



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Meeting
 Monday, July 28, 2025 at 6:00 PM

Harvey Wheeler Community Center, 1276 Main Street
 Auditorium and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85175010709?pwd=eArYoenACNjRTa3Caem4iFwwce5YI7.1>

Meeting ID: 851 7501 0709

Passcode: 905480


Dial In Toll-Free: 833 928 4608

	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: July 14, 2025 ii. Town Accountant Warrants: July 10, 2025; July 17, 2025 iii. Sunday Entertainment Licenses for Katherine Lague of the Concord Players for performances of productions “She Kills Monsters”, “Curious Incident”, and “Bridgerton” from 1:00 PM to 6:00 PM at the Performing Arts Center at 51 Walden Street on the following dates: <ul style="list-style-type: none"> a. Sunday, November 9, 2025 b. Sunday, November 16, 2025 c. Sunday, February 5, 2026 d. Sunday, February 22, 2026 e. Sunday, April 26, 2026 f. Sunday, May 5, 2026 iv. One Day Liquor Licenses: <ul style="list-style-type: none"> a. All Alcoholic Beverages for Tom Wilson of the Wright Tavern for a Beer Garden to support Community Development and the Sidewalk Sale on Saturday, August 2, 2025 from 11:00 AM to 7:00 PM at the Wright Tavern, 2 Lexington Road - Rain Date: Saturday, August 9, 2025

		<ul style="list-style-type: none"> b. Wines & Malt Beverages Only for Richard Briggs Jr. of Provisors for the Provisors Annual Golf Outing on Monday, September 15, 2025 from 10:30 AM to 7:00 PM at Concord Country Club, 246 ORNAC v. Committee Nominations: <ul style="list-style-type: none"> a. Ronni Olitsky of 264 Bedford Street to the Concord Cultural Council for a term to expire May 31, 2028 b. Brian Farber of 41 Ash Street to the Diversity, Equity, and Inclusion Commission for a term to expire May 31, 2028 c. Ann Sussman 534 Old Marlboro Road to the Concord Housing Development Corporation for a term to expire May 31, 2028
III.	6:15 PM	<p>Select Board Appointments:</p> <ul style="list-style-type: none"> i. Julie Reed of 116 Monument Street to the Board of Registrars as the Republican member for a term to expire May 31, 2028 ii. Tom Wilson of 66 Whittemore Street to the Economic Vitality Committee for an unexpired term to expire on May 31, 2026 iii. Paul Boehm of 11 Ridgewood Road to the Land Use Working Group as the second representative of the Select Board for a term to expire at the conclusion of the work outlined in the charge
IV.	6:20 PM	Chair's Report
V.	6:25 PM	Town Manager's Report
VI.	6:35 PM	<p>Common Victualler License Applications:</p> <ul style="list-style-type: none"> i. Chiptole Mexican Grill, 766 Elm Street – Daniel Brennan Jr., Permit Representative for Chipotle ii. Starbucks Corporation, 768 Elm Street – Daniel Brennan Jr., Permit Representative for Starbucks iii. Eva's Little Kitchen, 110 Commonwealth Avenue – Eva Badra, Owner
VII.	6:50 PM	<p>Receive an Overview of Traffic Safety Process and Impact of Roads Program Ballot Measure</p> <p>Presenter: Alyssa Sandoval, Director of Community Development</p>
VIII.	7:05 PM	<p>Discuss Select Board Actions in response to Antisemitic and Hate Incidents</p> <p>Presenters: Mark Howell, Chair</p>
IX.	7:35 PM	Vote on Fiscal Year 2026 Select Board Goals and Discuss Fiscal Year 2027 Budget Priorities

		Presenter: Mark Howell, Select Board Chair
X.	7:55 PM	Review Draft Charge for the Financial Policy Working Group Presenter: Wendy Rovelli, Select Board Clerk
XI.	8:10 PM	Select Board Liaison Reports
XII.		Adjournment

** Times are approximate and subject to change*

Upcoming Meetings:		
Monday, August 11, 2025	Monday, August 25, 2025	Monday, September 8, 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>	

**Town of Concord
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Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting at the Concord Municipal Light Plant, Public Meeting Room, 1175 Elm Street and hybrid via Zoom on Monday, July 14, 2025 at 6:00 PM.

Present were: Mark Howell, Chair, Wendy Rovelli, Clerk, Paul Boehm, Mary Hartman, and Cameron McKennitt

Call to Order

Chair Howell called the meeting to order at 6:00 PM. Ms. Rovelli confirmed that all members were present.

Consent Agenda

- i. Minutes: June 30, 2025; July 8, 2025
- ii. Town Accountant Warrants: June 30, 2025, July 3, 2025
- iii. Gift Acceptance from the Friends of the Concord Free Public Library to the Library Staff Gift Fund for supporting libraries programs in the amount of \$30,000.00
- iv. Tour Guide License for Dr. Holly Zagaria
- v. One Day Liquor Licenses:
 - a. Wines & Malt Beverages Only for Doug Mandigo of Middlebury College for the Middlebury College Football Alumni Golf Outing on Monday, July 28, 2025 from 12:00 PM – 8:00 PM at Concord Country Club, 246 ORNAC
 - b. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for events to be held at Verrill Farm, 11 Wheeler Road on the following dates:
 - Monday, July 14, 2025 from 5:30 PM to 7:30 PM
 - Thursday, July 24, 2025 from 6:00 PM to 8:00 PM
 - Saturday, August 2, 2025 from 1:00 PM to 4:00 PM
 - Thursday, August 7, 2025 from 6:00 PM to 8:00 PM
 - Thursday, August 28, 2025 from 6:00 PM to 8:00 PM
- vi. Proclamation: Second Annual India Day, August 15, 2025
- vii. Committee Nominations:
 - a. Julie Reed of 116 Monument Street to the Board of Registrars as the Republican member for a term to expire May 31, 2028
 - b. Tom Wilson of 66 Whittemore Street to the Economic Vitality Committee for an unexpired term to expire on May 31, 2026

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Consent Agenda.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

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voted: to appoint Teresa Hubscher-Younger of 262 Central Street as an Associate Member to the Library Committee for a term to expire May 31, 2028; Barbara Ewen of 49 Adams Road to the Concord Cultural Council for a term to expire May 31, 2028; Adam Stark of 154 Lincoln Road, Unit 1 to the Economic Vitality Committee for a term to expire May 31, 2028; Doug Gifford of 562 Harrington Avenue to the 2229 Main Street Oversight Committee for a term to expire May 31, 2028; Judith Long of 94 Annursnac Hill Road to the Land Use Working Group for a term to expire at the conclusion of the work outlined in the charge.

Statement, Discussion, and Public Comment on Proposed Action Plans in Response to Hateful Acts and Expression in Concord

Chair Howell made opening remarks in response to hateful acts and expression in Concord, noting that hate, fear, ignorance, and anger must be addressed with compassion, empathy, education, and love, and calls on all to consider not just what's wrong, but what role they can play in learning and improvement.

Diversity, Equity, and Inclusion (DEI) Commission Co-Chairs Nancy Brown and Rose Cratsley appeared in front of the Select Board to present a statement and to review a proposed Action Plan in response to hateful acts and expression in Concord. The full proposed Action Plan is included in the Select Board meeting packet.

Chair Howell opened the floor for public comments.

Virginia Lee, 162 Plainfield Road, commented that she is the former Chief of the Civil Rights and Civil Liberties Division of the Department of the Attorney General and emphasized the importance of calling out the behavior by its proper terms, referring to incidents as "hate incidents," "hate crimes," or "hate speech" rather than generalizing the verbiage. Ms. Lee continued and commended the DEI Commission's proposal and highlighted training as the crucial way forward. Ms. Lee also suggested including law enforcement in these matters, noting that state law describes such situations as threats, intimidation, or coercion, and mentioned resources like the Boston Police Department's civil rights unit and Concord Police Department's restorative justice unit.

David Yoken, 20 Ridgeway Road, expressed concern regarding the rise of antisemitic incidents in Concord, including a swastika on school property that went unannounced for weeks and antisemitic bullying experienced by his son in Concord Public Schools. Mr. Yoken appreciated the DEI Commission's action plan but urged the Select Board to table the plan until critical gaps are closed, suggesting:

- Explicitly and swiftly condemn anti-Semitism, rather than using vague pledges.
- Launch a promised anti-hate crime reporting portal for the Town and commit to publishing regular, transparent reports on incidents, investigations, and outcomes.

