



Concord Select Board Meeting
AGENDA ACTION REQUEST
Monday, March 3, 2025

1

Call to Order

Requested by: SB Chair

Action Sought: Call to Order

Proposed Motion(s)

Public Comment

Additional Information

Board Action

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



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting Agenda

Monday, March 3, 2025 at 6:00 PM
 Town House, Select Board Room, 22 Monument Square and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86301194339?pwd=3xuAYqtNRr1BqfMFGfaqFIOb8k7PAN.1>

Meeting ID: 863 0119 4339

Passcode: 667718


US Toll-free 888 475 4499

	Time	Agenda Item
I.	6:00 PM	<i>Public Comment:</i> Public Comment is an opportunity for the public to address the Select Board on matters under consideration by the Select Board. Therefore, comments related to political campaigns are not appropriate. 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.
II.	6:15 PM	Consent Agenda: <ul style="list-style-type: none"> i. Minutes: February 10, 2025 ii. Town Accountant Warrants: February 6, 2025; February 13, 2025; February 20, 2025 iii. Gift Acceptance from Henry and Janet Vaillant to the Town 250 Gift Fund in the amount of \$1,000.00 iv. Tour Guide License for Maria Stephens v. One Day Liquor Licenses: <ul style="list-style-type: none"> a. All Alcoholic Beverages for Melissa Karczewski of ThinkGive Project for the Glow for Giving Event on Friday, April 11, 2025 at Nashoba Brooks School Discovery Barn, 200 Strawberry Hill Road from 7:00 PM – 10:00 PM b. All Alcoholic Beverages for Sara Killelea of Concord Country Club for events at Concord Country Club, 246 ORNAC: <ul style="list-style-type: none"> - Friday, April 25, 2025 from 3:00 PM – 11:00 PM - Friday, May 2, 2025 from 4:00 PM – 11:00 PM - Saturday, May 3, 2025 from 3:00 PM – 11:00 PM - Tuesday, May 6, 2025 from 12:00 PM – 11:00 PM - Wednesday, May 21, 2025 from 12:00 PM – 10:00 PM

		<p>c. Wines & Malt Beverages for Jennifer Verrill of Verrill Farm for events at Verrill Farm, 11 Wheeler Road:</p> <ul style="list-style-type: none"> - Saturday, June 7, 2025 from 1:00 PM – 5:00 PM - Saturday, June 14, 2025 from 6:00 PM – 9:00 - Saturday, June 21, 2025 from 12:00 PM – 9:00 PM
III.	6:15 PM	<p>Select Board Appointments and Reappointments:</p> <ul style="list-style-type: none"> i. Douglas Ellis of 11 Concord Greene Unit 1 to full member of the Historical Commission for a term ending 5/31/2028 ii. Thomas Claflin of 113 Hubbard Street to Associate Member of the Library Committee for a term ending 5/31/2028 iii. Scott Akehurst–Moore of 86 Holden Wood Road to Associate Member of the Library Committee for a term ending 5/31/2028 iv. <i>Reappoint</i> Josh Lee of 65 Everett Street to the Diversity Equity and Inclusion Commission for a term ending 5/31/2028 v. <i>Reappoint</i> Dan Drazen of 197 Belknap Street to the Concord Housing Development Corporation for a term ending 5/31/2028 vi. <i>Reappoint</i> Arry Charles of 654 Old Bedford Road to the Board of Assessors for a term ending 5/31/2028 vii. <i>Reappoint</i> Theo Kindermans of 252 Fairhaven Road to the Zoning Board of Appeals, with an APP#10 Exemption Section VII(b)2 for an additional term ending 5/31/2028 viii. <i>Reappoint</i> Greg Higgins of 51 Cottage Lane A to the Economic Vitality Committee for a term ending 5/31/2028
IV.	6:30 PM	Chair’s Report including Legislative Letter of Support to Codify Remote Meeting Options
V.	6:45 PM	Town Manager’s Report
VI.	6:50 PM	<p>Quarterly Update from the MCI Concord Advisory Board and Introduction from Agency Landscape and Planning</p> <p>Presenters: Dan Gainsboro and Patrick McCurdy, Co-Chairs of the MCI Concord Advisory Board</p>
VII.	7:20 PM	<p>2025 Annual Town Meeting Items:</p> <ul style="list-style-type: none"> i. Discuss and Vote on the Start and End Time of the 2025 Annual Town Meeting ii. Discuss and Vote on Preliminary Motion for the Use of Clickers at the 2025 Annual Town Meeting iii. Discuss and Vote on the Order of the 2025 Annual Town Meeting Warrant <p>Presenter: Carmin Reiss, Town Moderator</p>

VIII.	7:50 PM	Discuss Select Board Feedback on Administrative Policy and Procedure #10 Presenter: Cameron McKennitt, Select Board Member
IX.	8:10 PM	Select Board Liaison Reports
X.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:		
Monday, March 17, 2025	Monday, March 24, 2025	Monday, April 14, 2025
	<p>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 or at 978-318-3028. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled meeting.</p>	



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

2

Consent Agenda

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move to Approve Consent Agenda:

- i. Minutes: February 10, 2025
- ii. Town Accountant Warrants: February 6, 2025; February 13, 2025; February 20, 2025
- iii. Gift Acceptance from Henry and Janet Vaillant to the Town 250 Gift Fund in the amount of \$1,000.00
- iv. Tour Guide License for Maria Stephens
- v. One Day Liquor Licenses:
 - a. All Alcoholic Beverages for Melissa Karczewski of ThinkGive Project for the Glow for Giving Event on Friday, April 11, 2025 at Nashoba Brooks School Discovery Barn, 200 Strawberry Hill Road from 7:00 PM – 10:00 PM
 - b. All Alcoholic Beverages for Sara Killelea of Concord Country Club for events at Concord Country Club, 246 ORNAC:
 - Friday, April 25, 2025 from 3:00 PM – 11:00 PM
 - Friday, May 2, 2025 from 4:00 PM – 11:00 PM
 - Saturday, May 3, 2025 from 3:00 PM – 11:00 PM
 - Tuesday, May 6, 2025 from 12:00 PM – 11:00 PM
 - Wednesday, May 21, 2025 from 12:00 PM – 10:00 PM
 - c. Wines & Malt Beverages for Jennifer Verrill of Verrill Farm for events at Verrill Farm, 11 Wheeler Road:
 - Saturday, June 7, 2025 from 1:00 PM – 5:00 PM
 - Saturday, June 14, 2025 from 6:00 PM – 9:00
 - Saturday, June 21, 2025 from 12:00 PM – 9:00 PM

Board Action



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: March 3, 2025

Re: New Tour Guide License – Maria Stephens

Included in your meeting packet is a new Tour Guide License for Maria Stephens.
This application has been reviewed and is complete with payment.

