

**TOWN OF CONCORD  
SELECT BOARD  
AGENDA  
May 7, 2018**

<b>7PM – Select Board Meeting Room – Town House</b>	
1.	Call to Order
2.	Consent Agenda: <ul style="list-style-type: none"> <li>• Town Accountant’s Warrants</li> <li>• Minutes</li> <li>• Gift Acceptance               <ul style="list-style-type: none"> <li>· Concord-Carlisle Community Chest \$7,433.50      Community Services Gift Account</li> <li>· Concord-Carlisle Community Chest \$8,524.50      Council on Aging Gift Accounts</li> <li>· Concord-Carlisle Community Chest \$4,375.00      Youth Coordinator Gift Account</li> </ul> </li> <li>• One Day Special Licenses               <ul style="list-style-type: none"> <li>· Concord Chamber of Commerce      5/15      6pm-10pm      200 Strawberry Hill Road      All Alcohol</li> <li>· Household Goods      7/16      10am-8pm      246 ORNAC      All Alcohol</li> </ul> </li> <li>• Proclamation               <ul style="list-style-type: none"> <li>· Public Works Week 2018</li> </ul> </li> <li>• Extension of Hours               <ul style="list-style-type: none"> <li>· Saltbox Kitchen      5/9      9pm, Last call at 8:30pm      84 Commonwealth Avenue</li> </ul> </li> <li>• Tour Guide License Renewals</li> <li>• Silent Fund Camp Scholarships</li> </ul>
3.	Town Manager’s Report
4.	Change Hours of Operation – Saltbox Kitchen, 84 Commonwealth Avenue
5.	Request to Fire Town Cannon – Concord Independent Battery
6.	New Tour Guide Licenses – Jayne Gordon
7.	Discuss Scheduling Special Municipal Election
8.	Vote under Article 18 allowing 17 year-olds to vote
9.	Annual Town Meeting Follow-up – Carmin Reiss, Town Moderator
10.	CCTV Discussion
11.	2018 General Obligation Bond Issue Vote
12.	Review Climate Action Advisory Board Draft Charge
13.	Confirm 2018-2019 Board Liaisons
14.	Review 2018-2019 Board meeting schedule
15.	Public Comments
16.	Committee Liaison Reports
17.	Miscellaneous/Correspondence
18.	Committee Nominations: Nathan Bosdet of 151 Hubbard Street to the Planning Board; Robert Abraham of 81 Plainfield Road to the Hugh Cargill Trust Committee
19.	Committee Appointments: Ellen Hutt of 212 Caterina Heights to the Commission on Disability for a term to expire May 31, 2021; Happy Goethert of 606 Old Bedford Road to the Agriculture Committee as a full member for a term to expire May 31, 2021; Jo-ann Lovejoy of 1689 Monument Street to the Agriculture Committee as an associate member for a term to expire May 31, 2021
20.	Adjourn to Executive Session for Land Acquisition (Gerow Land Purchase & Sale Agreement), Collective Bargaining (Police Union), and Employee Contracts (Town Manager)

**PENDING**

Monday	May 21	7PM	Select Board Meeting	Town House
Monday	May 28	All Day	<b>Memorial Day</b>	<b>Town Offices Closed</b>
Monday	June 4	7PM	Select Board Meeting	Town House
Monday	June 18	7PM	Select Board Meeting	Town House

### Gift Acceptance Log – May 7, 2018

<b>Gift Received From:</b>	<b>For Gift Account:</b>	<b>Total Amount:</b>
Concord-Carlisle Community Chest	Community Services Gift Account	\$7,433.50
Concord-Carlisle Community Chest	Council on Aging Gift Accounts	\$8,524.50
Concord-Carlisle Community Chest	Youth Coordinator Gift Account	\$4,375.00