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- Ensure that DEI efforts truly include and protect the Jewish community, not as an afterthought. He stressed the need for immediate action to ensure children feel safe and proud of their identity

Stella Kaplowitz, recent graduate of Concord-Carlisle High School in 2025, spoke about her own experiences of antisemitism from faculty and peers while at CCHS. Ms. Kaplowitz recounted an incident where her US history teacher justified anti-Semitic remarks by mentioning a Jewish relative and was later perceived as downplaying the Holocaust by encouraging students to acknowledge "positive contributions" of Hitler's regime. Ms. Kaplowitz also discussed the assembly that was held at CCHS following the recent antisemitic incident of a swastika drawn on school property, noting that the speaker was ill-suited and prepared for the discussion and that interactions from other peers during the assembly made her feel unsafe. Ms. Kaplowitz noted that the School District's response constantly feels like its only performative in nature and is failing to bring forth solutions.

Pippa Shulman, 643 Old Bedford Road, shared her initial surprise at the perception of a lack of Jewish life in Concord and expressed disappointment in the DEI Commission's statement on anti-Semitism. Ms. Shulman emphasized that silence or vague condemnation sends the wrong message and called for clarity, urgency, transparency, and courage and seconded calls for clear reporting, urging the tabling of the current Action Plan from the DEI Commission to collaborate with the community.

Felix Francis, 2011 Main Street, questioned the effectiveness of prior training materials, noting an instance where children created problematic soccer team names after Holocaust lessons. Mr. Francis raised a concern as a member of a Hindu family, highlighting that the swastika is an ancient symbol in various cultures (Hinduism, Jainism, Buddhism) that was appropriated by the Nazi regime and asked that future training materials would be reviewed to avoid inadvertently alienating or neglecting South Asian children by solely associating the symbol with the Nazi regime.

Scott Smiggler, 1266 Monument Street, voiced deep concern about the rise of antisemitism in schools and the broader culture, noting that some families are hesitant to move to Concord due to its past reputation for being unwelcoming to Jewish people. Mr. Smiggler stated that the issue goes beyond graffiti and slurs, encompassing the daily burden Jewish students carry, feeling blamed, bothered, and invalidated. Mr. Smiggler expressed concern that some adults, including the School DEI Director, minimize antisemitism, which for Jewish students can feel like another form of antisemitism. Mr. Smiggler urged the Select Board, School Committee, and Superintendent to condemn hate specifically and empathetically for Jewish students and to recognize that antisemitism is real and damaging. Mr. Smiggler also asked the Select Board to table the DEI Commission's Action Plan and review the report from the State's Special Commission on Combating Antisemitism, noting that Representative Cataldo may want to speak on the matters.

Ellen Hart, 61 West Street, stated that she no longer feels truly safe as a Jewish person anywhere in the United States in 2025, recounting personal instances of antisemitism experienced back to childhood. Ms. Hart implored the Select Board to not only investigate incidents but to educate

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themselves, educators, and students to recognize, acknowledge, and be upstanders to antisemitism and all forms of hate.

Court Booth, 144 Wright Road, speaking on behalf of the Concord-Carlisle Human Rights Council, noted their active bystander training on July 23rd. Mr. Booth asserted that schools are unique spaces where effective leadership can establish a culture rejecting bias, discrimination, bullying, and hate, and that despite ample resources, the job is not getting done by school leadership. Mr. Booth criticized the failure to conduct a national search for a DEI Director as directed by the School Committee. Mr. Booth urged the Select Board to provide forums for community concerns about hate in schools and supported a trusted reporting system not managed solely by school leadership.

Brian Farber, 41 Ash Street, a Jewish and first-generation American whose father was born in hiding during Nazi occupation, emphasized that antisemitism is real and happening in Concord. Mr. Farber questioned how Jewish students endured years of harassment without meaningful recognition or response, referencing a 24-page report from the Anti-Defamation League (ADL). Mr. Farber noted that many Jewish families are not ready for healing until there has been an honest reckoning, understanding and clear accountability with deep consultation with the Jewish community. Mr. Farber urged the Select Board to name antisemitism directly and to show your support and learn from neighboring communities that have responded proactively. Mr. Farber also urged tabling the DEI Commission's proposed Action Plan to address anti-Semitism uniquely and distinctly.

Grant Hightower, Main Street, critically questioned whether parents in Concord truly "care about their children" beyond material comforts, especially for Black and brown families who constantly navigate micro and overt aggression. Mr. Hightower stated that the ADL's report only scratches the surface of decades of suffering by students across demographics and urged action that demonstrates genuine care for children.

Michael Williams, 1284 Sudbury Road, member of the School Committee but speaking on his own behalf, acknowledged the severity of the issue and expressed his willingness to work with the DEI Commission, Select Board, and his colleagues on the School Committee to address these issues and educate students to respect, care for, and nurture the community for a multicultural world.

Connie Levine, 149 Stow Street, noted that the School Committee should meet sooner than August 20, 2025 to address the topic. Ms. Levine continued and argued that the school has a failed process or no process for handling discriminatory incidents and that the School District and Town processes should not be combined due to different populations. Ms. Levine suggested the School District document their existing process (input, activity, output) to identify failures, citing the ADL report.

Chair Howell noted that the School Committee did schedule a meeting in July, to be held as a joint meeting with the Select Board, on Tuesday, July 22, 2025 at 5:00 PM via Zoom only.

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Request for Permit to Remove Public Shade Tree located at 62 Belknap Street

Katy Hopewood, owner of 62 Belknap Street, appeared before the Select Board and presented her request for a permit to remove a public shade tree located at 62 Belknap Street. Ms. Hopewood noted that while the tree is not in poor health conditions, it appears like it is, with sparse foliage and that it is not providing shade in the area. Ms. Hopewood offered to both pay for the removal of the tree and the planting of a new native tree. Ms. Hopewood's full request, photos of the tree, and memorandum from the Tree Warden are included in the Select Board meeting packet.

The Select Board raised concerns about the Town paying for the removal of public shade trees for aesthetic purposes, noting that this could create a precedent problem and that these requests should be for trees in poor health and/or public safety in the area around the tree. The Select Board considered the homeowners request for paying for the removal of the tree and planting a new native tree, but noted that they would need to consult with Town Counsel on the matter.

Sven Weber, member of the Public Works Commission but speaking on behalf of himself, and also an abutter on Belknap Street, noted that the Select Board could consider a gift account for requests as such.

The Select Board tabled the request for a future meeting and did not vote on the matter.

Reflections on 2025 Annual Town Meeting and Discuss and Vote on 2026 Annual Town Meeting Calendar

Town Moderator Carmin Reiss presented the draft Annual Town Meeting calendar for 2026, targeting a date of Monday, April 27, 2026. Ms. Reiss noted that residents who completed the 2025 post-Annual Town Meeting survey favored the earlier start time of 6:30 PM. Ms. Reiss also noted that Town staff have currently reserved Concord-Carlisle High School, but at some point in the near future, a group of Town staff would like to investigate the potential of Concord Middle School as a Town Meeting venue. The full draft calendar is included in the Select Board meeting packet.

The Select Board discussed the calendar, making two minor amendments to make all Public Hearings begin at 7:00 PM and to make a verbiage change to the internal deadline for warrant article submissions.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the 2026 Annual Town Meeting calendar as included in the Select Board meeting packet and with the amendments discussed during the meeting.

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**Vote on Annual Town Meeting Warrant Articles – Town Meeting Approved Petition to the
General Court**

Town Moderator Carmin Reiss introduced the discussion on the vote on Annual Town Meeting warrant articles that were approved to petition the General Court, noting that there were three approved articles:

1. Remote Participation at Annual and Special Town Meetings
2. Citizen Petition: Ranked Choice Voting
3. Citizen Petition: Ban on Second-Generation Anticoagulant Rodenticides (SGARS)

Ms. Reiss noted that this is an administrative procedure of the Select Board prior to submission to the General Court.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to petition the General Court to enact Home Rule legislation to implement remote participation at Annual and Special Town Meetings, as included in the Select Board meeting packet, which Article 27 was passed by a majority of voters at Annual Town Meeting on June 3, 2025; to petition the General Court to enact Home Rule legislation to implement a Ranked Choice Voting system, as included in the Select Board meeting packet, which Article 28 was passed by more than 2/3rds of voters at Annual Town Meeting on June 3, 2025; to petition the General Court to enact Home Rule legislation to implement a ban on Second-Generation Anticoagulant Rodenticides (SGARs), as included in the Select Board meeting packet, which Article 36 was passed by more than 2/3rds of voters at Annual Town Meeting on June 4, 2025.