TOWN OF CONCORD
Application For Tourist Guide License

To offer Guide Service within Concord

License Fee \$50.00

The undersigned hereby applies for a TOURIST GUIDE LICENSE in accordance with the provisions of the Town of Concord bylaw *Article 16 (Sub-Article 9)*

Name: Maria Stephens
Address: [REDACTED]
Company or companies employed with: Boston Hidden Gems Inc
Website Address: www.bostonhiddengems.com
Telephone Number: [REDACTED]
Email Address: maria@bostonhiddengems.com
Year Concord History Course Taken: 2024
Signature: *Maria Stephens*

This application also requires a copy of a valid state issued identification card or driver's license and a Criminal Offender Record Information (CORI) Acknowledgement Form.

I agree by to comply with any and all Town of Concord Regulations.

Office Use Only

Paid: Check Cash Check # 228
Date: 7/10/2025

License expires on December 31, 2025

(OVER)



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: March 3, 2025

Re: One Day Liquor License for Melissa Karczewski of ThinkGive Project

Included in your meeting packet is a One Day Liquor License application for All Alcoholic Beverages for Melissa Karczewski of Think Give Project for the Glow for Giving event on Friday, April 11, 2025 from 7:00 PM – 10:00 PM at the Nashoba Brook School Discovery Barn, 200 Strawberry Hill Road.

This application is complete with TIPS Certification, Crowd Manager Certification, and payment.

Please reach out with any questions.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Monday, February 24, 2025 3:35:10 PM

One Day Special Liquor Licenses

Company or Organization	ThinkGive Project
Applicant Name	Melissa Karczewski
Email Address	melissa@thinkgiveproject.org
Applicant Address	262 Mosen Road
City	Concord
State	MA
Zip Code	01742
Phone Number	7734706663
Name of Event	Glow For Giving
Activity Is	For Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	4/11/2025 7:00 PM
End Time	10:00 PM
Premises to be Licensed	Sureau Family Discovery Barn of Nashoba Brooks School
City	200 Strawberry Hill Road, 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? License requested in May 2023

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
Melissa Karczewski

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
Copies of cards have been included with this application

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

(Section Break)

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 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: March 3, 2025

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

As we approach Spring, Sara Killelea, General Manager of Concord Country Club, has filed the annual batch of One Day Liquor Licenses for Concord Country Club, as the club does not maintain a full liquor license. At upcoming Select Board meetings, I will place smaller batches of their applications on the meeting agendas seeking approval.

In your packet for this evening, there are five (5) applications for All Alcoholic Beverages for Sara Killelea for events taking place at Concord Country Club, 246 ORNAC:

- Friday, April 25, 2025 from 3:00 PM – 11:00 PM
- Friday, May 2, 2025 from 4:00 PM – 11:00 PM
- Saturday, May 3, 2025 from 3:00 PM – 11:00 PM
- Tuesday, May 6, 2025 from 12:00 PM – 11:00 PM
- Wednesday, May 21, 2025 from 12:00 PM – 10:00 PM

Sara maintains an updated file of Bartender TIPS Certifications and Crowd Manager Certificates with the Town Manager's Office. These applications are complete with payment.

Please reach out with any questions.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 12:56:50 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	Opening Cocktail Party
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	4/25/2025 3:00 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? 15+

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)

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Manager's Office

(Section Break)

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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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From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 12:59:36 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	Men's Opening Dinner
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	5/2/2025 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? 15+

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

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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Manager's Office

(Section Break)

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From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:03:08 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	Kentucky Derby Party
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	5/3/2025 3:00 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? Yes

If NO, number of years licensed? *Field not completed.*

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

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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

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Manager's Office

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To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 1:01:42 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 Opening Dinner
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	5/6/2025 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? 15+

More than 100 in attendance? No

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I acknowledge and accept the above statement of liability Sara Killelea

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To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 1:04:01 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	Member 3 Guest
Activity Is	Non-Profit
Event Type	Event in Town-Owned Facility
Event Date & Start Time	5/21/2025 12:00 PM
End Time	10:00 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

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I acknowledge and accept the above statement of liability Sara Killelea

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*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 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)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attended 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.](#)



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: March 3, 2025

Re: One Day Liquor Licenses for Jennifer Verill of Verrill Farm

Included in your meeting packet are three (3) One Day Liquor Licenses for Jennifer Verrill of Verrill Farm for Wines and Malt Beverages Only for events taking place at Verrill Farm, 11 Wheeler Road:

- Saturday, June 7, 2025 from 1:00 PM – 5:00 PM
- Saturday, June 14, 2025 from 6:00 PM – 9:00
- Saturday, June 21, 2025 from 12:00 PM – 9:00 PM

Jennifer maintains an updated file of Bartender TIPS Certifications and Crowd Manager Certificates with the Town Manager's Office. These applications are complete with payment.

Please reach out with any questions.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:31:41 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Shanti Faiia
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	Wedding Celebration
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	6/7/2025 1:00 PM
End Time	5:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 8 plus

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 Jennifer Verrill

APPLICATION FEE \$75.00
*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
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From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:28:05 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Andree Desmarais
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	Birthday Party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	6/14/2025 6:00 PM
End Time	9:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 8 plus

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.

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To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, February 12, 2025 2:23:29 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill/Isabel Chezik
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	MA
Zip Code	01742
Phone Number	9788355638
Name of Event	90th Birthday Party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	6/21/2025 12:00 AM
End Time	9:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

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More than 100 in attendance? No

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Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

3

Select Board Appointments and Reappointments

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Move to Approve Select Board Appointments and Reappointments:

- i. Douglas Ellis of 11 Concord Greene Unit 1 to full member of the Historical Commission for a term ending 5/31/2028
- ii. Thomas Claflin of 113 Hubbard Street to Associate Member of the Library Committee for a term ending 5/31/2028
- iii. Scott Akehurst–Moore of 86 Holden Wood Road to Associate Member of the Library Committee for a term ending 5/31/2028
- iv. Reappoint Josh Lee of 65 Everett Street to the Diversity Equity and Inclusion Commission for a term ending 5/31/2028
- v. Reappoint Dan Drazen of 197 Belknap Street to the Concord Housing Development Corporation for a term ending 5/31/2028
- vi. Reappoint Arry Charles of 654 Old Bedford Road to the Board of Assessors for a term ending 5/31/2028
- vii. Reappoint Theo Kindermans of 252 Fairhaven Road to the Zoning Board of Appeals, with an APP#10 Exemption Section VII(b)2 for an additional term ending 5/31/2028
- viii. Reappoint Greg Higgins of 51 Cottage Lane A to the Economic Vitality Committee for a term ending 5/31/2028

Board Action

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



TOWN OF CONCORD
APPOINTMENT POLICY
TERM LIMIT EXEMPTION

As a representative of the appointing authority for the Zoning Board of Appeals,
Name of Board/Commission/Committee

I hereby acknowledge the exemption of Theo Kindermans
Name of the Member to be Appointed

from term limits as set out in the APP# 10, Section VII(b)2 for the following reason(s):

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

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

Signed: _____

Appointing Authority: Select Board Chair

Date: March 3, 2025



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

4

Chair's Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Tentative Motion: Move to approve Legislative Letter of Support to Codify Remote Meeting Options

Additional Information

Board Action

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



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

TEL: 978-318-3010

March 3, 2025

The Honorable Simon Cataldo
State House
24 Beacon Street, Room 448
Boston, MA 02133

The Honorable Carmine Gentile
State House
24 Beacon Street, Room 167
Boston, MA 02133

The Honorable Michael Barrett
State House
24 Beacon Street, Room 312-B
Boston, MA 02133

Dear Representative Cataldo, Representative Gentile, and Senator Barrett,

I am reaching out regarding the current public meeting provisions first created during the pandemic, which are set to expire on March 31, 2025. On behalf of the Town of Concord, I strongly urge you to pass legislation that would preserve and codify the current remote meeting options at the local level. This includes the recently filed Municipal Empowerment Act by Governor Healey, as well as [HD.2863](#) and [SD.1850](#), filed by Rep. Gregoire and Sen. Oliveira.

