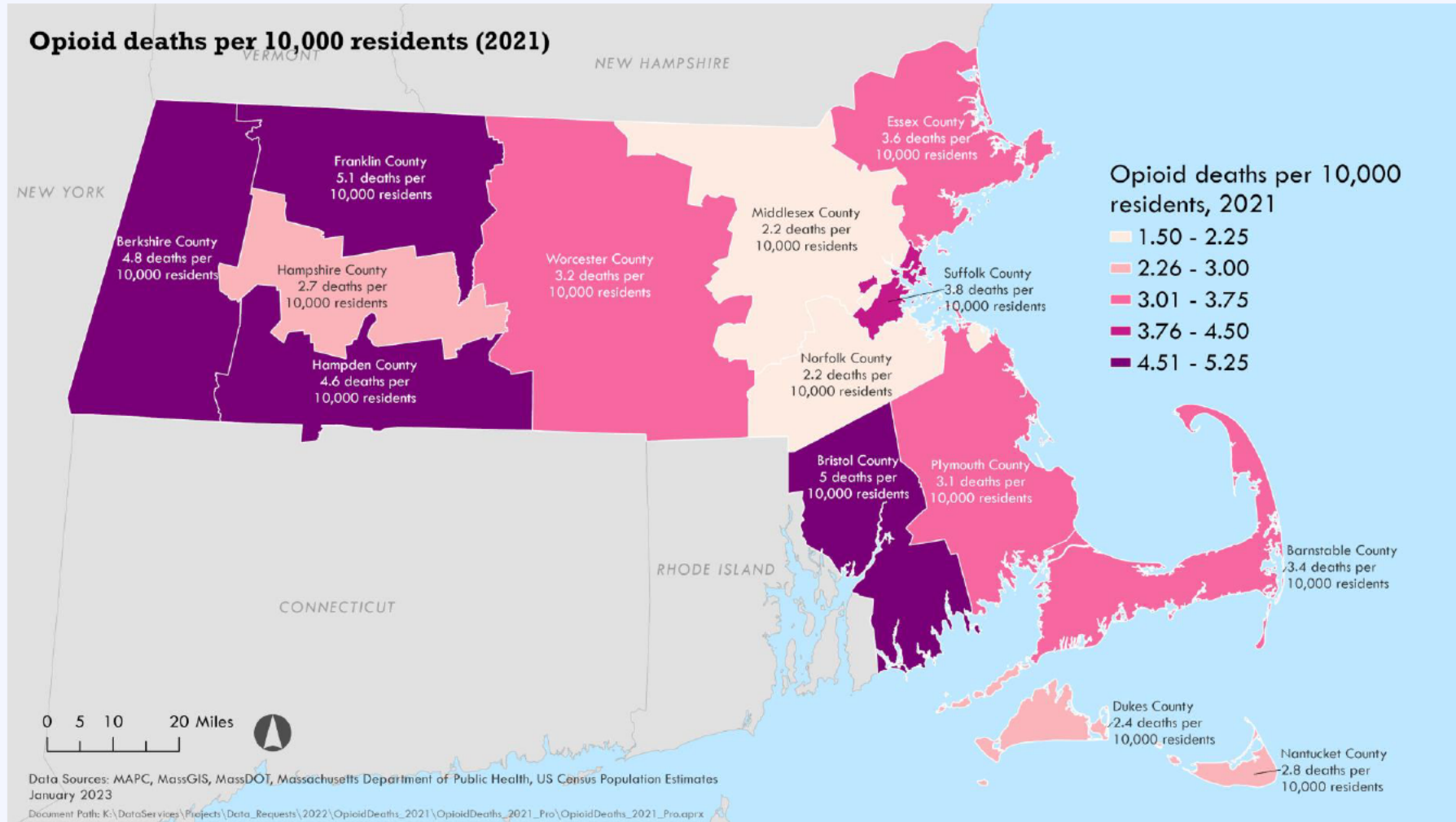
Middlesex, Suffolk, Bristol, Essex, and Worcester Counties Experienced the Most Opioid-Related Overdose Deaths



Source: [Massachusetts Department of Public Health](#)



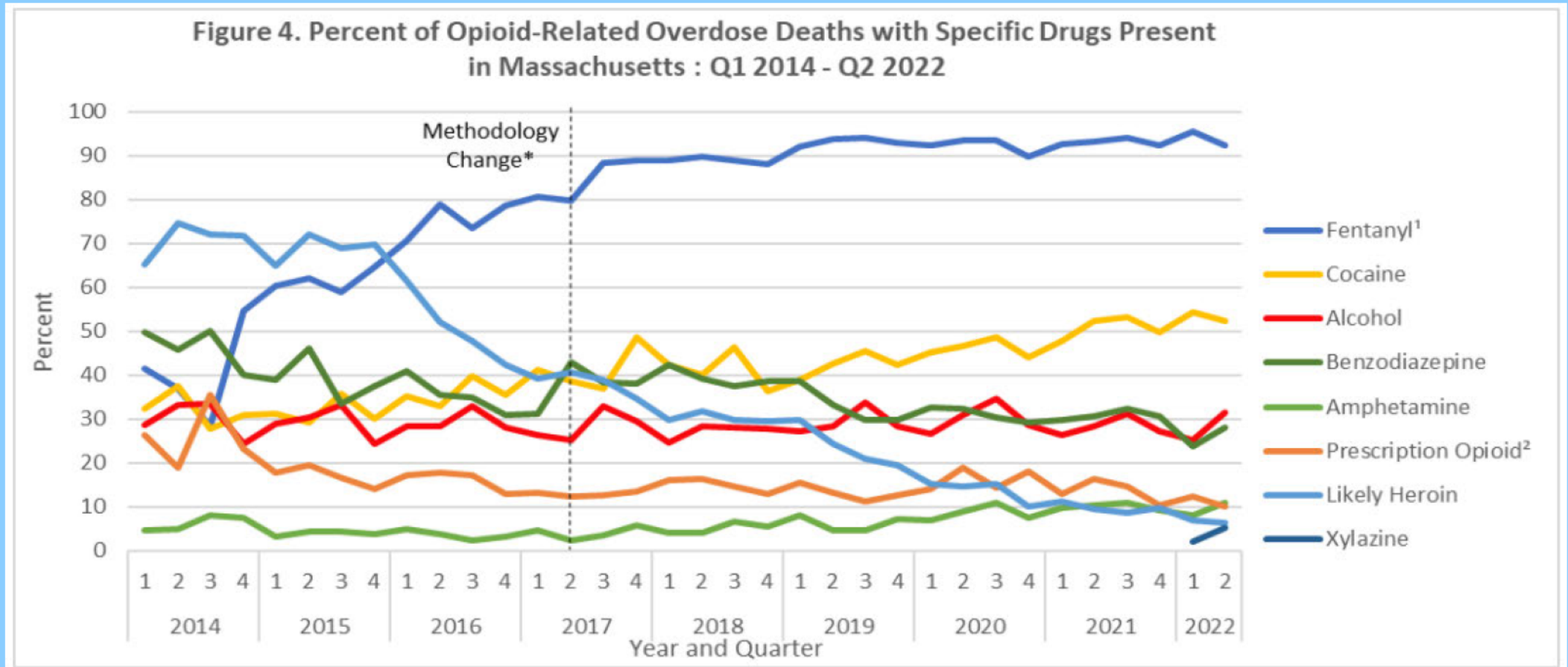
But Franklin, Bristol, Hampden, and Berkshire Counties Experienced the Highest Opioid-Related Overdose Deaths per Capita



Source: [Massachusetts Department of Public Health](#)



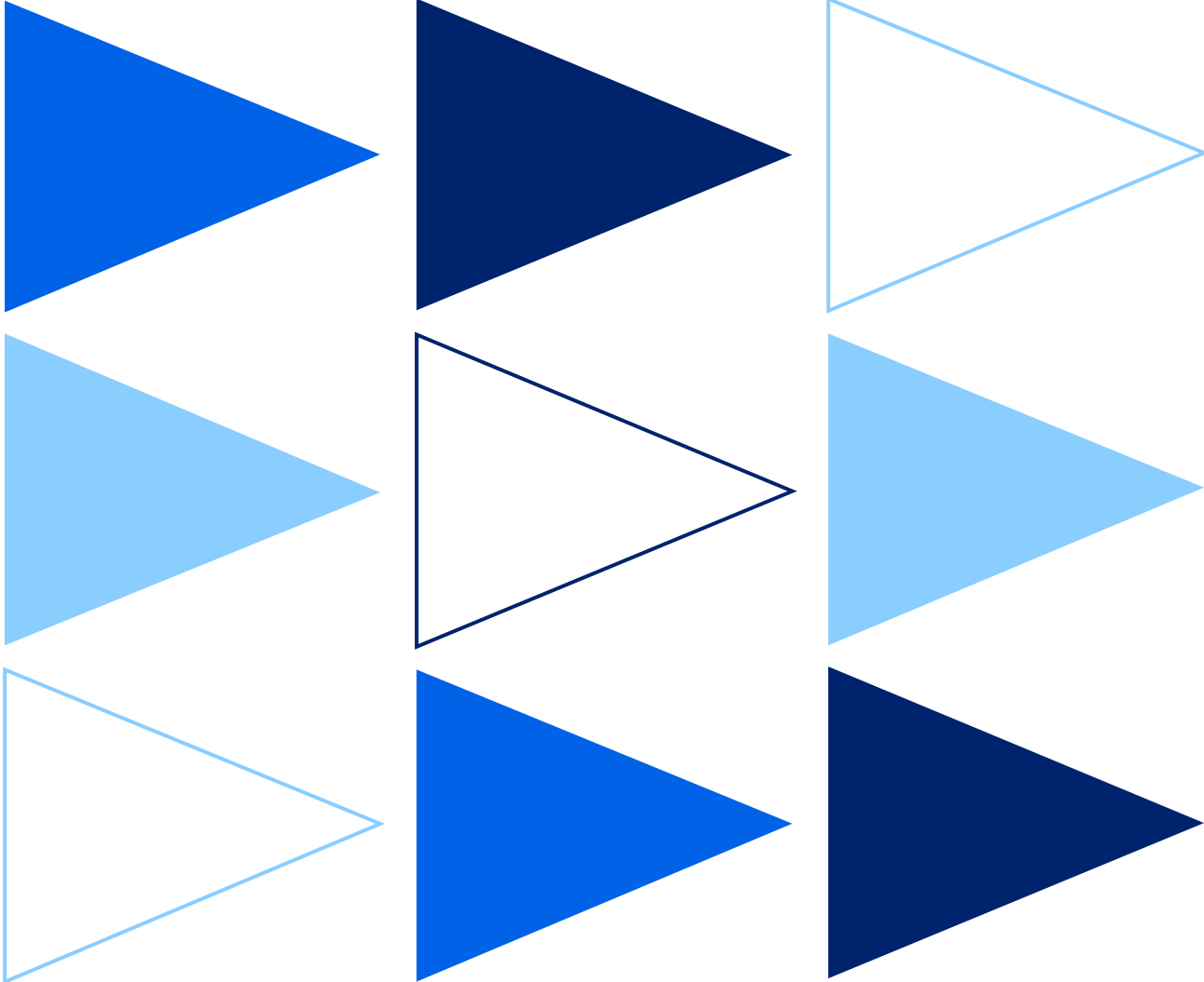
Polysubstance use, not just opioid use, is leading to overdose deaths



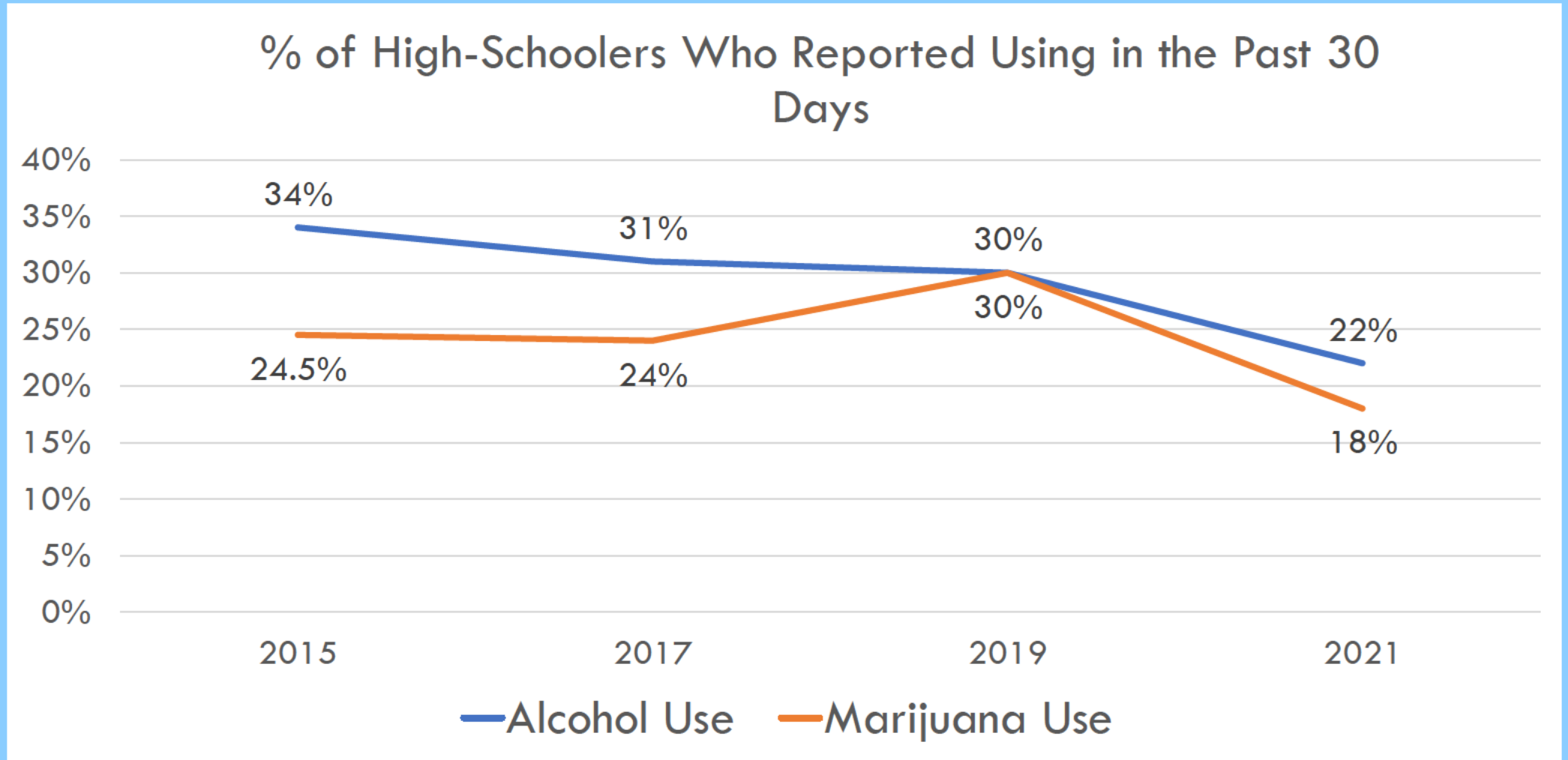
Source: [Massachusetts Department of Public Health](#)



Youth Substance Use

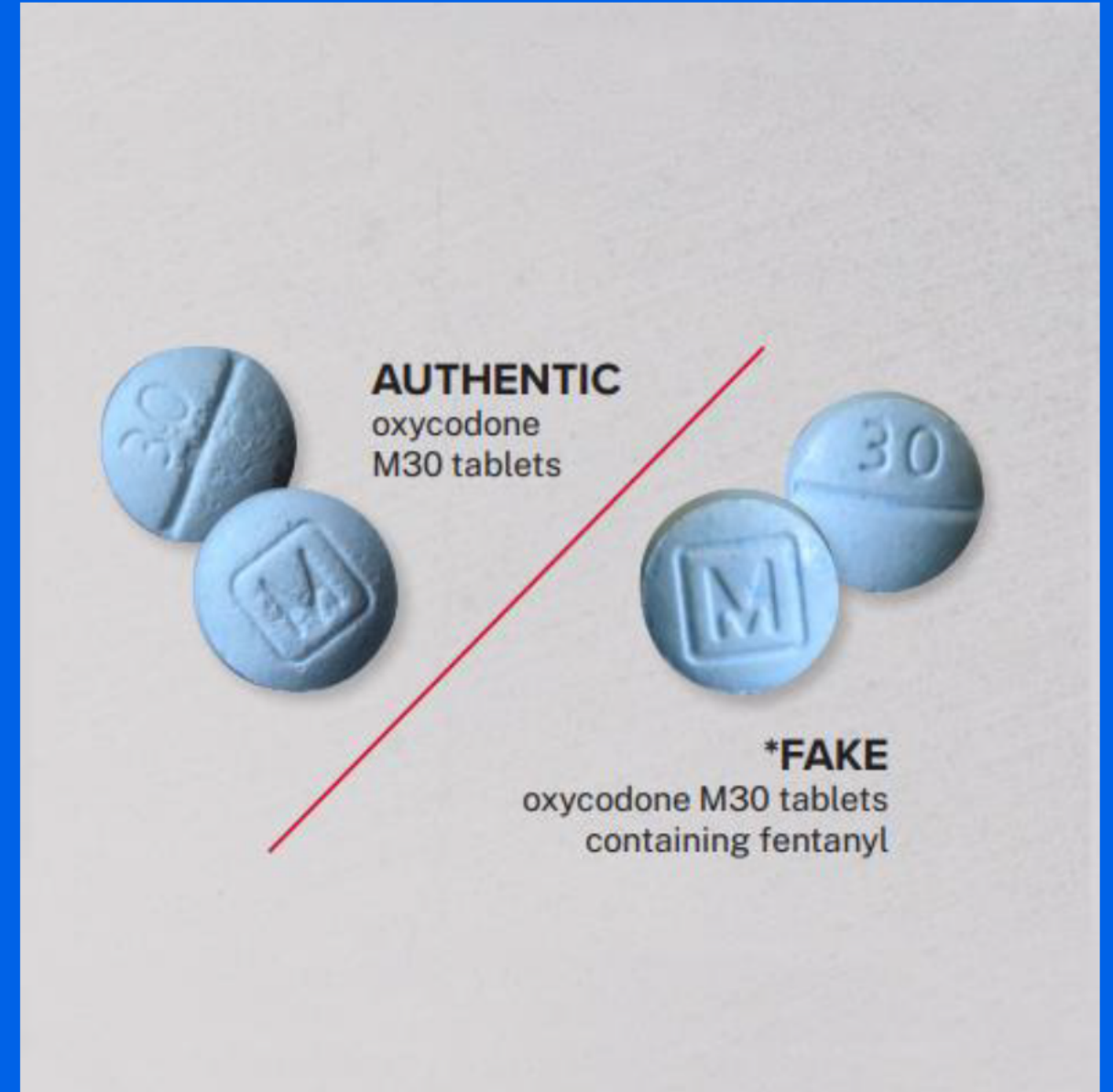


One in Five MA High-Schoolers Report Using Substances



Source: [Massachusetts 2021 Youth Health Survey](#)