### Weekly One Day License Log – May 7, 2018

<b>Applicant Name &amp; License Number</b>	<b>Phone Number</b>	<b>Date</b>	<b>Location</b>	<b>Type of Alcohol</b>	<b>Event Details</b>
18-86 Concord Chamber of Commerce	978 369-3120	5/15	200 Strawberry Hill	All Alcohol	Event Coordinator: Jane Obbagy Bartenders: Carmine Lionetta, Rosemary Lionetta, David Bove Under 21: No First License in Concord: Yes
18-87 Household Goods Inc.	978 635-1710	7/16	246 ORNAC	All Alcohol	Event Coordinator: Sarah Savelle Bartenders: Liza Leach, Sara Killelea Under 21: No First License in Concord: No

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CONCORD  
SELECT BOARD

**PROCLAMATION**

***“Concord Public Works Week”***

**WHEREAS** Public Works services are an integral part of our citizens’ everyday lives and quality of life; and

**WHEREAS** The support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, engineering, streets, highways, solid waste & recycling, parks, athletic fields, fleet maintenance and cemeteries; and

**WHEREAS** The health, safety and comfort of Concord greatly depend on these services and facilities; and

**WHEREAS** The planning, design, construction and care of these facilities are dependent upon the effort, skill and commitment of the Concord Public Works Team; and

**WHEREAS** The efficiency of the qualified and dedicated Concord Public Works Team members is materially influenced by the citizen’s understanding of the importance of the work they perform;

**THEREFORE** We, as the Select Board of the Town of Concord, Massachusetts, do hereby proclaim the week of May 20 through May 26, 2018 as *“Concord Public Works Week”* and call upon all Concordians to acquaint themselves with the issues involved in providing our public works services and to recognize the contributions which Concord Public Works makes every day to our health, safety, comfort, and quality of life.

*Proclaimed this 7<sup>th</sup> day of May 2018*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONCORD SELECT BOARD**



Benjamin T. Elliott  
Proprietor, Saltbox Kitchen  
84 Commonwealth Avenue  
Concord, MA 01742

Wednesday, April 25<sup>th</sup>, 2018

To the Board of Selectmen, Town of Concord:

I respectfully request permission for extension of our regular business hours until 9 pm to host an event at Saltbox Kitchen on Wednesday, May 9<sup>th</sup>, 2018. We plan to close early from our normal business hours at 5 pm to accommodate guests who will arrive at 7 pm. The duration of the event will not exceed 3 hours and last call will be at 8:30p. All alcohol will be offered in addition to hors d'oeuvres and dinner.

Thank you for your consideration in advance,

A handwritten signature in blue ink, appearing to read "Ben Elliott", with a long, sweeping horizontal stroke extending to the right.

Ben Elliott

## 2018-2019 Tour Guide License Renewals

Last Name	First Name	Middle Initial
Aden	Scott	
Aronson	Carol	R
Beardsley	Tom	
Beaudet	Bonnie	
Belton	Shelley	
Bracco	Anna Marie	
Braschler	JulieAnna	
Brock	Donna	L.
Cardullo	William	A.
Chiha	Stephanie	
Clark	Judith	
Curran	Victor	
Dewart	Timothy	
Dorothy	Sharlene	
Economou	Elizabeth	A.
Ewen	Barbara	
Feeley	John	J
Finn	Taunya	Wolfe
Foley	Marie	M
Foster	Mary	
Fousek	Bernice	
Galinat	Alice	
Gerrity	Robert	M.
Griffin	Mary Margaret	
Gwinner	Suzanne	
Hagerstrom	James	
Hamel	Gail	C.
Harrington	Anne (Penny)	M
Hawks	Shelley Drake	
Healey	Peter	
Helfman	Howard	
Hilton	Robert	C
Hubbard-Nelson	Andrea	
Hunt	Susan	
Ingram	Jennifer	
Karr	Enid	
King	David	
Kingman	Karolyn	
Kingman	Julie	
Kluft	Jacqueline	
Kuziemski	Nancy	
Lang	Ann	
LaRosee	Susan	
Lemire	Chynna	
Levine	Mark	
Lipinsky	Lynne	
Marchi	Linda	A.
Martin	Kristi	L.
McCormick Wh	Rev. Janet	
McGrath	Jim	
McGrath	Michael	
McKinney	Donald	
Olson	Barbara	
Pagliuca	Joan	
Parry	David	
Pettingell	C. Winslow	
Quintal, Jr.	George	A
Ribeiro	Elizabeth	
Riordan	Dan	P
Rohan	Martha	
Rudd	Lois	J.
Russell	Abigail	M
Sacco	Frances	A
Sandberg	Sonja	
Sawyer	Sylvia	
Sebor	Charles	S.
Sherblom	James	
Simpson	John	
Siskind	David	
Skolnik	Ira	
Smith	Corinne	H.
Tobey	Cheryl	
Trufant	Christine	E
Turkington	Ken	
Whelton	Louise	M.
Wilson	Elizabeth	H.

