



OLD NORTH BRIDGE

**TOWN OF CONCORD**

TOWN HOUSE - P.O. BOX 535  
 CONCORD, MASSACHUSETTS 01742

**Select Board Meeting**

Monday, August 19, 2024, at 6:00 PM

Town House, Hearing Room, 22 Monument Square

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84755226605?pwd=b7vTQo6qcERm4birb4tl3ioWUWfrjC.1>

Meeting ID: 847 5522 6605

Passcode: 799262

•888 475 4499 US Toll-free

#	Time*	Agenda Item
I.	6:00 PM	<p>Joint School Committee, FinCom, Select Board:</p> <ul style="list-style-type: none"> <li>• Discuss Capital Budget/Planning Process</li> <li>• Preliminary Discussion of Letter of Interest for Peabody School site</li> <li>• Discuss and agree on Calendar for Capital Planning</li> <li>• Discuss proposed Free Cash Policy</li> </ul> <p>Presenters:            Mary Hartman, Select Board Chair            Anthoni Ansaldi, Town Chief Financial Officer            Eric Dahlberg, FinCom Chair            Carrie Rankin, Concord Public Schools, Chair            Julie Viola, Concord-Carlisle Regional School District (CCRSD), Chair            Kerry Lafleur, Town Manager            Laurie Hunter, School Superintendent            Bob Conry, CCRSD, Director of Finance and Operations</p>
II.	7:00 PM	Adjourn Joint Meeting
III.	7:00 PM	<p>Open Select Board Meeting</p> <p>Public Comment: Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.</p>
IV.	7:15 PM	<p>Discuss Great American Outdoors Act Project Update-North Bridge Trail Work</p> <p>Presenter: Ms. Simone Monteleone, Superintendent of Minuteman National Historic Park</p>
V.	7:25 PM	<p>Consent Agenda</p> <p>a. Meeting Minutes: August 5, 2024</p>

		<ul style="list-style-type: none"> <li>b. Town Accountant Warrants: August 1, 2024; August 5, 2024; August 9, 2024</li> <li>c. One Day Liquor Licenses: <ul style="list-style-type: none"> <li>i. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Women’s Golf Field Day on Thursday, August 29, 2024 from 12:00 PM – 9:00 PM at 246 ORNAC</li> </ul> </li> <li>d. Select Board Committee Nominations: <ul style="list-style-type: none"> <li>i. Ellen Glendon, of 64 Stone Root Lane to the Conservation Restriction Stewardship Committee for a term to expire May 31, 2027</li> <li>ii. Roseann Scimone, of 10 Dana Road to the Agriculture Committee as an Associate member for a term to expire May 31, 2027</li> <li>iii. Reappointment of Hilary Taylor, of 621 West Street, Carlisle, Concord, APP#10VII(g), Cultural Council for a term to expire May 31, 2027</li> </ul> </li> </ul>
	7:25 PM	<p>Select Board Appointments:</p> <ul style="list-style-type: none"> <li>i. Appointment of Terri Ackerman, of 89 Heaths Bridge Road to the Hanscom Field Advisory Committee (HFAC) as the Select Board Representative</li> <li>ii. Appointment of Katy Morris, of 119 North Main Street, Natick MA to the Economic Vitality Committee, APP#10 Section VII (g), for a term to expire May 31, 2027</li> <li>iii. Appointment of Pam Rockwell, of 1810 Main Street to the 2229 Main Street Advisory Task Force for a term to expire May 31, 2026, or end of the project.</li> </ul> <p>Appointment and Reappointments of Election Workers for a term ending July 31, 2025 as included in the Select Board meeting packet.</p> <p>Town Manager with Select Board Approval Committee Appointments:</p> <ul style="list-style-type: none"> <li>i. Appointment of Shriram Bharath, of 875 Old Road and Nine Acre Corner to the Board of Assessors for a term to expire May 31, 2027</li> <li>ii. Reappointment of Nancy Nelson, of 1695 Lowell Road to the Historical Commission as an Associate member for a term to expire May 31, 2025</li> <li>iii. Appointment of Ellen Quackenbush, of 206 Prairie Street to the Transportation Advisory Committee for a two-year term to expire April 30, 2026</li> <li>iv. Reappointment of Gary Kleiman of 57 Central Street to the Natural Resources Commission for a term to expire May 31, 2027</li> <li>v. Reappointment and re-stagger terms of Transportation Advisory Committee members: <ul style="list-style-type: none"> <li>1. Nick Pappas, of 1743 Monument Street, APP#10VII (c), for a term to expire April 30, 2027</li> <li>2. Phil Posner, of 223 Laws Brook Road #206 for a term to expire April 30, 2027</li> <li>3. Dan Schrager, of 24 Mallard Drive for a term to expire April 30, 2027</li> </ul> </li> </ul>
VI.	7:30 PM	Town Manager’s Report

VII.	7:40 PM	Chair's Report
VIII.	7:45 PM	Select Board Liaison Reports
IX.	8:00 PM	Discuss and Vote on 120 Day Extension of Time to File Preliminary Assessment of Denial regarding Comcast contract negotiations – Expires August 21, 2024  Presenter: Mr. Jason Bulger, Chief Technology Officer
X.	8:05 PM	Discuss and Vote on Change of Officers/Directors Liquor License Application for Concord Rod and Gun  Presenter: Ms. Gina Joyce, Concord Rod and Gun President
XI.	8:15 PM	Hear Recommendations from Concord Center Cultural Task Force and Vote to Dissolve the Task Force  Presenter: Mr. Tooley Rogers, Chair, Concord Local Cultural Council; Mr. Richard Fahlander, Chair, Concord Center Cultural District Taskforce, and Ms. Mimi Graney, Economic Vitality Manager.
XII.	8:25 PM	Discuss and Vote on Inter Municipal Agreement  Presenter: Ms. Melanie Dineen, Health Director
XIII.	8:35 PM	Discuss and Vote on Concord Middle School Building Charge Amendment  Presenter: Mr. Mark Howell, Select Board Clerk
XIV.	8:45 PM	Discuss MBTA Communities Compliance Update  Presenters: Ms. Megan Zammuto, Deputy Town Manager and Ms. Elizabeth Hughes, Town Planner
XV.		Adjournment

*\*Times are approximate and subject to change*

<b>Upcoming Select Board Meetings:</b>		
Thursday, August 22, 2024 (Site visits)	Monday, September 9, 2024	Monday, September 23, 2024
<b>Additional Meetings of Interest:</b>		
<ul style="list-style-type: none"> <li>• Thursday, September 12, 2024, at 7:00 PM Division of Capital Asset Management and Maintenance (DCAMM) MCI Concord Public Forum – at the Town House, Public Hearing Room and hybrid via Zoom.</li> <li>• Monday, September 30, 2024, at 6:00 PM Residential Tax Exemption Forum – at the Town House, Public Hearing Room and hybrid via Zoom.</li> </ul>		

The Town of Concord endeavors to make public meetings accessible to all members of the community. To request a meeting accommodation or modification, please contact our ADA Coordinator Jessica Porter at



[jporter@concordma.gov](mailto:jporter@concordma.gov) or at 978-318-3028. Please make any requests for accommodation modifications at least two (2) business days prior to the scheduled meeting.



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**August 19, 2024**

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## **Discuss FY26 Capital budget Process**

Discussion regarding Tier structure and funding

**Requested by: SB Chair**

**Action Sought: discussion dependent**

### **Proposed Motion(s)**

None anticipated.

### **Additional Information**

An internal working group consisting of the Town Manager, Supt. of Schools, Town CFO, and Asst. Supt. of Finance & Administration for the schools met to review the current structure and funding and collaborate on a process that both the Town & Schools can work on collectively. Tonight's presentation (attached) is a result of that effort.