- More teens and young adults are using social media to purchase illicit pills
- In the United States, 4 in every 10 counterfeit pills contain fentanyl
 - Includes fake Percocet, Xanax, Vicodin, and Adderall

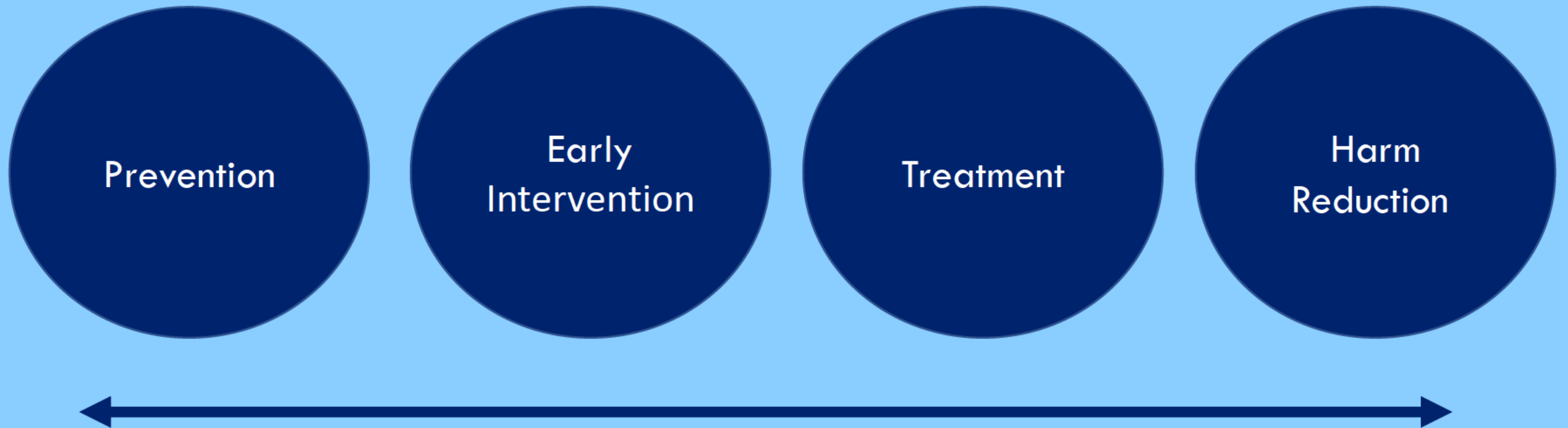


Overdoses among 10-19 year olds in the US increased 109% between 2019 and 2021

- Majority of deaths involved illicitly manufactured fentanyl
- Nearly 1 in 4 deaths included evidence of counterfeit pills
- 2 in 3 cases had a potential bystander present, although most provided no overdose response
- Approximately 40% of individuals had a history of mental health conditions or treatment



Continuum of Interventions



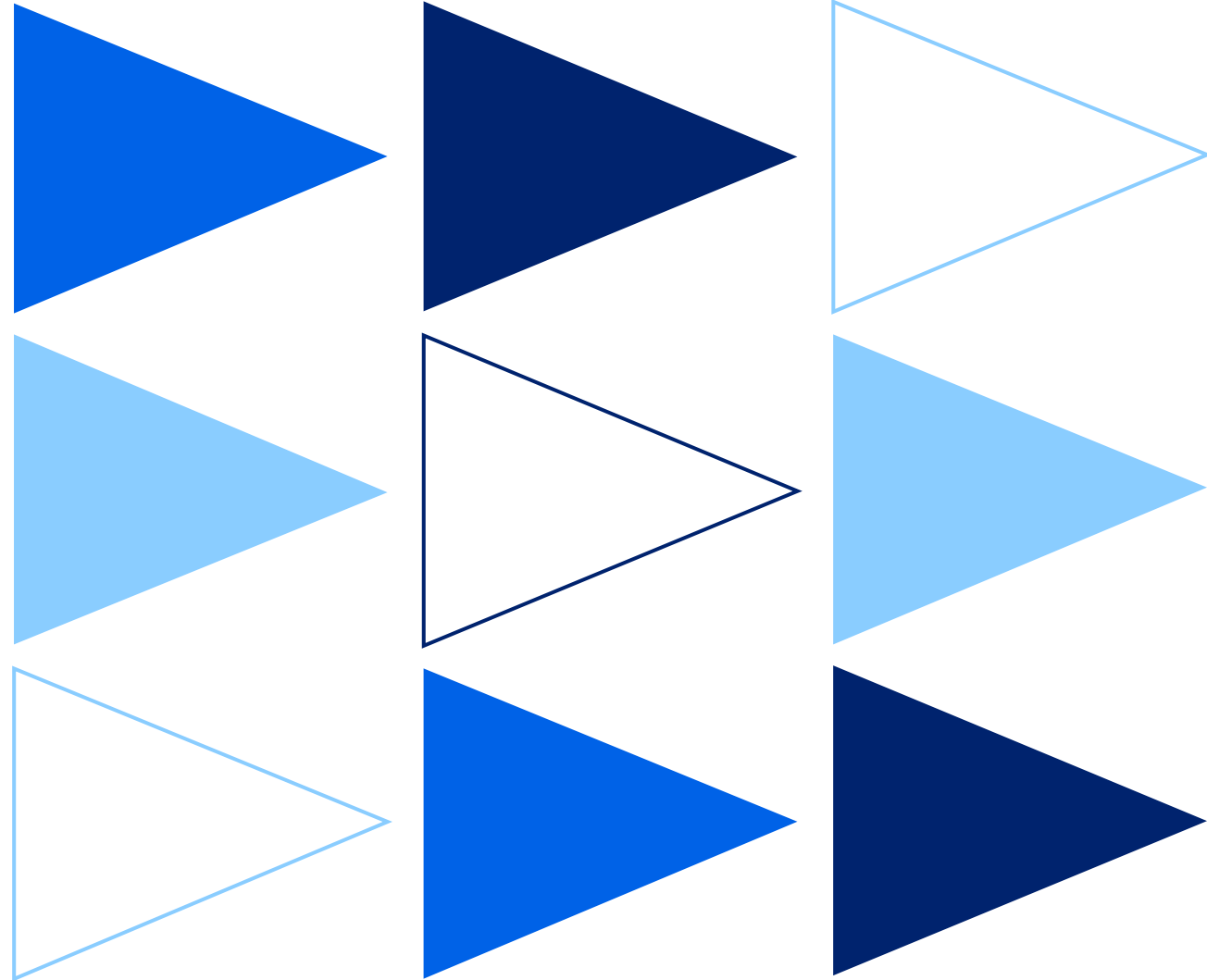
Key Takeaways

- Alcohol use disorder is the most prevalent form of SUD among MA adults
- Polysubstance use, not just opioid use, is driving overdoses among youth and adults
- Racial and ethnic inequities persist in terms of who is accessing life-saving services
- There are many, many effective interventions!



Questions?

choffman@mapc.org





Massachusetts Department of Public Health

**Bureau of Substance
Addiction Services (BSAS)
Prevention Overview**

**Jose Morales
Director of Prevention**

BSAS Prevention Unit Vision

Substance use prevention is like a house that our entire community is working to construct, building a strong and lasting foundation of lifelong health and well-being for Massachusetts. To fortify this foundation, we use the tools and practices of prevention science, anticipating and counteracting potential risks and reinforcing effective protections.



Mission

*We empower communities using a **public health approach** to promote and **support healthy decisions** around substance use among youth.*

Objectives

1. Promote a **public health approach** to empower communities.
2. Enhance **local prevention infrastructure** to enable healthy decisions around substance use through guidance, support, and technical assistance to those who receive our funding.
3. Support the development of a **comprehensive prevention plan** using SAMHSA's Strategic Prevention Framework (SPF), which is an evidence-based framework that provides community members with guidance around thoughtful planning, implementation, and evaluation of community prevention strategies.

Federal Strategic Planning Tools/Guidance

SAMHSA's Strategic Prevention Framework (SPF)



Approach

- Strength/asset-based
- **Centered on relationship, responsive to community need, and restorative in nature**
- Prevention strategies will be:
 - ✓ **Data-informed**
 - ✓ **Culturally responsive**
 - ✓ **Evidence-informed**
 - ✓ **Sustainable**

Funding Sources

- Massachusetts Collaborative for Action, Leadership, and Learning (MassCALL3) – Substance Use and Prevention Block Grant
 - Part A – Capacity Building (5)
 - Part B – Implementation (33)
 - Part C – Innovation (3)
- State Opioid Response – Prevention In Early Childhood (SOR-PEC, 15)
- Overdose Data to Action (OD2A, 20) - CDC
- SPF-Rx – Assessment and Planning
- Special Projects (MIAA, YMCA, B&G Club, Argus Communications, LifeSkills Training, MA Clearinghouse, DESE Pilot, Native/Indigenous Partnerships) – Multiple Sources

Grantees: All Funded Communities



76

Grant-Funded
Programs



200

Unique
Municipalities

Community/Grantee Support

- **Strategic Prevention Support/Technical Assistance:** BSAS funds the Center for Strategic Prevention Support Services (CSPS) at Education Development Center (EDC), which provides grant-specific assistance, resources, and support to MassCALL3 and SOR-PEC prevention grantees.
- **Evaluation Support:** BSAS funds Social Science Research & Evaluation, Inc. (SSRE) to provide grant-specific evaluation assistance and support to BSAS prevention grantees and conducts periodic assessments of the prevention system to inform continuous quality improvement.

Program Implementation/Community Strategies

1. Environmental Strategies and Policies
2. Prevention Education
3. Information Dissemination/Communication
4. Community-Based Process

Environmental Strategies and Policies

Sample Prevention Strategies:

- **Commercial Access** of Alcohol, Tobacco, and Other Drugs
Examples: server training for bar and restaurant staff; ID check training and supporting materials for liquor store staff
- **Municipal Regulation, Ordinance, and Policy** Development
Examples: increasing penalties for noncompliance; nip bans; zoning to control outlet density; advertising restrictions
- **School Policies** for Alcohol, Tobacco, and Other Drugs
Examples: changing/adjusting suspension policies related to substance use; offering alcohol alternative activities; peer leadership programs; utilizing other DPH resources such as the 84.org
- **Social Access** of Alcohol, Tobacco, and Other Drugs
Examples: sticker shock; party patrols; social host ordinance enforcement; keg registration

Prevention Education

Sample Prevention Strategies:

- **Evidence-Based Curricula**

Examples: LifeSkills Training; Good Behavior Game Program; AlcoholEdu; other integration of evidence-based curricula

- **Parent Workshops**

Examples: Convening parents prior to/around school events such as Homecoming, New Years, Prom, Graduation, and Athletics/Extra Curricular (via MIAA)

Information Dissemination/Communication

Sample Prevention Strategies:

- **Social Marketing** Campaigns

Examples: Importance of Talking to your Kids about Alcohol and Other Drugs (Tips); increasing awareness of existing, laws, policies, and potential penalties; safe storage/disposal Information for Rx medications, alcohol, and other drugs

- **Social Norms** Campaigns

Examples: promotion of a community's positive social norms (e.g., highlighting the high percentage of community youth who choose not to drink); addressing harmful community perceptions (e.g., providing a "safe" place for youth to drink in homes is a "responsible" alternative); promoting pro-social norms (the benefit of family dinner, setting expectations and consequences for substance use, beginning conversations about healthy decisions around substances early/young)

Community-Based Process

Sample Prevention Strategy:

- Building **Coalition Capacity**

Examples: use of comprehensive strategic planning tools such SAMHSA's Strategic Prevention Framework; providing training around use evidence-based practice, and data collection and analysis; promotion of the Certified Prevention Specialist (CPS) certification

Wisdom of Practice

Community Considerations

- Overall rates of youth substance use are trending down and have been for some time.
- Prevention is a science and should be honored as such.
- There are seldom quick or easy solutions.
 - *The benefits of effective prevention work are realized over time.*
- The most effective decisions are always guided by data (qualitative, quantitative, lived experience).
- Engage a diverse group of relevant stakeholders in decision making.
 - *Diverse perspectives allow for informed, creative, and responsive solutions.*

Prevention Best Practices

- **Strength-based approaches are more effective in the long run**
 - Build knowledge, develop skills, empower through positive frames and a strength-based approach
- **Make the healthy choice the easy choice**
 - Consider policies or practices that impact the environment in which youth live, work, and play
- **Language is important** — Consider whether stigma may be a result of your efforts or part of the problem that you are seeking to address
 - *“Legal/Illegal” vs. “Good/bad”*
 - *“Healthy/Unhealthy” vs. “Clean/Dirty”*
 - *“Centered” vs. “Targeted”*

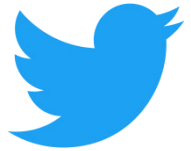
Prevention Best Practices

- **ALWAYS** consider your audience
- ***“Something is better than nothing”*** is not always true
 - Avoid “one-off” events or piecemeal approaches
- **Our prevention work does not have to be substance specific** (and oftentimes it shouldn't be!)
- **Feelings ≠ facts**
 - What data are you using to help confirm (or not) how you feel and does it tell the whole story?
- **Good intentions don't always yield good results**
 - Prevention efforts should always be driven by the population you are seeking to support and grounded in well-established practice

Prevention Programming Considerations

- ✓ Work within your capacity
- ✓ Quality over quantity
- ✓ Use both data and evidence informed approaches
- ✓ Maintain as much fidelity as possible
- ✓ It's not about *what* you are doing as much as it is about *why* you are doing it, *who* you are doing it with, and *how* you are affecting change over time

Connect with DPH



@MassDPH



Massachusetts Department of Public Health



mass.gov/dph

Practical Solutions to Addressing Substance Use

Sarah M Bagley, MD, MSc

Associate Professor of Medicine and Pediatrics

Boston University Chobanian & Avedisian School of Medicine

January 11, 2023

Agenda

1. Using compassionate and non-stigmatizing language when we talk about substance use and substance use disorder
2. General approaches to treatment of teens and adults with substance use disorders

Substance use and substance use disorders are highly stigmatized

- Stigma is a set of negative and unfair beliefs that a society or group of people have about a particular circumstance, quality, or person
- When a person with a substance use disorder experiences stigma, they are seen as less than because of their addiction
- Two main factors impact stigma:
 - Perceived control that a person has over the condition:
“They would stop using drugs if they really wanted to.”
 - Perceived fault in acquiring the condition:
My addiction is all my fault and I deserve what I get.”

Shift in thinking about substance use disorder

- Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.
- There are **effective** interventions that can prevent initiation of substance use, the consequences of substance use, and treat people with substance use disorder

What is substance use disorder? What are we trying to treat?

American Society of Addiction Medicine:

Addiction is a treatable, chronic medical disease involving complex interactions among brain circuits, genetics, the environment, and an individual's life experiences. People with addiction use substances or engage in behaviors that become compulsive and often continue despite harmful consequences.