Recommendation of the Senior Minister, First Parish in Concord

I recommend that the funding assistance in the amount of \$ 7,500 be provided to Concord resident (s) as requested by the Concord Community Services.

This is fully in accordance with the provisions of the 2001 Memorandum of Understanding between the Concord Select Board and the Senior Minister, First Parish in Concord.

  
Senior Minister

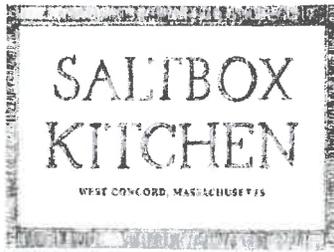
5-3-18  
Date

Concord Select Board Authorization

Based on the recommendation dated \_\_\_\_\_ of the Senior Minister, First Parish Church in Concord, the Select Board by majority vote, have authorized the disbursement of income from the Silent Fund in the amount of \$ \_\_\_\_\_,

\_\_\_\_\_  
Clerk, Select Board

\_\_\_\_\_  
Date



Benjamin T. Elliott  
Saltbox Kitchen LLC  
84 Commonwealth Avenue  
Concord, Ma 01742  
617-877-3859  
belliot@saltboxfarmconcord.com



**3/24/2018**

**To whom it may concern::**

Saltbox Kitchen would like to change its hours of operation.

**Sincerely,**

A handwritten signature in blue ink, appearing to read "B. T. Elliott".

**Benjamin T. Elliott**

**HOURS OF OPERATION**

**NAME OF LICENSEE:** SALTBOX KITCHEN LLC.  
**DBA:**  
**ADDRESS:** 84 COMMONWEALTH AVE. CONCORD, MA 01742  
**MANAGER OF RECORD:** BENJAMIN T. ELLIOTT  
**ALTERNATE MANAGER OF RECORD:**

**HOURS OF OPERATION:**

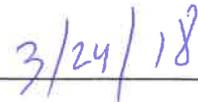
**SUNDAY:** CLOSED  
**MONDAY:** 8:00 AM- 8:30 PM  
**TUESDAY:** 8:00 AM- 8:30 PM  
**WEDNESDAY:** 8:00 AM- 8:30 PM  
**THURSDAY:** 8:00 AM- 9:30 PM  
**FRIDAY:** 8:00 AM- 9:30 PM  
**SATURDAY:** 8:00 AM- 9:30 PM

**I UNDERSTAND THAT I AM REQUIRED TO BE OPEN FOR BUSINESS DURING THE TIMES LISTED ABOVE  
AND I AGREE TO BE OPEN FOR BUSINESS DURING ALL THE HOURS LISTED ABOVE.**

**SIGNATURE**



**DATE**





**THE CONCORD INDEPENDENT BATTERY, INC.**  
Post Office Box 1804, Concord, Massachusetts 01742

May 1, 2018

Town of Concord  
22 Monument Square  
P. O. Box 535  
Concord, MA 01742



Attn: Mr. Christopher Whelan  
Town Manager

Re: Request for permission to support the request of the Commonwealth of Massachusetts in the Tribute to Vietnam Veterans observance on May 18, 2018.