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



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# FY26 Capital Budget Planning Process

Joint Meeting of the  
Select Board, Finance Committee and Joint School Committee  
Monday, August 19, 2024



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## Staff Involvement

- Kerry Lafleur, Town Manager
- Anthony Ansaldi, Chief Financial Officer
- Dr. Laurie Hunter, Superintendent of Schools
- Robert Conry, Assistant Superintendent of Finance and Operations



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## Capital Planning Task Force Recommendations

- ✓ Capital Planning Process for 10-year Capital Plan
- ✓ A commitment to integrated decision making
- ✓ Evaluating and Prioritizing Projects
- ✓ Sequencing Debt
- ✓ Annual Timeline
- ✓ Project Criteria – Considering Climate Impacts
- ✓ A more visible and formally defined process
- ✓ Putting recommendations into Action



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## CIP Tiers

### Current

Tier	Range Min (Annual)	Range Max (Annual)	Funded
I	\$ 25,000	\$ 250,000	Cash
II	\$ 250,001	\$ 2,000,000	Debt, within levy
III	\$ 2,000,001	\$ 10,000,000	Debt, excluded

### Proposed

Tier	Range Min (Annual)	Range Max (Annual)	Funded
A	\$0	\$10,000	Operating Budget
I	>\$10,000	\$250,000	Cash
II	>\$250,000	\$2,500,000	Debt, within levy
III	>\$2,500,000		Debt, excluded

NOTE: The Town modified that in the first year to adjust Tier II to be \$100,000 – 2,500,000 and Tier III to be anything over \$2,500,000. And in the second year modified it again to adjust Tier I to be \$10,000 - \$250,000 and Tier II to be \$250,000 – 2,500,000. The School continued to follow the year one modification table.



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## Current Funding for the CIP and Debt Plan

- Capital Investment Policy
  - 7-8% of total budget, net of excluded debt, is allocated as follows:
    - ✓ (at least) 2-3% for Tier I (cash)
    - ✓ (no more than) 5% for Tier II (debt, within levy)

## Proposed Funding for the CIP and Debt Plan

- Proposed Capital Investment Policy
  - 7-8% of total budget, net of excluded debt, is allocated as follows:
    - ✓ 3% for Tier I (cash)
    - ✓ 4% (but no more than) 5% for Tier II (debt, within levy)



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## Future Consideration for Funding

Develop a Free Cash Policy to align with the DOR best practices, which recommends that as much as practicable, communities limit their use of free cash to funding one-time expenditures (e.g., capital projects, snow and ice deficits, or emergencies), or use it to fund other reserves (Capital and Debt Stabilization Funds). Further, the recommend defining a target balance for free cash certification as a percentage of the general fund budget, such as five to seven percent, and striving to keep a targeted year-end unappropriated free cash balance to fund the next certification.



## Funding of Prior Capital Plans

### *Town Capital Projects*

- Tier I – Within guidelines
- Tier II – Outside guidelines
- Tier III – Debt Exclusion

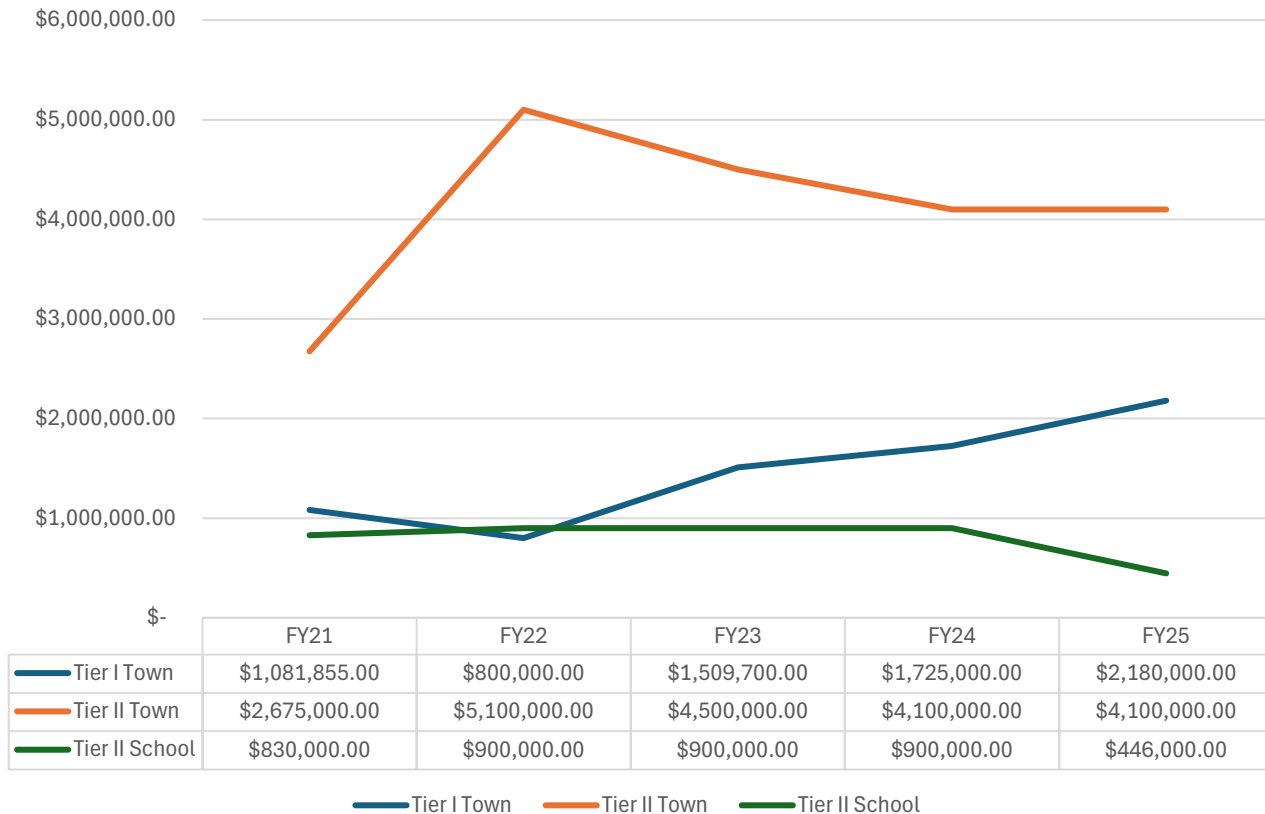
### *School Capital Projects*

- Tier I – Outside guidelines
- Tier II – Outside Guidelines
- Tier III - Debt Exclusion



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## Funding of Prior Capital Plans





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## Timeline

November 18, 2024 – 1<sup>st</sup> draft of the CIP Presentation  
December 16, 2024 – Final CIP Presentation

***These will be joint meetings of the Select Board, Finance Committee and School Committee***



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**Thank you!**

**Questions?**



**Concord Finance Committee**  
AGENDA ACTION REQUEST

**August 19, 2024**

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## **Disposition of Peabody School**

Discuss transfer of property and Request for Letters of Interest

**Requested by: SB Chair**

**Action Sought: discussion dependent**

### **Proposed Motion(s)**

None anticipated.

### **Additional Information**

The Peabody School is schedule to come offline during the spring of 2025. Tonight's discussion centers around transferring care, custody and control from the School Committee to the Select Board. The presentation attached presents an option for the Town to prepare to issue a Request for Letters of Interest (RLI) to determine what interest private developers may have in redeveloping the site. The Town needs to consider the additional cost to mothball the building once the school vacates it.

### **Board Action**

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



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**Disposition of the  
Peabody Middle School**  
1231 Old Marlboro Road

Joint Meeting of the  
Select Board, Finance Committee and Joint School Committee  
Monday, August 19, 2024



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## Discussion Items

- Transfer of property
- Mothballing the building
- Request for Letters of Interest (RLI)





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## Transfer of Property

- The proposed transfer must be discussed in public meetings by both the school committee and the select board.
- For municipalities, significant changes like transferring control of a building require approval by a town meeting (in a town) or city council (in a city). A warrant article or ordinance may need to be presented and voted on during these meetings.



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## Mothballing

- Unoccupied Building Risk
- Safeguard the building
- Ventilation
- Space and Water Heating
- Energy Supply: fire safety & Contingent Services
- Sanitary Appliances & Drainage
- Lifts & Automatic Doors
- Cold Water Storage & Distribution



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## Request for Letters of Interest

When a municipality wants to dispose of a building, a Request for Letters of Interest (RLI) is a formal document used to gauge the interest of potential buyers or parties interested in acquiring the property.

***Note: Receipt of Letters of Interest does not commit the Town of Concord to the transfer of property.***



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## Purpose of the RLI

1. **Express Interest**: It allows prospective buyers or interested parties to express their interest in acquiring the building before the municipality goes through the formal sale or disposal process.
2. **Preliminary Information**: It helps the municipality understand the level of interest in the property and get a sense of who might be serious about pursuing the acquisition.
3. **Evaluate Options**: The LOI can help the municipality assess potential buyers and determine which ones might be best suited for the property, based on their intentions and capabilities.