Different ways to approach thinking about treatment

- Kinds of treatment: behavioral and pharmacologic
- Levels of care: inpatient, residential, outpatient

Behavioral Treatments

- Behavioral treatments treatment are effective for treating substance use disorders
- These can include strategies such as cognitive behavioral therapy, relapse prevention, and contingency management
- Motivational interviewing is a common guiding approach to communication integrated into these interventions
- Co-occurring treatment for behavioral health disorders can also be integrated into SUD treatment and happen co-currently

Medications to treat opioid use disorder

- Three FDA approved medications to treat opioid use disorder (opioid addiction): naltrexone, buprenorphine, methadone
- Methadone and buprenorphine are the most potent tools to prevent fatal overdose
- Need to take the same approach to medications we use to treat cardiovascular disease, diabetes etc

Medications to treat opioid use disorder

Medication	Settings	How it works
Methadone	Opioid treatment program	Blocks effects of opioids, reduces cravings
Buprenorphine	Any trained health care provider	Blocks effects of opioids, reduces cravings
Naltrexone	Any health care provider	Blocks effects of opioids

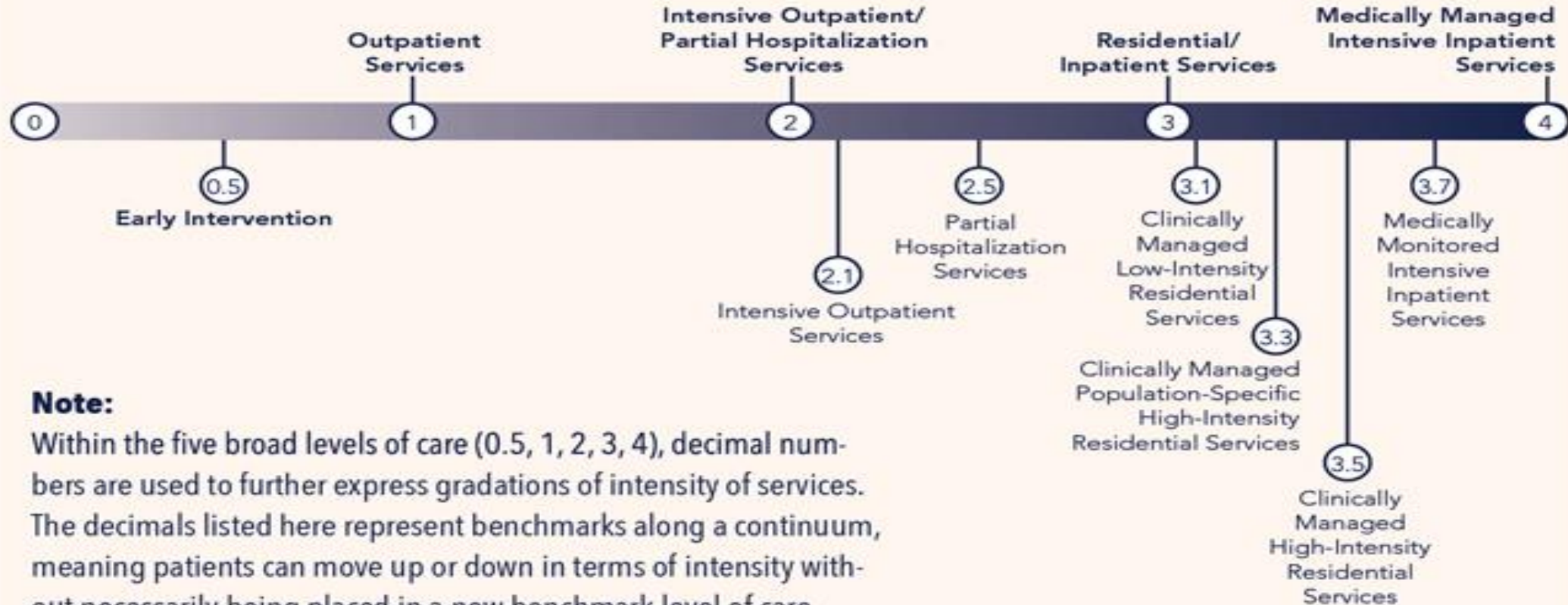
Medications to treat alcohol use disorder

- Three FDA approved medications to treat alcohol use disorder: naltrexone, acamprosate, disulfiram
- Other off-label options as well
- These are all available through any health care provider and can be used on their own or as adjunct to behavioral treatment

What is harm reduction?

- Harm reduction is a set of practical strategies and ideas aimed at reducing negative consequences associated with drug use.
- These can include providing overdose education, naloxone kits, sterile needles, HIV prevention, drug checking
- Lots of high-quality evidence that these strategies reduce harms and save lives
- Harm reduction approach can be integrated into treatment

REFLECTING A CONTINUUM OF CARE



Note:

Within the five broad levels of care (0.5, 1, 2, 3, 4), decimal numbers are used to further express gradations of intensity of services. The decimals listed here represent benchmarks along a continuum, meaning patients can move up or down in terms of intensity without necessarily being placed in a new benchmark level of care.

Outpatient settings

- Outpatient treatment*
- Intensive outpatient programs (IOP)
- Partial hospitalization program (PHP)

*Outpatient treatment can be initiated in the emergency department or hospitals

Acute Treatment Services (detox)

- 24-hour, seven-day-a week, medically supervised addiction treatment that provides evaluation and withdrawal management.
- Services delivered by nursing and counseling staff under a physician-approved protocol and physician-monitored procedures
- Sometimes patients with risk for more complicated withdrawal must be cared for in a hospital setting

CSS (Clinical Support Services)

- 24 hour treatment following detox
- CSS is typically 2-4 weeks
- CSS provides nursing support, case management, SUD education, counseling, and aftercare planning

TSS (Transitional Support Services)

- TSS is very similar to CSS (24 hour treatment)
- It is often called “a holding”
- TSS is 2-4 weeks

- TSS Programs in MA:
Transitions, High Point, Lynn TSS

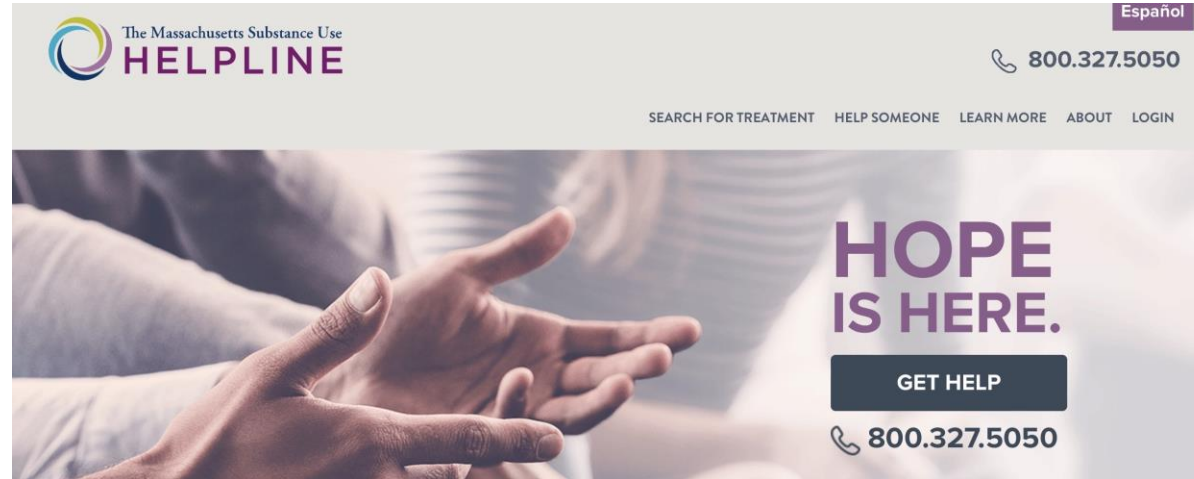
Engaging the family

- Family members are key players to successful treatment
- Often not explicitly involved in treatment planning

Adjuncts to treatment

- Mutual help groups for individuals and their families
- Recovery supports like recovery coaches, recovery navigators, peer support
- Critical components of providing comprehensive, holistic support for people impacted by substance use

Resources



The Massachusetts Substance Use HELPLINE

800.327.5050

SEARCH FOR TREATMENT HELP SOMEONE LEARN MORE ABOUT LOGIN

HOPE IS HERE.

GET HELP

800.327.5050

Behavioral Health Treatment Services Locator

Welcome to the Behavioral Health Treatment Services Locator, a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance use/addiction and/or mental health problems.

PLEASE NOTE: Your personal information and the search criteria you enter into the Locator is secure and anonymous. SAMHSA does not collect or maintain any information you provide.

Find treatment facilities confidentially and anonymously.

Enter an Address, City, or ZIP code

Search facilities

Get Help

FindTreatment.gov

Millions of Americans have a substance use disorder. Find a treatment facility near you.

988 Suicide & Crisis Lifeline

Call or text 988

Free and confidential support for people in distress, 24/7.

National Helpline

1-800-662-HELP (4357)

Treatment referral and information, 24/7.

Disaster Distress Helpline

1-800-985-5990

Immediate crisis counseling related to disasters, 24/7.

Finding naloxone in MA

- Behind the counter access at pharmacies
- Overdose education and naloxone distribution programs
- Prescription from health care provider
- Learn to Cope meetings

Comprehensive Transportation Study



Comprehensive Look

2019 Complete Streets Priority List
Long Range Plan
Sustainable Concord Action Plan
In depth look at sidewalks, crosswalks, safe/complete streets, etc



Community Engagement

Public Forums
Listening Sessions
Surveys
Feedback gathering - formal and informal
Etc.



Finding and creating connections

Comprehensive look at sidewalks, crosswalks, shared use paths, suitable trails, etc

What can you do?

An aerial photograph of a town, likely in the South, showing a mix of residential and commercial buildings, a prominent church steeple, and a large area of trees with some autumn foliage. The image is slightly faded to allow text to be overlaid.

Outreach

- Surveys
- Public Meetings
- Site Visits/Walks

Prior Work - Stakeholder Sessions

- Stakeholder meeting, provide insight
- Provide prior work for consultants to consider



(Tentative) Timeline



Contract award: Early April 2023

Begin Consultation work: April 2023

Community Conversation/Needs Assessment/Analysis and Studies: April 2023-April 2024

Draft Report: August 2024

Final Draft for Review by Town Manager: October 2024

Final report due: November 2024

Goals

- **Baseline inventory of transportation options**
- **Create an Action Plan for multi-modal growth (focus on low- and no-cost options)**
- **Community outreach process**
- **Priority list of projects**
- **Creation of best practices design manual**
- **Determine impacts on town resources including natural resources**
- **Education opportunities**
- **Strategy recommendations for creating transportation options and creating connections**
- **Grant funding opportunities and planning level cost estimates**

January 25, 2023

To: Erin Stevens, Concord Transportation and Mobility Planner
Concord Transportation Advisory Committee

From: Aiyana Currie, President Friends of the Concord Free Public Library

Re: Sudbury Road Crosswalk

The Concord Free Public Library is one of Concord's gems. Every day, patrons come through the doors of the main branch to learn, to play, and to connect. Many of these patrons park in the municipal lot and cross busy Sudbury Road near the corner of Stow Street to enter the building.

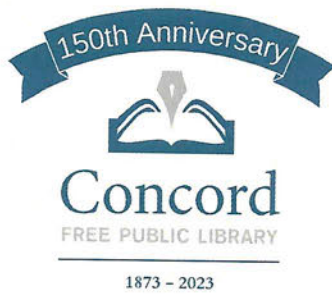
The Friends of the Library urges town officials to install a pedestrian-activated crosswalk sign at the Sudbury Road entrance to the library. In our opinion, the current crosswalk and lighting are inadequate to ensure pedestrian safety. This is especially true at night during our long winters. When it's dark at 4:15 the library is open for hours to come.

It's not just about actually being hit by a car. It's also accounting for the cost of nervous tension engendered when crossing. Parents clutch tight the hands of active toddlers, older citizens look back and forth and over their shoulders then hustle across, people using mobility devices simply don't take the risk. How do we quantify these thousands of little pangs of fear over the course of a year? And do we want to run the risk of even one tragedy?

The Town has adopted polices for sustainability and safety to move us away from car dependence. Also, through programs such as complete streets, MassDOT is re-thinking default design decisions that favor motor vehicles. There are examples of pedestrian-activated crosswalk signs in historic districts across the Commonwealth. And there are many options for minimal light levels and patterns on the signs. Implementing this pedestrian safety measure contributes to building a culture where cars are not always kings of the road.

Beyond this crosswalk, we hope the Town will also find a way for safer passage at Main Street and Sudbury Road. We applaud the recently announced pedestrian improvements in Concord Center and hope a similar approach can be taken at this location.

We want to welcome walkers to our wonderful library and not make getting here a game of chicken or a dash to safety.



Emily Smith
Concord Free Public Library
129 Main Street, Concord MA 01742
978-318-3377
esmith@concordma.gov

February 2, 2023

To: Erin Stevens
Transportation Manager

CC: Laura Davis, Chair
Transportation Advisory Committee
22 Monument Street, Concord MA 01742

Dear Erin and Laura,

I'd like to request that the Sudbury Road crosswalk be included in the comprehensive transportation study that the Town is about to conduct.

The library receives regular complains from patrons of all ages who have "near misses" or "close calls" at this crosswalk. I have received complaints from community members who will not come to the Main Library because they do not feel safe crossing from the parking lot to get to the building. In January 2023, staff recorded five close calls where cars did not stop for pedestrians in the crosswalk. One incident involved a car coming within a few feet of hitting the pedestrians who were out in the street in the process of crossing.

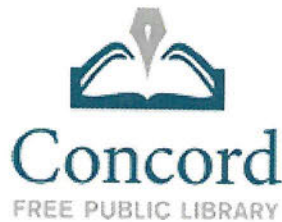
For your reference, I'm attaching a letter from one staff member for additional information on the concerns that have been raised.

If there is any support the Library can provide for your study, or to help document the dangers of this crosswalk, please let me know. We greatly appreciate your consideration.

Best,

A handwritten signature in black ink, appearing to be "ES" followed by a flourish.

Emily Smith
Library Director



Daniel N. Barbour
Concord Free Public Library
129 Main Street
Concord, MA. 01742
978-318-3362
dbarbour@minilib.net

02/01/23

To Whom it May Concern:

When I started as the Circulation Supervisor almost two years ago at our busy Main branch I expected to field concerns about a variety of library related issues. What I did not expect was the frequent feedback from both patrons and staff in regards to our crosswalk that connects the Umbrella Arts Center parking lot to our Sudbury Street entrance, our highest traffic access point into the building. Vehicles consistently miss the crosswalk altogether, largely in part to the lack of visibility of the crosswalk in general. In just a few months time, over forty incidents were reported to the Circulation Department. These complaints stemmed from poor lighting in the crosswalk to cars nearly hitting patrons and staff trying to cross both during the day and at night. These reported challenges are in addition to those who don't want to file a formal incident report but simply let us know that cars did not stop for them as they made their way into the Library or back to their car after a Library visit.

While I am admittedly not a traffic pattern expert, I do know confidently that this arrangement is not working. I know confidently that this crosswalk puts patrons of all ages at risk every day, including those who are handicapped and have mobility and vision challenges. I do know that we are facing a "not if, but when" situation leading up to someone getting struck on their way into our building. It should not take a patron or staff member getting hit by a vehicle for this situation to improve, but instead a proactive change brought about by whatever means are available. I am hopeful that the town can swiftly and creatively solve this issue as soon as possible, prioritizing patron and staff safety and preserving positive library experiences.

Thank you for taking the time to learn more about this challenging crosswalk, and if you have any further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel N. Barbour". The signature is fluid and cursive, with a long horizontal stroke at the end.

Daniel N. Barbour
Circulation Supervisor
Concord Free Public Library

February 1, 2023

To: Transportation Advisory Committee
From: Sherry Litwack, President of the Concord Free Public Library Corporation
RE: Sudbury Road Crosswalk

Dear Committee,

On behalf of the Library Corporation, I would like to request that the Sudbury Road crosswalk between the Stow Street parking lot and the Library be included in the new comprehensive transportation study.

As the primary Library entrance, this crosswalk is used by thousands of Library patrons each year. This has been especially dangerous for seniors, people with accessibility challenges (e.g. walkers and wheelchairs), and parents with strollers. Cars tend to travel above the speed limit as they drive down Sudbury Road from the Thoreau street intersection and don't slow down when they come to the crosswalk. I have witnessed countless times cars not stopping or stopping short for people crossing.

This crosswalk is especially dangerous at night. I believe there is a light but it is either not working, too dim, or not focused on the right spot. As a driver who is very familiar with this crosswalk, I myself have sometimes not noticed a pedestrian about to cross or starting to cross until I am on top of the crosswalk.

The issue is multi-dimensional related to lighting, car speed, and lack of awareness of pedestrians and the crosswalk. The solution will need to address all of these things.

We have had several meetings with the DPW to discuss this issue, including when the Stow Street parking lot improvements were made.

The Library staff has received numerous complaints from patrons and started keeping a log of them a few years ago.

I sincerely hope that this will be considered a priority as one of the busiest crosswalks in Concord, used by all ages, before a serious incident happens.

Concord Sidewalk Sale

August 6, 2022

In Attendance:
Joshua Arroyo Torres
Laura Davis
Nick Pappas

“How do you WANT to get around?”

- Bike - 11
- Trolley - 10
- Walking - 6
- Taxi / Rideshare - 3
- Bus - 3
- Train - 3
- Scooter - 1
- Boat! - 1



What's Stopping You?

- Concern about crossing Route 2
- Not enough safe cycling routes
- A dearth of public transit options
 - Infrequent train service
 - Unreliable train service
 - Limited trolley route
 - Limited trolley schedule



Key Learning

We encountered several local residents who do not drive:

- Elders
- Workers in West Concord
- People with disabilities
- Teenagers

Top Topics

- Enthusiasm for the new trolley
 - Although only 1-2 people had actually ridden it
- Interest in safer cycling infrastructure
- Interest in interconnected regional transit options
 - Especially to Acton & Lexington

Trolley Suggestions

- Allow flag stops
- Add more stops in West Concord
- Add a stop at Walden Pond
- Improve promotion
 - For seniors
 - In Boston
- Expand hours to accommodate workers (earlier & later)
- Can we allow dogs?
- Interest in the trolley being an electric vehicle

Concord Parking Policy Analysis

Final Report

Funding provided by the Boston Metropolitan Planning
Organization's Unified Planning Work Program

July 2019



Prepared for:

The Town of Concord
Chris Whelan, Town Manager

22 Monument Square
Concord, MA 01742



Prepared by

Metropolitan Area Planning Council

60 Temple Place, 6th Floor

Boston, Massachusetts 02111

Overview

Good parking management is a critical component of minimizing congestion, enhancing downtown economic development opportunities, and promoting housing affordability. Regularly revisiting local policies and regulations around parking is a valuable best practice to adopt, particularly as technology innovates and best practices evolve over time. Recently, the Town of Concord completed another important element of a good parking management strategy—taking stock of existing parking supply and monitoring utilization patterns. In 2013, Nelson/Nygaard completed a comprehensive downtown parking study for Concord Center and West Concord, two dense business districts. Some of the main recommendations included increasing payment options, directing parking toward areas of demand, and allowing parking for a longer period of time so people could park once and make multiple stops. Two years later, \$250,000 for implementation of these and other recommendations was approved. The Town has made great strides implementing these recommendations, purchasing new meters and adopting pay by phone technology, as well as modifying parking pricing in Concord Center and West Concord.