**Discuss New England Deaconess Association Monetary Contributions for Affordable
Housing for Seniors being designated to the Concord Municipal Affordable Housing Trust**

Chair Howell opened the discussion on the New England Deaconess Association monetary contributions for affordable housing for seniors being designated to the Concord Municipal Affordable Housing Trust, which the Select Board committed to discussing on a future agenda prior to the approval of the Zoning Bylaw Amendment for the Continuing Care Overlay District at Annual Town Meeting. Funds are a result of a Memorandum of Agreement related to the Deaconess expansion, intended for seniors (55+) for housing, healthcare, or financial assistance. The funds are several years away from now and will be spread over 10 years, contingent upon occupancy levels.

Keith Bergman, 56 White Avenue and Chair of the Concord Municipal Affordable Housing Trust, noted that he submitted a memorandum to the Select Board on the matter and stated that this action would memorialize that original intent and a recommendation to specifically establish a gift account as a way for this Select Board to set a precedent for future Select Boards.

Rich Feeley, 347 Lexington Road and President of the Concord Housing Foundation, urged the Select Board to commit the funds through a gift account to the CMAHT and argued that without a commitment of this money for housing, discussions with developers about potential deals cannot begin.

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Matt Johnson, 21 Winthrop Street and members of both the CMAHT and CHF, also urged the Select Board to commit the funds, that the affordable housing community needed a win after projects have struggled in recent years.

Moira Walsh, 169 Thoreau Street and member of the CHF, stressed the urgent need for senior housing, citing rising senior population and poverty levels.

Chair Howell opened the discussion amongst Board members. Ms. Hartman emphasized that the original intent of the negotiations were always for housing, due the NEDA housing not being affordable housing. Mr. McKennitt advocated for maintaining flexibility for future Select Boards, noting that the MOA states that it must be used for housing, healthcare, or financial assistance for seniors, especially due to uncertainty of future needs.

Tanya Gailus, 62 Prescott Road, commented that the discussion at Annual Town Meeting focused on the funds being used for housing, healthcare, or financial assistance and that it was suggested that the funds would not only be used for housing.

Karlen Reed, 83 Whits End Road, voiced concern about a loss in flexibility for how the funds could be used and urged the Select Board to table the decision at this time.

Upon a motion duly made and seconded, it was **voted:** to establish a gift account to accept the payments from New England Deaconess Association in accordance with the Memorandum of Agreement with priority for housing for seniors aged 55+.

The motion passed 4-1, with Mr. McKennitt voting nay.

Discuss and Vote to Authorize the Chief Financial Officer to make any necessary year-end transfers under M.G.L. c. § 33B

Ryan Ferrera, Acting Chief Financial Officer, presented a memorandum regarding a vote to authorize the Chief Financial Officer to make any necessary year-end transfers under M.G.L. c. § 33B. The full memorandum is included in the Select Board meeting packet.

Upon a motion duly made and seconded, it was **voted:** to authorize the Chief Financial Officer to make any necessary year-end transfers under M.G.L. c. § 33B.

Discussion on Financial Reserves Policy

Chair Howell opened the discussion on the Town's Financial Reserves Policy. Mr. Howell noted that this discussion stems from the spirited discussion about Reserve Funds at Annual Town Meeting. Mr. Howell continued that the Town's current polices are outdated and cover a wide range of topics, but that a goal for this year for the Select Board and Finance Committee should be to clarify and update policies, especially regarding Reserve Funds. The Select Board

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discussed an informal working group between a single Select Board member, a representative of the Finance Committee (TBD), and Town staff to begin working on this. There was no vote of the Select Board taken on this matter.

Discuss and Correct the Land Use Working Group Charge and Select Board Representative Appointment

Chair Howell opened the discussion on the correction of the Land Use Working Group charge and noted that the original charge included an ex-officio member of the 2229 Main Street Task Force, which was chosen as Paul Boehm, but this proved problematic as any Select Board member cannot represent another committee on a Town committee unless as the Select Board's direct representative on that committee. The 2229 Main Street Task Force also no longer exists. Mr. Howell's proposed correction to the charge was to remove the ex-officio member of the 2229 Main Street Task Force and to add two representatives of the Select Board, as Mr. Boehm can still represent the expertise of the 2229 Main Street Task Force as a Select Board representative.

Mr. McKennitt voiced concern regarding the precedent of appointing two Select Board members as representatives to a Town committee, noting that this is not standard practice. Mr. McKennitt also reminded the Board of his interest and relevant experience in serving on the Land Use Working Group.

Upon a motion duly made and seconded, it was **voted:** to approve the amended Land Use Working Group charge as discussed during the meeting.

The motion passed 4-1, with Mr. McKennitt voting nay.

Upon a motion duly made and seconded, it was **voted:** to nominate Paul Boehm as a Select Board representative to the Land Use Working Group for a term to expire at the conclusion of the work outlined in the charge.

The motion passed 4-1, with Mr. McKennitt voting nay.

Review Town Manager Evaluation Process/Timeline

Assistant Town Manager and Human Resources Director Jessica Porter presented the Town Manager Evaluation process/timeline.

- Early next week (week of July 21, 2025): Town Manager's self-evaluation to be provided to the Select Board.
- Between July 21 and August 8, 2025: Select Board members to review self-evaluation, write individual reviews, and schedule one-on-one meetings with the Town Manager.
- August 15, 2025: Individual written reviews to be submitted to Jessica for compilation.

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- August 28, 2025: Target date for conducting the full review at a Select Board meeting.

Ms. Porter noted that as the newly elected Select Board member, Mr. Boehm would not participate in this evaluation, but Ms. Terri Ackerman would as outgoing Select Board member for Fiscal Year 2025. Ms. Porter will also continue to compile the ratings of the evaluations to build historical data. The Select Board also discussed next Fiscal Year's evaluation including a review from the Senior Management Team. There was no vote of the Select Board taken on this matter.

**Discuss and Vote on Fiscal Year 2026 Select Board Goals and Discuss Fiscal Year 2027
Budget Priorities**

Chair Howell opened the discussion on Fiscal Year 2026 Select Board Goals. The full list of Select Board Goals is included in the Select Board meeting packet. The Board discussed:

- Commercial Development (I. G. 1.): Debate on the metric for increasing commercial revenue ("percentage of taxable entities" vs. "percentage of revenue"). Acknowledged the complexity and long-term nature of this goal, likely requiring a "plan for a plan" and collaboration with Economic Vitality Committee and Land Use Working Group.
- Affordable Housing Impact (II. F. 2.): Discussed "examine impact of affordable housing new developments on town budgets and tax impacts across different taxpayer groups." Clarified this means holistic analysis of impact on municipal services and overall taxes from different development types, not necessarily different taxpayer groups.
- Affordable Housing Commitment (Addition): Ms. Hartman suggested adding a goal to achieve the Housing Production Plan goals to explicitly state the Town's commitment. The Board concurred.
- Civility, Tolerance, Inclusion (V. C.): Discussion on strengthening the language for DEI-related goals. Changed "promote community dialogue" to "provide leadership in promoting community action and dialogue".
- Wastewater Treatment Plant (I. A. 4): Reviewed the goal to "complete the transfer and agreement with the state in place" for the wastewater treatment plant. Acknowledged funding challenges and complexities of negotiation, but agreed to set it as an "aggressive goal."
- PILOT Program (II. E. 2. A): Clarified the "10% of identified organizations" goal for the PILOT program, noting it refers to having productive conversations and reaching agreements with that percentage of organizations on the list.
- Organizational Capacity (III. A.): Discussed "fully staffed town departments, turnover metrics, and hiring dashboard." Acknowledged acceptable turnover rates but emphasized the importance of tracking.

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- Quarterly Coordination with School Committee (III. D): The goal to "initiate quarterly coordination discussion school committee" was discussed, with suggestions for more frequent collaboration.

Mr. Howell agreed to update the goals prior to the Board taking a vote on them.

Vote on Fiscal Year 2026 Select Board Liaison Assignments

Chair Howell noted that the Fiscal Year 2026 Select Board Liaison Assignments discussed during the June 30, 2025 Select Board meeting was included in the Select Board meeting packet. The Board members had no further changes to the assignments and accepted the assignments.