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**Thank you!**

**Questions?**



**Request for Letters of Interest (RLI) For Town-Owned Property  
Peabody Middle School, 1231 Old Marlboro Road, Concord, MA  
Published by: Town of Concord, MA**

The Town of Concord (Town) is interested in disposing of Town owned property at 1231 Old Marlboro Road, Concord, MA (Site), the site of the former Peabody Middle School. The Town is seeking Letters of Interest (LOI) from qualified investors, developers, and/or joint ventures interested in submitting design proposals for the redevelopment of this Town owned property. The Town strongly encourages submissions from minority and veteran-owned corporations, as well as local developers and investors.

By requesting LOI's, the aim is to initiate productive discussions for the future solicitation of creative proposals that align with the intent of the Town to provide \_\_\_\_\_. You are invited to share your innovative ideas, which may help shape the future of this space in Concord. Included in this LOI is general information about the property, including a site survey. These LOIs are informational, and do not bind the Town or respondents to any real property transaction or contract in any way now or in the future should the Town proceed to a full property disposition process under M.G.L. c 30B using an RFP process.

Interested respondents are required to register for the project with an email of interest containing the respondent's contact information to [procurement@concordma.gov](mailto:procurement@concordma.gov). Failure to do so may result in interested respondents not receiving applicable project information such as future clarifications. Questions will be responded to and emailed to the list of interested respondents. Questions or requests for information will be accepted until \_\_\_\_\_ at \_\_\_\_\_.

The Letters of Interest must be no more than (3) pages outlining the following:

- The nature of the entity interested in acquiring the property.
- Description of intent for the Site, outlining how it aligns with the Town's goals stated above.
- Description of entity's capacity to deliver a project of this nature, including brief summaries of relevant experience
- Contact information including a name, email address and telephone number.

Letters of Interest must be addressed and emailed (Letters must be scanned/attached) on or before \_\_\_\_\_ by \_\_\_\_\_ PM (EST) to:

**Subject: Letter of Interest, 1231 Old Marlboro Road  
Procurement Department**

[Procurement@concordma.gov](mailto:Procurement@concordma.gov)

Note: Letters of interest submitted after the stated deadline will not be considered. Receipt of Letters of Interest does not commit the Town of Concord to the transfer of property.

**Town of Concord  
Select Board  
Minutes  
Monday, August 5, 2024**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in-person at 22 Monument Square on the 2<sup>nd</sup> floor in the Select Board Room and via Zoom at 6:00 PM on Monday August 5, 2024.

Present were: Mary Hartman, Chair; Mark Howell, Clerk; Terri Ackerman, Cameron McKennitt, and Wendy Rovelli. A quorum was satisfied.

**Call to Order**

Select Board Chair Mary Hartman called the meeting to order at 6:00 PM.

**Public Comment**

Virginia Lee of 747 Main Street shared comments about signage at White Pond and expressed a hope that they would be improved. She had taken a Gerow Park tour recently and expressed a concern about the safety of the steep slope near the wire fence. She also encouraged continued clean-up of the area, improved and consistent signage as well as increasing the beauty of the location.

Mary Weinberg of 26 Hillside Avenue stated her appreciation of the park, and the pond area and clearing more space. Ms. Weinberg also mentioned a prime focal point of Gerow park seems to have overgrowth, which blocks the view of the pond and swans and blue herons.

Sandeep Pisharody of 236 Hayward Hill Road stated his support of the India Day proclamation and India Independence Day.

Scott Smigler of 1266 Monument Street stated his view that the Residential Tax Exemption adopted last year is not good policy and not designed for a community like the Town of Concord. Mr. Smigler continued with suggestions to the Select Board for solutions to assist citizens in need.

Select Board Chair, Mary Hartman thanked the public and moved to the Consent Agenda.

**Consent Agenda**

- a. Meeting Minutes: July 22, 2024
- b. Town Accountant Warrants: July 25, 2024; July 28, 2024
- c. Gift Acceptance from the Coeur de Lion Commandery #34 to the Town 250th Gift Account in the amount of \$500.00 in honor of Maynard Forbes

**Town of Concord  
Select Board  
Minutes  
Monday, August 5, 2024**

d. One Day Liquor Licenses:

- i. Wines & Malt Beverages for Jennifer Verrill of Verrill Farm for the Cornell Annual Dinner on Wednesday, August 21, 2024, from 6:00 PM – 8:00 PM at 11 Wheeler Road
- ii. All Alcoholic Beverages for Sara Killelea of Concord Country Club for the MET League Field Day on Thursday, August 22, 2024 from 2:00 PM – 10:00 PM at 246 ORNAC
- iii. Wines & Malt Beverages for Jennifer Verrill of Verrill Farm for the Stone Soup Dinner on Saturday, September 21, 2024, from 5:30 PM – 8:00 PM at 11 Wheeler Road
- iv. Wines & Malt Beverages for Jennifer Verrill of Verrill Farm for the

Neighborhood Gathering on Saturday, September 28, 2024 from 5:00 PM – 9:00 PM at 11 Wheeler Road

e. Sunday Entertainment Licenses:

- i. Performances of the Concord Players at 51 Walden Performing Arts Center on Sundays from 1:00 PM – 7:00 PM on the following dates:
  - November 10, 2024
  - November 17, 2024
  - February 16, 2025
  - February 23, 2025
  - May 4, 2025
  - May 11, 2025
  - June 22, 2025
- ii. Performance of the Concord Sonata at 51 Walden Performing Arts Center on Sunday, September 8, 2024, from 2:00 PM – 4:00 PM

f. Proclamation in Recognition of India Day August 15, 2024

g. Select Board Committee Nominations:

- i. Terri Ackerman, of 89 Heaths Bridge Road to the Hanscom Field Advisory Committee (HFAC) as the Select Board Representative
- ii. Katy Morris, of 119 North Main Street, Natick MA to the Economic Vitality Committee, APP#10 Section VII (g) for a term to expire May 31, 2027
- iii. Pam Rockwell, of 1810 Main Street to the 2229 Main Street Advisory Task Force for a term to expire May 31, 2026

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the Consent Agenda with edits to the July 22<sup>nd</sup> Minutes as noted.

**Town of Concord  
Select Board  
Minutes  
Monday, August 5, 2024**

**Select Board Appointments**

- i. Reappointment of Laura Klein, of 15 Rollingwood Lane to the Library Committee for a second term to expire May 31, 2027
- ii. Reappointment of Sara Pacelle, of 1712 Monument Street to the Library Committee for a second term to expire May 31, 2027
- iii. John Hickling, of 111 Monument Street as a member of the Concord250 Executive Committee for a term to expire December 31, 2026
- iv. Christopher Johnson, of 51 Pilgrim Road as a member of the Concord250 Executive Committee for a term to expire December 31, 2026

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the Select Board Committee appointments and reappointments.

Town Manager with Select Board Approval Committee Nominations:

- i. Shriram Bharath, of 875 Old Road and Nine Acre Corner to the Board of Assessors for a term to expire May 31, 2027
- ii. Nancy Nelson, of 1695 Lowell Road to the Historical Commission as an Associate member for a term to expire May 31, 2025.
- iii. Ellen Quackenbush, of 206 Prairie Street to the Transportation Advisory Committee for a term to expire April 30, 2026

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the Town Manager with Select Board Committee appointments.

**Town Manager's Report**

Town Manager Kerry Lafleur presented the Weekly Operations Report for the week ending July 26, 2024. Ms. Lafleur provided an update on Gerow Park and the ongoing progress there, including a review of the landscaping and the trees. Highlights with regards to cell service, the RFP for Emerson Umbrella was issued. The full Weekly Operations Report can be viewed on the Town Manager's webpage on the Town website here - [07.26.2024 Weekly Operations Report](#)

Ms. Lafleur reported on the American Rescue Plan Act Spending Update recap the town in 2022 and 2023 received \$5,654,719 in ARPA funding grant to help with financial impact of covid-19 pandemic. Additional grant funds went to schools for impact on students and schools. For 2025 we are in the process of allocating funds and plan to commit 2026 allocations ahead of schedule. Full discussion details are available on the Select Board webpage.

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Ms. Lafleur will follow up at the September 9<sup>th</sup> Select Board meeting, after discussions with each member regarding their suggestions for use of ARPA funds.

**Chairs Report**

Select Board Chair, Mary Hartman noted updates on the following legislative items:

- Municipal Affordable Act, Monday, January 6 2025 would make this source or revenue is off the table for now.
- The first DCAMM Forum on MCI Concord is tentatively scheduled for Thursday, September 12, 2024.