As you know, the COVID-era flexibilities for holding public meetings in a remote or hybrid format in compliance with the state's Open Meeting Law have been hugely successful. The current provisions allow cities and towns flexibility to determine which type of meeting works best given member availability, internet capabilities and other technology infrastructure, space, and staffing levels. In the Town of Concord, we have experienced a surge in public interest in municipal governance as our ability to meet openly has been expanded by being able to meet virtually, in person, telephonically, or via teleconference. The citizens of Concord have spoken, and they have spoken loudly about their support for the hybrid meeting option for open public meetings.

We urge you to co-sponsor [HD.2863](#) and [SD.1850](#), and support action to make these successful pandemic-era provisions permanent prior to March 31st. Thank you very much for your consideration of this important concern.

Sincerely,

Concord Select Board

Mary Hartman, Chair

Mark Howell, Clerk

Terri Ackerman, Member

Cameron McKennitt, Member

Wendy Rovelli, Member



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

5

Town Manager's Report

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None anticipated

Additional Information

Board Action

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



Town of Concord

Weekly Operations Report

2025 Volume 4/February 21, 2025

General Administration

Concord250

To prepare for the 2025 Patriots Day weekend activities, the Massachusetts Emergency Management Agency (MEMA) conducted a multi-jurisdictional functional exercise. This exercise involved staff from Concord, Lexington, Arlington, Lincoln, and the National Park Service, including public safety, fire, public works, IT, GIS, communications, and other personnel. Participants practiced coordinated responses to various simulated scenarios related to the April 19th weekend. The exercise's outcomes will be evaluated, and the feedback will be used to refine preparedness plans for the actual event.



Town Clerk

2025 Annual Town Election Candidates

The following are candidates nominated by the Annual Town Caucus to appear on the 2025 Annual Town Election ballot in the order presented below:

For Moderator (1 seat):

Carmin Reiss (Caucus nominee)

For Select Board (2 seats):

Mary Hartman (candidate for re-election, Caucus nominee)
Elizabeth Akehurst-Moore (Caucus nominee)
Paul Boehm (Caucus nominee)
Joseph Laurin (Caucus nominee)

For School Committee (2 seats):

Alexa Boland Anderson (candidate for re-election, Caucus nominee)
Sandeep Pisharody (Caucus nominee)
Michael A. Williams (Caucus nominee)

Dates to Remember:

Monday, March 17th, 2025	Vote by Mail/Absentee ballots are expected to be available, in person absentee voting is available as soon as ballots arrive.
Tuesday, April 1st, 2025	Deadline to apply to receive a ballot by mail (5:00 pm)
Friday, April 4th, 2025	Additional in person absentee voting session (8:30 am – 4:30 pm)
Saturday, April 5th, 2025	Additional in person absentee voting session (10:00 am – 2:00 pm)
Monday, April 7th, 2025	Deadline to apply for in-person absentee voting at the Town Clerk’s Office (12:00 pm)
Tuesday, April 8th, 2025	Election Day (polls are open from 7:00 am until 8:00 pm)

For more information, go to: [Elections and Voting](#) and [Absentee Early Voting in Concord](#)

Gearing up for Census 2025 Second Mailing

At the beginning of each year, the Town Clerk's Office is required under Massachusetts General Law to mail the annual street listing form to every household in Concord. Residents are urged to check the information contained on the form, make any necessary corrections, sign the form, and return it to the Town Clerk's Office as soon as possible. Ignoring the first mailing leads to additional costs to taxpayers when a second mailing is conducted. If you or someone listed in your household has moved, please include a forwarding address. More information can be found here: [Census Webpage](#)

2025 Dog Licensing Reminder

Dog owners are reminded that all dogs six months and older are required to be vaccinated against rabies and must be licensed where the dog resides. To date, 1,308 dogs have been licensed compared to 1,692 in 2024. The deadline for licensing your dog without a late fee is March 31, 2025. From April 1, 2025, onward, a \$25 late fee per household will apply.

You may license your dog(s) in person, online, or by mail.

In person: 22 Monument Square, Mon – Thu: 8:30 AM – 4:30 AM | Fri: 8:30 AM – 12:30 PM

Online: <https://concordma.gov/543/Dog-Licenses>

By Mail: Town Clerk's Office, Attn: Dog License, 22 Monument Square, Concord MA 01742

Department of Planning and Land Management

Natural Resources

Natural Resources Commission

The Natural Resources Commission is scheduled to meet on February 19th. Four new applications will be heard including a Request for Determination of Applicability (RDA) for replacement of an existing deck at 40 Spencer Brook Road, a RDA for improvements to a vehicular access road and vegetation management at 8A Lindsay Pond Road, a Notice of Intent (NOI) for replacement of an existing septic system at 201 Annursnac Hill Road, and a NOI to demolish an existing barn and construct a garage at 1487 Monument Street.

Warner's Pond Task Force

The Warner's Pond Task Force met on February 12th and approved a document summarizing each of the three alternatives under consideration (dam removal, dredging, and recurring management). A public forum to present these alternatives and gain public feedback is scheduled for March 13th at the Town House and on Zoom.

Walden Pond Bathhouse and Accessibility Improvements Project

Natural Resources and Engineering staff attended a pre-construction site visit with DCR representatives and their contractors in advance of the upcoming Bathhouse Replacement and Accessibility Improvements Project. Phase 1, which will begin this month, includes demolishing the 1946 bathhouse and replacing it with a new, universally accessible bathhouse featuring individual and family restrooms, changing rooms, space for lifeguards, and a first-aid room. The existing bathhouse foundation will become an outdoor classroom and overlook plaza. Site utilities, retaining walls, and landscape plantings are also proposed

under Phase 1. Phase II is anticipated to begin construction next fall and will include a new, universally accessible boardwalk and overlook.



Town-wide Trails Map

Natural Resources and GIS staff are collaborating to update the 2015 Town-wide Trails Map. New conservation acquisitions, trail additions, reroutes, and symbology changes will be provided on the new map. GIS staff have been essential in converting and adapting the large project file into new ArcGIS Pro software, and editing and improving the map. The final trail map will be available to the public this spring in a printed format, an 18" x 24" map that folds down to a 6" x 6" square.