Chair's Report

Chair Howell reported on:

- Active Bystander Training hosted by the Concord-Carlisle Human Rights Council is on July 23, 2025 at Harvey Wheeler Community Center at 5:00 PM.
- Discussing rescheduling the September 22, 2025 Select Board meeting due to Rosh Hashanah, possibly to September 29, 2025.
- Request to schedule the next Concord Housing Roundtable meeting for the last week of August, with a preference for August 26, 2025.
- The Vision Report prepared by Agency Landscape + Planning, project consultants for the MCI Concord Advisory Board, will be released soon with minor typos fixed. Efforts are ongoing to extend the contract for with the project consultants for additional public outreach. Discussions also ongoing about the roadmap and potential future planning and zoning phases. Lastly, an additional \$250,000 Earmark for Fiscal Year 2026 was approved in the Governor's Budget for MCI Concord.
- India Day celebration on will be on Saturday, August 16, 2025 at the First Parish, seeking a Select Board member to read the proclamation. Ms. Rovelli volunteered.

Town Manager's Report

Deputy Town Manager Megan Zammuto presented highlights from the Weekly Operations Report for the week ending July 11, 2025. The report is now being piloted in e-newsletter format, and you can [sign up for the e-newsletter here](#).

Adjournment

Chair Howell adjourned the meeting at 9:44 PM.

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Meeting Materials:

[Select Board Meeting Packet for July 14, 2025](#)

[Select Board Meeting Recording for July 14, 2025](#)

DRAFT



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: July 28, 2025

Re: Sunday Entertainment Licenses – The Concord Players

Included in your meeting packet are six Sunday Entertainment License applications for Katherine Lague of the Concord Players for performances of productions “She Kills Monsters”, “Curious Incident”, and “Bridgerton” from 1:00 PM to 6:00 PM at the Performing Arts Center at 51 Walden Street on the following dates:

- a. Sunday, November 9, 2025
- b. Sunday, November 16, 2025
- c. Sunday, February 5, 2026
- d. Sunday, February 22, 2026
- e. Sunday, April 26, 2026
- f. Sunday, May 5, 2026

These applications have been reviewed and are complete with payment.

TOWN OF CONCORD

SUNDAY ENTERTAINMENT LICENSE APPLICATION

(to be submitted with Form 90)

Fee payable to "Town of Concord": \$50.00
Fee payable to "Commissioner of Public Safety": \$2.00 (1:00 PM - Midnight) or \$5.00 (before 1:00 PM)

Application Date: 7/9/25
Applicant Name: Katherine M. Lague
Applicant Address: 51 Walden St
Concord, MA 01742
Name of Organization: The Concord Players
Telephone #: 978-369-2990

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

Sunday Entertainment License for: performances of productions of "She Kills Monsters", "Curious Incident" and Brigadoon

(insert description of Entertainment)

in or on the property at 51 Walden St. Street

on 11/9/25, 11/16/25, 2/15/26, 2/22/26 from 1 PM to 6 PM
(date) 4/26/26, 5/3/26

in accordance with the rules and regulations made under authority of said Statutes.

Town Fee Paid \$ 300.00 State Fee Paid \$ 12.00

Please complete and return this form, Form 90, and payments to: Town of Concord

If mailing, mail to: Selectmen's Office, Town House, P.O. Box 535, Concord, MA 01742

State Fee, \$ 12.00
Municipal Fee, \$ 300.00

THE COMMONWEALTH OF MASSACHUSETTS
Town OF Concord



LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is The Concord Players, Inc. in or on the property at No. 51 Walden St. (address)

The Licensee or Authorized representative, Katherine M. Laque (Treasurer) in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
<u>Nov 9, 14/25</u>	<u>1:00-6pm</u>	<u>Performances of "She Kills Monsters"</u>
<u>2/15, 22/26</u>	<u>1pm-6pm</u>	<u>Performances of "Curious Incident"</u>
<u>4/26, 5/3/26</u>	<u>1pm-6pm</u>	<u>Performances of "Brigadoon"</u>

Hon. _____ Mayor/ Chairman of Board of Selectmen, Town of Concord (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES



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: July 28, 2025

Re: One Day Liquor License for Tom Wilson of the Wright Tavern

Included in your meeting packet is a One Day Liquor License application for All Alcoholic Beverages for Tom Wilson of the Wright Tavern for a Beer Garden to support Community Development and the Sidewalk Sale on Saturday, August 2, 2025 from 11:00 AM to 7:00 PM at the Wright Tavern, 2 Lexington Road. Mr. Wilson has requested a rain date of Saturday, August 9, 2025. The beer garden format will follow the same format as previous beer gardens, with temporary fencing surrounding the area and a Police Detail.

This application is complete with TIPS Certifications and payment.

Please reach out with any questions.

ONE-DAY LIQUOR LICENSE

APPLICATION DETAILS

Application #:	<u>ODL-25-58604</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u>07/16/25</u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>75.00</u>	Receipt #:	<u>ODL-25-0206</u>		

SECTION 1 - SITE INFORMATION

Name of Organization	<u>Wright Tavern Legacy Trust</u>		
Street Name	<u>LEXINGTON RD</u>	Map Block Lot	<u>0009</u>
Street Number	<u>2-6</u>	Zone	<u>CCB</u>
Unit Number	<u> </u>		
On Premises	<u>Yes</u>		
Description of Premises	<u>A Wright Tavern Beer Garden to support Sideway Sale Day of the Concord Chamber of Commerce</u>		

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name	<u>FIRST PARISH UNITARIAN</u>		
Street Number	<u>20</u>	Street Name	<u>LEXINGTON RD</u>
City	<u>CONCORD</u>	State	<u>MA</u>
		Zip Code	<u>01742</u>
Telephone	<u> </u>	Email	<u> </u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Tom Wilson</u>
----------------	-------------------

Street Number	<u>65</u>	Street Name	<u>Whittemore St.</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742-3513</u>
Telephone number	<u>617-281-1198</u>	Email	<u>tom@wrighttavern.org</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>65</u>	Street Name	<u>Whittemore St.</u>		
City	<u>Concord</u>	State	<u>MA</u>	Zip Code	<u>01742-3513</u>
Telephone	<u>617-281-1198</u>				

SECTION 5 - HOURS OF OPERATION

To Sell: (Check One) Wines & Malts All Alcoholic

Requested Rain Date: **Saturday, August 9, 2025**

Note: Please indicate A.M. or P.M.

Day of Event	<u>08/02/25</u>	Hours of Operation	From	<u>11:00</u>	To	<u>7:00</u>
Activity	<u>Beer Garden to support community development and Sideway Sale Day of the Chamber</u>					
Approximate Number of Attendance	<u>200</u>					

SECTION 6- DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 07/14/25

(Chapter 138, Section 14. General Laws of the Commonwealth of Massachusetts)

Indicates Mandatory Field.

Note: Please check the above checkbox to submit the form



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: July 28, 2025

Re: One Day Liquor License for Richard Briggs Jr. of Provisors

Included in your meeting packet is a One Day Liquor License application for Wines and Malt Beverages Only for Richard Briggs Jr. of Provisors for the Provisors Annual Golf Outing on Monday, September 15, 2025 from 10:30 AM to 7:00 PM at Concord Country Club, 246 ORNAC.

Sara Killelea, General Manager of Concord Country Club maintains an updated file of Bartender TIPS Certifications and Crowd Manager Certificates with the Town Manager's Office. This application is 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: Thursday, July 10, 2025 3:30:37 PM

One Day Special Liquor Licenses

Company or Organization	Provisors
Applicant Name	Richard D. Briggs Jr.
Email Address	rdbriggsjr@gmail.com
Applicant Address	253 Elm Steet
City	Concord
State	MA
Zip Code	01742
Phone Number	6175716305
Name of Event	Annual Golf Outing
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	9/15/2025 10:30 AM
End Time	7:00 PM
Premises to be Licensed	Concord Country Club
City	Concord
State	MA
Zip Code	01742
License is for the Sale of:	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? 4

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 Richard D. Briggs Jr.

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 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 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: July 28, 2025

Re: Common Victualler Applications

Included in your meeting packet are three Common Victualler License applications for Chipotle Mexican Grill, Starbucks, and Eva's Little Kitchen. Common Victualler Licenses are required for food service establishments with the capabilities for cooking, preparing, and serving food which provides seating for the immediate consumption therein.

Chipotle Mexican Grill

Daniel Brennan Jr., Permit Representative for Chipotle, will be in attendance at the Select Board meeting to present the application for Chipotle Mexican Grill at 766 Elm Street. They are requesting hours from 10:30 AM to 11:00 PM daily.