Ms. Hartman continued to report on:

- Chairs Breakfast meets on the third Wednesday of the month and is a great way to share Committee progress.
- Joint Select Board Meeting will take place with the School Committee, Finance Committee and Select Board on Monday, August 19 2024. Topics to include Capital Budget and the budgeting process, including the Peabody land.
- Residential Tax Exemption Forum is being planned for Monday, September 30<sup>th</sup>

Ms. Hartman concluded with a brief discussion around guidelines put forth by the state to clarify appropriate recusal for Select Board members. This was based upon public comment expressing concerns. Ms. Hartman read Chapter 260A aloud as supported by legal counsel during the meeting.

**- Select Board Liaison Report**

Ms. Rovelli reported on:

- Zoning Board of Appeals held a meeting where the Residence at Thoreau project provided a high-level design overview of proposal changes to address citizen concerns. The proposal was favorably received. The next update will be provided at the September 26<sup>th</sup> meeting to provide more comprehensive design.

Ms. Hartman would be interested in hearing if fossil free, Ms. Rovelli will gather more information as it becomes available.

- Climate Action committee is reviewing the Climate Action Plan creating a subcommittee for Network to Geothermal project, the goal is to evaluate the business model for Network to Geothermal. The next EV event is scheduled for September 14, 2024.

Ms. Ackerman reported on:

- Concord250<sup>th</sup> received a grant for age-friendly benches to be installed for the 250<sup>th</sup> celebrations.

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- Reminder Sunday evening August 11 there will be an event with free entry to the Museum for a wonderful family event that is planned.
- The Corporation is starting to receive applications for events and programming for the 250<sup>th</sup> celebrations.
- 2229 Main Street some appointments are being submitted this evening.
- PEG Access Advisory Committee is making good progress, deadline will not be met, another extension will be formally submitted.
- HATS Committee is reviewing the ESPR for Hanscom 5-year plan. Plans are being made to send a joint statement as a comment letter, and encourage each Select Board member to send a letter by September.
- Transportation Advisory Committee has met to send a letter regarding issues facing Rt 2 traffic flow. Ms. Ackerman also reported that the MBTA is working with a \$700M deficit, considering options to conserve expenses. Bicycle parking and locations for useable designs are being discussed for consideration.

Ms. Hartman asked for more detail of public transportation in the town of Concord, Ms. Ackerman stated that it is one of the top priorities. Ms. Rovelli asked for clarification of the study deadline and plan. Ms. Ackerman stated the study is ongoing at this time and recommending inclusion in the capital plan for this upcoming Town Meeting. Ms. Hartman offered her support for funding for roads repair.

Mr. Howell reported on:

- MCI Advisory Board is working with the Town staff and the state (DCAMM). Based on the adopted state budget the state is required to offer the MCI Concord Waste Water Treatment Facility to the town by the end of August, there are ongoing engineering studies of the facility.
- Warner's Pond Task Force has broken up into three subgroups each looking at options to develop the ideas behind each and evaluate the most impactful approach:
  - o Status Quo
  - o Dredging Option
  - o Dam Removal

Mr. McKennitt reported on:

- Town Meeting Committee to be able to provide more details

Further stated there are no major updates as continuing to meet with each committee.

**Discuss and Vote on Request to Schedule a Dog Hearing**

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Ms. Hartman is recusing herself from this discussion due to her residence address in Concord Green.

Ms. Lafleur introduced Attorney Greg Corbo, from KP Law to assist with this discussion as well as the Concord Animal Control Officer, Jennifer Condon. Attorney Corbo shared his 25-years of experience. Attorney Corbo elaborated on past circumstances and examples, also setting some expectations. The Select Board accepted a proposal from the Town Manager to arrange, with support of legal counsel to request an individual be selected for Mediation discussions in order to resolve this conflict. Mediation between pet owner, Complainant and Mediator. A 45-day update will be provided to the Select Board for further discussion.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** in support of Town Manager selecting a mediator along with pet owner and complainant to meet and report back within 45 days with any progress or next steps.

**Public Hearing for transfer of the Off-Premise Liquor License of the Grateful Gourmet, DBA The Cheese Shop, to Joshua Joslyn of Joslyn Food Cooperative**

Mr. Joslyn along with his legal counsel stated his plans to remain operations while renovations take place. Assessing the liquor percentage of sales, increasing the footprint, creating more space and expand the kitchen and cheese as well including specialty foods and imports. Mimi Graney mentioned Mr. Joslyn's character and work ethic based upon her observations in working with him. Legal counsel also mentioned Mr. Joslyn is a family man, and wife.

Move to close Public Hearing, seconded

Move to approve transfer of the Off-Premise Liquor License of the Grateful Gourmet, DBA The Cheese Shop, to Joshua Joslyn of Joslyn Food Cooperative

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve transfer of the Off-Premise Liquor License of the Grateful Gourmet, DBA The Cheese Shop, to Joshua Joslyn of Joslyn Food Cooperative.

**Move to open a Public Hearing for a Grant of Location Request for Concord Municipal Light Plant and Crown Castle Fiber LLC for Petition at 133 Old Road to 9 Acre Corner.**

Due to technical difficulties the Public hearing was suspended while the presenter reconnected to the meeting virtually.

**Discuss and Vote on Town Manager Annual Evaluation Process**

**Town of Concord  
Select Board  
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Monday, August 5, 2024**

Ms. Hartman presented the date structure and process for the Town Manager's Annual Evaluation process, included in the Select Board packet. Jessica Porter, Assistant Town Manager and Interim HR Director was designated as the primary contact for compilation of the evaluation materials and feedback to be presented to the Select Board as well as with the Town Manager.

Move to approve the annual evaluation process as presented in the packet and designate Jessica Porter to September 23<sup>rd</sup>, with finalized goals on September 9<sup>th</sup>.

Upon a motion duly made and seconded, it was UNANIMOUSLY voted: to approve the Town Manager Annual Evaluation Process.

**Move to reopen Public Hearing for Grant of Location Request for Concord Municipal Light Plant and Crown Castle Fiber LLC for Petition at 133 Old Road to 9 Acre Corner.**

Brandi Spezzano presented the petition from Crown Castle Fiber LLC and is available for public questions. Ms. Rovelli confirmed that DOT approval is in hand. Mr. Howell asked for clarification of the location connection on both ends, attaching to the utility pole.

Mr. McKennitt asked for clarification regarding new or existing services. Ms. Spezzano stated that the MGH Brigham location for expanded services.

Mr. Howell further supports the project, as well as the Engineering conditions reports and memorandum provided to Crown Castle LLC.

The board reviewed the memorandum of conditions included in the meeting package with the applicant who expressed that they would comply with them.

There were no members of the public who wished to comment.

Motion to close Public Hearing and seconded and voted.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Grant of Location Request for Concord Municipal Light Plant and Crown Castle Fiber LLC for Petition at 133 Old Road to 9 Acre Corner subject to the conditions in the memos included in the meeting packet.

**Discuss Flag Policy Subcommittee update**

Mr. McKennitt and Ms. Rovelli presented the research and extensive inventory of Flagpoles, policy options and additional ways to display flags. Stating the exceptions and holiday flag displays. Giving a sense of various places flags are displayed. What type of policy do we want to pursue.

**Town of Concord  
Select Board  
Minutes**

**Monday, August 5, 2024**

Ms. Rovelli presented Options 1: Restrictive; Option 2: Well Defined Process, Option 3: No Change to Current Policy. Highlighting what local towns, and the City of Boston have as we identify best practices that would work for Town of Concord.

Mr. McKennitt encouraged discussion around the best ways to celebrate and setting standards around why Option 2 seems to allow the most consideration to largest group of citizen uses.

Ms. Rovelli supported Option 2 taking everything that applies and a process for ceremonial flags. And would require a process that supports preparation time.

The Select Board extended appreciation to the Flag Policy Planning for all their hard work.

**Upon a motion duly made and seconded hold a moratorium for any new celebratory flags until approval of new policy, it was UNANIMOUSLY voted and approved.**

Adjournment

Upon a motion duly made, it was UNANIMOUSLY  
voted: to adjourn the meeting at 9:03 PM

Meeting Materials:

- [Select Board Meeting Packet August 5 2024](#)
- [Select Board Meeting August 5 2024 Recording](#)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: August 19, 2024

Re: One Day Liquor License for Sara Killelea of Concord Country Club

---

Included in your meeting packet is a One Day Liquor License application for All Alcoholic Beverages for Sara Killelea of Concord Country Club for the Women's Golf Field Day on Thursday, August 29, 2024 from 12:00 PM – 9:00 PM at 246 ORNAC.