Hapgood Wright-Town Forest

The Town Forest will see two infrastructure upgrades this spring. The first is a new wood property sign, routed by the 2024 Summer Conservation Crew and currently being painted and prepped for mounting by a dedicated Town Forest Trail Steward volunteer. The second is a new trailhead kiosk, featuring a new timber framing design, which is being constructed Trails Committee Chair Bob White. Both upgrades will be at the main trailhead parking lot off Walden Street and will complement CPW's recent parking lot improvement project.

Concord Public Works

Water and Sewer Division

The 2024 Water Quality Report is now available to the public and can be read here:

<https://concordma.gov/wqreport>

Sustainability

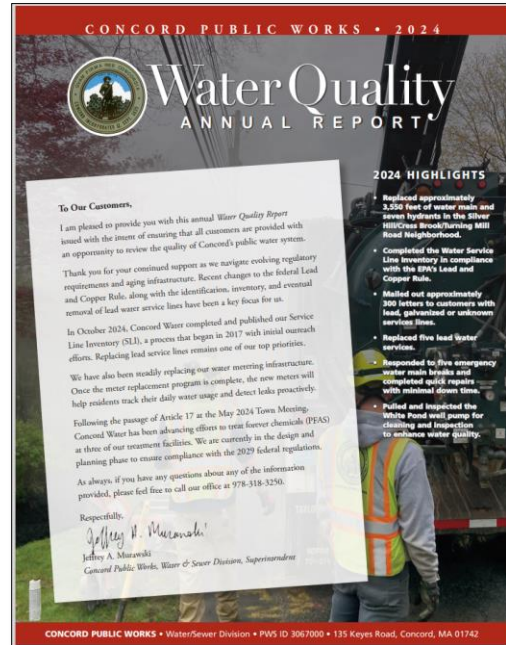
Technical Assistance

The Sustainability Division has been notified that Concord will be awarded technical assistance from the MA Department of Energy Resources to develop a municipal decarbonization roadmap for the Town. The effort will involve working with consultants from Power Options to assess current energy use and greenhouse gas emissions from municipal buildings and vehicles as a baseline to develop a customized roadmap for future decarbonization and energy efficiency planning. The roadmap will also serve to meet a requirement for Concord to apply to the DOER Green Communities program for the new Climate Leaders certification. As a Climate Leaders community, the Town will be eligible to apply for additional Green Communities grant funding to support projects identified in the decarbonization roadmap. Development of the roadmap is anticipated to start in February and be completed in 6-8 months.

Concord Free Public Library

Below are some highlights from the CFPL's January report. The full report can be read here:

<https://concordlibrary.org/learn/about-us/directors-report>



Reference Services

January Programs

The department hosted a number of exciting programs in January including author talks by



local authors Fred Kinch, author of *The Business of Secrets*, and Yasin Kakande, author of *A Murder of Hate* (pictured at left). In addition, the library



hosted mindfulness instructors Lara Wilson and Jacob Millendorf for a 10-week virtual course starting on January 21 called Ancient Wisdom: Practices and Principles. The Tuesday Book Discussion group had a lively discussion of the book *The Beast in the Jungle*, by

Henry James, while the Cookbook Club (pictured above right) enjoyed recipes from Chef Jennifer Segal, author of *Once Upon a Chef*.

Youth Services

Transforming Childhood: Expertise, Innovation, and Community Engagement Event

Children's staff again partnered with the Concord-Carlisle Regional Special Education Parent Advisory Council to present "Growth: Harmonizing Solitude, Guidance, and Freedom," the last in the *Transforming Childhood: Expertise, Innovation, and Community Engagement* series located at the Library. This event invited parents to consider options for their children's summer learning experiences and offered alternatives to rigid summer schedules. Library staff encourages the public to attend our partner's culminating event in the series, a visit from Kareem Weaver, documentarian and literacy advocate, which will take place at the CCHS auditorium on March 6, 2025 at 6:30pm.

February Break Events

Next month, the staff look forward to sharing more details on a special run of programming for February vacation week, including:

- a winter paint and sip for families,
 - a dinosaur egg hunt in the Children's Library,
 - a special "Break-it! Club" where kids will take apart old and broken technology,
-

-
- and a Spanish language learning program featuring songs and stories

Circulation

Book Selector Additions

Bart has been added as a book selector. Bart has a deep background in the science fiction genre and hopes to further develop the library's collection for that genre as it has a strong following of readers.

Fowler Library

Winter Seed Sow workshops

To promote sustainability and support biodiversity, Fowler staff offered a range of Winter Seed Sow workshops, which are continuing into February. In early January, staff collaborated with the Pollinator Health Advisory Committee, the CCHS Green Team, West Concord Green Thumbs, and others for workshops hosted by Verrill Farm. Thanks to the Friends of CFPL, Lady Fern Farm provided a workshop at Fowler.

Innovation and Communication

Spring Program Series

The Workshop launched its Spring program series with a fused glass workshop and a Valentine's card-making buffet! See everything that's coming up at

cfpl.info/workshopevents



Special Collections

The American Revolution Film Discussion

Documentarian Ken Burns will visit Concord on April 17 to discuss his new film, *The American Revolution*, timed to the start of the War of Independence on April 19, 1775. Burns will be joined by co-directors Sarah Botstein, David Schmidt, and historian Rick Atkinson, author of *The British Are Coming* from 7 to 8:30 p.m. at Concord-Carlisle High School. Following approximately 40 minutes of clips, the filmmakers and Atkinson will join in a

conversation about the film and the meaning of events at Lexington and Concord that led to the American Revolution. The event will be open to the general public, with reserved seating for Arlington, Concord, Lexington, and Lincoln residents and students. Registration information will be available in early March.

Council on Aging

Valentine's Day Celebration

Director Dan Petitt welcomed the student body from the Concord Children's Center on Valentine's Day. The *munchkins from next door* created Valentine cards for senior residents attending Valentine Wednesday Lunch.



The COA hosted chocolate sommelier Victoria Kichuk (middle picture center; Tina Close, COA program & activities coordinator, right) on a cold Tuesday afternoon to celebrate National Chocolate Month. The audience learned about endorphins, cocoa pods, ingredients, chocolate world wide and more.





Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

6

**Discuss Quarterly Update from the MCI
Concord Advisory Board and Introduction
from Agency Landscape and Planning**

Requested by: SB Chair

Action Sought: None

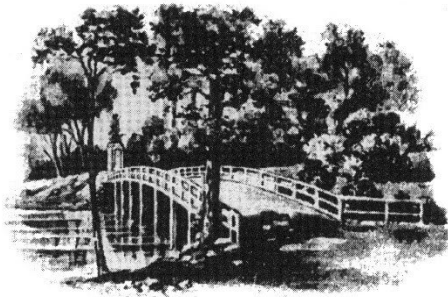
Proposed Motion(s)

Motion: None anticipated

Additional Information

Board Action

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



OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Concord Select Board

From: Dan Gainsboro and Patrick McCurdy, MCI Concord Advisory Board Co-Chairs

Date: March 3, 2025

Re: Quarterly Report (Q2) on Advisory Board Work

In accordance with the charge of the MCI Advisory Board, we are pleased to present our second quarterly report for your consideration.