Dear Chris,

I am writing pursuant to the terms of the contract between the Town and the Concord Independent Battery to request Select Board permission to transport the Town's two historic cannon to Boston for participation in the Vietnam War Commemoration. We have received the enclosed letter of request from the Massachusetts National Guard and if approved, the Battery would fire twice from Fort Independence, Castle Island in Boston. The Battery has participated in events at this location including salutes to the USS Constitution and USS Mesa Verde.

Please do not hesitate to contact me if you have any questions. I can be reached at (508) 833 – 6156 or (508) 631 – 1277.

Thank you for your assistance.

Sincerely,

James E. Finigan  
President, Concord Independent Battery Association



**The Commonwealth of Massachusetts**  
**Executive Office of Public Safety & Security**  
**Military Division**

2 Randolph Road  
Hanscom AFB, Massachusetts 01731-3001  
Tel: (339) 202-3900  
[www.mass.gov/guard](http://www.mass.gov/guard)

**Charles D. Baker**  
Governor

**Daniel Bennett**  
Secretary of Public Safety & Security

**Karyn E. Polito**  
Lieutenant Governor

**Major General Gary W. Keefe**  
The Adjutant General

30 March, 2018

Mr. James Finigan  
President  
Concord Independent Battery  
Post Office Box 1804  
Concord, MA 01742

Dear Mr. Finigan,

On behalf of the Massachusetts National Guard, a Department of Defense Partner in the United States of America Vietnam War Commemoration, I am writing to request the Concord Independent Battery's participation in the USS Constitution's Underway Tribute to Vietnam Veterans on 18 May 2018. The requested support mission is to fire a combined 21-Gun salute, along with the Massachusetts Army National Guard's 101 Field Artillery Salute Battery, to Vietnam Veterans aboard the USS Constitution as the ship passes Castle Island in South Boston.

As an "expatriate" Concordian I have watched the battery at the Old North Bridge on Patriot's day since I was a child and was deeply moved by the battery's salute to my uncle, Master Sergeant Al Magurn, at his Funeral this past November.

I hope the Concord Independent Battery can lend its unique traditions to the honors rendered on 18 May as a grateful nation thanks and honors our Vietnam Veterans. I anticipate that over 200 local Vietnam Veterans and their guests will be aboard the USS Constitution. Please do not hesitate to call me with any questions or concerns regarding this request or the mission itself. I can be reached at 508-958-5399 or at [francis.b.magurn.nfg@mail.mil](mailto:francis.b.magurn.nfg@mail.mil).

Respectfully,

Francis B. Magurn  
Brigadier General (Retired)  
Assistant Adjutant General-Army  
Massachusetts National Guard

## Andrew Mara

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**From:** Jayne <jaynegor@gmail.com>  
**Sent:** Monday, April 23, 2018 11:25 PM  
**To:** Andrew Mara  
**Cc:** jasser@concordps.org; Stefanie Cloutier  
**Subject:** NEW TOWN GUIDES 2018



### NEW TOWN GUIDES 2018

**Andrew - the following people have just met the requirements to become Town guides. They know to get you their checks and application forms by 4/30, and we will be at the Town House Monday evening, May 7.**

**Best, Jayne Gordon**

Carolyn Berry Copp  
Sally Heaney  
Jessica Hone  
Brenda Kelly  
Shijie (Charlie) Ma  
Gerard Marrocco  
Sara Patton  
Mary-Wren vanderWilden  
Ed Wirtanen

Sent from my iPad



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

## Memo

To: Select Board via Town Manager Chris Whelan  
From: Kaari Mai Tari  
Date: April 20, 2018  
Re: Options for Scheduling a Special Municipal Election

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There are three options for scheduling a Special Municipal Election in 2018. In all three cases, the deadline to notify the Town Clerk with the exact language of the ballot question is 35 days prior to the Election.

The three pages that follow contain election calendars for the three options described below. The estimated costs have not been factored into the FY18 or FY19 budgets.

