



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Land Use Working Group Agenda

Tuesday, July 15, 2025 at 5:00 PM

Department of Planning and Land Management, 141 Keyes Road
First Floor Conference Room and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/81192890710?pwd=9AuSh5WIPs1CbJ0H18WLP3Ktg2sKh1.1>

Meeting ID: 811 9289 0710

Passcode: 761303

Dial In Toll-Free: 888 475 4499

	Agenda Item
I.	Elect Working Group Officers
II.	Approve Meeting Minutes from July 8, 2025
III.	Overview of the 2020 Town Facilities Assessment – Russ Karlstad, Facilities Director
IV.	Discuss Data Needs and Document Storage (SharePoint Folder – view only)
V.	Discuss Workflows, Workplans, and Assignments
VI.	Discuss Site Visit Updates
VII.	Public Comment
VIII.	Adjournment

** Times are approximate and subject to change.*



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**Town of Concord
Land Use Working Group
Minutes
July 8, 2025**

Pursuant to notice duly filed with the Town Clerk, the Concord Land Use Working Group convened in a meeting at the Department of Planning and Land Management Building, 2nd Floor Conference Room and via Zoom on Tuesday, July 8, 2025 at 5:00 PM.

Present were: Rob Almeida, Scott Bates, Keith Bergman, Phil Griffiths, Mary Hartman, Tracey Marano, Mark Martines, and Sven Weber

Also present were: Paul Boehm (appointment to the Working Group pending), Judith Long (appointment to the Working Group pending), Megan Zammuto, Deputy Town Manager, Alan Cathcart, Director of Public Works, Shannon McAndrew, Management Specialist

Welcome and Working Group Introductions

Mary Hartman, Chair of the Select Board, welcomed the members of the Working Group, noting that she will not be the Chair of the Group, but will facilitate today's meeting. Ms. Hartman noted that officers of the Working Group would be elected following the conclusion of appointments being made by the Select Board at their next meeting on Monday, July 14th.

The Working Group members introduced themselves, along with Ms. Long and Mr. Boehm, whose appointments are pending by the Select Board currently.

Review of the Charge of the Working Group

Ms. Hartman reviewed the scope of the charge, which is specific to considering relocations of the Public Works Campus, Public Safety Campus, and potential for consolidated Town Offices, and then what would this unlock for other opportunities on Town owned land, such as commercial development, housing, etc. Ms. Hartman noted that the timeline is accelerated with a year to complete the work, including providing quarterly reports to the Select Board and a final report and presentation of the Working Group to be submitted to the Select Board.

Review of Existing Reports and Available Land

Megan Zammuto, Deputy Town Manager, provided a presentation on existing reports to be considered by the Working Group and available land within Town for the Working Group to consider.

Mr. Martines asked about with some of these reports being several years old, and some of the Town discourse regarding spending and taxes being different, how do the reports hold up in this light.

Mr. Weber noted that the Working Group will need some support in working to summarize the details of the Facilities Assessment, which he views as the most important report to the Working Group at this time.

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Ms. Zammuto responded yes, the Working Group has support from the Town Manager's Office as a key goal for both the Select Board and Town Manager, and it will be a team effort from both Town departments and the Working Group.

Mr. Martines asked the Group to consider how to think about population moving forward in planning processes.

Ms. Marano noted that the School District has 10-year projections.

Ms. Long thought that the work of the Group may be more synthetical, but what she's hearing is analysis with existing data and new data collection, and wonders about technical support for the Group. Ms. Long also asked about the differences between facilities "not meeting needs" and "material failure".

Ms. Zammuto responded this information is included in greater detail in the Facilities Assessment, but that Russ Karlstad, Facilities Director, would be available at a meeting in the near future to discuss this further.

Schedule Site Visits

Ms. Zammuto discussed upcoming site visits:

- Public Works and Public Safety – Planned for July
- 2229 Main Street (Starmet) – Planned for July
- MCI Concord – Coordination in progress, aiming for July
- Peabody School – Likely in August
- All other properties to be self-guided during business hours with a point of contact at each site

Discuss Future Meetings

The Working Group concurred to meet bi-weekly in-person and via Zoom. The next two meetings would be held on Wednesday, July 16th and Wednesday, July 30th at 5:00 PM.

For the next and upcoming agenda, future topics to be discussed are:

- Elect Working Group Officers
- Discuss Data Needs and Information Sharing (SharePoint Folder – view only)
- Discuss Workflows, Workplans, and Assignments
- Discuss Site Visit Updates
- Consider Future Discussions with Town Staff – Facilities Director, Police Chief, Fire Chief, Public Works Director

Adjournment

The meeting adjourned at 6:40 PM.