Issuance of Request for Proposals (RFP) and Selection Process

Throughout December 2024, led by the Land Use Planning and Strategy Subcommittee and finalized formally by the Advisory Board, the Town issued Request for Proposals #25-2008 for MCI Concord Concept Planning, Economic and Market Analysis, and Proposed Zoning. Proposals were due to the Town on Monday, January 27, 2025 and the Town received seven (7) proposals.

The Town Manager named an RFP Selection Committee consisting of Advisory Board members Scott Bates, John Boynton, Dan Gainsboro, Mark Howell, Peter Lowitt, and Linda Miller and of Town staff members Deputy Town Manager Megan Zammuto and Director of Community Development Alyssa Sandoval. Interviews for the top three (3) highest ranked proposals were held on Tuesday, February 4, 2025, and the Selection Committee made a recommendation of Agency Landscape and Planning to the Town Manager, based on the selection criteria and ranking systems included in the RFP.

The Advisory Board and Agency Landscape and Planning held a Kick-Off Meeting on Tuesday, February 25, 2025 in which the project scope, schedule and, and milestones were presented, and an exercise highlighting site opportunities and concerns was conducted during the meeting.

Engagement with Stakeholders

- [League of Women's Voters First Friday Event](#) – Friday, November 1, 2024
- Meeting with Massachusetts Department of Transportation, State Legislators, Town Officials, and Advisory Board members – Monday, January 27, 2025

- Topics discussed were: updates on the rotary redesign alternatives analysis, review of previously considered alternatives for the rotary redesign, considerations of how the prison closure will impact the rotary redesign, improving connectivity and access in Concord
- Minuteman Media Network conducted drone footage of the MCI Concord prison to be published in a video with narration online – Footage captured on Wednesday, January 29, 2025
 - Footage publication coming soon!
- [Concord Business Partnership Meeting](#) – Wednesday, February 5, 2025
- Upcoming: Concord School Committee Meeting – Tuesday, March 25, 2025



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

7

**Discuss and Approve the 2025 Annual
Town Meeting Items:**

- i. Discuss and Vote on the Start and End Time of the 2025 Annual Town Meeting**
- ii. Discuss and Vote on Preliminary Motion for the Use of Clickers at the 2025 Annual Town Meeting**
- iii. Discuss and Vote on the Order of the 2025 Annual Town Meeting Warrant**

Requested by: SB Chair

Action Sought: Approve

Proposed Motion(s)

Motion: Move Approve 2025 Annual Town Meeting Items

- 1. To schedule 2025 Annual Town Meeting to begin at 6:30 pm on June 2, with subsequent sessions also to begin at 6:30 pm, and with the expectation of making a preliminary motion on Monday and Tuesday nights to take up no new business after 9:30 pm.
- 2. To make a preliminary motion on the first night of Annual Town Meeting to adopt a rule of the meeting to use electronic voting “clickers” routinely for votes on motions to approve Articles from the Warrant, as recommended by the Town Meeting Study Committee.
- 3. To adopt an order of articles in the Warrant as proposed

Board Action

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

2025 Warrant Articles

	Article Name	Article Sponsor	Public Hearing
1	Choose Officers	Select Board	
2	Hear Reports	Select Board	
3	Meeting Procedure	Finance Committee	Finance Committee
4	Ratify Personnel Board Actions	Personnel Board	Select Board
5	Ratify Personnel Board Classification & Compensation Plan	Personnel Board	Select Board
6	FY25 Budget Line-Item Adjustments	Chief Financial Officer	Finance Committee
7	FY26 Budget	Town Manager	Finance Committee
8	Debt Exclusion for Road Maintenance	Select Board	Finance Committee
9	FY26 Capital Improvement and Debt Plan	Town Manager	Finance Committee
10	Concord Public Schools Operating Budget	Concord School Committee	Finance Committee
11	Concord Public Schools Capital Budget	Concord School Committee	Finance Committee
12	Concord-Carlisle Regional School District Budget	Concord-Carlisle Regional School Committee	Finance Committee
13	Amenities Building	Concord-Carlisle Regional School Committee	Finance Committee
14	Amenities Building	Town of Concord	Finance Committee
15	Minuteman Regional Technical School District Budget	Minuteman Regional School Committee Representative	Finance Committee
16	Creation of Capital and Debt Stabilization Funds	Finance Committee	Finance Committee
17	General Stabilization Fund Appropriation	Finance Committee	Finance Committee
18	OPEB Trust Fund Appropriation	Chief Financial Officer	Finance Committee
19	OPEB Trust Fund Expense	Chief Financial Officer	Finance Committee
20	Retirement Board Stipends	Select Board	Finance Committee
21	HERO Act	Chief Financial Officer or Board of Assessors	Finance Committee
22	Non-Resident Tuition Revolving Fund	Concord School Committee	Finance Committee
23	Facilities Rental Revolving Fund	Concord School Committee	Finance Committee
24	Authority to Contract for up to Five Years for Selected Items	Concord School Committee	Finance Committee
25	CMS Stabilization Fund Appropriation	Finance Committee	Finance Committee
26	Transfer of Peabody School and Appropriate Funds	Select Board	Finance Committee
27	Amend Lease of Land Bylaw	Select Board	Select Board
28	Home Rule Petition: Remote Participation at Town Meetings	Select Board	Select Board
29	Citizen Petition: Ranked Choice Voting for Concord Elections	Stephan Bader	Select Board
30	2229 Main Street	Select Board	Finance Committee
31	Accept Easement for Verizon - 835-923 Old Marlboro Road	Select Board	Select Board
32	Select Board to Accept Easements	Select Board	Select Board
33	Betterments for Temporary Improvements - Darton Street and Dover Street	Select Board	Finance Committee
34	MCI Concord - Planning	Select Board	Finance Committee
35	Citizen Petition: Protect Orchard House from Storm Runoff	John Althouse	Select Board
36	Stormwater System Expenditures	Public Works Commission	Finance Committee
37	Citizen Petition: Ban SGARs	Meghan Sinclair and Gwen Shipley	Select Board
38	Zoning Bylaw Amendment: Joint Parking Bylaw	Planning Board	Planning Board
39	Zoning Bylaw Amendment: General Housekeeping - Multiple Sections	Planning Board	Planning Board
40	Zoning Bylaw Amendment: ADU Bylaw	Planning Board	Planning Board