Mr. Brennan's application is complete with payment, insurance requirements, and tax affidavit requirements. This application was also reviewed and approved by Building, Health, and Tax Departments.

Starbucks

Daniel Brennan Jr., Permit Representative for Starbucks, will be in attendance at the Select Board meeting to present the application for Starbucks at 768 Elm Street. They are requesting hours from 5:00 AM to 8:30 PM daily.

Mr. Brennan's application is complete with payment, insurance requirements, and tax affidavit requirements. This application was also reviewed and approved by Building, Health, and Tax Departments.

Eva's Little Kitchen

Eva Badra, Owner of Eva's Little Kitchen, will be in attendance at the Select Board meeting to present the application for Eva's Little Kitchen at 110 Commonwealth Avenue. They are requesting hours from 8:00 AM to 4:00 PM daily.

Ms. Badra's application is complete with payment, insurance requirements, and tax affidavit requirements. This application was also reviewed and approved by Building, Health, and Tax Departments.

SECTION 4 - MAILING ADDRESS

Street Number 182566 Street Name PO BOX
 City Columbus State OH Zip Code 43218
 Telephone 614-318-2482

SECTION 5 - BUSINESS DETAILS

Name of Business Chipotle Mexican Grill
 Street Number 766 Street Name Elm
 City CONCORD State MA Zip Code 01742
 Telephone 614-318-2482 Federal Tax No. (if applicable) : 841485992

SECTION 6 - MANAGER INFORMATION

Manager Name Christian Gomez- Chipotle Mexican Grill
 Street Number 182566 Street Name PO BOX
 City Columbus State OH Zip Code 43218
 Telephone 614-318-2482 Email licensing@chipotle.com

SECTION 7 - OTHER INFORMATION

Note: Please indicate A.M. or P.M.

Proposed Hours of Business	From	To
Monday	<u>10:30 AM</u>	<u>11PM</u>
Tuesday	<u>10:30 AM</u>	<u>11PM</u>

Proposed Hours of Business	From	To
Wednesday	<u>10:30 AM</u>	<u>11PM</u>
Thursday	<u>10:30 AM</u>	<u>11PM</u>
Friday	<u>10:30 AM</u>	<u>11PM</u>
Saturday	<u>10:30 AM</u>	<u>11PM</u>
Sunday	<u>10:30 AM</u>	<u>11PM</u>

Proposed Seating Capacity 40

Do you plan to have a jukebox / pinball machine etc? Yes No

Are you planning to file for an alcoholic beverage license? Yes No

STATE TAX AFFIDAVIT

STATE TAX AFFIDAVIT PDF **Please click this button to print out the required form. Once you have submitted this application please fill out the form and upload it to the checklist in the transaction panel.**

SECTION 8 - DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 06/23/25

 **COMMON VICTUALLER LICENSE**
APPLICATION DETAILS

Application #:	<u>CVL-25-58478</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u> </u>
Fee Payable: (\$)	<u>50.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u> </u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>ELM ST</u>	Map Block Lot	<u>1898</u>
Street Number	<u>768</u>	Zone	<u>LB1</u>
Unit No.	<u>Starbucks</u>		

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name	<u>CP ELM STREET LLC</u>		
Street Number	<u>188</u>	Street Name	<u>NEEDHAM ST</u>
City	<u>NEWTON</u>	State	<u>MA</u>
		Zip Code	<u>02464</u>
Telephone	<u> </u>	Email	<u> </u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Starbucks Corporation</u>		
Street Number	<u>PO Box 344</u>	Street Name	<u>S-Tax 2</u>
City	<u>Seattle</u>	State	<u>WA</u>
		Zip Code	<u>98124</u>
Telephone number	<u>206-318-8705</u>	Email	<u>licenseservices@starbucks.com</u>

SECTION 4 - MAILING ADDRESS

Street Number PO Box 344 Street Name S-Tax 2

City Seattle State WA Zip Code 98124

Telephone 206-318-8705

SECTION 5 - BUSINESS DETAILS

Name of Business Starbucks Coffee #81822

Street Number 768 Street Name Elm

City CONCORD State MA Zip Code 01742

Telephone 978-837-9871 Federal Tax No. (if applicable) : 91-1325671

SECTION 6 - MANAGER INFORMATION

Manager Name Molly Mcgraw

Street Number 4 Street Name 4 School Street ,

City Townsend State MA Zip Code 01469

Telephone 978-886-2246 Email Us37100489@starbucks.com

SECTION 7 - OTHER INFORMATION**Note: Please indicate A.M. or P.M.**

Proposed Hours of Business	From	To
Monday	<u>5AM</u>	<u>8:30PM</u>
Tuesday	<u>5AM</u>	<u>8:30PM</u>

Proposed Hours of Business	From	To
Wednesday	<u>5AM</u>	<u>8:30PM</u>
Thursday	<u>5AM</u>	<u>8:30PM</u>
Friday	<u>5AM</u>	<u>8:30PM</u>
Saturday	<u>5:30AM</u>	<u>8:30PM</u>
Sunday	<u>5:30AM</u>	<u>8:30PM</u>

Proposed Seating Capacity 43

Do you plan to have a jukebox / pinball machine etc? Yes No

Are you planning to file for an alcoholic beverage license? Yes No

STATE TAX AFFIDAVIT

STATE TAX AFFIDAVIT PDF **Please click this button to print out the required form. Once you have submitted this application please fill out the form and upload it to the checklist in the transaction panel.**

SECTION 8 - DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 07/16/25

 **COMMON VICTUALLER LICENSE**
APPLICATION DETAILS

Application #:	<u>CVL-25-58167</u>	Date Issued:	<u> </u>	Permit #:	<u> </u>	Date Paid:	<u>07/14/25</u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>50.00</u>	Receipt #:	<u>CVL-25-0205</u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>COMMONWEALTH AVE</u>	Map Block Lot	<u>2191</u>
Street Number	<u>110-112</u>	Zone	<u>WCV</u>
Unit No.	<u> </u>		

SECTION 2 - OWNER / CORPORATION INFORMATION

Owner / Corporation Name	<u>Eva's Little Kitchen, LLC</u>		
Street Number	<u>110</u>	Street Name	<u>Commonwealth Avenue</u>
City	<u>CONCORD</u>	State	<u>MA</u>
		Zip Code	<u>01742</u>
Telephone	<u>781-698-9258</u>	Email	<u> </u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Eva M Badra</u>		
Street Number	<u>47</u>	Street Name	<u>Ledgelawn</u>
City	<u>lexington</u>	State	<u>MA</u>
		Zip Code	<u>02420</u>
Telephone number	<u>781-698-9258</u>	Email	<u>eva@evaslittlekitchen.com</u>

SECTION 4 - MAILING ADDRESS

Street Number 110 Street Name Commonwealth Avenue
 City CONCORD State MA Zip Code 01742
 Telephone 781-698-9258

SECTION 5 - BUSINESS DETAILS

Name of Business Eva's Little Kitchen
 Street Number 110 Street Name Commonwealth Ave
 City CONCORD State MA Zip Code 01742
 Telephone 781-620-4033 Federal Tax No. (if applicable) : 83-2412915

SECTION 6 - MANAGER INFORMATION

Manager Name Eva M Badra
 Street Number 47 Street Name Ledgelawn
 City lexington State MA Zip Code 02420
 Telephone 781-698-9258 Email eva@evaslittlekitchen.com

SECTION 7 - OTHER INFORMATION

Note: Please indicate A.M. or P.M.