Sara Killelea (General Manager) keeps an active file of TIPS Certifications for Concord Country Club bartenders with the Town Manager's Office, which I have confirmed is up to date. This application is complete with payment.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [licensing board](#); [Town Manager's Office](#); [jromanul@concordma.gov](mailto:jromanul@concordma.gov)  
**Subject:** Online Form Submittal: One Day Special Liquor Licenses  
**Date:** Tuesday, August 6, 2024 2:36:22 PM

---

## 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	Women's Golf Field Day
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	8/29/2024 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? 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

---

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**

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(Section Break)

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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 Copies of card(s) will be mailed separately to the Town

agree to the Town of  
Concord's TIPS  
Training Policy as  
outlined above.

Manager's Office

---

(Section Break)

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**UNDER 21 POLICY**

*The Town of Concord Select Board assumes that there may be guests or attended under 21 y ears 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.](#)



Town Clerk's Office  
22 Monument Square  
Concord, MA 01742

# Memo

**To:** Select Board  
**Cc:** Kerry Lafleur, Town Manager  
Board of Registrars  
**From:** Kaari Mai Tari, Town Clerk  
**Date:** August 12, 2024  
**Re:** Election Officer Appointments

Pursuant to MGL Chapter 54: Section 12, I would like to request, on behalf of the Board of Registrars, appointment of the following **104** voters (list of appointees follows) as Election Officers for terms to expire July 31, 2025.

Party distribution among 104 Election Workers  
Democrat: #50 / 50%  
Republican: #6 / 6%  
Unenrolled: #46 / 44%

Thank you for your consideration.

Kaari

	Last Name	First Name	Voting Precinct	Party	Address
1	Arena	Josephine	4	U	167 Fairhaven Rd
2	Bader	Stephan	1	D	7 River St
3	Baker	Kristin	2	D	37 Shirley St
4	Barker	Charles	5	U	83 Monument St
5	Baryames	Beth	2	U	149 Central St
6	Bearse	Carol	1	D	127 Nashoba Rd
7	Beede	Susan	2	U	9 Shirley St
8	Bell	David	5	U	1657 Monument St
9	Benn	Michael	3	R	747 Old Marlboro Rd
10	Biller	Beverly	n/a	U	116H Broadmeadow St, Marlborough

11	Blodgett	Lyndal	2	U	33 Highland St
12	Bode	Maryl	4	D	180 Thoreau St
13	Boger	Matthew	1	D	121 Baker Ave
14	Boyle	Gerard	2	R	164 Central St
15	Boyle	Susan	2	U	78 Forest Ridge Rd # 101
16	Boyle	Yvette	2	D	64 Central St
17	Clark	Maura	1	D	85 Walden St
18	Covalucci	Renee	1	D	858 Main St
19	Copeland	Jay	2	D	9 Shirley St
20	Covalucci	Renee	1	D	858 Main St
21	Cratsley	Holly	4	D	10 Edmonds Rd
22	Cross	Patricia	4	U	18 Edmonds Rd
23	Crowell	Joanne	3	U	55 Woodland Rd
24	Davis	Joyce	3	D	54 Loring Rd
25	Dinardo	Joanne	3	U	1320 Old Marlboro Rd
26	Dugger	John	1	D	166 Main St
27	Dunn	Cosette	3	U	131 Ministerial Dr
28	Eagan	Joan	2	U	1544 Main St
29	Feshbach-Meriney	Devra	3	D	208 Old Marlboro Rd
30	Finan	Barbara	4	D	28 Peter Buckley Rd
31	Fivek	Barbara	1	U	96 Whittemore St
32	Foulds	Brian	1	U	33 Riverdale Rd
33	Francisco	Brian	n/a	D	22 Fourth St, Westford
34	Gardella	Mary Elizabeth	4	D	14 Edmonds Rd
35	Garvey	Mark	2	U	25 Damon St
36	Giddings	Colleen	5	D	474 Barretts Mill Rd
37	Giddings	Mark	5	U	474 Barretts Mill Rd
38	Girolimetti	Lisa	3	U	895 Old Rd to 9 Acre Cor
39	Granato	Dolores	4	R	312 Virginia Rd

40	Hagerty	Kristen	4	D	218 Thoreau St
41	Hallion	Morgan	n/a	U	22 Fourth St, Westford
42	Hayes	Faye	2	R	1450 Main St
43	Hilsinger	Robert	2	D	102 Central St
44	Hirschler-Marchand	Julie	2	D	1381 Main St
45	Holdorf	Lise	5	U	449 Barretts Mill Rd
46	Hopkins	Kathryn	5	D	444 Strawberry Hill Rd
47	Howerton	Betsy	5	U	994 Lowell Rd
48	Hult	Mary	3	D	20 S. Meadow Rd, G
49	Jancourtz	Susan	1	D	30 Court Ln
50	Jarnryd	Susanne	1	D	61 Hubbard St
51	Johnson	Rita	1	U	58 Shagbark Rd
52	Kane	Patricia	4	U	62 Lexington Rd
53	Katz	Cynthia	2	U	20 Conant St
54	Kaufman	Alice	5	D	1615 Lowell Rd
55	Kerr	Nancy	3	D	25 Upland Rd
56	Knight	Suzanne	2	U	64 Bayberry Rd
57	Kundert	Beth	2	D	182 Central St
58	Laneri	Margaret	1	D	65 Attawan Rd
59	Lang	Melissa	4	U	16 Edmonds Rd
60	Levinson	Betsy	1	D	124 Nashoba Rd
61	Levinson	Richard	1	D	124 Nashoba Rd
62	Lott	William	3	U	1011 Main St
63	Mahnken	Brenda	2	U	86 Prairie St
64	Mardis	Heather	4	D	22 Monsen Rd
65	Marsh	Abby	5	U	707 Barretts Mill Rd
66	Moir	Claire	3	D	35 South St
67	Moir	Donald	3	D	35 South St
68	Mullaney	Anne	2	D	138 North Branch Rd

69	Nardi	Jean	5	U	29 Academy Ln
70	Nevison	John	4	D	500 Thoreau St
71	Nichols	Carol	4	U	58 Brister's Hill Rd
72	Olson	Jean	5	U	8 Wright Farm
73	ONeill	Laurie	4	D	4 Chestnut St
74	Pettyjohn	Karen	3	U	143 Ministerial Drive
75	Phalen	Elizabeth	1	U	65 Attawan Rd
76	Quackenbush	Ellen	2	D	206 Prairie St
77	Quimby	David	2	D	32 Center Village Dr
78	Ramshaw	Lance	3	D	106 Alden St
79	Reed	Karlen	5	D	83 Whits End Rd
80	Richards	Nicki	5	U	1755 Monument St
81	Ring	Jamie	1	D	80 Riverdale Rd
82	Roddy	Susan	5	U	101 Barnes Hill Rd
83	Ropeik	David	1	U	21 Baker Ave
84	Rust	Elizabeth	2	D	201 Commonwealth Ave
85	Sandeen	Jill	4	D	232 Virginia Rd
86	Sheff	Desiree	5	D	1400 Lowell Rd
87	Smith	Laura	2	U	18 Central St
88	Sparta	Dan	4	R	63 Prescott Rd
89	St. Croix	Susan	2	D	32 Center Village Drive
90	Sullender	Dean	2	U	64 Bayberry Rd
91	Ten-Hove	Ronald	1	U	187 Oak Hill Circle
92	Ten-Hove	Moira	2	U	187 Oak Hill Circle
93	Teylouni	Hany	3	U	55 Crest St
94	Touw	Leslie	2	U	111 Laws Brook Rd
95	Venesy	Lora	4	D	558 Bedford St
96	Wargelin	Margaret	2	D	97 Hillside Ave
97	Webster	Scott	1	R	314 Elm St

98	Williams	Sally	2	U	113 Hillside Ave
99	Wind	Illana	5	D	345 Silver Hill Rd
100	Windborn	Rebecca	2	D	19 Damon St
101	Wine	Abigail	3	U	106 Alden Rd
102	Wold	Charmarie	2	U	247 Laws Brook Rd, Unit 209
103	Young	Karen	3	D	49 Crest St
104	Zavolas	Nicholas	3	D	10 Crest St



TOWN OF CONCORD  
APPOINTMENT POLICY  
EXEMPTION

As a representative of the appointing authority for the \_\_\_\_\_,  
Name of Board/Commission/Committee

I hereby acknowledge the exemption of \_\_\_\_\_  
Name of the Member to be Appointed

from the Concord residency requirements as set out in the APP# 10, Section VII(g) for the following reason(s):

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I understand that appointments under section VII(g) shall be rare, and that the appointment shall specifically reference this section of this Appointment Policy.