41	Zoning Bylaw Amendment: Floodplain Conservancy District Bylaw	Planning Board	Planning Board
42	Zoning Map - Floodplain Conservancy Overlay District Boundary	Planning Board	Planning Board
43	Citizen Petition: Zoning Bylaw Amendment: Personal Wireless Communications Facility	Henry Dane	Planning Board
44	General Bylaw Amendment: Sign Bylaw	Planning Board	Planning Board
45	Zoning Bylaw Amendment: Accessory Retail in Industrial	Economic Vitality Committee	Planning Board
46	Zoning Bylaw Amendment: Commercial Parking	Economic Vitality Committee	Planning Board
47	Zoning Bylaw Amendment: PRD Bylaw	Concord Housing Foundation	Planning Board
48	Citizen Petition: Zoning Bylaw Amendment: Continuing Care Retirement Community Overlay District	New England Deaconess Assoc.	Planning Board
49	Community Preservation Appropriation Recommendations	Community Preservation Committee	Finance Committee
50	Authorize Expenditure of Revolving Funds under Mass. Gen. Laws 44 § 53 E1/2	Town Manager	Finance Committee
51	Light Fund Budget and PILOT Payment	Town Manager	Finance Committee
52	Solid Waste Fund Budget	Town Manager	Finance Committee
53	Sewer Fund Budget	Town Manager	Finance Committee
54	Sewer Improvement Fund Budget	Town Manager	Finance Committee
55	Water System Expenditures	Town Manager	Finance Committee
56	PEG Fund Budget	Town Manager	Finance Committee
57	Beede Swim and Fitness Center Enterprise Fund Budget	Town Manager	Finance Committee
58	Appropriate and Transfer Balance of Parking Meter Fund	Town Manager	Finance Committee
59	Unpaid Bills	Chief Financial Officer	Finance Committee
60	Debt Recission	Chief Financial Officer	Finance Committee



Concord Select Board Meeting

AGENDA ACTION REQUEST

Monday, March 3, 2025

8

Discuss Select Board Feedback on Administrative Policy and Procedure #10

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None Anticipated

Additional Information

Board Action

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

Discussion Regarding Town of Concord APP #10: Town Board, Committee, and Task Force Appointment Policy

Concord Select Board

March 3, 2025

Background

Concord is a very active community when it comes to town government participation. We have ~63 committees, with hundreds of people volunteering their time – we are grateful and lucky to have such involvement!

Concord Administrative Policy and Procedure #10 (“APP #10”) is a policy “concerning the appointment of members to Town boards, committees, and task forces. Please refer to this policy when considering or suggesting an individual for appointment to a Town board, committee, or task force.”

Recently, some questions have been raised regarding the policy and its application. As a result, the Select Board has taken the action to review APP #10 and recommend potential changes to the policy and the processes for following the policy.

Today’s discussion is intended to define the scope of the task, gather feedback on some guiding principles, and align on the path forward – what is the problem we are trying to solve and the outcomes we want

First, Some Housekeeping

Version Control. There are two versions of APP #10 in circulation:

1. There is a version online, that indicates it was revised November 22, 2021
2. There is a different version in the Committee Handbook that was revised October 2023. However, within the Handbook, the APP #10 policy is a version that was revised on June 18, 2012
3. If you Google “Concord APP 10”, the version from 2012 shows up as the top search, not the version from 2021

Recommendation: start from the November 22, 2021 policy. Ensure that the Committee Handbook and any other places where APP #10 resides start with the 2021 policy and incorporate any revisions that we come up with during this current effort.

Distribution

It says the policy is distributed to All Department Heads; All Committee, Board and Task Force Chairs; and Town Clerk. Also in Section VII(j) it says all Committee members are sworn in and given a Committee Handbook which includes APP #10

- How is this executed and confirmed?

A Review of the APP #10 Document Scope

APP #10 has eight sections:

- I. General
- II. Powers and Duties
- III. Officers of Committees, Boards and Task Forces
- IV. Open Meeting Law and Minutes
- V. Participation in Town Government
- VI. Conflict of Interest
- VII. Appointment Policy and Procedures
- VIII. Conflicts with Law

Initial Review indicates:

There are a few areas for discussion in the first five sections

There is a lot of interest in Section VII Appointment Policy and Procedures – this will be a primary focus

Before we go into the details, let's talk about goals and guiding principles

Draft for discussion

Themes for discussion

- Consistent, publicized and simple approach to applying for committee consideration, with clear expectations on how applications will be considered
- Consistent, transparent approach to appointing people to committees and extending people to additional terms
- Differences between starting a new committee, adding a new committee member and replacing an existing committee member?
- Role of existing committees in recommending new members/replacements
- Diverse and inclusive – broad community representation; goal to be balanced across multiple dimensions

A few areas for discussion/clarification in sections 1-5

Section	Language for Discussion	Questions for discussion
I	“is intended to cover all committees, boards, commissions and task forces”	<ul style="list-style-type: none">• Do we have a definition of the different types? Should be treat them differently?
II	Committees may be called upon to represent the Town in dealing with other local, regional, or State agencies...when doing so, they shall take positions on all issues consistent with the views of the Select Board and Town Manager	<ul style="list-style-type: none">• How does this work in practice? Do they need both Select Board and Town Manager review and alignment?
V	Committee members should attend “Town Government Coordination Meetings” in September and December	<ul style="list-style-type: none">• How does this work in practice? Do we always have these?

A Deeper Dive on Section VII: Appointment Policy and Procedures

Section	Language for Discussion	Questions/Issues
(a) General	Developing pool of interested candidates	How do we want to publicize openings, how can we enlarge the pool of interested candidates
(b) Appointment for Additional Terms	Re-appointment for additional terms. "It is intended that re-appointments...shall be rare"	Should there be an effort to publicize a new term is coming up, and seek new candidates?
(c) Dual Committee Appointments	Should there be language regarding if there are qualified candidate that are not already on committees, they have preference over people already on committees?	
(d) Committee Transfers		
(e) Eligibility for Appointment	NONE	
(f) Criteria for Selection	Diversity definition	Beyond demographics and professional background, diversity of thought/opinion on issues?
(g) Residency	NONE	
(h) Role of Committee in Appointments	"Committees shall not...provide their suggestions on candidates to the Appointing Authority with any rank order"	Do we want Committees to interview prospective candidates? Do we want them to make recommendations to the Appointing Authority?
(i) Selection Procedures	There is no language about how decisions will be considered and made. It is vague how openings are publicized. And, in particular for a new committee, do we want to consider how the Select Board will be involved.	
(j) Orientation Procedure	Do we need to provide hard copies of handbook?	
(k) Removal from Committees	NONE	

Proposed Next Steps

- Gather additional data to provide context and inform decisions
 - Total number of seats, number of individuals
 - Volume of volunteer cards
- Take feedback from today's meeting, and other feedback that can be gathered, to come back with initial proposed APP #10 language updates for review

Thanks to all who participate in our town government. We will work hard to update APP #10 to reflect the goals of the Select Board and our community!



Concord Select Board Meeting
AGENDA ACTION REQUEST

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Monday, March 3, 2025

Select Board Liaison Reports

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

Motion: None anticipated

Additional Information

Board Action

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

Mary Hartman Liaison Report for Mar 3, 2025, Select Board meeting

Site Visit to Maynard Crossing (2/26)

- Visit arranged by Eric Dahlberg, FinCom chair, and Greg Johnson, Maynard town administrator, to share Maynard's experience developing this 58-acre parcel.
- Project is a combination of residential and commercial (supermarket, restaurants, retail, urgent care facility, etc.). Estimated tax revenues = \$2.6m. Impact on services minimal.
- 323 residential units of which 143 are assisted living. Incremental impact on school enrollment = 6 students.
- Key "Lessons Learned" include:
 - Strong committed and consistent community-wide leadership required at all levels.
 - Utilize input from the public if acquired earlier (plans on the shelf, surveys, etc.)
 - To avoid planning paralysis, ID topics and close out the topic during hearings.
- To learn more information, visit maynardcrossing.com

Economic Vitality Committee (2/26)

Mike Lawson and Linda Miller both expressed the value of a Position Paper to help quantify the impact of commercial development on the tax levy. It was proposed that the EVC write up such a paper. Mike and Mimi Graney took the action item. They will work with FinCom who are also considering presenting net tax revenue figures for different types of growth (housing, senior housing, commercial, etc.).