Proposed Hours of Business	From	To
Monday	<u>8 AM</u>	<u>4 PM</u>
Tuesday	<u>8 AM</u>	<u>4 PM</u>

Proposed Hours of Business	From	To
Wednesday	<u>8 AM</u>	<u>4 PM</u>
Thursday	<u>8 AM</u>	<u>4 PM</u>
Friday	<u>8 AM</u>	<u>4 PM</u>
Saturday	<u>8 AM</u>	<u>4 PM</u>
Sunday	<u>8 AM</u>	<u>4 PM</u>

Proposed Seating Capacity Concord

Do you plan to have a jukebox / pinball machine etc? Yes No

Are you planning to file for an alcoholic beverage license? Yes No

STATE TAX AFFIDAVIT

STATE TAX AFFIDAVIT PDF **Please click this button to print out the required form. Once you have submitted this application please fill out the form and upload it to the checklist in the transaction panel.**

SECTION 8 - DECLARATION

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 07/07/25



Article 8 and Transportation Update

Select Board Meeting
July 28, 2025

Overview

- Article 8 - Debt Exclusion for Road Maintenance
- Roles on Transportation
- Transportation Management Group Overview
- Pedestrian/Safety Improvements Planning Process
- Transportation Resources

Article 8 for Road Maintenance

- Reduce “Backlog” of Road Repair and Maintenance
- Spreads Pavement Repair Costs Over Ten Years
- Advance Safety/Transportation Amenities
 - i.e. sidewalk repair, pedestrian crossings, intersection modifications...
- Invest More Efficiently and Plan for Larger Scale Multiyear projects
- Improved planning/coordination for more ideal construction schedules
- Reduced disturbance/impact on businesses and residents
- Improved quality control of work
- Town more competitive for State/Federal grant programs

Funding for Roads, Sidewalks, and Safety Improvements

- Accelerated Roads and Sidewalk Investment Strategy
- Next 5 Years:
 - \$25 M for Road Improvements
 - **\$5 M for Pedestrian & Safety Improvements**
- Total of \$30M invested into infrastructure
 - \$27.5M financed by long term debt (10 years -Tier III)
 - \$2.5M financed by Chapter 90 funding

Roles on Transportation

- Select Board –Traffic, Parking and Pedestrian Rules and Regulations
- Public Works Commission – Road Commissioners; policy guidance for Public Works; Capital Improvement Program Review
- Transportation Advisory Committee –Make Recommendations to enhance Local transportation actions; public education/input
- Transportation Management Group – staff review of resident inquiries/issues on traffic and parking related matters
- Key Staff – Concord Public Works, Police, Planning Division/DPLM

Transportation Management Group Overview

Issue/Complaint Submitted to Police or CPW

TMG Reviews Complaint/Issue

Response is provided to resident

After review and if recommended, CPW/Police may implement an operational and/or lower cost solution

Higher Cost Pedestrian/Safety Improvement (e.g. sidewalks, crosswalks, intersection improvements) requires feasibility analysis and funding for design and construction

Higher Cost Pedestrian/Safety Improvements Process

Preliminary Staff Analysis – Right of Way, Safety, etc.

Public Input – Traffic Calming Application; Complete Streets Prioritization Plan; Comprehensive Transportation Strategy; Transportation Advisory Committee

Conceptual & Engineering level Design – requires funding

Construction – requires funding

Transportation/Safety Improvements Review Next Steps

- Group is Reviewing Process for Transportation Management Group & Role of Transportation Advisory Committee (staff, members of SB and PWC) & potential changes
- Article 8 Funding for Roads and Bicycle/Pedestrian Improvements and Prioritization
- Joint Meeting (TAC, SB, PWC) Planned to Review Process & Proposed Changes
- Comprehensive Transportation Strategy – starting Fall 2025

Concord Transportation Resources

- Article 8 - Debt Exclusion for Road Maintenance - <https://concordma.gov/3915/Article-8---Debt-Exclusion-for-Road-Main>
- Traffic Calming Policy (Public Works and Police) - <https://concordma.gov/1398/Traffic-Calming-Policy>
- Reporting an Issue (Public Works) - <https://concordma.gov/1227/Reporting-an-Issue>
- Transportation Advisory Committee (TAC) - <https://concordma.gov/3845/Transportation-Advisory-Committee>
- Transportation Management Group (TMG) - <https://concordma.gov/198/Traffic-Management-Group>
- Concord Complete Streets Plan & Prioritization - <https://www.concordma.gov/2454/Complete-Streets-Program>
- Traffic Rules and Regulations - <https://concordma.gov/DocumentCenter/View/246/Traffic-Rules-and-Regulations-PDF>



Statement from the Diversity, Equity, and Inclusion Commission Town of Concord, MA

In Response to Recent Hateful Acts in Our Community

The Concord Diversity, Equity, and Inclusion (DEI) Commission unequivocally condemns the recent acts of antisemitism, racism, homophobia, and other expressions of hate that have occurred in our community—including the disturbing graffiti and hate speech incidents reported at Concord-Carlisle High School and in other public spaces. These acts are not isolated; they are symptomatic of broader systemic harms that marginalize and traumatize our neighbors, especially those who are Jewish, Black, Indigenous, LGBTQ+, immigrant, and members of other historically excluded communities.

Hate has no home in Concord.

We reject all forms of bigotry and stand in solidarity with those harmed by these acts. Our town's values—of inclusion, equity, justice, and community care—must be upheld through concrete action and sustained commitment.

Proposed Action Plan

To ensure that our response is not merely symbolic but rooted in structural change, we recommend the following steps:

1. Public Education & Community Dialogue

- Host a town-wide restorative listening circle and healing forum, in partnership with impacted communities and local organizations.
- Launch an ongoing “Concord Against Hate” education campaign, including school-based programs, interfaith dialogues, and public forums on antisemitism, racism, and LGBTQ+ rights.
- Mandate annual anti-bias and anti-hate training for all public officials, town employees, and school personnel.

2. Reporting & Accountability Mechanisms

- Launch a transparent and anonymous town-wide incident reporting system, with clear tracking and follow-up procedures, informed by community best practices
- Ensure public updates on investigations and outcomes related to hate incidents to maintain community trust and transparency.

3. Mental Health & Support Services

- Expand trauma-informed mental health support for students, families, educators, and staff impacted by hate and bias-related incidents.
- Fund culturally competent counseling services, prioritizing care for historically marginalized populations, including elders and youth.

4. Policy & Structural Change

- Work with the Select Board and School Committee to audit existing policies for racial, religious, and gender equity and propose reforms.
- **Advocate** for the creation of a permanent DEI Director position with a mandate and budget to lead cross-sector initiatives and coordinate town-wide responses.

5. Partnership & Solidarity

- Form a coalition with neighboring towns, local houses of worship, nonprofits, and advocacy groups to build regional strategies against hate.
- Support intergenerational and intercultural programs that strengthen community resilience and relationships across difference.

We urge all residents, civic leaders, educators, and young people to join us in standing firmly against hate and actively participating in the work of justice and inclusion.

We are Concord—and we must all take responsibility for shaping the kind of town where everyone is safe, seen, and valued.

DRAFT

Standing Against Antisemitism: A Call to Care, Confront, and Act Together *Statement from the Concord Diversity, Equity, and Inclusion Commission*

Pending vote to approve on August 12, 2025

The Concord Diversity, Equity, and Inclusion Commission stands with our Jewish neighbors. Antisemitism has caused real harm in our community. Acknowledging that harm and taking meaningful action is a responsibility we all share.

Jewish residents have shared experiences of exclusion, fear, and pain. We see you. We hear you. We honor you. Your voices matter—and must guide how we move forward. Your safety, presence, and leadership are essential to Concord's future.

In alignment with our charge and our Community Action Plan to Address Hate and Bias, we are taking the following steps:

1. Forming the Concord Against Antisemitism Taskforce, composed of Jewish residents, faith leaders, community leaders, and partners. This group will lead local education, healing, and collective engagement.
2. Launching the Concord Against Hate Committee to coordinate prevention, reporting, and response efforts across town departments and institutions.
3. Hosting public forums and educational initiatives created in partnership with the impacted communities to deepen understanding and foster shared accountability.

Our efforts are guided by the priorities set forth by the *Massachusetts Special Commission on Combating Antisemitism*, co-chaired by our State Representative Simon Cataldo. These priorities emphasize action-oriented education, trauma-informed responses, and inclusive community leadership—all essential to building a safe and equitable Concord.

Our commitment is clear: Concord must be a town where everyone is safe, valued, and included. This includes confronting antisemitism with urgency, care, and timely action.

We invite all residents, institutions, and leaders to join us in this work. Together, we carry the shared responsibility of building a Concord where equity is sustained through action and belonging is nurtured throughout our community.