Signed: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Via email ([dtc.efiling@mass.gov](mailto:dtc.efiling@mass.gov))

Ms. Shonda Green, Department Secretary  
Department of Telecommunications and Cable  
1000 Washington Street, Suite 6  
Boston, MA/ 02118-6500

Re: Motion for Extension of Time to File the Preliminary Assessment of Denial

Dear Ms. Green:

The Town of Concord is in the midst of the cable license renewal negotiations with Comcast. Comcast issued its Formal Renewal Proposal on December 15, 2023. The Concord Select Board voted on March 18, 2024 to preliminarily deny Comcast's proposal. The Town has conducted an extensive ascertainment process and has been in negotiations with Comcast but was not prepared to approve Comcast's proposal by the license expiration date of April 23, 2024. The Town and Comcast have been meeting regularly for preliminary negotiations and will continue to negotiate, and the Town is confident that with additional time the parties can come to an agreement. The Town hereby moves for another one-hundred twenty (120) days for the Town to file its preliminary assessment of denial, from August 22, 2024 to December 20, 2024. Comcast has provided its assent to this motion.

Thank you for your consideration of this matter.

Sincerely,

Town of Concord Select Board:

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Mary Hartman, Chair

---

Mark Howell, Clerk

---

Terri Ackerman

---

Cameron McKennitt

---

Wendy Rovelli



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: August 19, 2024

Re: Application for a Change of Directors/Officers for Concord Rod & Gun

---

Included in your meeting packet is an ABCC Liquor License application for a Change of Directors/Officers for Concord Rod and Gun. As a non-profit organization, this is a standard application that Concord Rod and Gun files annually to correctly note their change of directors/officers with the ABCC on the liquor license. This license application does *not* require a formal public hearing, though still requires approval of the Select Board.

I have reviewed the application with Gina Joyce, current President of Concord Rod and Gun, and it is complete with payment. Please reach out with any questions.

**From:** customerservice@ncourt.com customerservice@nCourt.com  
**Subject:** Receipt from nCourt  
**Date:** December 31, 2023 at 6:03 PM  
**To:** dejan.bojanic@me.com



YOUR RECEIPT >>

Please include the payment receipt with your application. Thank you.

Paid To

**Name:** Massachusetts Alcoholic Beverages Control Commission - Retail  
**Address 1:** 95 Fourth Street, Suite 3  
**City:** Chelsea  
**State:** Massachusetts  
**Zip:** 02150

Payment On Behalf Of

**First Name:** Dejan **Last Name:** Bojanic  
**Address 1:** [REDACTED] **State/Territory:** MA **Zip:** [REDACTED]  
**City:** [REDACTED]  
**Phone:** [REDACTED]

Description	ID	Service Fee	Am
FILING FEES-RETAIL	Concord Rod & Gun Club Inc.	\$4.70	\$2

**Receipt Date:** 12/31/2023 6:03:11 PM EST

**Invoice Number:** e907bc4b-6b2d-410a-9e30-3f8ad8eca588

**Total Amount Paid:** \$2

Billing Information	Credit / Debit Card Information
<b>First Name</b> Dejan <b>Last Name</b> Bojanic <b>Address 1</b> [REDACTED] <b>City</b> [REDACTED] <b>State/Territory</b> MA <b>Zip</b> [REDACTED] <b>Email</b> [REDACTED]	<b>Card Type</b> [REDACTED] <b>Card Number</b> [REDACTED]

IMPORTANT INFORMATION >>

Please include the payment receipt with your application. Thank you.

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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

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

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL**

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

**APPLICATION FOR AMENDMENT**  
**-Change of Officers, Stock or Ownership Interest**

**Change of Officers/ Directors/LLC Managers**     **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

- (e.g. New Stockholders or Transfer or Issuance of Stock)
- Payment Receipt
  - Monetary Transmittal Form
  - DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Change of Stock Application
  - Financial Statement
  - Vote of the Entity
  - CORI Authorization
  - Purchase & Sale Agreement
  - Supporting Financial Records
  - Advertisement
  - Business Structure Documents
    - If Sole Proprietor, **Business Certificate**
    - If partnership, **Partnership Agreement**
    - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Change of Ownership Interest**  
(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Non-Profit Club Change of Officers/ Directors**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents - **Articles of Organization** from the Secretary of the Commonwealth

**Management Agreement**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

*\*If a butter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Concord Rod & Gun Club Inc.	Concord	00009-CL-0244

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Change of Officers and Directors of the club as shown in supporting documentation

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Gina Joyce	President	president@concordrodandgun.com	[REDACTED]

# APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

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

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

Name of Principal	Residential Address	SSN	DOB
Gina Joyce	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Joseph Brooks	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Dejan Bojanic	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Glen Urban	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Secretary	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Glenn Gutwillig	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Membership Director	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Dale Chayes	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

**MANAGEMENT AGREEMENT**

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.  Yes  No

# APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

### 3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Gina Joyce	President	0
Name of Principal	Title/Position	Percentage of Ownership
Joseph Brooks	Vice President	0
Name of Principal	Title/Position	Percentage of Ownership
Dejan Bojanic	Treasurer	0
Name of Principal	Title/Position	Percentage of Ownership
Glenn Gutwillig	Membership Director	0
Name of Principal	Title/Position	Percentage of Ownership
Glen Urban	Treasurer	0
Name of Principal	Title/Position	Percentage of Ownership

### 4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

## 7. FINANCIAL DISCLOSURE

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):”

Associated Cost(s):

--

### SOURCE OF CASH CONTRIBUTION

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

Name of Contributor	Amount of Contribution
Total	

### SOURCE OF FINANCING

Please provide signed financing documentation.

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

### FINANCIAL INFORMATION

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

--

## APPLICANT'S STATEMENT

I,  the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of   
Name of the Entity/Corporation

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Date:

Title:

## **ADDITIONAL INFORMATION**

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

**ENTITY VOTE**

The Board of Directors or LLC Managers of   
Entity Name

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

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- Change of Officers/Directors/LLC Manager
- Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Other

"VOTED: To authorize   
Name of Person

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

A true copy attest,



\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

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

Entity Name

Concord Rod & Gun Club

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

N/A

Name of Principal	Residential Address	SSN	DOB
Jeff Miner	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Phil Sailer	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Peter Atwood	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Robb Ricker	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

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

Name of Principal	Residential Address	SSN	DOB

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

Name of Principal	Residential Address	SSN	DOB

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

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No



mass.gov/dor

## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



CONCORD ROD AND GUN CLUB INC  
77 STRAWBERRY HILL RD  
CONCORD MA 01742-5503

### ***Why did I receive this notice?***

The Commissioner of Revenue certifies that, as of the date of this certificate, CONCORD ROD AND GUN CLUB INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### ***What if I have questions?***

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

### ***Visit us online!***

Visit [mass.gov/dor](https://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



# Unemployment Services for Employers

< [CONCORD ROD & GUN CLUB, INC.](#)

## Request certificate of compliance

CONCORD ROD & GUN CLUB, INC.  
04-6058565



[Certificate of Compliance](#)

### Not eligible for a Certificate of Compliance

You are not eligible to receive a Certificate of Compliance for the following reason(s):

- Only active employers are eligible for a Certificate of Compliance. If you have resumed business in Massachusetts, go to employer information and select "Request to revive employer account."

Do you need a Certificate of Compliance, but aren't currently in business in Massachusetts? \*

Yes	No
-----	----

Cancel

< Previous

Submit



### Massachusetts Department of Unemployment Assistance (DUA)

The Department of Unemployment Assistance serves Massachusetts residents who are unemployed and looking for work, and employers that are legally required to contribute to the state's unemployment insurance (UI) program.

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[Contact us](#) | [Frequently asked questions](#) | [Accessibility statement](#) | [Help us improve](#)

100 Cambridge St. Suite 400, Boston MA 02114

[DUA Official Website](#)

[\(617\) 626-5075](#)

Open 8:30 AM to 4:30 PM Monday through Friday  
Multilingual call agents are available



Can I help?



