

PROJECT STATUS REPORT for the Community Preservation Committee

Project Name: ___Concord Community-wide Historic Preservation Plan___ Project Number: ___09-FY24
Date: ___5/12/2025___ Interim Status Report Final Status Report*

1. What percentage of the project has been completed? ___70%___

2. Describe work completed to date:

First interim report (Spring 2024)

The Town of Concord hired the consulting firm Heritage Strategies, LLC, to guide the Town, and its Historical and Historic Districts Commissions through the historic preservation planning process. The four-phase process is defined by Massachusetts Historical Commission, one of the project funders. Anne Forbes (an architectural historian who conducted surveys of Concord's historic resources in the 1990s) and Bruce Curliss (a member of the Hassanamisco Nipmuc Band) have agreed to be involved as advisors. In the first phase, Heritage Strategies focused on gathering information on and summarizing past preservation planning documents and efforts. It began holding one-on-one interviews with key stakeholders, which will continue into the next phase, focused on Public Outreach.

Second Interim Report (Spring 2025)

Phase II. Public Outreach. Concord staff prepared a survey and distributed it to every household in Concord. The consultants conducted fourteen one-on-one interviews with key stakeholders and facilitated four focus group sessions on: Historic Preservation, Economic Vitality & Tourism, Education, and Natural Resources & Open Space. Consultants submitted draft sections of the plan that summarize the public outreach effort and results, as well as other draft sections.

Phase IIIa. Recommendations. The consultants facilitated a community forum on November 14, 2024 to receive feedback on emerging goals and action items and drafted recommendations. The Concord Historical and Historic Districts Commissions met in work sessions to craft and prioritize goals, objectives and action items and provide feedback to the consultants as they drafted sections the plan.

Phase IIIb. Draft Plan. In April 2025, the consultants provided a test chapter that the Concord team reviewed. They provided the first full draft plan to the Town of Concord on May 6th, with some key sections, the action plan and illustrations still pending. The Concord team is currently reviewing the draft.

3. What key project milestones have been reached?

Phase I (Information gathering) is complete.

Phase II (Public outreach) is complete.

Phase IIIa (Recommendations) is complete.

4. Expenditure Report:

a. What is the date your project began or will begin spending CPC funds?

Concord created the Heritage Strategies Purchase Order for \$48,400 on 1/4/24. Their first invoice is dated 5/30/24.

b. Attach a detailed Expenditure Report.

c. In a brief narrative, account for the amount of CPC funds expended to date:

To date, the Town of Concord has paid the primary historic preservation consultants, Heritage Strategies, \$32,971. The tribal advisor was paid \$1,221.52 for several in-person and telephone consulting sessions. Associated expenses, such as advertising, printing and mailing of the survey, total \$4,606.02

5. Describe remaining work and projected timeline:

The projected timeline is as follows:

6/30/2025. Consultants submit their complete draft plan to Concord.

Late summer-early Fall 2025. After the Concord team completes its edits to the consultants' draft, Concord posts it for public comment and distributes it to key stakeholders for feedback.

Fall 2025. The Concord team incorporates stakeholder and public feedback to create the final document.

12/31/2025. Project Completion.

6. Describe your outreach efforts.

*Town of Concord webpage dedicated to the project
Community-wide survey that reached every household
Fourteen one-on-one interviews with key stakeholders
Four focus group sessions
One public forum*

*Weekly work sessions open to the public
Monthly updates at regular Historical Commission public meetings*

7. What is the expected project completion date? 12/31/2025

Name of person who completed this form: Ann Clifford, Senior Planner Date: 5/12/25

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*For Final Status Reports, please include representative Before, During and After Photographs of your project, if applicable.