Concord Diversity, Equity, and Inclusion Commission

2025 - 2026 Select Board Goals

I. Development and Land Use:

A. MCI redevelopment:

1. Conceptual planning completed
2. Zoning Design in progress with Town meeting scheduled
3. DCAMM RFP requirements submitted and negotiated
4. WWTF – Decision to acquire; Capital Plan is done, transfer agreement with the state is in place

B. Cell Service:

1. Complete an analysis of technical options (small cells, DAS, etc.)
2. West Concord improvement option is under way
3. A third option for Concord Center is under development
4. Update the Wireless Overlay District ByLaw for 2026 Town Meeting

C. Wastewater Treatment System Capacity:

1. Conduct and complete discussions with EPA and MADEP
2. Permit increase applications for both facilities are prepared and submitted.
3. Design and capital requirements for interconnecting with MCI system are developed

D. Transportation:

1. Rotary re-design town priorities identified and communicated to MassDOT
2. Complete **Comprehensive Transportation and Mobility Study (TAC)**

- a) Evaluate potential high priority actions
 - 3. Review and Develop proposals to improve Sidewalk, Safety and Traffic Calming programs
 - E. Town Facilities:
 - 1. Building consolidation priorities and roadmap
 - 2. Public Safety and Public Works Facilities Concepts Proposed and introduced into the Long-Range capital plan
 - F. 2229 Main St. Acquisition negotiations
 - 1. Initiate and make substantial progress on negotiations
 - a) EPA and US Gov Lien status
 - 2. Develop Site Preparation Priorities and provide them to DeMaximus
 - G. Commercial Development
 - 1. Develop plan for increasing commercial tax revenues through increases in percentage of taxable entities relative to residential
 - H. Housing
 - 1. Support the implementation of Concord's Housing Production Plan
 - a) Identify parcels
 - b) Secure financial support

2025 - 2026 Select Board Goals

II. Financial Management:

A. Reserve Policy:

1. Designed in conjunction with the FinCom and CFO
2. Town Meeting articles are proposed as needed to implement the revised policy

B. Audits and Free Cash certification

1. Complete FY 2024 AND FY 2025 Town audits by June 2026.
2. Conduct review of free cash and town revenues estimates in October 2025 and March 2026

C. Revenue goals

1. Local Receipts
 - a) *Support Business Community to enhance local receipts*
 - b) *Forecast schedule published, Prior year estimates assessed and reconciled to forecast*
 - c) *Review and modify license and permit fees to cover cost of service*
2. Continue PILOT Program
 - a) *Establish new agreements with ten percent of identified organizations*
 - b) *Refine outreach process*

D. Affordability and Budgeting

1. Utilize benchmarks to establish town budget efficiency opportunities
2. Examine impact of Affordable housing/new developments on town budgets and tax impacts across different taxpayer groups
3. Understand debt level and tax impact under different capital

investment scenarios

4. Receive a report from the RTE/Tax committee and consider the implications

III. Effective and Transparent Governance

A. Organizational Capacity:

1. Fully Staff town departments, turnover metrics and hiring dashboard

B. Committee Processes:

1. Fully Staffing committee, or reorganize as needed
2. Committee training- Open Meeting Law, ethics, records management
3. APP 10 update- Complete policy update, develop improvements in transparency of tracking and recruitment of committee members
4. Topical Forums and Long range plan coordination needed

C. Conduct a 250th Celebration “Lessons Learned” session

1. Best Practices that can be adopted by the Town

D. Initiate quarterly coordination discussions with School Committee

E. Evaluate Adequacy of Select Board Communications

IV. Sustainability and Ecology

A. Warner’s Pond Management plan – Defined and funded for FY27

B. Middle School Solar Construction

C. Substation bi-directional power flow – CMLP to Grid

D. Time of use electrical billing

E. Climate Action

1. Complete the 2020 Climate Action Plan update
2. Evaluate new organizational effectiveness

V. Civility, Tolerance and Inclusion

- A. Review and improve reporting and communications around incidents of hate speech or bias
- B. Unified approach developed with School Committee
- C. Promote community dialog supporting tolerance and inclusion

2024 – 2025 Select Board Goals

Update as of March 17, 2025

I. Effective and Transparent Governance

- Align Boards, Committees, and Senior Management Team of the Town whenever possible.
 - Establish goals that align and integrate between Select Board, Town Boards, Committees, Staff, and town departments.
- Excellent alignment between Select Board goals and town staff and town departments via the new Performance/Merit Pay program.
 - Alignment between Select Board and other town boards and committees is accomplished via the liaison role and chairs' breakfasts.
 - Conduct periodic joint Finance Committee and Select Board and joint School Committee and Select Board meetings.
 - Done. Three meetings with School Committees and the Finance Committee to prioritize capital spending.
 - Aug 19, 2024
 - Nov 18, 2024
 - Dec 16, 2024
 - Recommit to an annual capital planning process between the Select Board, School Committee, and Finance Committee that includes Tier II and Tier III.
 - Done. Staff working collaboratively to bring 5-year Tier I, II and III budgets to the joint meetings.
 - NOTE: Other areas of transparency: Prompt posting of minutes and agendas and, public comment allowed at all meetings.
- Improve Committee Processes
 - Periodic topical forums, such as housing, sustainability, planning, arts & culture.
 - Housing roundtable held quarterly, sustainability roundtable held quarterly.
 - Monthly Chair's Breakfast held as hybrid to enable remote participation. Notes from meeting are publicly available.
 - Committee training, such as procurement, ethics, sexual harassment, etc.
 - Training on ethics, first amendment and OML completed.
- Improve Select Board Processes
 - Ensure good process and governance; utilize data to make decisions; consider different viewpoints; delay decisions whenever possible to enable community input.
 - Hearing held on RTE.
 - Review and Amend Alcohol Rules & Regulations

- Review and update Correspondence Policy.
- Review and update APP#10 in process.
- Revise the Town flag policy.
 - Done

II. Land Use Opportunities

- Engage the community, legislative delegation, and state agencies in a robust planning process that ensures that Concord's interests are expressed and prioritized during the disposition of the MCI Concord property. Measurable outcomes:
 - The MCI-AB has established a cooperative working relationship with DCAMM toward reuse of the MCI parcel
 - MCI-AB has engaged Agency, Inc. to help with visioning, planning and community outreach.
 - Town counsel, the town manager and Select Board chair are actively involved in conversations with DCAMM regarding due diligence efforts necessary for the town's potential acquisition of the wastewater treatment plant.
- Utilize the expertise of the 2229 Main Street Advisory Task Force and input from the community to determine the next steps for the 46-acre parcel at 2229 Main Street.
 - Based on a unanimous vote of the SB, the town is in active conversations with EPA and DOJ regarding financial and legal considerations.
- Work with State Representatives and MassDOT to advance design and implementation of Route 2 rotary improvements.
 - Met with MADOT cohort to articulate Concord's interest in improvements to the rotary as well as connectivity along the corridor to the east of the rotary. Going forward, quarterly meetings are planned.
- Work with the Senior Management Team to develop a land-use matrix and action plan to determine the best matches between municipal needs and potential land available.
 - In process

III. Town Infrastructure and Planning

- Review Zoning Bylaw Parking Requirements to make sure that they are consistent with industry standards and address local business concerns; propose recommended zoning amendments for 2025 Town Meeting
 - i. EVC is proposing an article at town meeting to propose a by-law that will allow a change in use without triggering add'l parking.
 - ii. Other parking changes are considered too complex to address this year.
- Warner's Pond Road Map
 - ?????
- Review and update West Concord Master Plan by June 2025 to reflect new and evolving residential, business, and industrial changes and opportunities including MCI Concord

- The West Concord Advisory Committee (WCAC) has completed a review of the 78 projects identified for implementation in the 2010 Master Plan. The committee has assigned a level of completeness, current priority status, available funding and indicator for relevance to the MCI project. Following a review in early January, the updated project matrix will be forwarded to the MCI Concord Advisory Board for review and consideration
- Take action to improve Town infrastructure:
 - Cell phone service.
 - Contract awarded to Wireless Edge for landfill site. Will issue an RFP for Keyes Rd campus. Changes to the Wireless Overlay district is the next necessary step.
 - Road maintenance, funding and improvements (intersections, trails, curb bump outs, etc.).
 - The Select Board will discuss this year's warrant article to fund \$27.5m over five years for road maintenance as well as bicycle and pedestrian safety.
- Ensure progress on major projects.
 - Sustainability plans for electric, water, sewer
 - CMLP and DPW have Select Board support for their plans.
 - Town capital projects
 - Will use the Land Use Matrix as a mechanism to understand the timing and siting of DPW and Public Safety facilities.
- Conduct review of Climate Action Plan, document GHG reductions and progress against original blueprint recommendations and establish revised recommendations for 2025-2030 to achieve targeted GHG reductions for 2030 (Article 31 in 2024 Town Meeting strives for a 50% reduction in GHG emissions)

IV. Financial Planning and Stability

- Increase Revenue Generation
 - Pursue PILOT Agreements (circle back)
 - Policy written and approved. We will begin conversations after the 250th celebrations.
 - Evaluate Town-owned properties for possible reuse or disposition.
 - Land-Use matrix
 - Support Concord business community to enhance local receipts.
 - Efforts focused mainly on tourism and arts & culture.
 - Support tourism and programs sponsored by arts and culture groups in town.
 - Benches, decals, poetry phone booth, painted signal boxes.
 - Update Revolving and Enterprise fees to reflect value of service.
 - ???????
- Endorse and update Financial Stability Goals
 - Clarify 5-year priorities and expected financial impact.
 - Work to cut costs and tighten the Town's budget in FY2026.