Option 1: Stand-Alone Special Election to be held as soon as possible (no Early Voting) – June 12, 2018

Estimated cost: **\$13,500**

Option 2: Special Election to be held in conjunction with State Primary (no Early Voting) – September 4, 2018

Estimated additional cost for a double election: **\$6,675**

Option 3: Special Election to be held in conjunction with State Election (Early Voting) – November 6, 2018

Estimated additional cost for a double election: **\$10,835**

The estimated cost is higher than the State Primary double election because Early Voting is now statutorily required for State Elections requiring printing of EV ballots and separate check-in during early voting.

**Option 1: Stand-Alone Special Election to be held as soon as possible**

**SPECIAL TOWN ELECTION CALENDAR—MARIJUANA BYLAW  
ELECTION – JUNE 12, 2018**

<b>ACTION</b>	<b>REFERENCE</b>	<b>DATE</b>
Last Date for Calling Special Election – must include language for ballot questions (35 days prior to election)	Ch. 54, §42C	May 8, 2018
Last day to register voters for special town election – Town Clerk’s Office open until 8:00 pm (20 days prior to election)	Ch. 51, §26, 28	May 23, 2018, 8pm
Last day to post/publish warrant for Special Town Election (7 days prior to election)	Ch. 39, §10	June 5, 2018
Last day to apply for an absentee ballot	Ch. 54, §89	Monday, June 11, 2018, 12 noon
Last day to deliver an absentee ballot to the Town Clerk’s Office (either by mail or in person by a family member – postmark does not count)	Ch. 54, §93	June 12, 2018, before 8pm
Special Town Election		June 12, 2018 Polls open: 7am-8pm

**Option 2: Special Election to be held in conjunction with State Primary**

**SPECIAL TOWN ELECTION CALENDAR—MARIJUANA BYLAW  
ELECTION – SEPTEMBER 4, 2018 (double election with State Primary)**

<b>ACTION</b>	<b>REFERENCE</b>	<b>DATE</b>
Last Date for Calling Special Election – must include language for ballot questions (35 days prior to election)	Ch. 54, §42C	July 31, 2018
Last day to register voters for special town election – Town Clerk’s Office open until 8:00 pm (20 days prior to election)	Ch. 51, §26, 28	August 15, 2018, 8pm
Last day to post/publish warrant for Special Town Election (7 days prior to election)	Ch. 39, §10	August 28, 2018
Last day to apply for an absentee ballot	Ch. 54, §89	Friday, August 31, 2018, 5pm (because of Labor Day)
Last day to deliver an absentee ballot to the Town Clerk’s Office (either by mail or in person by a family member – postmark does not count)	Ch. 54, §93	Sept. 4, 2018, before 8pm
<b>Double Election</b> Special Town Election State Primary		September 4, 2018 Polls open: 7am-8pm

**Option 3: Special Election to be held in conjunction with State Election**

**SPECIAL TOWN ELECTION CALENDAR—MARIJUANA BYLAW  
ELECTION – NOVEMBER 6, 2018 (double election with State Election)**

<b>ACTION</b>	<b>REFERENCE</b>	<b>DATE</b>
Last Date for Calling Special Election – must include language for ballot questions (35 days prior to election)	Ch. 54, §42C	October 2, 2018
Last day to register voters for special town election – Town Clerk’s Office open until 8:00 pm (20 days prior to election)	Ch. 51, §26, 28	October 17, 2018, 8pm
Early Voting		October 22 – November 2
Last day to post/publish warrant for Special Town Election (7 days prior to election)	Ch. 39, §10	October 30, 2018
Last day to apply for an absentee ballot	Ch. 54, §89	Monday, Nov. 5, 2018, 12 noon
Last day to deliver an absentee ballot to the Town Clerk’s Office (either by mail or in person by a family member – postmark does not count)	Ch. 54, §93	November 6, 2018, before 8pm
<b>Double Election</b> Special Town Election State Election		November 6, 2018 Polls open: 7am-8pm



# Town of Concord

Office of the Town Clerk

22 Monument Square

P.O. Box 535

Concord, Massachusetts 01742-0535

## ANNUAL TOWN MEETING

APRIL 9, 10, 11, and 12, 2018

### BYLAW AMENDMENT

### TO PROHIBIT ALL TYPES OF NON-MEDICAL

### “MARIJUANA ESTABLISHMENTS” AS DEFINED IN MGL c. 94G, §1

#### ARTICLE 30.

#### WARRANT ARTICLE

To see whether the Town will vote to amend the Town’s General Bylaw by adding the following section: provided, however, that this section shall only be adopted if approved by a vote of the voters at a Town election.