Furthermore, the Town has made good parking management and enhancing multimodal connections a priority in the recently completed comprehensive plan titled “Envision Concord: Bridge to 2030.” The plan anticipates an increase in parking demand in the Town’s village centers, and zoning should reflect these expected changes in demand. In the Mobility and Transportation chapter of this plan, Goal 5 discusses the need to balance the principles of sustainability and the Town’s economic goals in an approach to parking management. Action Item 3 under this goal, “Reduce parking requirements near village centers and other specific areas while requiring multimodal features,” will be crucial for limiting traffic congestion, supporting the economic vitality of Concord’s village centers, and improving quality of life through increased mobility options.

To further this Goal and Action Item and hone in on additional recommendations that can be pursued through policy change, the Town of Concord requested that MAPC assess the Town’s current parking policies in light of best practices recommended today, and develop recommendations for zoning and policy changes to ensure the most efficient and effective use of existing parking resources, particularly around village centers. To this end, MAPC has evaluated the Town’s zoning bylaw in comparison to industry standards (namely the Institute for Transportation Engineers, or ITE), policies in neighboring towns, and best practices for parking management. Vehicle ownership and commute mode share data for Concord and neighboring towns, as well as parking assessments completed for recent development projects in the Town, supplements this analysis to inform recommended policy actions.

Previous Parking Studies in Concord

In 2013, Nelson/Nygaard completed a comprehensive parking management plan that focused in particular on the Town’s two village centers— Concord Center and West Concord.¹

The parking study highlighted four parking policy principles for the Town that have been critical in informing recommended implementation steps and policy changes. These principles, and the strategies that support them, are:

- 1. Provide convenient parking for customers/clients**
 - a. Create more on-street availability through pricing
 - b. Extend time limits on and off street
 - c. Easier payment with new technology

¹ Town of Concord Massachusetts Parking Study, Nelson Nygaard, 2013.
<https://concordma.gov/DocumentCenter/View/1500/Parking-Final-Report-March-2013-PDF>.

- d. Install new signage and provide information
 - e. Create additional off-street supply
 - f. Disabled parking protocol
- 2. Establish clear Town and private employee parking areas**
 - a. Maintain some free off-street parking
 - b. Promote parking outside of core
 - c. Easier payment with new technology
 - d. Explore “shared parking” agreements
 - 3. Accommodate commuter parking appropriately**
 - a. Refine commuter parking program
 - b. Protect residential streets from spillover commuter parking
 - 4. Protect residential neighborhoods from spillover**
 - a. Protect residential streets from spillover commuter parking
 - b. Extend time limits on and off street

It should be noted that not all of these goals and strategies can be addressed effectively through policy and regulations; the Town has already made progress updating their parking management strategies by purchasing new meters and introducing pay-by-phone technology, adjusting parking pricing to align with demand, updating their signage and parking information, and expanding their commuter parking program. In the spring of 2018, the Town demonstrated through follow up data collection how parking behaviors changed in response to pricing changes, and is continuing to modify how the implementation steps are pursued in order to direct parking to desirable areas. The Town is monitoring the impact these improvements have on parking demand, and new strategies may be employed as parking behaviors evolve in response.

The report also developed recommendations to address specific zoning and parking policy changes that may be impeding good parking management practices. These recommendations include:

- Convert parking minimums in zoning to parking maximums
- Broaden shared parking and change of use zoning language
- Allow for existing off-street parking lots to be combined among multiple properties
- Expand bicycle facilities and introduce bicycle requirements into zoning
- Create dedicated parking and transportation fund using meter fees, commuter permits, and other revenues to fund projects. This may include a parking benefit district, which is a specific geography in which the parking revenue raised are reinvested back into the district for transportation-related improvements.

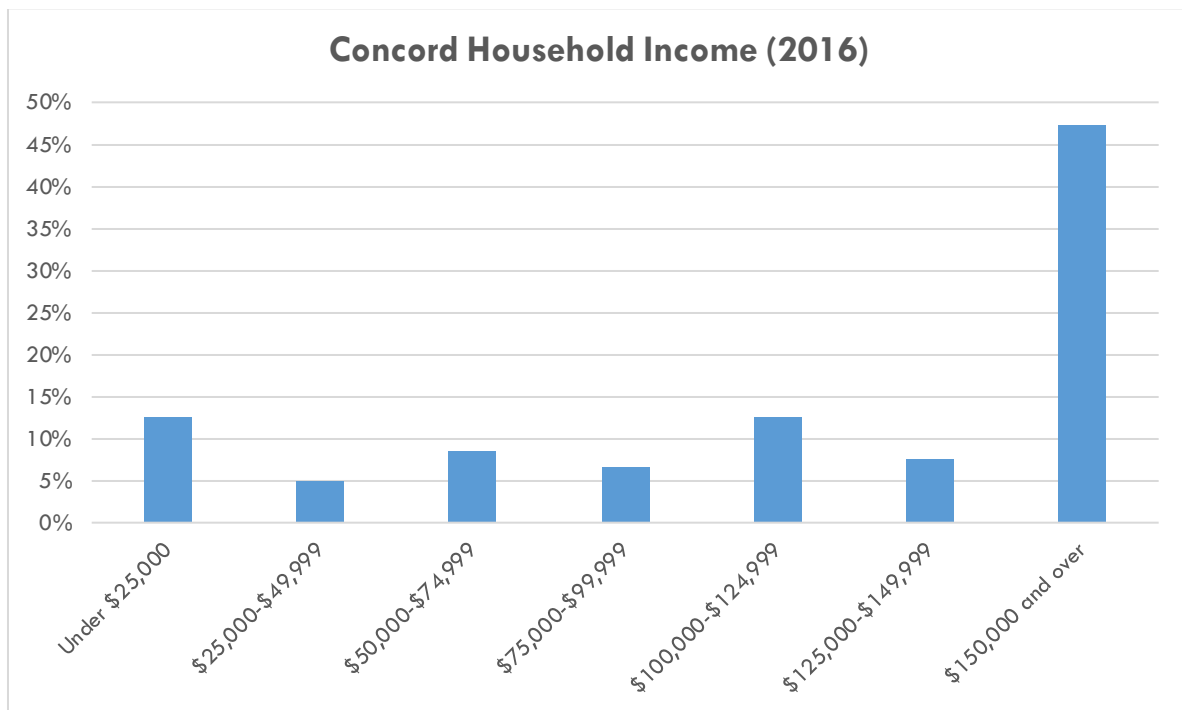
Given the existing recommendations for zoning and policy changes, as well as the mobility and transportation goals outlined in Envision Concord, MAPC assessed these suggested actions in the context of parking management strategies already pursued by the Town (noted above), data about vehicle ownership and commute mode share, as well as the current zoning bylaw.

Concord Community Profile

Demographics

The Town of Concord is located about twenty miles outside of Boston and, as of 2018, has a population of around 16,777 residents.² The majority (74%) of the housing stock is single-family homes, with most residents (77%) residing in a homeownership unit. The median household income for the Town is \$138,661, with homeowners bringing home significantly more (\$163,958) than Concord residents who rent (\$65,388) (see Figure 1 and 2 on page 4). By contrast, the median household income for Massachusetts homeowners is \$95,052 and \$39,116 for renters.³

Figure 1: Concord Household Income⁴

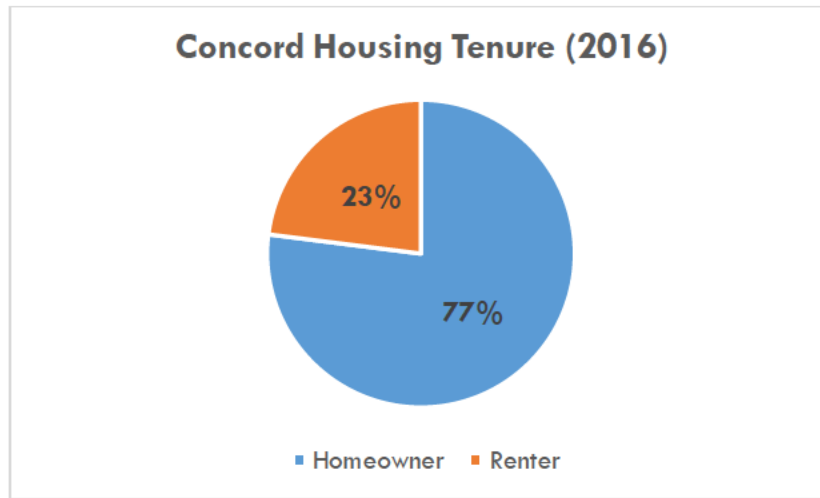


² Town of Concord Town Clerk Census Data.

³ Median Household Income by Tenure for Occupied Housing Units, American Community Survey 2012-2016.

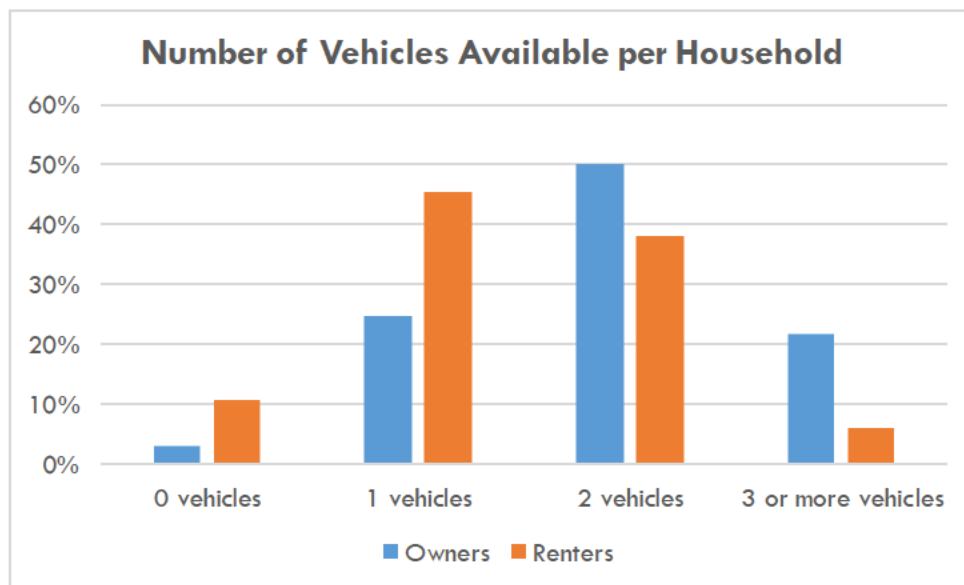
⁴ Household Income, American Community Survey, 2012-2016.

Figure 2: Concord Housing Tenure⁵



This data is not necessarily surprising, as those with higher incomes are generally more likely to be able to afford to own a home. Residents' income and homeownership rates can help better predict trends in vehicle ownership, which has direct implications for developing context-specific parking policies. While most of the residents of Concord live in ownership units, it is worth noting that vehicle ownership rates vary significantly between owners and renters. Figure 3 below demonstrates how renters are more likely to have fewer vehicles available at home—45% of renters own only one vehicle, compared to 25% of homeowners. By contrast, 22% of homeowners have three or more vehicles, in comparison to 6% of renters. Understanding these dynamics is important when considering parking requirements for different household types.

Figure 3: Number of Vehicles Available per Household⁶



⁵ Housing Tenure, American Community Survey, 2012-2016.

⁶ Number of Vehicles Available per Household, American Community Survey, 2012-2016.

It is worth noting that, according to the Town's Census data, the population is growing, with a 7.3% increase in population from 2012 to 2018.⁷ Also noteworthy, the number of renters increased in 19% to 23% over the same time period. This may be indicative of demand for additional housing options suitable for renters and homeowners alike in Concord, each of which come with their own parking challenges.

Downtown Commercial Activity

A welcoming downtown is marked by a variety of desirable commercial activities, and sufficient transportation options to access them easily. Providing the right amount of parking, in the correct location, enables residents and visitors alike to park once and walk to multiple destinations. Too much parking wastes valuable land that could otherwise be put to higher and better uses, is generally not aesthetically pleasing, and can make it more challenging to travel to the downtown on bike or on foot. Similarly, too little parking can hinder access for those driving, and cause shoppers to take their business elsewhere. For these reasons, aligning parking supply with demand is critical. Alleviating parking demand by installing bicycling and pedestrian infrastructure, and promoting shared parking by diversifying commercial uses towards those with different peak demand times can help make the most efficient use of parking resources. In order to assess the economic vitality of Concord Center and West Concord, the Town's two village centers, MAPC used information from CoStar, a commercial real estate data and analytics platform, to gather more details on how market rent, market sales, and commercial vacancy rates have evolved in recent years. This information, in light of previous parking data collected, can help illustrate the economic development impacts of existing parking policies.

Concord Center: More than 50 businesses are located between Main Street in Concord Center and the Concord MBTA station. CoStar reports that rental prices per square foot have steadily increased from \$19 to \$22, nearly 16%, in the past seven years (see **Figure 4**). As evidenced in **Figure 5**, over the same time period, sale prices per square foot have risen 82%, from \$150 to \$273. Concord Center's vacancy rate has remained stable, fluctuating between 2% and 5% in the past ten years (see **Figure 6**).

Rising rents and sale prices, coupled with relatively low vacancy indicate that Concord Center is an economically thriving downtown. If parking is not well managed, this can have adverse traffic implications, particularly if there is not sufficient access by alternative transportation modes or if parking supply cannot sufficiently meet demand. Enacting transportation demand management policies and practices can help ensure Concord Center remains accessible by multiple modes, and drivers are readily able to park once to visit multiple destinations.

⁷ Town of Concord Town Clerk Census Data.

Figure 4: Concord Center Market Rent Per Square Foot (2009 – Present)

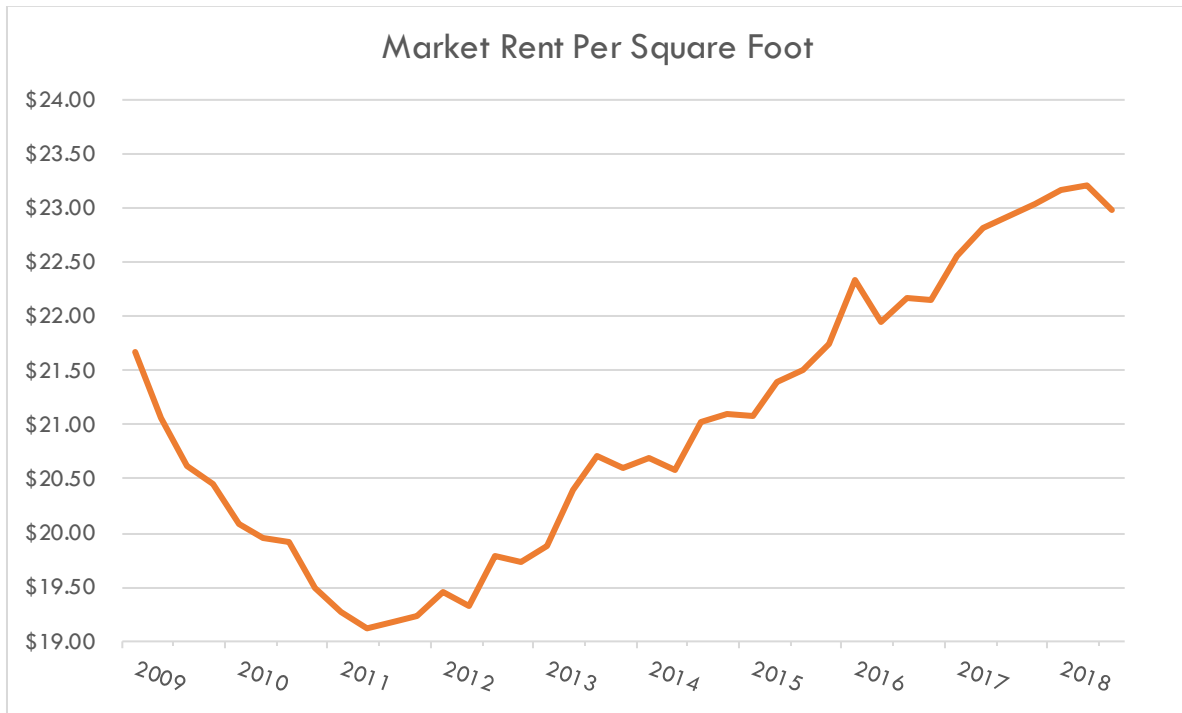


Figure 5: Concord Center Market Sale Price Per Square Foot (2009 – Present)