*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

Date: March 30, 2023

To Whom It May Concern :

I hereby certify that

**CONCORD ROD & GUN CLUB., INC.**

appears by the records of this office to have been incorporated under the General Laws of this  
Commonwealth on **December 03, 1947** (Chapter 180).

I also certify that so far as appears of record here, said corporation still has legal existence.



In testimony of which,  
I have hereunto affixed the  
Great Seal of the Commonwealth  
on the date first above written.

Secretary of the Commonwealth

Certificate Number: 23030649870

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: bod



## Corporations Division

### Business Entity Summary

**ID Number: 046058565**

[Request certificate](#)

[New search](#)

**Summary for: CONCORD ROD & GUN CLUB., INC.**

<b>The exact name of the Nonprofit Corporation:</b> CONCORD ROD & GUN CLUB., INC.				
<b>Entity type:</b> Nonprofit Corporation				
<b>Identification Number:</b> 046058565	<b>Old ID Number:</b> 000002927			
<b>Date of Organization in Massachusetts:</b> 12-03-1947	<b>Date of Revival:</b>			
<b>Last date certain:</b>				
<b>Current Fiscal Month/Day: /</b>	<b>Previous Fiscal Month/Day:</b> 00/00			
<b>The location of the Principal Office in Massachusetts:</b>				
Address: 74 STRAWBERRY HILL R.				
City or town, State, Zip code, Country: CONCORD, MA 01742 USA				
<b>The name and address of the Resident Agent:</b>				
Name:				
Address:				
City or town, State, Zip code, Country:				
<b>The Officers and Directors of the Corporation:</b>				
Title	Individual Name	Address	Term expires	
PRESIDENT	GINA JOYCE	[REDACTED]	until succ	
TREASURER	DEJAN BOJANIC		Until Successor Qualified	
SECRETARY	GLEN L URBAN		Until Successor Qualified	
VICE PRESIDENT	JOSEPH F BROOKS JR.		Until Successor Qualified	
DIRECTOR	DALE CHAYES		Until successor qualified	
DIRECTOR	PHILIP SAILER		Until successor qualified	
DIRECTOR	JEFFREY MINER		Until Successor Qualified	
DIRECTOR	PETER ATWOOD		until succ	
DIRECTOR	ROBB RICKER		until succ	
DIRECTOR	GLENN GUTWILLIG		unti succe	
<input type="checkbox"/> <b>Consent</b> <input type="checkbox"/> <b>Confidential Data</b> <input type="checkbox"/> <b>Merger Allowed</b> <input type="checkbox"/> <b>Manufacturing</b>				
<b>Note: Additional information that is not available on this system is located in the Card File.</b>				
<b>View filings for this business entity:</b>				
ALL FILINGS Annual Report Application For Revival Articles of Amendment Articles of Consolidation - Foreign and Domestic				
<a href="#">View filings</a>				
<b>Comments or notes associated with this business entity:</b>				

[New search](#)

### William Francis Galvin

Secretary of the Commonwealth of Massachusetts

One Ashburton Place  
Boston, MA 02108  
1-800-392-6090  
cis@sec.state.ma.us

Connect with Us





## BOARD OF GOVERNORS

### Meeting Minutes

4 March 2024, 7:00 PM.

In Person at the Club and Virtual at:



- 1) New Applicants – *Scott Arthur of Concord present and voted in unanimously as Limited Member (sponsored by Forrest Jordan)*
- 2) Review and approval of previous BoG Minutes *voted and approved unanimously*
- 3) Monthly task check list *on schedule; Gina Joyce to file change of officers with ABCC/town*
- 4) ABCC/Concord Licensing Authority: Vote to file change of officers/directors amendment *voted and approved unanimously for Gina Joyce to file*
- 5) Club Property Matters:
  - a) Dam Inspection (10-year) – *Joe Brooks to discuss with Alan Carpenito on 3/5/24 during 0900 meeting at the club; Lenard Engineering completed inspection in 2014 (out of CT); Gina Joyce to follow-up with Lenard re: availability and cost estimate*
  - b) Pistol Range Lead Testing – *close ventilation from range to kitchen area; independent testing does not necessarily reflect problematic issues (inconsistent results, reliability?, shooting at other locations, ensure proper usage of fan system as instructed upon qualification and washing hands following range usage, etc.)*
  - c) Strawberry Hill Signage Lighting – *Mike Albanese to follow up; check area for electricity and possible installation of lighting to be installed up and over the sign for minimum impact to neighborhood; will also inspect lighting for handicapped ramp access, pavilion and general area for improvements and motion sensors for safety and to serve as a deterrent to trespassers*
  - d) Roof Maintenance– general clean-up (not repair/replacement) – *work with Dylan Ciolfi for work party to remove debris, powerwash roofing of club, pavilion and shed*

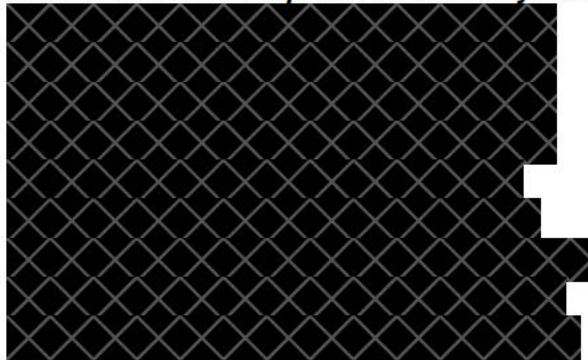


*and spray with cleaner/protectant for moss/mildew; Grounds Committee can work with Bobby Hayes re: trees around building (Marquis?)*

e) Curbing/Wall near BBQ pit – necessary for retention? *Will evaluate upon removal of BBQ pits during dam construction this summer*

f) Little Sprouts – request for secondary evacuation route plan – *Gina Joyce to discuss with Dylan Ciolfi: are evacuation exercises planned? Route of travel for occupants, etc.*

6) Game Dinner Results



7) Any other business

*Gina Joyce*



OPIOID SETTLEMENT  
FUNDS PROPOSAL

# REGIONAL SUBSTANCE USE PREVENTION

AUGUST 2024

BEDFORD  
CARLISLE  
CONCORD  
LINCOLN  
SADBURY  
WAYLAND  
WESTON

# CONCORD DATA

2022 CONCORD  
YOUTH RISK  
BEHAVIOR  
SURVEY (YRBS)  
DATA

## Prevalence of Substance Use

- **Alcohol Consumption:** 11% of students reported recent alcohol use, with usage increasing with grade level
- **Marijuana Usage:** 7% of students reported using marijuana in the past 30 days
- **E-cigarette Use:** 5% of students reported using e-cigarettes in the past 30 days

## Mental Health Concerns:

- **Depression:** 27% of students reported feeling so sad or hopeless almost every day for two weeks or more that they stopped doing some usual activities
- **Suicide Consideration:** 12% of students seriously considered attempting suicide in the past 12 months
- **Self-Harm:** 20% of students engaged in self-harm in the past year

## Risky Behaviors Associated with Substance Use:

- Students who use e-cigarettes or marijuana are significantly more likely to engage in other risky behaviors such as alcohol consumption, sexual activity, and experiencing or perpetrating bullying

# REGIONAL SUBSTANCE USE PREVENTION COORDINATOR

POSITION FUNDED BY  
POOLING OPIOID  
SETTLEMENT FUNDS

- **Host Community:** Sudbury
- **Supervisor:** Kelli Calo, Shared Services Coordinator
- **Budget:** \$98,407.60 for FY25; Concord's share is \$21,443.72 (21.2%). Annual increases expected due to step increases and COLA.
- **Service Provided:** Oversee and develop substance use prevention programs, collaborate with municipalities, and provide education/resources.
- **Funding Source:** Concord's share funded by Opioid Settlement funds.
- **Community Benefits:** Targeted strategies to reduce substance use and associated risks across participating communities.
- **Oversight:** Regional Health Advisory Board, with representatives from each municipality, meets semi-annually to approve budgets, contracts, and decisions.
- **IMA Agreement:** The IMA secures financial commitments, ensuring funds are used for the Coordinator. It includes procedures for handling funding shortfalls to maintain program stability.
- **Risk Mitigation:** The IMA provides a framework for handling situations where a municipality cannot meet its financial obligations, ensuring the program's continuity and effectiveness.