#### MARIJUANA ESTABLISHMENTS

The operation within the Town of Concord of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined in Section 4.3.9 of the Zoning Bylaw; or take any other action relative thereto.

#### VOTE

Upon a **MOTION** made by Mr. Considine and duly seconded, the following was **VOTED**:

That the Town take affirmative action on Article 30 as printed in the Warrant.

Passed by Declared More than a Majority

April 11, 2018

A True Copy Attest:

Kaari Mai Tari

Town Clerk



# Town of Concord

Office of the Town Clerk

22 Monument Square

P.O. Box 535

Concord, Massachusetts 01742-0535

## ANNUAL TOWN MEETING

APRIL 9, 10, 11, and 12, 2018

### ALLOWING 17 YEAR OLDS TO VOTE IN TOWN ELECTIONS & TOWN MEETINGS

#### ARTICLE 18.

#### WARRANT ARTICLE

To see if the Town will petition the Massachusetts General Court for permission to adopt a Town Bylaw to define a “qualified voter” as follows, or take any action thereon: Any citizen seventeen years of age or older, so long as they are a resident of Concord at the time they register to vote and are otherwise eligible under all provisions beside age set for voters in M.G.L. Chapter 51, Section 1, is a qualified voter of the town and is entitled to vote in all Town elections, participate and vote in all Town Meetings, participate in Town Caucus and sign all nominating, warrant and other petitions authorized by Town bylaws. Persons wishing to serve in elected positions must be registered voters of at least 18 years of age; or act in relation thereto.

#### VOTE

Upon a **MOTION** made by Mr. Grom and duly seconded, the following was **VOTED**:

That the Town authorize the Select Board to petition the Massachusetts General Court for permission to adopt a Town Bylaw to define a “qualified voter” for the purposes of Town elections, Town Meetings, Town Caucuses, and the bringing forward and signing of all nominating, warrant, and other petitions authorized by the Town Charter or Town Bylaws as any citizen seventeen years of age or older, so long as said citizen is (a) a resident of Concord at the time that citizen registers to vote and (b) otherwise eligible under all provisions, other than age, set for voters in Chapter 51, Section 1 of the Massachusetts General Laws; provided, however, that persons wishing to serve in elected positions must be registered voters of at least 18 years of age.

Passed by Declared Clear Majority Vote

April 9, 2018

A True Copy Attest:

Kaari Mai Tari  
Town Clerk

April 30<sup>th</sup> 2018

CCTV Proposal to the Town of Concord for the extension of the current contract.

In general, the Town’s focus has primarily surround the notion of growth, expansion and development for PEG services in Concord. Recognizing the broad range of notions which encapsulate this overall intent, the Town has identified four essential and immediate goals which we believe will help transform, and expand upon, PEG access programming in Concord.

Overall goal should be to create new strategies which allow residents to learn about CCTV operations and encourage greater citizen involvement, including for beginners and novices, either as board members or as content contributors.

<b>PRIORITY ONE:</b>			
<b>Expanded programming efforts which work to cross-categories and help generate interest in CCTV operations, PEG programming, and the community as a whole.</b>			
<b>OBJECTIVE</b>	<b>MEASUREMENT (Activities &amp; Timetable)</b>	<b>INTERDEPENDENCIES (Owners)</b>	<b>PRIORITY LEVEL (1,2,3)</b>
<b>Produce segments related to Concord – either via public officials’ interviews, restaurant tours, tourism hot-sports, etc.</b>	:30 - :60 Promos Weekly or bi-weekly?  Get to Know your Town Officials. A new program with the PIO as host will hopefully replace the “By the People” series that profiles Town Officials.  Secure host and line-up content for 4-week pilot program.  Seek new public and school and government hosts and producers, based on needs assessment and interest	Concord PIO produced with CCTV production and editing resources.	<b>1A</b>