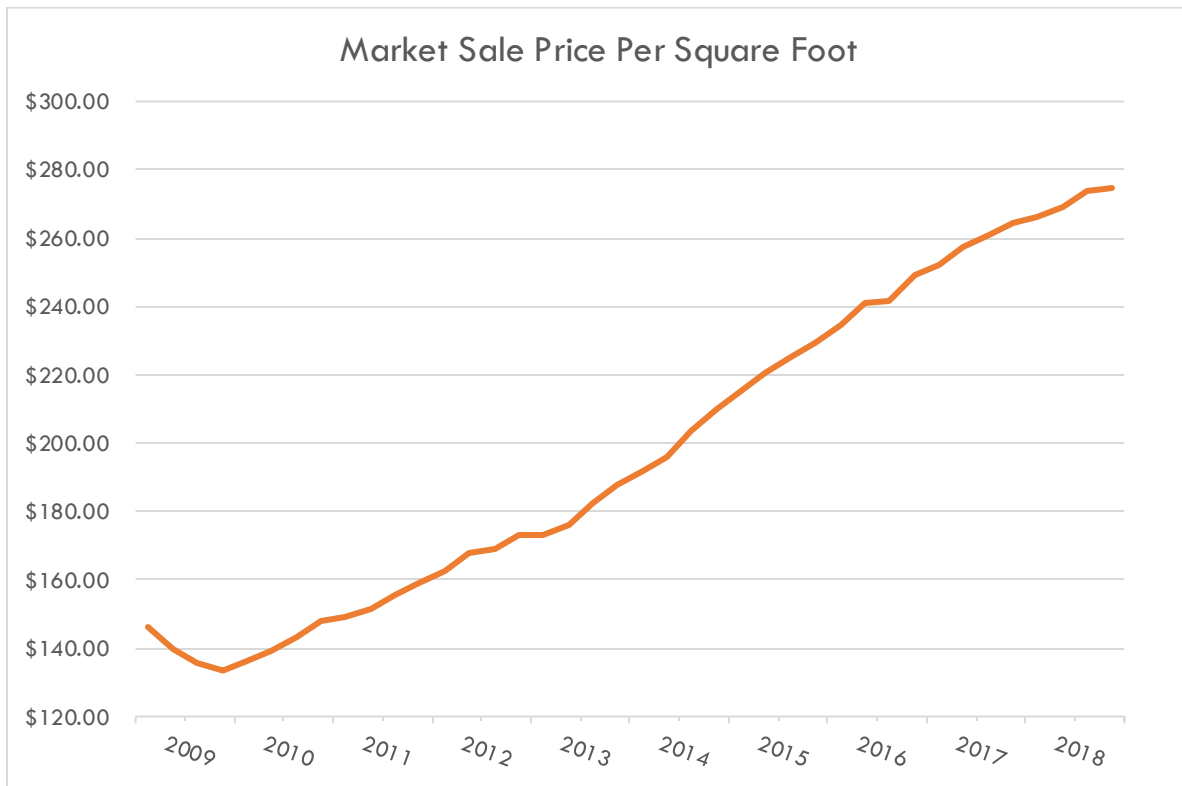
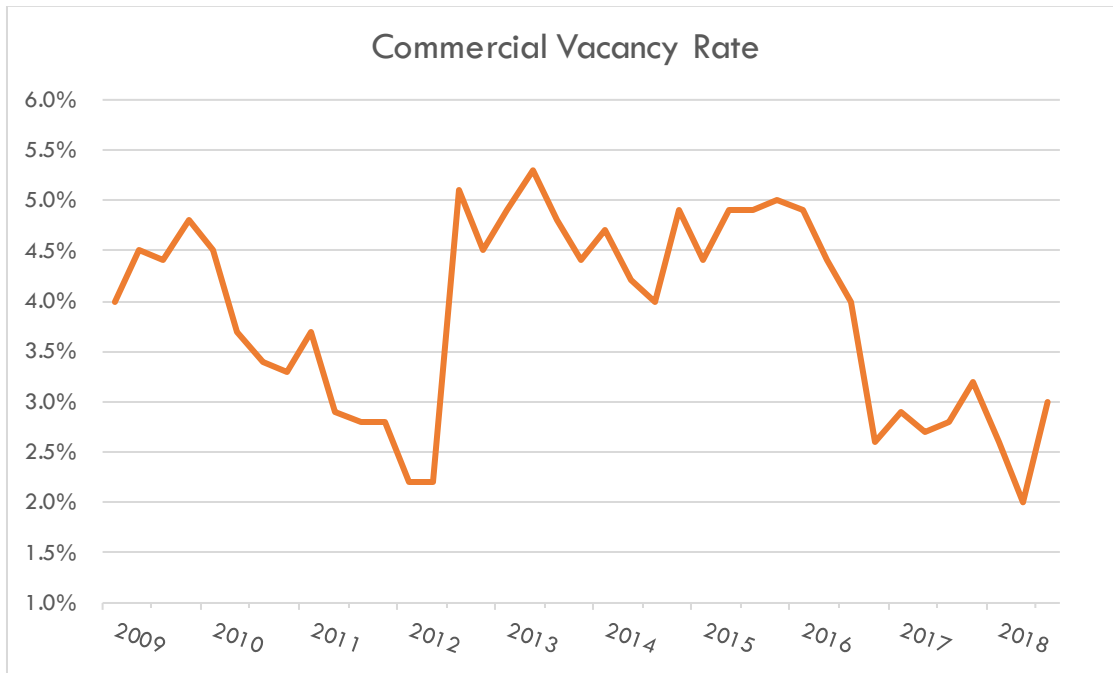


Figure 6: Concord Center Commercial Vacancy Rate (2009 – Present)



West Concord: Similar to Concord Center, West Concord is home to more than 50 businesses, ranging from offices to religious buildings and restaurants to manufacturing spaces, and also hosts multiple multi-family apartment complexes. In **Figure 7** below, CoStar reports that rental prices per square foot have steadily increased from \$19 to \$25 in the past seven years. Over the same time period, sale prices per square foot have risen 54%, from \$135 to \$208 (see **Figure 8**). As seen in Concord Center, these trends signal a strong and growing commercial base in Town.

Figure 7: West Concord Market Rent Per Square Foot (2009 – Present)

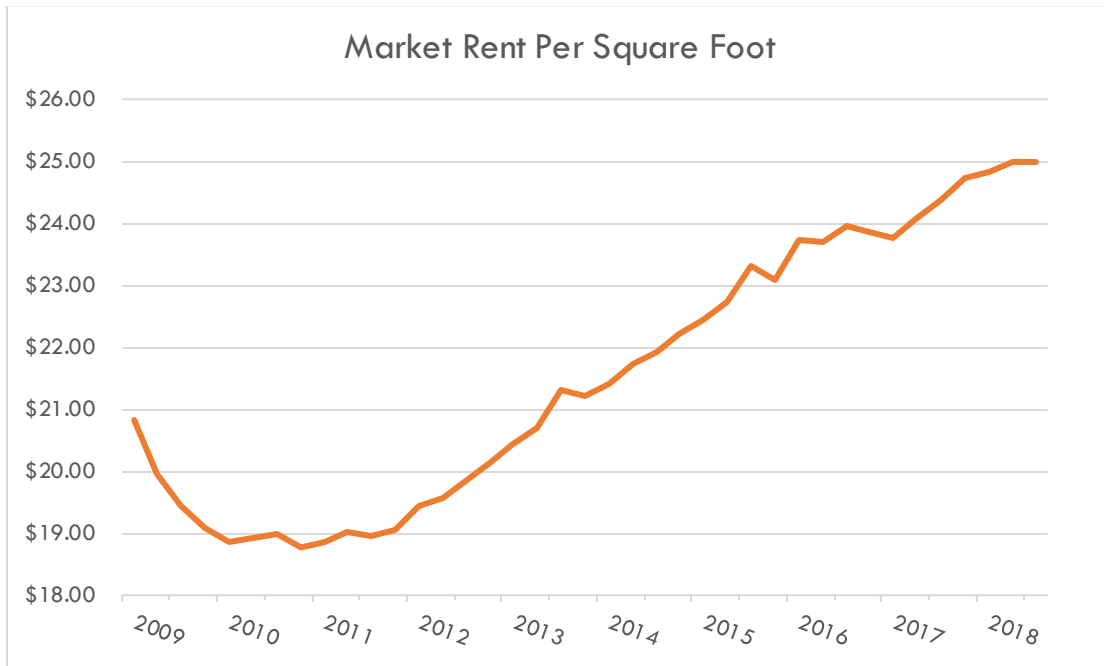
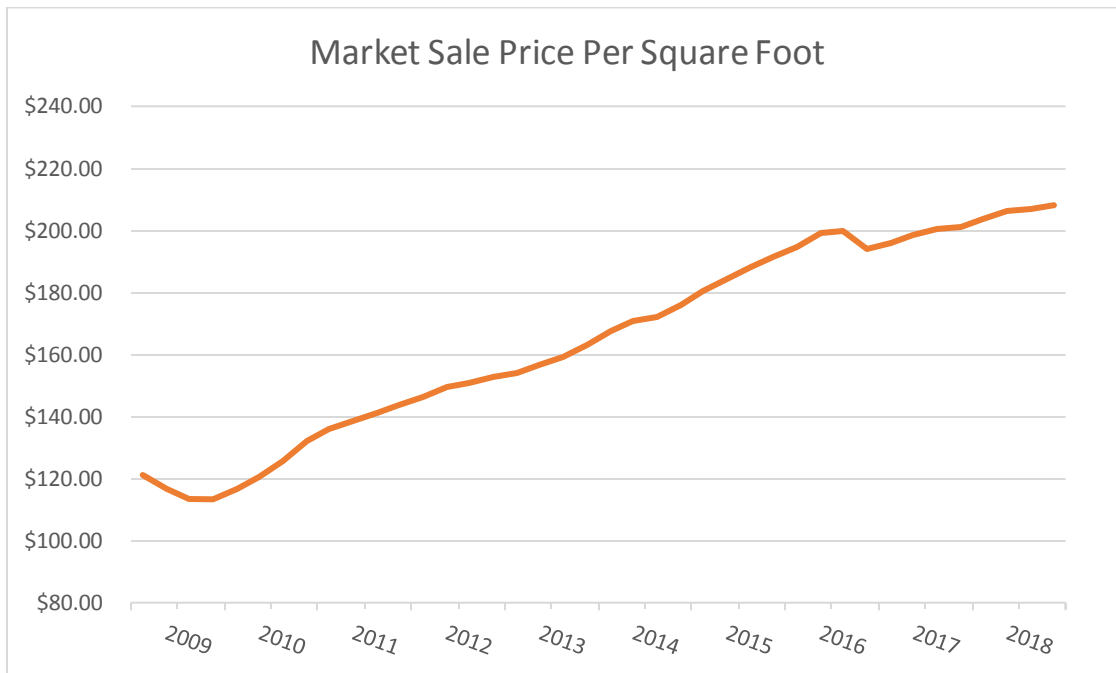
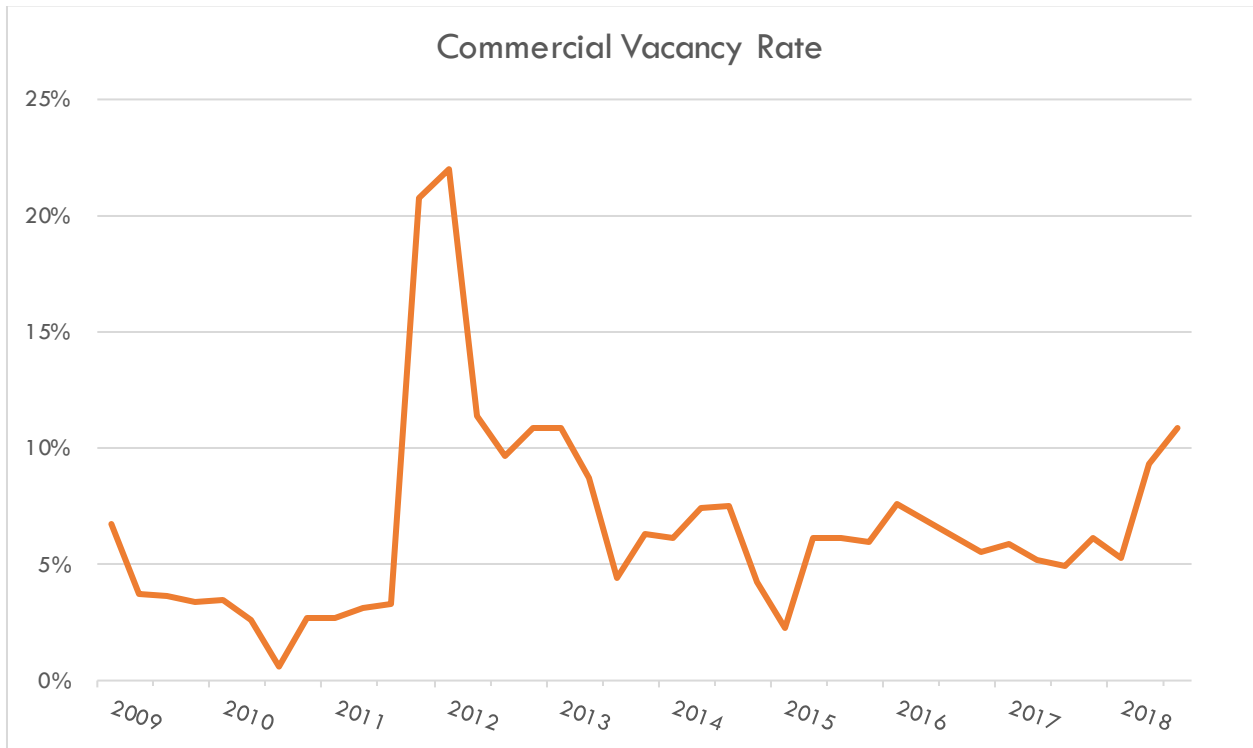


Figure 8: West Concord Market Sale Price Per Square Foot (2009 – Present)



While commercial rents and sale prices have increased, West Concord’s commercial vacancy rate has been quite variable— **Figure 9** demonstrates that the district’s vacancy rate spiked to 22% in 2012⁸, and while the vacancy rate has otherwise generally remained at 10% or lower, it has increased about 5% in the past year. Given that these are both relatively small districts, it is important to note that a small number of businesses turning over will have a larger impact on vacancy rate than that of a larger business district with more commercial tenants.

Figure 9: West Concord Commercial Vacancy Rate (2009 – Present)



In summary, it appears that parking is not posing any hindrance to economic vitality in Concord Center and West Concord at this time. Continuing to monitor how these trends change over time is important when considering new parking policies. If policies are developed using data collected when the commercial vacancy rate is higher, the data may not accurately reflect the total potential parking demand in a given district. Understanding these dynamics and factoring them into parking assessments that are conducted with new development proposals can help ensure any new parking construction is advancing, not hindering, the economic vitality of the district.

Existing Vehicle Ownership and Commute Mode Share

The wealth of data collected as part of the 2013 parking management study, along with demographic information and commercial real estate data about Concord Center and West Concord, set the scene for current parking demands and needs in the Town. To provide additional context, it is valuable to consider trends in vehicle ownership and commuting mode share among Concord residents and those of its neighboring communities. Evaluating zoning and parking policy through the context of how Concord

⁸ This brief spike in the vacancy rate was potentially due to the construction of the Brookside Square development, and the subsequent vacancy of the new commercial spaces as they were leased over time.

residents are getting around today can help ensure recommendations are practical based on existing travel behaviors.

Table 1: Commute Mode Share by Town⁹

	Drive ¹⁰	Public Transportation	Walk or Bike	Work from Home	Other ¹¹
Maynard	91.3%	3.8%	2.1%	2.8%	0%
Bedford	87.5%	1.9%	2.8%	7.7%	0%
Acton	85.2%	6.3%	1.5%	6.6%	0.4%
Sudbury	84.6%	3.5%	1.3%	10.6%	0.1%
Wayland	82.2%	3.8%	1.5%	12.3%	0.2%
Carlisle	80.2%	1.8%	1.9%	15.2%	0.9%
Lincoln	76.8%	8.1%	3.4%	11.3%	0.4%
Concord	74.2%	7.3%	3.8%	13.6%	1.1%
MAPC Region	68.9%	17.2%	7.9%	4.9%	0.4%

Among neighboring towns, Concord has the lowest rate of residents driving to work (74.2%) and the highest rate of residents walking or biking to work (3.8%). Not surprisingly, Lincoln, Concord, and Acton, the three towns served by the commuter rail, are the communities with the highest percentage of commuters taking public transit to work. The rate at which Concord residents work from home is also notable—13.6% is only second to residents of Carlisle. Despite the fact that the majority of residents drive to work, it's clear that Concord residents are seeking out alternative options, including eliminating their commute altogether.

Table 2: Vehicles per Household¹²

	Average Number of Vehicles per Household
Concord	1.71
Lincoln	1.84
Maynard	1.90
Acton	1.94
Bedford	2.06
Wayland	2.08
Sudbury	2.21
Carlisle	2.55

According to 2014 data from MAPC's Motor Vehicle Census, Concord residents, on average, own fewer vehicles than residents in neighboring towns, with an average of 1.71 vehicles per household. If parking requirements are above the actual vehicle ownership rate, developers run the risk of spending money to construct and maintain parking that sits vacant. Furthermore, if the developer is spending money constructing parking that will go unutilized, they are presumably using funds that could support other building amenities (such as open space), and potentially drive up housing costs. This is especially important to consider when thinking about multifamily development, not only because of the amount of parking

⁹ American Community Survey 2012-2016.

¹⁰ "Drive" includes drive alone and carpool.

¹¹ "Other" includes motorcycle, taxi, and other.

¹² MAPC Motor Vehicle Census, Massachusetts Registry of Motor Vehicles. Average number of vehicles registered per household in 2014.

typically constructed at these kinds of sites, but also because residents in these building tend to be renters, who generally own fewer vehicles than homeowners. Interestingly, as indicated in **Table 3** below, while vehicle ownership rates range widely between Concord and neighboring towns, there are many similarities among their parking requirements.

Table 3: Comparison of Local Parking Requirements

	Office	Retail	Restaurant	Residential
Concord	1 per 250 sq. ft.	1 per 250 sq. ft.	1 per 3 seats	2 per unit
Acton	1 per 250 sq. ft.	1 per 300 sq. ft.	1 per 3 seats	2 per unit
Bedford	2.5 per 1,000 sq. ft.	4 per 1,000 sq. ft.	1 per 4 seats	2 per unit
Carlisle	6.6 per 1,000 sq. ft.	6.6 per 1,000 sq. ft.	6.6 per 1,000 sq. ft.	2 per unit
Lincoln		1 per 250 sq. ft.	1 per 250 sq. ft.	1 per unit
Maynard	1 per 225 sq. ft.			2 per unit
Sudbury	1 per 200 sq. ft.	1 per 180 sq. ft.	1 per 3 seats	2 per unit
Wayland	1 per 200 sq. ft.	1 per 140 sq. ft.	1 per 4 seats	Subject to site plan review

Particularly among residential parking requirements there is significant alignment of parking requirements among Concord and adjacent towns. However, as evidenced by the data above, Concord residents own vehicles at lower rates than residents of neighboring communities, and make greater use of alternative modes of transportation to get to work. 2 spaces per unit is not only high for industry standards proposed by ITE, but it also does not necessarily reflect the context-sensitive nature of travel behavior and vehicle ownership. Evaluating the Town’s parking requirements as part of a holistic review of zoning and parking policies can help ensure parking is managed in a way that is reflective of current demand but also does not thwart the ability to travel by other modes.