FinCom (2/27)

Request to benchmark town spending against comparable towns.

CCRSB will come in at guideline by taking funds from OPEB and technology fund to offset a \$95k charge due to enrollment shift between Carlisle and Concord.

Current total budget projection is 3.35% unused levy capacity assuming \$1m from debt stabilization, ~\$300K from Parking, \$1.0m to offset capital spending.

Amount of reserves (free cash and stabilization) relative to other towns was discussed. We are below other AAA- rated towns, yet this does not take into account our contribution for

OPEB which is well above other towns. The committee discussed a policy to target balance in free cash and stabilization funds. Various metrics discussed:

- Free cash + stabilization + unused levy as a percent of levy capacity must =15%
- Free cash + stabilization as a percent of budget (less excluded debt) = ?%

Agreed to set up stabilization fund as a holding mechanism. Amount to appropriate will be determined based on known certified free cash (tbd) and requests for free cash in FY26 warrant. Anthony Ansaldi recommends developing a policy with advice from DOR.

Presentation by PWC on Roads Project and Stormwater Enterprise Fund generated questions regarding cost/household for the anticipated debt service.

Liaison Report for Wendy Rovelli (3/3/25)

Climate Action Committee (2/24)

- The committee voted to recommend a reduction in the size of the committee from 9 members to 7.
- Green Home tours are scheduled for Saturday, March 15th
- Committee members attending the upcoming Transportation Committee to collaborate on review and update of the Mobility section of Climate Action & Resiliency plan.

School Committee (2/25)

- FY25 CCRSD budget – The school administration has recognized that the original approved CCRSD FY26 budget did not exactly meet the FY26 guideline. The Finance Committees established a 3.48% guideline for CCRSD that had a one-time exclusion of the impact of out of district tuition – Concord’s derived share reflected an overage of \$63K. To address the overage and account Concord’s increased share of the total budget, the school committee voted to reduce the proposed FY2026 CCRSD budget by \$95K. The reduction will be accommodated through a \$50K reduction in OPEB and \$45K in technology funding.

Zoning Board of Appeals (2/27)

- 275 Forest Ridge 40B Comprehensive Permit (237- unit multi-family development) - The board reviewed the developer’s revised site plan changes resulting from town, board and outside peer review feedback (site plan, traffic etc.). There is an acknowledgement from the board and abutting neighbors that many enhancements have been made to the site including traffic and pedestrian safety measures. Some neighbors are still looking for additional remediation related to screening to minimize visual site of the complex and/ or traffic head light impacts. Contributions to current and future road maintenance are outside the scope of the ZBA and will be addressed through private negotiations. The board is looking to close the open hearing on March 13th and issue a final decision at their April 2nd meeting.



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

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Adjournment

Requested by: SB Chair

Action Sought: Adjourn

Proposed Motion(s)

Motion: Move to Adjourn

Additional Information

Board Action

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



Concord Select Board Meeting
AGENDA ACTION REQUEST

Monday, March 3, 2025

Supplemental Materials

Requested by: SB Chair

Action Sought: None

Proposed Motion(s)

SUPPLEMENTAL MATERIALS

CORRESPONDENCE

Additional Information

Board Action

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

Correspondence received by the Concord Select Board
Week Ending – March 3, 2025

1. Ellen Quackenbush – 206 Prairie Street
2. Tanya Gailus - 62 Prescott Road
3. Alice Shaughnessy - 1796 Main Street
4. Tanya Gailus - 62 Prescott Road
5. Art Schwope - 281 Holden Wood Road

Please Note: The letters posted here reflect the views and opinions of the author as recorded in the body of their email. Neither the Select Board nor Town staff have verified or reviewed the contents. The Select Board and the Town do not necessarily agree, condone, support or advocate the ideas expressed in these letters and have not verified any factual statements made in the letters.

February 28, 2025

To Members of the Selectboard,

I wanted to communicate to the whole board ideas that Cameron McKennitt and I shared in a very productive meeting on APP10.

I suggest the following changes to APP10, especially around recruitment and the positive rationale around citizen appointments to multiple committees.

Title Page

- Change title of APP10 to “Town Committee, Board and Task Force Appointment Policy and add “board” to the paragraph on the title page
- Try to be consistent in using or not using initial caps for Committee, Board and Task Force (sorry, my mother was a teacher....)

Section VII a

- Recruitment—better promotion of opportunities for citizen engagement
 - Focus on high-impact and/or hard-to fill committees. Highlight vacancies.
 - Advertise the committee—what they do, why it matters, what types of people the committee needs
 - Consider a monthly column in the Bridge “Calling All Volunteers” to build awareness and interest
 - Highlight the tangible achievements each committee has made, how these achievement matter to Concord, with quotes from current members (these can be unattributed)
 - Be transparent about the commitment, in terms of amount of pre-read material and time
 - Combat the impression that committee assignments are closed or insular by actively recruiting people who have not participated in a committee before
 - In some organizations, a central group manages recruiting and expanding the pool of potential volunteers

- In businesses, this is an HR function
- Nomination—getting the right people to apply and be nominated
 - Interview to assess fitness
 - Right now, the chair of the committee (or sometimes the nominating authority) conducts an interview. Not sure the volunteer is always prepared with questions to ask or if the nominating authority has defined the key skills that the committee needs.
 - Toe in the water trials
 - Busy folks, especially those working full-time or caring for children, may hesitate to volunteer. Simply because they don't know what they are getting into.
 - For key committees, would it be possible to offer volunteers the opportunity to get to know the committee before submitting a Green Card? This could be as simple as the Chair offering to “host” the volunteers to attend a few meetings and offering to debrief after, say three, meetings.

Section VII c

- Change title to “Multiple Committee Appointments”
 - Rather than positioning appointment to more than one committee as a negative, requiring an “exception” to APP 10, explain that membership in more than one committee improves collaboration, alignment of committee goals, and the speed of decision-making
 - Specifically cite dual committee appointments that are designed into a committee's charter:
 - Warner's Pond TF requires that three of its 16 members be members of another, named committee
 - Junction Village Open Space TF: four of its five members
 - Affordable Housing TF: two of its four members

- This may forestall misunderstanding by members of the public who have interpreted appointments to more than one committee as reflecting an “excessive and intentional pattern of non-compliance”
- In my mind, multiple committee appointments often simply reflect good governance

Respectfully Submitted,

Ellen Quackenbush

206 Prairie St

Dear Members of the Concord Select Board:

Re: Your agenda item IV for your meeting today, which includes the "Legislative Letter of Support to Codify Remote Meeting Options:

Your draft letter asks our State Representatives and State Senator to co-sponsor HD2863 and SD1850 and to make COVID era hybrid meeting provisions permanent by March 31st.