- FY26 proposed town operating budget comes in at 2.85% while expected inflation is projected to be 3.2%. The budget is \$600k lower than a level service budget with savings from reduced expenses as well as reduction in headcount.

V. Diversity, Equity, and Inclusion

- Create a welcoming, diverse, and inclusive community.
 - Protect and enhance the diversity of housing stock via continued focus on affordable housing.
 - Active participation in CMAHT
 - Advocate for funding lower cost/unit housing
 - \$500K ARPA earmarked for 91B Main St parcel
 - Review impact and implications of the Residential Tax Exemption.
 - Tax Relief task force appointed and held their first meeting on March 6.
 - Expand underrepresented voices in Town program and committees.
 - Ideas?

2024 – 2025 Select Board Goals

I. Effective and Transparent Governance

- Align Boards, Committees, and Senior Management Team of the Town whenever possible.
 - Establish goals that align and integrate between Select Board, Town Boards, Committees, Staff, and town departments.
 - Conduct periodic joint Finance Committee and Select Board and joint School Committee and Select Board meetings.
 - Recommit to an annual capital planning process between the Select Board, School Committee, and Finance Committee that includes Tier II and Tier III.
- Improve Committee Processes
 - Periodic topical forums, such as housing, sustainability, planning, arts & culture.
 - Committee training, such as procurement, ethics, sexual harassment, etc.
- Improve Select Board Processes
 - Ensure good process and governance; utilize data to make decisions; consider different viewpoints; delay decisions for one meeting whenever possible to enable community input.
 - Revise the Town flag policy.

II. Land Use Opportunities

- Engage the community, legislative delegation, and state agencies in a robust planning process that ensures that Concord's interests are expressed and prioritized during the disposition of the MCI Concord property. Measurable outcomes:
 - Agreement(s) between the Town and the state that outlines the disposition process for most of the land area.
 - The outline visioning and planning with broad community input.
- Utilize the expertise of the 2229 Main Street Advisory Task Force and input from the community to determine the next steps for the 46-acre parcel at 2229 Main Street.
- Work with State Representatives and MassDOT to advance design and implementation of Route 2 rotary improvements.
- Work with the Senior Management Team to develop a land-use matrix and action plan to determine the best matches between municipal needs and potential land available.

III. Town Infrastructure and Planning

- Review Zoning Bylaw Parking Requirements to make sure that they are consistent with industry standards and address local business concerns; propose recommended zoning amendments for 2025 Town Meeting
- Warner's Pond Road Map

- Review and update West Concord Master Plan by June 2025 to reflect new and evolving residential, business, and industrial changes and opportunities including MCI Concord
- Take action to improve Town infrastructure:
 - Cell phone service.
 - Road maintenance, funding and improvements (intersections, trails, curb bump outs, etc.).
- Ensure progress on major projects.
 - Sustainability plans for electric, water, sewer
 - Town capital projects
- Conduct review of Climate Action Plan, document GHG reductions and progress against original blueprint recommendations and establish revised recommendations for 2025-2030 to achieve targeted GHG reductions for 2030 (Article 31 in 2024 Town Meeting strives for a 50% reduction in GHG emissions)

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 - Pursue PILOT Agreements (circle back)
 - Evaluate Town-owned properties for possible reuse or disposition.
 - Support Concord business community to enhance local receipts.
 - Support tourism and programs sponsored by arts and culture groups in town.
 - Update Revolving and Enterprise fees to reflect value of service.
- Endorse and update Financial Stability Goals
 - Clarify 5-year priorities and expected financial impact.
 - Work to cut costs and tighten the Town's budget in FY2026.

V. Diversity, Equity, and Inclusion

- Create a welcoming, diverse, and inclusive community.
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 - Review impact and implications of the Residential Tax Exemption.
 - Expand underrepresented voices in Town program and committees.

Town of Concord
Financial Policy Work Group
Charge

Background and Purpose

During FY 2025, the Finance Committee evaluated the creation of two new stabilization funds for town meeting consideration. Article 18, Creation of Capital and Debt Stabilization funds was withdrawn, but Article 19, Appropriation to General Stabilization Fund, which sought to move just over \$1 Million from Free Cash to the existing General Stabilization fund, was moved and passed. Leading up to the 2025 Town Meeting there were several questions asked related to the creation and funding of stabilization funds and broader questions raised about the Town's debt level, financial policies and related municipal best practices. The Select Board and Finance Committee differed in their support for these articles, but agreed that a review of our financial policies, historical use of stabilization funds and municipal best practices was appropriate.

Responsibilities of the Work Group

The responsibility of the work group will be to review existing documentation on Town financial policies, reserve accounts, stabilization funds, and to identify policies with strategic importance needing review and possible refinement. The work group will need to take into consideration municipal financing best practices, capital planning strategies, bond rating agency and taxpayer impacts of policy changes. It is anticipated that the work group will research and evaluate several sources of information, including but not limited to:

- Town of Concord Financial Policies, Finance Department, February 2, 2017
- Town of Concord Bylaws related to department revolving and reserve accounts
- Division of Local Services: Information Guidelines on Stabilization Funds
- Division of Local Services: Overview of Financial Policies
- Division of Local Services Municipal Databank: Debt and Other Financial Indicators
- Massachusetts Municipal Association: Seminar on Developing Financial Policies
- Town of Concord Annual Comprehensive Financial Reports
- Capital Planning Task Force Final Report and FY 2026 Cost Thresholds for Tier I, II, and III capital projects
- Financial policies and practices adopted in peer towns to Concord, with respect to the issues being reviewed by the work group.

The work group will develop and review recommendations for policy changes with the Finance Committee and subsequently submit recommendations to the Select Board for approval.

Deliverables

By the end of February 2026, provide a written report to the Select Board of the work group's findings and recommendations. It would be expected that the approved policy changes would also be incorporated as updates to the Finance Department's Financial Policies document.

The work group will provide an interim update to the Finance Committee and Select Board on policy recommendations related to the creation of new stabilization funds, or appropriation of

stabilization funds for 2026 Town Meeting prior to December 29, 2025 (opening of the 2026 Town Meeting Warrant).

Membership

The work group membership will include

1. One member of the Select Board
2. Two members of the Finance Committee
3. The Town Chief Financial Officer

The committee shall elect a chair and a committee clerk who will be responsible for maintaining the record of the committee's discussion, votes and actions. All members will serve until the work group completes its work and submits targeted policy recommendations to the Select Board.

The Town Manager and Finance Department staff will participate as needed to provide historical perspective and supporting data.

Other Considerations

The task force will conduct its business in full conformance with the Open Meeting Law, Public Records Law, Conflict of Interest Law and other state and local rules encouraging openness and transparency in governance. Each meeting will allow adequate time for public comments.

The Chief Financial Officer will consult with the Town Manager to discuss staff assistance or other financial support.

Liaison Report for Wendy Rovelli (7/14/25)

Hanscom Area Advisory Committee (7/15)

- The group collectively decided not to comment formally on the Notice of Project Change (NPC) related to the proposed Navy Hangar Project. Some members did have concerns over increased flights, and members were encouraged to submit individual comments.

Climate Action Committee (7/16)

- A pause in the Pilot Compost Waste Drop Off was announced due to Public Health concerns, rejection of pick up by vendor due to improper waste, and management oversight. The original pilot required user sign-up and locking of bins and was managed by the Sustainability team (not DPW). Existing registered users will be notified along with requests for feedback on the current program. Next steps include a full review of potential vendor options, access and site evaluations, stakeholder management and additional feedback from users. (Note: Black Earth reported that there are currently 588 private-pay customers participating in their composting program. This represents roughly 8% of Concord households).
- Climate Action Plan – Megan reviewed the status of CMLP goals from the Climate Action Plan and noted others need more formal review and documentation. Megan offered to facilitate reviews with internal staff to expedite the evaluation. A draft RFP was also distributed for review and committee members will provide feedback with a goal of having a revised draft ready for the next meeting.