Existing Parking Policies and Regulations

Through the lens of previous parking studies as well as vehicle ownership and commuter mode share data, MAPC evaluated the Town’s zoning bylaw to assess how parking is currently regulated today. MAPC also evaluated parking assessments conducted for recent developments in the Town to better understand how the relationship between parking and development is playing out in the Town today.

The Town’s zoning bylaw (as amended through April 2018) already includes certain provisions that are generally supportive of right sizing the amount of parking provided to meet actual parking demand. These elements are highlighted below, and the full language is included in **Appendix A**.

Joint parking¹³: In section 7.7.2.4, the Town allows for up to 50% of the required parking spaces to be provided and used jointly between different uses not normally open, used, or operated during similar hours, if approved by the Planning Board. Additionally, section 4.2.3.4 indicates that for a combined business/residential building where more than 10% of the units are affordable, the Zoning Board of Appeals may grant a special permit to allow for a decrease in the number of parking spaces constructed.

Parking reserves: The Planning Board may allow for up to 50% of the required parking spaces to be reserved, dependent on use of the site. This means that the parking spaces are not constructed at the time of the development, but the land needed to construct those additional parking space is reserved and used

¹³ While the Town’s zoning bylaws refer to “joint parking,” the terms “joint parking” and “shared parking” may be used interchangeably.

in a different way, such as open space or undeveloped land. After the certificate of occupancy is issued, the Building Inspector may determine additional parking spaces from the reserve need to be constructed, at which point they must notify the Planning Board.

Off-site parking: While parking must generally be provided on the same parcel of land as the building it is serving, the Planning Board may authorize an alternative location for nonresidential parking if providing the parking on-site is not practical, would present public safety concerns, or if an alternative location would be more convenient. In order for the Planning Board to make such an authorization, the following conditions must be met:

1. The off-site parking shall be in the same possession as the facility served either by deed, by easement, or by long-term lease.
2. The distance between the use or building and its parking area shall not be more than six hundred (600) feet.¹⁴
3. The separated parking area shall not create unreasonable traffic congestion or create a hazard to pedestrians or vehicular traffic.
4. The parking area shall be located on property zoned for the same or less restrictive use as the principal use being served by the parking.

Relief from parking requirements: The Zoning Board of Appeals, upon advice of the Planning Board, may grant relief from parking requirements provided that the Board finds that actually building all of the required spaces would be unreasonable, and not building would not be to the detriment to the neighborhood and still in line with the intent and purpose of the zoning bylaw. The applicant must submit a report from a qualified parking consultant.

To guide decision-making around whether a development should be granted relief from parking requirements, the Planning Board has developed six criteria for the Zoning Board of Appeals to consider when evaluating special permit applications. These include:

- 1) *Has the Applicant provided documentation from parking studies and/or transportation industry publications that show the parking ratios required in the Zoning Bylaw for the proposed use is not in-line with current industry standards.*
- 2) *Has the Applicant provided information on how the proposed use is beneficial and/or contributes to the other businesses, village center and neighborhood?*
- 3) *What is the distance and availability of on-street parking, public parking facilities and alternative transportation?*
- 4) *What is the intensity of the use and the number of employees required?*
- 5) *Are alternative provisions being made for off-site parking for employees?*
- 6) *Is there currently, or is the Applicant proposing bicycle parking?*

While joint, or shared, parking, off-site parking, parking reserves, and relief from parking requirements are all good strategies for aligning parking construction with demand and limiting excess parking spaces, it may be valuable to provide applicants with more guidance on how best to determine shared parking totals based on use. The Urban Land Institute's Shared Parking model can be a good resource to consider incorporating more explicitly into the zoning bylaw.

¹⁴ For reference, 600 feet is approximately a two to three minute walk.

Parking Assessments for Recent Developments

Parking assessments for two recent developments in Concord help further illuminate potential zoning and policy changes that could support efficient and effective parking management. First is the Millbrook Tarry redevelopment site, which is spread across three parcels, with buildings located on two of the three parcels. One includes the Millbrook Tarry building, which houses the 140-seat Trail's End Café, a convenience store, a bank, a gas station, and over 23,000 square feet of office space. The other parcel includes a building with a pharmacy on the first floor and nail salon on the second. The developer was previously granted parking relief for the café, avoiding the construction of 36 parking spaces (50% of the required spaces for that site).

In 2015, the developer proposed constructing the Concord Market, a 15,000 square foot grocery store, in front of the pharmacy at the Millbrook Tarry site. While the developer's plan included the construction of 196 additional spaces, the zoning bylaw would have required 276 spaces in total for all uses on the site. For this Concord Market development, the developer requested relief from the parking requirements for 44 parking spaces. Bayside Engineering, the firm that conducting the parking assessment for the site, completed multiple rounds of data collection in the fall and the summer, as demand at the Café increased. The Town's traffic consultant validated the study, and ultimately the developers was granted relief from constructing the 44 spaces. With the 36 space reduction previously granted for the café, the site ultimately reduced the parking required by 29%, or 80 spaces.

As part of this special permit, the developer must implement an employee parking sticker program at the pharmacy, and require employees to park in the rear of the building to maximize use of desirable parking spaces for customers. Additionally, it was anticipated that customers would "combine trips with other trips to the site," which speaks to the reduced parking needs at mixed use facilities and benefits of shared parking. Also of note from the special permit decision was discussion of on-site bicycle parking, proximity to the commuter rail (0.6 miles away), and the developer's willingness to financially contribute to the Town's membership to the local Transportation Management Association, CrossTown Connect.

Another more recent development was the new Caffe Nero site in Concord Center, in a vacant toy store. In 2018, the developer applied for a special permit for change of use, off-site parking, and relief from parking requirements. The total required parking for the site is 56 spaces, however, no parking exists on-site. The previous use is legal nonconforming for 47 parking spaces. This leaves a difference of 9 parking spaces. For the past 10 years, the developer has been leasing 4 parking spaces for employees at 79-81 Main Street, which is approximately 430 feet away from the proposed Caffe Nero site. This would mean the relief requested was for 5 spaces above the previous legal nonconforming use.

The six criteria the Planning Board developed for consideration of granting relief from parking requirements made clear that the construction of 56 new parking spaces would be impractical. The developer submitted a parking assessment that not only demonstrated that peak demand would be lower than ITE's predictions, given the shared use nature of the site, but also indicated that there were ample public parking spaces available within a reasonable walking distance to the site. Vanasse and Associates, the consultant that completed the parking assessment for the site, determined that during peak parking demand time, there were over 250 available parking spaces within a 2.5 minute walking distance of the site. Furthermore, from 9am-10am, just after peak demand time, there were over 100 available spaces on a weekday and over 60 available on a Saturday.

Ultimately, the Town's outside consultant evaluated the special permit application and supplemental parking assessment and determined that there was sufficient parking in the area during peak hours of operation for the proposed use, so no new parking was constructed. The developer must maintain the lease for the 4 employee spaces, and has also agreed to purchase a public bicycle rack for the Walden Street municipal lot.

These developments highlight how the Town's existing parking requirements and policies can inadvertently burden mixed use downtown development. The Millbrook Tarry example demonstrates the need for clearer shared parking requirements, particularly those that are informed by more up to date data and best practices. Integrating transportation demand management measures (TDM) more formally into the zoning bylaw may also be of use, as the developer used certain TDM measures to help make the case for reduced parking demand. The case of the Caffè Nero site demonstrates how parking requirements can make development nearly impossible if followed to the letter. Furthermore, it could dissuade smaller businesses that don't have as many resources to invest in navigating a complex special permit process. The Planning Board's criteria for evaluating relief from parking requirements can provide helpful guidance for future development that may encounter similar logistical challenges in the future.

Recommendations

Based on previous parking studies conducted for the Town, existing parking policies and regulations, and parking assessments completed for recent development in Concord, below are a series of recommended parking related changes and additions to the zoning bylaw. The intent of these recommendations is to not only make it easier for the Town to pursue its principles for good parking management, but also to better align parking policies with how Concord residents are owning and utilizing vehicles today.

Expand on Section 7.7.2.7 *Location* to allow off-site parking facilities to help meet parking requirements for residential as well as nonresidential uses, and offer additional flexibility by offering a fee-in-lieu option.

Allowing residential uses to also utilize off-site parking to meet requirements can offer additional flexibility for developers and prevent the construction of new parking spaces when sufficient parking is already available nearby. This is particularly of use in districts like Concord Center and West Concord, where parking has already been constructed to serve commercial uses. Should any residential uses be added in these areas, the existing commercial parking spaces could possibly meet a portion of those parking requirements, given the different peak parking demand times.

Another option for developers is to allow for a fee-in-lieu of parking. Instead of constructing all required parking spaces on-site, developers can pay the municipality a fee in order to utilize a certain number of public parking spaces, which would count toward the parking requirement. This is a particularly useful strategy when the development's presumed peak parking occupancy is different from that of the off-site public spaces, such as a residential development having residents park overnight in public parking spaces typically occupied by municipal employees during the day. If the Town pursues this strategy, the Town should determine a per-space fee for developers and property owners to utilize public parking spaces instead of parking spaces on the development site, and those funds could be designated for transportation-related improvements such as bike racks, lighting, and parking lot maintenance. This fee is generally in the ballpark of \$10,000-\$20,000 per space, but the amount varies considerable based on the community. A fee-in-lieu could apply to new construction as well as existing structures that are modified in a manner that would require additional parking spaces to be constructed.

Ultimately, enhancing the ways in which developers can meet their parking requirements, and ensuring those requirements are reasonably based on demand, can help limit the construction of excess parking spaces downtown districts, which has aesthetic as well as mobility benefits.

Add to Section 7.7.2.12: Relief from parking requirements the six criteria the Planning Board developed when assessing whether to grant relief from parking requirements to offer greater clarity to developers and ensure the appropriate information is submitted during the special permit process.

The Planning Board has already developed six criteria for the Zoning Board of Appeals to consider when evaluating special permit applications that include requests for relief from parking requirements (noted on page 13).

If these criteria are codified in zoning, developers can plan to address these questions expressly during the special permit process. This not only provides developers with more clarity as to what factors the Zoning Board of Appeals considers in decisions around granting relief from parking requirements, but also helps ensure that the Zoning Board of Appeals can receive the exact information needed from the developer in order to make an informed decision.

Adopt a transportation demand management bylaw in conjunction with instituting parking maximums in the Concord Center and West Concord business districts. Together, these strategies can help mitigate the traffic impact of new development by providing resources for residents, employees, and others to travel more easily by other modes.

Residents of Concord already travel by several modes. New development should recognize these patterns and actively take steps to not only alleviate the traffic associated with building new parking, but better accommodate residents that prefer to walk, bike, or take public transit. Furthermore, the Town also passed a Complete Streets policy in 2018, which outlines the Town's commitment to incorporate Complete Streets design recommendations in to all publicly and privately funding projects in all phases.

Transportation demand management (TDM) is a suite of policies and programs that are designed for reducing single occupant vehicle trips and instead encourage other modes of transportation. Examples of TDM strategies include providing free or discounted transit passes, providing bicycle rooms and amenities such as showers and lockers, and allowing car sharing (such as Zipcar) parking on-site. The Town of Arlington allows for a parking reduction in business, industrial, and multi-family residential zones provided that the developer employs at least three TDM methods, such as charging for parking on-site, providing a stipend for residents or workers without cars, or providing preferential parking for carpools.¹⁵

Pairing a TDM strategy with a parking maximum in downtown districts is a good mobility strategy, as it forces action around accommodating the transportation needs for those who are not parking a vehicle on-site. Parking maximums are particularly suitable strategies for downtown districts, where walkability is more desirable. Large swaths of parking, especially if many spaces are sitting unutilized, are not particularly aesthetically pleasing nor are they pedestrian-friendly. Additionally, both of these districts are served by commuter rail stations, indicating not all visitors to and employees of the districts may arrive by vehicle.

Parking maximums are a good alternative to minimums, particularly in downtown districts that can struggle with traffic congestion and space for development is limited. By requiring 2 spaces per units, while Concord residents own on average 1.7 vehicles per household, developers may be constructing excess parking spaces, driving up the cost of development and occupying space that could go toward higher and better uses. This situation may be exacerbated in areas like Concord Center and West Concord, which are well served by transit and do not require residents, employees, and visitors to be as reliant on a vehicle to

¹⁵ See Town of Arlington Zoning Bylaw, Section 6.1.5: Parking Reduction in Business, Industrial, and Multi-Family Residential Zones. <https://www.arlingtonma.gov/home/showdocument?id=43413>.

get around. Instituting parking maximums of less than two spaces per unit in these two local business districts can help ensure accessibility by a variety of modes, limit traffic congestion, and continue to promote the vibrancy of these neighborhoods.

Build on the existing joint parking bylaw to allow developers to build less on site if they can demonstrate how parking demand varies over the course of the day.

A vibrant downtown district contains a range of uses, and limiting the construction of excess parking can help ensure the area is walkable and accessible to users of multiple modes, as well as alleviate local traffic congestion. To that end, shared parking should be required at new mixed use sites and actively encouraged among private owners of different buildings that experience different peak demand times, particularly in West Concord and Concord Center, as users here will likely want to park once and visit multiple destinations.

The Town currently allows for up to a 50% reduction in the number of parking spaces required on-site with approval of the Planning Board. As evidenced in the Millbrook Tarry case, there may be value in indicating what methodology the developer may use to order to calculate demand, and adding more specificity to this provision.

There are a range of approaches cities and towns have taken when it comes to allowing for shared parking. In some communities, such as the Town of Maynard, shared parking is actively encouraged, and while the bylaw notes that “the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other generally accepted studies” are all acceptable resources to use, the determination for how parking needs can be met is largely at the discretion of the project proponent.¹⁶ Similarly, the Town of Dedham’s shared parking bylaw also requires the applicant to demonstrate how parking demand will be met if parking supply is shared among different uses. It also allows for off-site spaces to count toward the shared requirement. Because no specific methodology for determining peak demand across multiple uses is required, it may require more time and conversation to determine how much parking is considered suitable for each site. However, this approach allows for greater flexibility from the municipality’s and the project proponent’s perspective.

Alternatively, some communities have opted to adopt a parking credit schedule chart for determine the number of parking spaces to build across shared uses. Essentially, the project proponent would determine the minimum parking requirement for each use and multiply that use’s requirement by the peak demand percentage for each designated time period in a parking credit schedule. The number of required spaces for each use would be added together for each time period, and then the highest total would be the number of spaces required.

The City of Waltham has adopted a simpler schedule with some of the most common kinds of uses, including residential, office, and commercial uses.¹⁷ The City of Lowell has a very detailed table that includes many more uses and a greater level of detail.¹⁸ While this structure is very clear and

¹⁶ See Town of Maynard Zoning Bylaw, Section 6.1.7: Mixed Use Requirements and Shared Parking.

<https://www.townofmaynard-ma.gov/wp-content/uploads/2018/11/maynard-zoning-bylaws-201805.pdf>.

¹⁷ See City of Waltham’s Zoning Code, Section 5.2: Off-street parking requirements.

<https://ecode360.com/26938091?highlight=parking,shared%20parking&searchId=1230112152112377#26938091>

¹⁸ See the City of Lowell’s Zoning Code, Section 6.1.4: Table of Parking Requirements.

[https://www.lowellma.gov/DocumentCenter/View/1007/Zoning-Code-PDF?bidId=.](https://www.lowellma.gov/DocumentCenter/View/1007/Zoning-Code-PDF?bidId=)

straightforward, it may sometimes yield a parking supply that is still higher than demand, and does not offer the flexibility of the less prescriptive alternatives.

MAPC has developed sample bylaw language for both of these approaches as part of the SWAP Parking Bylaw Project.¹⁹ This document includes review of several best practices as it relates to local parking regulations, and includes sample bylaws that address a range of parking issues. Another useful resource is the Smart Parking Model Bylaw included in the Massachusetts Office of Energy and Environmental Affairs' Smart Growth/Smart Energy Toolkit.²⁰ Some of the best practices for shared parking highlighted in these model bylaws include:

- Allowing for shared parking across competing as well as non-competing uses, with a greater reduction in the number of parking spaces required allowed for the non-competing uses
- Including off-site parking spaces as part of the shared parking requirement
- Allowing for a fee-in-lieu of parking within a shared parking bylaw

Pilot a program that would allow owners of private commercial spaces to rent some of their excess parking spaces to the public for a fee.

To create another opportunity for private owners to make excess parking spaces available either to other nearby property owners or the public, the Town can facilitate a pilot program that would allow for these owners to rent their excess parking spaces. As an incentive for maximizing the efficiency of existing parking spaces, the owners would be permitted to keep the revenue generated from these rentals.

This effort is currently being piloted in Newton, and is restricted to parking in business, mixed use, or manufacturing districts.²¹ The parking put on the public marketplace cannot be already part of a shared parking agreement with another property, and parking spaces currently utilized by customers or employees cannot qualify. After being approved by the City to participate in the pilot, the private owner can rent spaces out directly to interested parties, or post spaces on an app that connects users to private parking spaces available for rent, like SpotHero.

Should the Town pursue such a pilot, the initial participants could be limited to specific private owners that have a demonstrated excess of parking spaces renting their spaces to nearby property owners that have a demonstrated need. For example, if a church has an excess of 10 parking spaces during weekday evenings, and a nearby restaurant has limited on-site parking available for employees, the Town could facilitate a short-term parking space rental agreement between the two parties. For the purposes of a pilot, this approach would provide predictability in terms of when the parking spaces will be utilized by individuals not affiliated with the building.