<p><b>Create podcasts for download; share with the Town for publication on the Town’s website or in the Visitor’s Center.</b></p>	<p>Weekly or bi-weekly</p>	<p>CCTV Create MP3 files from existing video programs in inventory or being produced.</p>	<p><b>1B</b></p>
<p><b>Work with Concord’s Public Information Officer to produce Public Service Announcements and other ‘how-to’s’ similar to the Town Meeting Speaking PSA produced in April.</b></p>	<p>Frequency?</p>	<p>PIO Concord employee produced with CCTV production and editing resources.</p>	<p><b>1C</b></p>
<p><b>Generate programs such as “Question of the Week” or “Around Town”.</b></p>	<p>Weekly - Consistent day/time</p> <p>News magazine format: 3 segments each week. Question of the week will be every week, while the other two segments will vary weekly (e.g. Dining, Shopping, Arts, Museums, etc.)</p>	<p>CCTV Produced</p> <p>Collaborate with Concord Chamber of Commerce, Concord Journal, Wicked Local and Concord Historical Collaborative, etc.</p> <p>Pilot Question of the week April-May</p> <p>Produce initial 8 shows May-June</p> <p>Launch in July</p>	<p><b>1D</b></p>
<p><b>Create, market and produce a series of dedicated classes to train and incentivize school-aged students to become more active in “P” programming including film and podcast efforts.</b></p>	<p>Frequency?</p> <p>CCTV will share the current course choices with the Middle School and promote participation. See <a href="http://www.concordtv.org/learn/classes">http://www.concordtv.org/learn/classes</a> for information.</p>	<p>CCTV Produced</p> <p><i>*Using middle school students as crew. We should discuss this more. In particular, they will require transportation, so we might need to get their parents to sign a document or at least come to one meeting. What is the minimum/maximum class size? I have more questions related to MS students but this is a starter.</i></p>	<p><b>1E</b></p>

	<p>Frequency?</p> <p>Two of the three offered classes run with at least 10 students in attendance.</p>	<p>CCTV Produced</p> <p><i>*Teaching two dedicated classes that will have at least 10 students enrolled may be a tall order, is 5 more realistic? This will need to be measured based on enrollment, what is the right and realistic class size? Or we do attract students but they then leave because of after-school activities, homework, etc. There should be some kind of measurement built into this where, if we can prove we put in the time and used every option we could think of but still couldn't attract the students, we aren't held accountable</i></p>	
	<p>Frequency?</p> <p>Classes are currently offered year round at CCHS (and off site when numbers and intended programming warrant)</p>	<p>CCTV Produced</p>	
<p><b>Work with Town Staff to create 'commercial' style short programming bits for Town-wide initiatives and programs such as the Beede Swim &amp; Fitness Center or programming within the Concord Visitor Center and Area Museums.</b></p>	<p>Commercial Completed are aired</p>	<p>Concord PIO produced with CCTV production and editing resources.</p>	<p><b>1F</b></p>
<p><b>PRIORITY 2:</b>  <b>Employ skilled and professional staff members who manage Concord's PEG equipment and finances effectively and diligently.</b></p>			

OBJECTIVE	MEASUREMENT (Activities & Timetable)	INTERDEPENDENCIES (Owners)	PRIORITY LEVEL (1,2,3)
<b>Provide detailed monthly billing statements to the Town that are consistent with the contract and relevant MGL.</b>	Sent monthly via email read/receipt cc BOD Executive Committee & Town Manager	CCTV Treasurer/ED	<b>2A</b>
<b>Generate invoices which are delivered to the Town on time.</b>	<i>Monthly or as incurred?</i>  Invoices should be itemized in a manner that promotes transparency by including details relating to cost centers and areas of focus for the organization.	CCTV Treasurer/ED	<b>2B</b>
<b>The Executive Director should give special focus and effort to resource and budget management areas.</b>	Ongoing  The Town must be included in all Capital expenditure planning and requests.	ED	<b>2C</b>
<b>The Town shall be included (consulted) in any personnel changes or other pertinent matters related to wage and benefit adjustments including all types of salary increases and staff turnover situations.</b>	Ongoing	BOD Executive Committee/ED	<b>2D</b>
<b>CCTV should consider and evaluate the use of per-diem, part-time, positions for requests for service that are over and above what has been budgeted for.</b>	Ongoing/As needed  Consider hiring younger students part-time to operate cameras and editing equipment (complaint with all work-permit regulations).  Create on-call list of free-lancers available for work.	CCTV Staff  As a part time staff they would need to be trained and meet clear standards for skill sets.	<b>2E</b>