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconcordma.gov%2FDocumentCenter%2FView%2F53970%2FSelect-Board-Meeting-Meeting-Packet---March-3-2025%3FbidId%3Dpage%23%3D42&data=05%7C02%7Cafountain%40concordma.gov%7Ccdd46a61134e4e06262f08dd5a477523%7Cd5259e2c19154f4588b612488019ce3b%7C0%7C0%7C638765985136544570%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoiTWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=akDAiZcnF7a0pxkdThgK0%2FjwZVFHEQocf73zLuZtKJ4%3D&reserved=0>

The current provisions for hybrid meetings are not problem free.

For example, they allow a public body the option to meet in person while allowing only remote attendance to the public.

Check:

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mass.gov%2FInfo-details%2Fupdated-guidance-on-holding-meetings-pursuant-to-the-act-extending-certain-covid-19-measures&data=05%7C02%7Cafountain%40concordma.gov%7Ccdd46a61134e4e06262f08dd5a477523%7Cd5259e2c19154f4588b612488019ce3b%7C0%7C0%7C638765985136563047%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoiTWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=h4yhTqsYpHNoq6%2FCHufwqGrJpuPzLRzmiX0QceAvBro%3D&reserved=0>

This may be a reasonable provision for health reasons in a pandemic crisis. However as a general practice it essentially allows a public body, if meeting in person, to be in a room all by themselves once the remote meeting has ended and the public is no longer watching. Such a situation is very vulnerable to Open Meeting Law violations.

We are fortunate in Concord that our public bodies have so far allowed the same manners of attendance to the public which has been available to them (with the exception that the Zoom webinar format, when used, has given more privileges to the public body than to the members of the public.)

Other communities might not be so lucky.

The bills you ask our Representatives and Senator to co-sponsor do not seem to remedy this weakness that is present in the emergency provisions.

There are also wording ambiguities in these bills which do not make it clear whether a public body "may" or "shall" require remote access to the public for its hybrid meetings.

Providing options of remote attendance to members of a public body and members of the public are indeed important.

However making the current provisions permanent may not be the best solution, and the bills you mention have their own weaknesses. Any new provision needs to make the same options of attendance available at all times to the public body and the public attendees.

The matter might need more deliberation before asking our Representatives and Senator to co-sponsor the bills in question and to help make existing provisions permanent in a hurry. The issues I point out are only an example.

Respectfully,

Tanya B. Gailus

62 Prescott Road

Hello,

I am writing to express my hope that you will continue to keep public libraries open on Sundays in Concord. The public library is an important public space available to children, especially in the winter months. There are few other free places for families to gather, read, chat, and play.

Having a library that is open seven days a week indicates that our town is a family-friendly community.

Concord already feels unaffordable to many families; getting rid of a free public resource on one of the two days a week working parents can visit seems like a sad way to save only \$44,000 while sending a strong message that working families are not a priority here.

Thank you for your consideration.

Alice Shaughnessy

1796 Main St, Concord, MA 01742

Dear Members of the Select Board,

To clarify: I am not requesting that you suggest any revisions to existing State bill proposals.

Rather, I am asking that you do not submit a blanket endorsement of these bills or of the permanence of the existing measures per se. As written, they combine the desired benefits of remote participation with measures more restrictive than the old version of the Open Meeting Law (presumably for health emergency reasons at the time) such as the option for limiting public attendance to remote, even when a committee is meeting in person.

Please instead consider writing a letter that more simply asks that hybrid /remote attendance options be kept and encouraged, and that the current measures be "extended" until an improved permanent amendment to the laws.

Thank you again,
Tanya B. Gailus
62 Prescott Road

On Monday, March 3, 2025 at 06:35:06 AM EST, tbartevyan <tbartevyan@yahoo.com> wrote:

Dear Members of the Concord Select Board:

Re: Your agenda item IV for your meeting today, which includes the "Legislative Letter of Support to Codify Remote Meeting Options:

Your draft letter asks our State Representatives and State Senator to co-sponsor HD2863 and SD1850 and to make COVID era hybrid meeting provisions permanent by March 31st.

<https://concordma.gov/DocumentCenter/View/53970/Select-Board-Meeting-Meeting-Packet---March-3-2025?bidId=page#=42>

The current provisions for hybrid meetings are not problem free.

For example, they allow a public body the option to meet in person while allowing only remote attendance to the public.

Check: <https://www.mass.gov/info-details/updated-guidance-on-holding-meetings-pursuant-to-the-act-extending-certain-covid-19-measures>

This may be a reasonable provision for health reasons in a pandemic crisis. However as a general practice it essentially allows a public body, if meeting in person, to be in a room all by themselves once the remote meeting has ended and the public is no longer watching. Such a situation is very vulnerable to Open Meeting Law violations.

We are fortunate in Concord that our public bodies have so far allowed the same manners of attendance to the public which has been available to them (with the exception that the Zoom webinar format, when used, has given more privileges to the public body than to the members of the public.)

Other communities might not be so lucky.

The bills you ask our Representatives and Senator to co-sponsor do not seem to remedy this weakness that is present in the emergency provisions.

There are also wording ambiguities in these bills which do not make it clear whether a public body "may" or "shall" require remote access to the public for its hybrid meetings.

Providing options of remote attendance to members of a public body and members of the public are indeed important.

However making the current provisions permanent may not be the best solution, and the bills you mention have their own weaknesses. Any new provision needs to make the same options of attendance available at all times to the public body and the public attendees.

The matter might need more deliberation before asking our Representatives and Senator to co-sponsor the bills in question and to help make existing provisions permanent in a hurry. The issues I point out are only an example.

Respectfully,

Tanya B. Gailus

62 Prescott Road

February 19, 2025

To: Town of Concord School Committee, Finance Committee, Select Board

From: Art Schwope, 281 Holden Wood Rd, Concord, MA

Subject: Amenities Building (aka Community Bathroom)

According to the February 14, 2025 issue of The Concord Bridge, the question of the Amenities Building will be taken to Town Meeting. I support this decision because, as School Committee Member Tracey Marano is reported to have said, it is a building for the community not for our sports teams. Following that logic, the Amenities Building issue should be reassigned from the School Committee to the more appropriate town committee.

I ask that the "more appropriate town committee" include in its motion to Town Meeting the total cost of ownership of the Amenities Building. So far, we have seen only the cost of the building itself. Absent have been projections of maintenance and repair costs over the building's life. Also, in view of the current crunch for funds in Concord, I ask that discussion for the motion include the near-term financial and long-term practical implications of a \$1.6 to 1.8 million, 50-year building versus lower initial cost, shorter-life buildings. I ask that the discussion for the motion provide the rationale for why the town would want or be pleased with a 30-, 40-, or 50-year-old public restroom. 50 years is 2075: 2-3 generations from now! Finally, I ask that the discussion address the issue of vandalism of the free-standing, isolated building during games and throughout the year.

Respectfully submitted.