Looking ahead, a pilot of this nature could inform potential zoning changes to *Section 7.7.2.3: Use of required parking as commercial or public lot*, which currently prohibits parking constructed as a requirement for a specific building from being provided as public parking.

¹⁹ See MAPC SWAP Parking Bylaw Project, http://www.mapc.org/wp-content/uploads/2017/10/SWAP_Delta_Final_Report_Revised_TAGGED.pdf

²⁰ See Smart Growth/Smart Energy Toolkit, Smart Parking Bylaw, <https://www.mass.gov/files/documents/2017/11/03/Smart%20Parking.pdf>.

²¹ See City of Newton's Shared Parking Pilot, http://www.newtonma.gov/gov/planning/transportation_planning/_initiatives/shared_parking.asp.

Consider implementing bicycle parking requirements for large scale developments.

As bicycle infrastructure improves throughout the region and the share of people bicycling to work increases, the Town can take additional measures to help further encourage cycling. One relatively easy and low-cost way to do so is to require bicycle parking be provided on site at new developments. Requirements generally range from one bicycle parking spaces for every 10-20 vehicle parking spaces, or could be structured based on the number of residential units (i.e.: one bicycle parking space per 2-3 residential units). The Town of Acton requires one bicycle space per 20 vehicle spaces, although there is a minimum of two bicycle spaces per site.²² Furthermore, if the developer constructs up to six bicycle parking spaces, parking requirements are reduced by one space. Requiring bicycle parking on site can encourage more cycling in the town and enhance use of regional trails, including the Bruce Freeman Rail Trail just north of West Concord.

Supplemental Recommendations

If the Town increases parking fees in West Concord or Concord Center, consider implementing a parking benefit district to raise additional revenue for local transportation improvements.

A parking benefit district is a specific geography in which the parking revenue raised may be reinvested back into that district for a range of transportation related improvements. These can include improvements to the public realm, such as signage, lighting, benches, street trees, as well as infrastructure investments, such as bicycle lanes, bicycle racks, and bus accommodations. To establish a parking benefit district, the Town would need to define the geography of the district, determine what body would oversee the district (either a new entity or an existing one), and create a special revenue fund to hold the parking revenue. For context, in FY2017 and FY2018, the Town raised around \$400,000 in parking meter revenue. Though a parking benefit district requires no changes to zoning, this is a worthwhile recommendation to consider when exploring both new parking management strategies as well as parking-related policy changes.

²² See Town of Acton Zoning Bylaw, Section 6.3.7: Bicycle Parking. <https://www.acton-ma.gov/DocumentCenter/View/659/2017-Zoning-Bylaws?bidId=>.

Appendix A: Concord Zoning Language- Joint Parking, Parking Reserves, and Relief from Parking Requirements

4.2.3 *Combined business/residence*: A dwelling unit or units may be located on the same lot where commercial uses are conducted provided that:

4.2.3.4 Except in Limited Business District #2, in a combined business/residence building where more than ten percent of the dwelling units are available as affordable housing, the Board may grant a special permit to allow less than the required amount of open space, an increase in the height of the building to forty (40) feet and/or a **decrease in the number of parking spaces** if the Board finds that the proposed combined business/residence development is in harmony with the general purpose and intent of this section and that it will not be detrimental or injurious to the neighborhood in which it is to take place.

7.7.2.4 *Joint parking facilities*: Off-street parking facilities for different buildings or uses may be provided and used collectively or jointly in any zoning district in which the separate uses would be permitted, subject to the following provisions:

- (a) Up to fifty (50) percent of the parking spaces required for educational, religious, lodge and club, indoor amusement, and restaurant uses may be provided and used jointly by banks, offices, retail stores, repair shops, service establishments, and other uses not normally open, used, or operated during similar hours if specifically approved by the Planning Board. The approval may be rescinded and additional parking shall be provided by the owners in the event that the Planning Board, after notice and public hearing thereon, determines joint use is resulting in a public nuisance or other adverse effects on the public health, safety, and welfare.
- (b) A written agreement, assuring the continued joint use of the common parking area, executed by all parties concerned and approved as to form and length of time by the Planning Board, shall be filed with and made part of the application for a building or occupancy permit.

7.7.2.7 *Location*: All required parking or loading spaces shall be provided on the same parcel of land occupied by the use or building to which it is appurtenant; provided, however, that where, in the opinion of the Planning Board, there are practical difficulties in satisfying the requirement for parking spaces and/or if the public safety and convenience would be served better by another location, the Planning Board may authorize an alternative location for nonresidential parking subject to the following provisions:

- (a) The property to be occupied as parking shall be in the same possession as the facility served either by deed, by easement, or by long-term lease. If the property is leased, the terms of the lease shall be subject to Planning Board approval as to form and length of time and a copy of the lease shall be filed with and made part of the application for a building or occupancy permit.
- (b) The distance between the use or building and its parking area shall not be more than six hundred (600) feet.
- (c) The separated parking area shall not create unreasonable traffic congestion or create a hazard to pedestrians or vehicular traffic.
- (d) The parking area shall be located on property zoned for the same or less restrictive use as the principal use being served by the parking.

7.7.2.8 Reserved parking spaces: The Planning Board may, based upon documentation of the special nature of the use, or building, authorize a phased development of required offstreet parking with the following provisions:

(a) The total number of spaces required to be shown on the site plan shall be determined in accordance with the standards set forth in subsection 7.7.2.1, Table IV.

(b) The spaces that are not intended for construction immediately shall be labeled "Reserve Parking" on the site plan and shall be properly designed as an integral part of the overall parking layout, located on land suitable for parking development and in no case located within area counted as buffer, setback, or open space under other provisions of this Bylaw.

(c) No more than fifty (50) percent of the total number of required spaces may be reserved for later construction.

(d) If, at any time after the certificate of occupancy is issued for the building or use, the Building Inspector determines that additional spaces may be needed, he shall notify the Planning Board concerning his finding and that Board may require that all or any portion of the spaces shown on the approved site plan as "Reserved Parking" shall be constructed.

7.7.2.12 Relief from parking requirements: The Board may, upon advice of the Planning Board, grant relief from the parking and loading requirements in Section 7.7.2 provided the Board finds that a literal application of such requirements would be unreasonable and that the desired relief may be granted without substantial detriment to the neighborhood and without derogating from the intent and purpose of this Bylaw. The Board may require the applicant to submit a written report, prepared by a qualified parking consultant, defining and evaluating the nature and impact of the requested relief.

2229 Main Street Advisory Task Force

Committee Charge

A. Background

The property at 2229 Main Street is a 46-acre site once operated by the defense contractor Starmet, formerly Nuclear Metals, Inc. (NMI). The company made depleted uranium products for the U.S. Department of Defense, as well as other specialty metal products. Manufacturing operations resulted in soil and water contamination on the property. The site was placed on the U.S. EPA's national priorities list in 2001 and is now a Superfund site.

In 2015, Concord Town Meeting voted to authorize the Select Board to acquire the property at a future time when cleanup "to a residential standard" has been accomplished. Since then, significant progress has been made toward clean-up of the site, including partial removal of contaminated soil from the site, isolation of the holding basin, deconstruction of the buildings and removal of the radioactive drums contained on the site. The EPA has set up a website on this superfund site and has been providing project updates on the progress made by their site contractor, de Maximus.

The 2229 Main Street Oversight Committee has been monitoring these cleanup efforts and advising the Select Board and other town officials. It is anticipated that this committee will continue to work with the cleanup contractors and the EPA, and that if the Town acquires the property, the committee will oversee and monitor institutional controls.

The Nuclear Metals/Starmet Property Re-use Planning Committee was formed to assist the town with identifying possible ways to reuse the property at 2229 Main Street for maximum public benefit. Their final report from 2021 can be found at (URL)

B. Purpose

The purpose of the 2229 Main Street Advisory Task Force is to recommend to the Select Board whether the Town should acquire the property at 2229 Main Street. Would this be a sensible business decision, and if so, how, when, and under what conditions should the Town acquire it?

As stated above, the 2015 Town Meeting authorized this acquisition for a future time, if and when the Select Board votes to do so. In making this decision, the Task Force and the Select Board will need to consider potential uses for the site as well as potential risk, liability, timing, institutional controls, liens and other legal matters. The job of the Task Force is to thoroughly research these matters, seek public input, and then make recommendations to the Select Board.

C. Membership

The members of the 2229 Main Street Advisory Task Force shall be appointed by the Select Board. The term of office shall be three years, or until the acquisition is complete, whichever occurs first. The initial appointments shall be of one and two years so that terms of members shall be staggered.

The Task Force shall be comprised of seven members representing residents with diverse knowledge and a broad view of the community. The membership shall include be as follows:

One or two representatives from the former Nuclear Metals/Starmet Property Re-use Planning Committee

One or two representatives from the 2229 Main Street Oversight Committee

One member of the Select Board

One designee or representative of the Board of Health

One designee or representative of the Natural Resources Commission

One or two citizens at-large with expertise in a relevant field such as hydrology, environmental law, public health, toxicology, brownfields site remediation or engineering

D. Duties and Responsibilities

1. To meet with the 2229 Main Street Oversight Committee to receive an overview of the essential material regarding environmental contamination and clean-up on the site. This likely includes documents related to site assessments, risk assessments, and cleanup plans; legal and status issues regarding the investigation and cleanup; and the semi-annual groundwater monitoring reports.

(NOTE: Many of the technical reports incorporate voluminous data, which the 2229 Main Street Oversight Committee has been reviewing for over 20 years. It is not realistic for a new task force to completely assimilate these data in a shortened time frame. However, the task force should receive an overview of the essential material from the 2229 Main Street Oversight Committee and from the consultant.)

2. To recommend whether or not the Town should acquire the property and the reasons for such recommendation. If the recommendation is to acquire the property, the Task Force shall outline a detailed plan, timetable, and estimated costs for doing so, including:

- a. Legal method of acquisition and proposed parcel acquisition cost
- b. Interface with contractors performing cleanup
- c. Likely uses and potential development plan
- d. Recommendations for specific "Institutional Controls", including a plan for the Town to regularly audit the site to determine if institutional controls are being properly maintained. (NOTE: The 2229 Main Street Oversight Committee will then implement and manage this plan with specific "Institutional Controls" and regularly evaluate their success. This includes reviewing the Record of Decision and other site documents, working with the remediation contractors, and regularly reviewing Town audits and EPA data to confirm that the institutional controls are working as planned.)

- e. Lien resolution
- f. Risk communication
- g. Insurance
- h. Maintenance and monitoring plan
- i. Cost to bring site up to compliance with applicable state and federal laws/regulations
- j. Funding plan, if needed, for insurance costs, compliance costs, consultants, etc.

3. To keep informed about environmental matters and activities affecting the Starmet parcel at 2229 Main Street including legislation, planning, studies, activities performed at the site pursuant to its "Superfund" designation, expansion or change of site usage. Coordinate with the 2229 Main Street Oversight Committee, de maximis, and EPA on REUSE/cleanup matters as they may impact reuse and vice versa. Advise the Select Board on any and all other matters related to the property.

4. To work with Town Counsel to understand and communicate the legal issues that need to be addressed to take ownership of the site, including liability issues. Work with Town Counsel to develop specific recommendations for acquisition that a) eliminate/minimize any residual legal liability after cleanup and b) identify and minimize financial impact to the Town.

5. To work with Town staff and professional consultants to assess each idea for possible reuse activity, including housing, commercial uses, and municipal uses. Develop and recommend specific alternative reuse plans with costs and timetables.

6. To solicit ideas and regularly collaborate with the Board of Health, Planning Board, Town Manager, Select Board, CSEC/CAAB, Recreation Commission, Natural Resources Committee, Finance Committee, and any other relevant Town Boards/Committees, as appropriate.

7. To explore funding opportunities, including federal grants and private funding. Work with Town staff to vet consultant for TAG Grant and to apply for additional grants.

8. To develop a risk education and communication effort focused on the public, including: organizing site visits, hosting public forums about risk, cohosting EPA meetings about progress at the site, and written reports. Develop and recommend a protocol for media contacts regarding issues at 2229 Main Street.

9. To hold a public hearing early in the Task Force's term to solicit preliminary public comments and suggestions regarding the kinds of public and private uses that should be considered in the re-use planning process.

10. To prepare a draft report for submission to the Select Board on or before October 31, 2024 and to hold a public hearing to solicit comment from the public, town boards and committees, and others concerning the draft recommendations of the Task Force.

11. To finalize the report after including such public comments as the Task Force deems appropriate and to submit the report to the Select Board for the board's consideration.

12. To submit a report for inclusion in the "Annual Town Report" each year that the Task Force is active, providing a discussion of the Task Force's work during the prior year.

E. Other Considerations

The 2229 Main Street Advisory Task Force shall elect its own chair and clerk and other such officers, as it deems appropriate.

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

The Task Force shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this effort.

ATTACHMENT: TAG Grant



Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Gary Moran
Acting Commissioner

Technical Assistance Grant (TAG) Scope of Services

Grantee Name: Town of Concord
Grantee Contact: Christopher Carmody, Risk & Compliance Manager
Disposal Site: Nuclear Metals Superfund Site
RTNs: 3-0016846; 3-0013756; 3-0000295

Overview

The Grantee commits to hiring a Licensed Site Professional (LSP) to evaluate risks associated with the Nuclear Metals Superfund Site through the review and evaluation of the various technical reports prepared for or by the US Environmental Protection Agency or its site manager, de Maximus (including all de Maximus subcontractors), or the MA Department of Environmental Protection (MassDEP), along with other reports related to the disposal site, including those generated by the 2229 Main Street Oversight Committee and the NMI-Starmet Re-use Planning Committee. The LSP shall provide written comment, advice and analysis to the Town, members of the community, and the Concord Select Board to help them better understand the risks associated with disposal site reuse of each “reuse zone” as further detailed in the “Reuse of the NMI/Starmet Superfund Site” final report dated April 2021. The LSP shall work with Town staff to develop a public engagement strategy and facilitate public education to address issues of concern related to the risks associated with possible reuses of the disposal site. The Grantee shall provide for the distribution of information developed by the environmental consultant and provide for opportunities for interested community members to engage in discussion.

Tasks and Work Products

The Grantee expects to conduct the following types of activities to enhance understanding of risks associated with the disposal site reuse and to promote public involvement in site cleanup decisions, and consistent with the Grantee’s TAG Program Application received by MassDEP on October 18, 2022:

- Review technical reports, existing environmental data, and information related to the

disposal site.

- Perform site visit and meet with EPA, MA DEP, de Maximus, and appropriate municipal staff and committee chairs.
- Perform risk assessment using existing environmental data. Draft and present report to Concord Select Board.
- Prepare final risk assessment and present at a public forum.

The Grantee agrees to conduct all activities in accordance with the Massachusetts Contingency Plan's (MCP) TAG provisions (see 310 CMR 40.1450) and MassDEP's July 15, 2022 TAG Program Grant Opportunity (TAG Opportunity).

Compensation under the Contract

A total of \$20,000 in funding is approved for this Technical Assistance Grant (TAG). Payment of grant award shall be made as reimbursement for costs incurred by the Grantee for eligible project expenses incurred during the Contract Term, as defined below (see 310 CMR 40.1458 and TAG Opportunity, p. 5). Grantee shall provide documentation supporting all requests for reimbursement, including a description of the eligible project expenses incurred and indicating that such expense was incurred on or before the last day of the Contract Term.

Contract Duration

The contract duration shall be from the date of the full execution of the required grant contract forms through June 30, 2024 (Contract Term). Extension of the contract is at the sole discretion of MassDEP and shall be based upon review of both project and site-specific circumstances. Any contract extension (if agreed to by MassDEP) shall not result in any increase in TAG funding, change the previously agreed upon scope of services, or result any other alteration of the terms of the original TAG award to the Grantee.

There are no restrictions on the Grantee's ability to apply for future Technical Assistance Grant funding to continue this project or to propose a new project contingent upon the availability of funding. However, MassDEP reserves the right not to initiate future rounds of TAG grant funding and the right to modify and change any conditions of the TAG grant program terms and requirements as may be required by MassDEP to fulfill and achieve the goals and purpose of future rounds of funding for the TAG program.

Final Self Evaluation Report

At the conclusion of the Contract Term, and with the submission of the final request for payment, Grantee shall submit a self-evaluation report to MassDEP describing measures of success that have been met, including, but not limited to:

- Details describing how the funds were spent;
- Highlights and challenges of the project (e.g., reports reviewed, samples analyzed); and

- Outreach events and activities provided (e.g., meetings held, work products produced).

A portion of the grant funds may be withheld until MassDEP receives the required report.

Additional Conditions

Activities funded by this award shall be limited to those activities determined by MassDEP to be eligible in accordance with 310 CMR 40.1450 and the TAG Opportunity, including but not limited to, those activities that do not result in the “development of new environmental data” or “taking or arranging for any response actions at the disposal site” (see 310 CMR 40.1454(2)(a)&(f); TAG Grant, pp. 4-5 (list of ineligible activities)).

Grantee shall not represent any proposed evaluations and any resulting findings to any group as satisfying the requirements of the MCP, and any resulting written reports will not be considered by MassDEP to satisfy the requirements of the MCP.

Project Schedule and Budget

The attached Projected Project Schedule and Projected Project Budget represent the Grantee’s best estimate of expenses, meetings and work products that are necessary to successfully complete their project.