# ADVISORY COMMITTEE

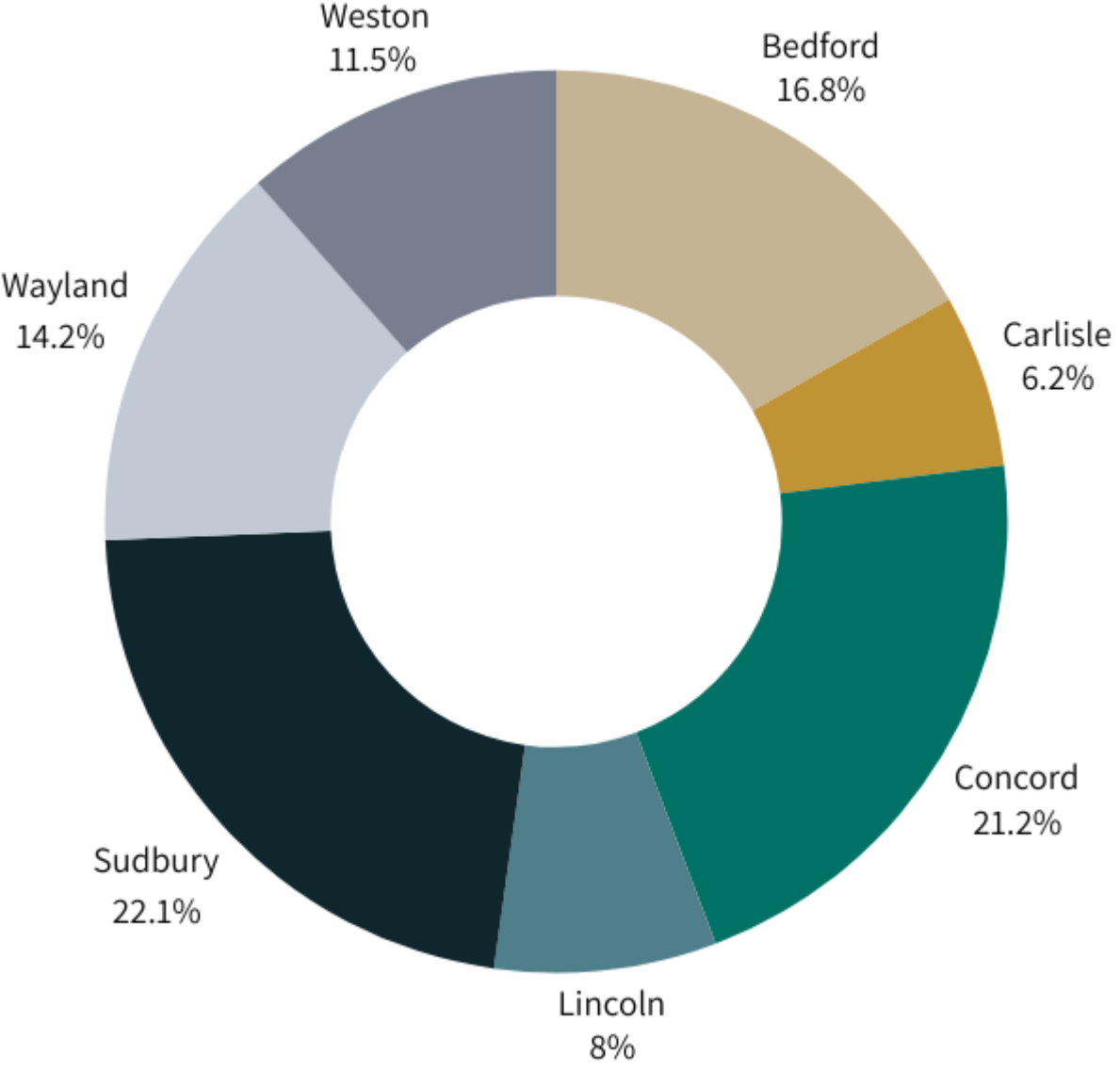
One representative from each participating municipality:

- Vivian Zeng, Sudbury
- Heidi Porter, Bedford
- Linda Fantasia, Carlisle
- Melanie Dineen, Concord
- Dan Pereira, Lincoln
- Julia Junghanns, Wayland
- Kelly Pawluczzonek, Weston

# REGIONAL STAFF

- 
- Kelli M. Calo, Shared Services Coordinator (1 FTE)
  - Ann Loree, Regional Health Inspector (1 FTE)
  - Erin Olson, Regional Health Communications (0.5 FTE)
  - Vacant, Regional Health Inspector (1 FTE)
  - Vacant, Regional Substance Use Prevention Coordinator (1 FTE)\*

# COST BREAKDOWN



# FY25 DRAFT BUDGET

Substance Coord.	Use	Prevention
Salary		\$ 78,458.00
Fringe		\$ 15,691.60
Technology		\$ 3,000.00
Phone Costs		\$ 1,000.00
Mileage		\$ 1,000.00
Other		\$ 2,000.00
<b>Total</b>		<b>\$ 101,149.60</b>

# PROPOSED BUDGET FOR OPIOID SETTLEMENT MONIES

## Account: 19510636

Personnel (yearly)	\$ 21,443.72
Narcan	\$ 5,000.00
Speakers	\$ 2,500.00
Supplies	\$ 1,000.00
Sharps (COA)	\$ -
Travel/Training	\$ 500.00
<b>Total</b>	<b>\$ 30,443.72</b>

## 18 Year Commitment

Personnel (yearly 3% COL)	\$ 459,395.00
Narcan	\$ 90,000.00
Speakers	\$ 45,000.00
Supplies	\$ 18,000.00
Travel/Training	\$ 9,000.00
<b>Total</b>	<b>\$ 621,394.00</b>
Current Fund (anticipated)	\$661,463.00
Difference	\$40,069.00
Total Non-Salary	\$162,000.00

## MBTA Communities Zoning Update – August 19, 2024

Jan. 2021 - MBTA Communities Multi-family Zoning Law in effect (MGL Ch. 40A, Section 3A)

Aug. 2022 - Executive Office of Housing & Livable Communities (EOHLC) issues Compliance Guidelines

Jan. 2023 – Town submits Action Plan

Apr. 2023 – CHAPA Community Engagement assistance & MHP Technical Assistance Grant for consultant

May 2023 – Select Board designates Planning Board to develop zoning

Jun. 2023 - Planning Board hold first community outreach forum

Aug. 2023 – EOHLC issues revised Compliance Guidelines

Dec. 2023 – Town receives EOHLC grant to conduct Economic Feasibility Analysis

Jan. 2024 – Planning Board submits MBTA Communities Zoning Warrant Article

Feb. 2024 – EFA submitted by consultant & Pre-adoption zoning review submitted to EOHLC

Apr. 2024 – Annual Town Meeting

Jul. 2024 – Town receives Pre-adoption feedback letter from EOHLC

## MBTA Communities Zoning Update – August 19, 2024

State's feedback contains 8 comments that fit into 3 categories:

1. Compliance model discrepancies – Comment #1, 2 & 4
2. Current Zoning Bylaw advisory comments – Comment #5, 6, 7 & 9
3. **Compliance Guideline requirements – Comment #3**

Comment #3 – “The submitted District does not meet the contiguity requirements of Guidelines section 5.A.”

The Compliance Guidelines require Concord to have:

- At least 50 acres in district
- 50% of district within ½ mile of a commuter rail station (25 acres)
- 50% of district contiguous area (no less than 5 acres)
- Unit capacity of 1,094 units
- 50% of unit capacity within ½ mile transit area

## MBTA Communities Zoning Update – August 19, 2024

Concord's District is 84.41 acres, which would mean a single contiguous district of 42.21 acres

	Area (acres)
<b>Subdistrict 1</b>	9.53
<b>Subdistrict 2</b>	5.76
<b>Subdistrict 3</b>	6.30
<b>Subdistrict 4</b>	31.55
<b>Subdistrict 5</b>	31.27
<b>Total</b>	84.41

### Options for meeting this requires a complicated maneuver!

- Can't just enlarge the district size
- Can't just reduce the district size

## MBTA Communities Zoning Update – August 19, 2024

### Next Steps:

1. Town staff corrects GIS Compliance Model & prepare responses to EOHLC's comments
2. Town submits district compliance application by December 31, 2024 as required in the Compliance Guidelines
3. In the meantime, Planning Board discusses options for amending district to address single contiguous district comment & drafts bylaw amendment
4. Planning Board submits 2025 ATM Warrant Article by Feb. 19, 2025
5. Annual Town Meeting June 2, 2025
6. Submit ZBL amendment to Attorney General