**Annual Town Meeting Warrant Articles
April 30, 2023**

Article Number	Article Name	Sponsor	Recommendation
1	Choose Town Officers	Select Board	
2	Hear Reports	Select Board	
3	Meeting Procedure	Finance Committee	
4	Ratify Personnel Board Classification Actions	Personnel Board	
5	New Classification & Compensation Plan for Regular-Status Positions	Personnel Board	
6	Amended Classification & Compensation Plan for Regular-Status Positions	Personnel Board	
7	Use of Free Cash	Finance Committee	
8	FY23 Budget Line Item Adjustments	Finance Director	
9	FY24 Town Budget	Town Manager	
10	Citizen Petition: DEI Director	Tanya B. Gailus	
11	Capital Improvement & Debt Plan	Town Manager	
12	OPEB Trust Fund Appropriation	Finance Director	
13	OPEB Trust Fund Expense	Finance Director	
14	Appropriation of Opioid Settlement Funds Received from the State Settlement Fund	Finance Director	
15	Minuteman Regional Technical High School District Budget	Minuteman Regional School Committee	
16	Concord-Carlisle Regional High School Budget	CCRHS School Committee	
17	Concord Public Schools Budget	CPS School Committee	
18	Concord Public Schools Capital Budget	CPS School Committee	
19	Concord Public Schools Capital Projects – Fields & Landscaping	CPS School Committee	
20	Appropriation to Middle School Stabilization Fund	Finance Committee	
21	Light Plan Solar Expansion – Middle School	Town Manager or Light Board	
22	Citizen Petition: Municipal In-Town Solar Generation Task Force	Dean Banfield	
23	Adopt Specialized Stretch Energy Code	Climate Action Advisory Board	

24	Light Plant Expenditures & Payment in Lieu of Taxes	Town Manager	
25	Appropriation for 250 th Anniversary Celebration	Select Board	
26	Community Preservation Committee Appropriation Recommendations	Community Preservation Committee	
27	Community Preservation Act – Rescind and Reappropriate Funds	Community Preservation Committee	
28	Community Preservation Committee Appropriation Recommendations – Concord Municipal Affordable Housing Trust	Community Preservation Committee	
29	Transfer of Housing Funds	Select Board	
30	162 Plainfield Road Easement	Town Manager	
31	Beede Swim & Fitness Center Enterprise Fund Expenditures	Town Manager	
32	Demolition Review General Bylaw	Historical Commission	
33	Zoning Bylaw Amendment – Restaurant – Prohibited Uses – Parking	Planning Board	
34	Zoning Bylaw Amendment – Mobile Food Establishments	Planning Board	
35	Zoning Bylaw Amendment – Combined Business/Residence	Planning Board	
36	Citizen Petition: Update Concord Noise Bylaw	Sven Weber	
37	Citizen Petition: Prohibition of Gas-Powered Leaf Blowers	Sven Weber	
38	Solid Waste Disposal Fund Expenditures	Town Manager	
39	Sewer System Expenditures	Town Manager	
40	Sewer Improvement Fund Expenditures	Town Manager	
41	Water System Expenditures	Town Manager	
42	Authorize Expenditure from PEG Access & Cable-Related Fund	Town Manager	
43	Annual Appropriation of Parking Meter Receipts	Town Manager	
44	Authorize Expenditure of Revolving Funds Under Mass. Gen. Laws c. 44 § 53E½	Town Manager	
45	Unpaid Bills	Finance Director	
46	Debt Rescission	Finance Director	



Town of Concord

Town Manager's Office
22 Monument Square
P.O. Box 535

Concord, Massachusetts 01742-0535

Tel: (978) 318-3000

Fax: (978) 318-3093

To: Select Board KAL
From: Kerry A. Lafleur, Town Manager
Subject: Review of FY23 Legal Expenses
Date: March 5, 2023

In response to your request to review the FY23 Legal Expenses and overall legal strategy, I am providing the following information.

Background

On an annual basis, the Town Manager, with the approval of the Select Board, appoints legal counsel in accordance with Section 9H of the Town Charter, which states that, "*the town manager, subject to the approval of the select board, shall have authority to prosecute, defend and compromise all litigation, to which the town is a party, and to employ counsel whenever in the town manager's judgment it may be necessary.*" Appointment of Town Counsel is likely also contemplated in Section 2(d)(2) of the Charter which provides the Town Manager with the authority to "*...appoint all other officers...with the exception of the elected officials specified in Section 1...*"

The procurement of legal services is exempt from the provisions of MGL Chapter 30B, Section 1(b)(15), which states that, "*this chapter shall not apply to...contracts with labor relations representatives, lawyers, or certified public accountants.*"

For FY23, the following firms have been appointed in the following capacities:

- To serve as Town Counsel: Anderson & Kreiger (Mina Makarious)
- To serve as Labor Counsel: Mirick O'Connell (Kim Rozak)

In addition, the Town has retained the following to serve as special counsel:

- To serve as Special Counsel, Water/ Sewer: Bowditch & Dewey, LLP
- To serve as Special Counsel, Electric: Duncan & Allen

Each of these firms has represented the Town in the various capacities for an extended period of time, not unlike the other services falling under this specific exemption. While not required, the Town may, either through the Town Manager (chose to) or Select Board (require that), conduct a periodic procurement process (RFP/ RFQ/ RFI) for these services.

FY23 Expenses

Below is a chart showing the current year budget and expense, by fund, and historical data for the last 5-years. Based upon the FY23 expense trend (through January 2023), we are projecting to end the fiscal year with a surplus of approximately \$30,000 - 50,000 in the General Fund. Note that not all funds budget for legal expense, but may incur expenses throughout the year. This is not an issue as not all funds require an appropriated budget.

	Budget FY23	FY22	FY21	FY20	FY19	FY18
General Fund	\$ 450,000	\$ 425,000	\$ 359,085	\$ 259,000	\$ 252,000	\$ 230,000
Recreation Revolving	\$ 1,000	\$ 5,000	\$ -			\$ -
Sewer Enterprise	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Water Enterprise	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Electric Enterprise	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPEB Trust	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swim & Fitness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 481,000	\$ 460,000	\$ 394,085	\$ 294,000	\$ 287,000	\$ 265,000

	Actual FY23	FY22	FY21	FY20	FY19	FY18
General Fund	\$ 233,643	\$ 411,136	\$ 637,205	\$ 573,707	\$ 672,677	\$ 498,741
General Fund, Prior Year	\$ 11,035	\$ -	\$ 5,680	\$ 8,520	\$ 20,980	\$ 40,322
Recreation Revolving	\$ -	\$ -	\$ 2,775		\$ -	\$ -
Other Revolving (Insurance Reserve)					\$ 5,085	\$ -
Sewer Enterprise	\$ 2,205	\$ 8,295	\$ 3		\$ -	\$ 83
Water Enterprise	\$ 1,213	\$ 17,855	\$ 180,945	\$ 89,992	\$ 251,574	\$ 292,914
Electric Enterprise	\$ 17,354		\$ 35,568	\$ 29,880	\$ 114,870	\$ 105,091
Capital Projects Fund	\$ -	\$ 2,170	\$ 715	\$ 9,144	\$ -	\$ -
OPEB Trust	\$ -	\$ 210	\$ 455	\$ -	\$ -	\$ -
Swim & Fitness	\$ -	\$ -	\$ 2,775	\$ -	\$ -	\$ -
Total:	\$ 265,450	\$ 439,666	\$ 866,121	\$ 711,243	\$ 1,065,186	\$ 937,151
General Fund Only	\$ 216,357	\$ 13,864	\$ (278,120)	\$ (314,707)	\$ (420,677)	\$ (268,741)

Drilling a bit deeper and comparing the current year to FY22, you will note the following about the Town's spending:

- **General Services** (general advice, Town Meeting) is running slightly ahead of total FY22 expenditures;
- The category of **Other** legal expense (projects, in-depth research) year-to-date is running about 6% higher than FY22.
- To date, the Town has expended about 40% more in legal expense related to **capital projects** than it did in all of FY22, generally related to contractual issues with the Gerow park project;
- **Litigation** related expenses are far below the prior year, due to the completion of the Estabrook trial; and
- **Labor** related expenses are running higher than the prior year due to contract negotiations and a significant public records request;

General Fund, by category		FY23	FY23	FY22	FY22
General Services		\$ 97,077.68	41.55%	\$ 159,584.37	38.82%
Estabrook, other		\$ 11,399.46	4.88%	\$ 396.00	0.10%
Other		\$ 32,657.74	13.98%	\$ 39,960.00	9.72%
Other, Starmet		\$ -	0.00%	\$ 12,049.00	2.93%
sub-total:		\$ 44,057.20	18.86%	\$ 52,405.00	12.75%
Capital Projects, CMS		\$ 5,065.00	2.17%	\$ 7,935.00	1.93%
Capital Projects, Other		\$ 14,175.00	6.07%	\$ -	0.00%
sub-total:		\$ 19,240.00	8.23%	\$ 7,935.00	1.93%
Estabrook, litigation		\$ 16,478.20	7.05%	\$ 105,667.13	25.70%
Other, litigation (Symes)		\$ 21,992.92	9.41%	\$ 45,584.50	11.09%
sub-total:		\$ 38,471.12	16.47%	\$ 151,251.63	36.79%
Labor, Benefits		\$ 2,980.00	1.28%	\$ -	0.00%
Labor, General		\$ 31,817.00	13.62%	\$ 39,960.00	9.72%
sub-total:		\$ 34,797.00	14.89%	\$ 39,960.00	9.72%
total:		\$ 233,643.00	100.00%	\$ 411,136.00	100.00%

I will also note the following significant combined expense related to the Estabrook litigation:

Estabrook, prior to 11/1/17	\$ 97,971.75
Estabrook Woods, FY18	\$ 212,047.26
Estabrook Woods, FY19	\$ 350,367.85
Estabrook Woods, FY20	\$ 390,475.29
Estabrook Woods, FY21	\$ 459,455.86
Estabrook Woods, FY22	\$ 105,667.13
Estabrook Woods, FY23	\$ 16,478.20
	\$ 1,632,463.34

Moving toward FY24

At various intervals, the Board has indicated an interest in reviewing both the appointment of legal counsel and overall legal strategy. On a day-to-day basis, we believe that Town Counsel serves the organization well, both in terms of availability/ responsiveness and quality of advice. We do, however, recognize that the Town has not solicited proposals for legal services in many years, and therefore its basis of comparison is limited. If there is an interest in soliciting proposals, even if the

ultimate decision is to remain with current Town Counsel, now is the time to move forward so that a timely appointment can be made for July 1, 2023 (FY24).

Further, if there is an interest in soliciting proposals, the Town will need to determine the scope of services being considered, i.e. General Legal, Litigation, Labor, other, ideally within the month so that we can prepare the appropriate Request for Proposals documentation.

Please be in touch with any questions, or requests for further information as needed.

/kal

Correspondence Index

Date

1. 2/24/2023
2. 2/27/2023
3. 2/28/2023

Author

Griffin Keady
Louise Berliner
Richard Monaghan

Subject

Emergency Family Shelter
Wireless Communication Bylaw
ATM Warrant Articles 36 & 37

Shannon McAndrew

From: Griffin Keady <griffinkeady@gmail.com>
Sent: Friday, February 24, 2023 12:01 PM
To: Shannon McAndrew; Portia Keady
Subject: Best Western

You don't often get email from griffinkeady@gmail.com. [Learn why this is important](#)

Hi Shannon,

As a resident on Elm Street, I just want to second the many questions that have been raised regarding the poor communication and management of the Best Western housing.

Please see below for some questions I have -

1. Given an executive agency is asserting jurisdiction over a private enterprise typically regulated by town governance, how long does the executive agency have to assert such jurisdiction and under what authority? I have not been able to find the regulations that allow the Governor's executive agency to indefinitely establish a state run facility in a zoning area authorized for a hotel.
2. To the extent there are no parameters around the timeline for extended stay, when will the town have a meeting to more formally address the concerns raised by residents and will there be further opportunity for comment as folks move into the neighborhood?
3. Will the zoning board be holding a meeting at any point to confirm that this executive action aligns with the town's zoning charter and will the zoning board be holding a public meeting?
4. Given the regulations promulgated by the Department of Housing note that mothers with children might be placed in facilities due to domestic abuse concerns, will Concord police maintain a consistent presence given children at the state run facility and children in the Concord community will be at a greater risk of threat?
5. Given the regulations promulgated by the Department of Housing note that mothers with children might be placed in facilities due to drug abuse issues, will there be sufficient medical resources on site to address potential issues relating to withdrawal symptoms or other ancillary issues related to drug abuse?
6. Given the regulations promulgated by the Department of Housing note that these stays may be 3-5 days to weeks, what transportation services will the third party providers offer residents? Will these transportation services be made publicly available such that Elm street neighborhood can be comfortable that the residents will have adequate access to necessities. If not, what is the plan to give access to these residents to services available at local pharmacies and grocery stores? As you know, the only place for them to go in walking distance is a gas station.

Thanks,
Griffin Keady
625 Elm Street

Shannon McAndrew

From: Louise Berliner <strongwhitepine@verizon.net>
Sent: Monday, February 27, 2023 1:59 PM
To: Shannon McAndrew
Subject: Letter to the Members of the Select Board
Attachments: Amicus+Letter+MAHB+021223+.pdf

You don't often get email from strongwhitepine@verizon.net. [Learn why this is important](#)

To the Members of the Select Board, Planning Board, Zoning Board of Appeals, and Jason Bulger:

Thank you for all you do to safeguard the needs of Concord's townspeople. Recently there's been some conversation about the town's wireless bylaw and I wanted to respond to that.

The purpose of the bylaw was never to restrict or hamper the town in its goals, but rather to empower the town to determine how and where the cell tower facilities were sited.

At the time of the initial build out, we were seemingly at the mercy of the companies, and the planning board, in partnership with several townspeople, found a way, with this bylaw, to restrict the reach of those companies and put the power back in the hands of our town.. There were multiple reasons to site the towers from homes and children. Not only were people concerned about the health impacts, they were concerned about property values and view sheds. The bylaw sought to address these concerns, among others.

Over time, what has changed is our population's dependence on our devices and the signals that power them. What has not changed, are the concerns about how close a human should be to these facilities. Recently, in Pittsfield, the MAHB (Massachusetts Association of Health Boards) issued an amicus brief to the Berkshire Superior Court on behalf of families that were forced from their homes because of effects of a nearby Verizon cell tower.[see attached.] There continue to be multiple , peer-reviewed studies whose data and results are enough to urge us to continue to be cautious.

So again, I urge you not to gut the protections and power the bylaw gives you, our boards and decision makers, but to use your combined ingenuity and creativity to find sites that would have the least impact on our people while still serving your goals of better service. There may not be perfect solutions, but there are better ones than others. And just because the carriers "don't like" Keye's Road, for example, doesn't mean the town has to kowtow to their demands. It might be the best choice we have, exerting less impact on fewer people.

Thank you for your time and energy.

Respectfully,

Louise Berliner
179 Independence Rd.

Shannon McAndrew

From: Dick Monaghan <rwm158@gmail.com>
Sent: Tuesday, February 28, 2023 3:32 PM
To: Shannon McAndrew
Subject: Articles 36 & 37 for Select Board

Select Board (Terri Ackerman, Linda Escobedo, Henry Dane, Mary Hartman, Matthew Johnson):

I understand that it will likely be a few weeks before the Select Board decides whether or not to support Articles 36 & 37 in preparation for this year's Town Meeting.

Consequently, I thought it might be helpful if I put the comments I made on Feb. 27, 2023, into writing for future consideration.

Article 36, Noise By-Law Revision

1. The Article is far too vague and would seem to be very difficult to enforce throughout the town in a fair, uniform manner.
2. No specific examples of prohibited noises were offered in either the write-up or the presentation. For example, would lawn mowing, snowplowing be prohibited on Sundays? Would cook-outs, house parties, athletic events, etc. be affected?
3. How would "offensive" noise be measured?
4. It would seem possible that a "noise" in one part of Town would cause no problems, while the same event elsewhere could result in a violation. This could be quite divisive.
5. *Urge "No Support" by the Select Board*

[I did not mention this at the meeting, but I cannot help but wonder if the true purpose of this vague, generalized Article is to act as a "Stalking Horse" for the following proposal regarding leaf blowers.]

Article 37, Gas Leaf Blower Ban

1. The Article gives voter an inaccurate and incomplete picture of the gas vs. electric comparison.
2. The Article does not layout the costs of conversion from gas to electric.
3. The Article treats a variety of users to a "one size fits all" solution.
4. It is unclear what type of gas blower is being banned: hand-held or back-pack. No mention of walk-behind or ride-on blowers. The walk-behind is much noisier than the back-pack or hand-held, yet seems to get a "free pass". If the blower nomenclature is wrong, what else in the Article is wrong?
5. The **Power** produced by certain models of electric may be comparable to gas, but that it not the end of the comparison.

6. **Longevity** of electric still lags well behind gas.

7. **Charging Times**, unless an expensive charging system is purchased, can take hours and drive up the need for more batteries which are expensive in and of themselves. [My comment about up to 4 hours charging time was based on information regarding an "EGO" residential electric back-pack blower. Other, more expensive commercial blowers may charge in less time.]

8. The costs associated with switching from gas to electric for the Town, Commercial Landscapers, Golf Courses, Residents (both as users and consumers of landscape services) has not been calculated.

9. The real issue with gas blowers is NOISE. Issues about hearing loss or respiratory problems are not significant and are being used as scare tactics.

10. We should remember that leaf blower noise is *intermittent* (it does not occur 8 hours per day, seven days a week, 12 months per year) and it is *localized* (if I am blowing leaves on Hubbard St, the noise cannot be heard on Belknap St. and vice-versa).

11. There does not appear to have been any attempt made to collaborate with the different users noted in point #8. It would seem that the better approach would be to learn and recognize the impact on each and draft accordingly.

12. This Article is a "Thou Shalt Not" type of vehicle. A collaborative approach, possibly using incentives, would seem to provide a more reasonable and less divisive result.

13. We should not lose sight of the possible environmental problems caused by the disposal of lithium batteries.

14 *Urge "No Support" by Select Board.*

Thank you for providing this forum. If there are any questions, Please contact me.

Sincerely,

Richard W. Monaghan
158 Hubbard St.
Concord, MA 01742
[REDACTED]