<b>Commitment to regular meetings between CCTV's Executive Director and the Assistant Town Manager.</b>	B-Weekly  Additionally, Concord's Public Information Officer shall attend at least one CCTV Board meeting quarterly.	CCTV/Assistant Town Manager	<b>2F</b>
<b>Provide breakdown of hours spent in each area – P vs. E vs. G in Concord to the Assistant Town Manager.</b>	Quarterly  Evaluate purchase of a content management system (CMS) that will track all work by type (e.g. P,E,G) resources used, duration of effort and costs incurred.  The system is expected to enhance management communications, make meeting scheduling functions more visible to the Assistant Town Manager, support ongoing analysis and monthly reporting for the Towns and other stakeholders.	CCTV  Several CMS are being currently being reviewed that will be shared with the Town prior to any plans for capital request, adoption and implementation.  Full transparency will be very difficult without a CMS because without one, all metrics/data are pulled manually which is time consuming and open to error.	<b>2G</b>
<b>Assurance that at least one CCTV staff member is appointed to technology sub-committee for Concord's Town Meeting coordination team.</b>	Attends all required prep-meetings.	CCTV staff appointee	<b>2H</b>
<b>PRIORITY 3:</b>			
<b>Focus on technological expansions efforts and the integration of newer, advanced and hi-tech broadcasting equipment and cameras within Town buildings and facilities.</b>			
<b>OBJECTIVE</b>	<b>MEASUREMENT (Activities &amp; Timetable)</b>	<b>INTERDEPENDENCIES (Owners)</b>	<b>PRIORITY LEVEL (1,2,3)</b>
Obtain new technical equipment for the Town	Due Date?	Concord provide SOW.	<b>3A</b>

<p><b>House.</b></p>	<p><b>Automatic Hi-Def cameras within the Hearing &amp; SB Rooms.</b></p> <p><b>Amplify Hearing Room sound in a manner that is compatible with the existing SB Media.</b></p>	<p>Obtain quotes from vendor suppliers.</p> <p>Approve quotes.</p> <p>Schedule installation.</p> <p>Test and verify proper installation.</p>	
<p><b>Expand camera availability and broadcasting ability to other Town Facilities which are frequently used by Committees and Boards in Town.</b></p> <p>Harvey Wheeler</p>	<p>Planning to install robotic equipment in additional town facilities is currently underway.</p> <p>Cameras, lighting, sound and training is currently available year-round.</p>	<p>CCTV</p> <p>Additional capital expenses TBD.</p>	<p><b>3B</b></p>
<p><b>Expand camera availability and broadcasting ability to Harvey Wheeler Community Center.</b></p>	<p>Quotes received for HWCC and Keyes Rd.</p>	<p>CCTV</p> <p>Additional capital expenses TBD.</p>	
<p><b>Expand camera availability and broadcasting ability to 141 Keyes Road campus.</b></p>		<p>CCTV</p> <p>Additional capital expenses TBD.</p> <p>Per diem contractors may be required to cover these meetings. It likely wouldn't be a student because meetings can go well past 10pm.</p>	

**PRIORITY 4:**  
 Increase communication efforts between the Town and CCTV, Inc. with particular interest in collaborative programming efforts, leadership development and open and responsive client-to-customer interactions.

OBJECTIVE	MEASUREMENT	INTERDEPENDENCIES	PRIORITY LEVEL
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	<b>(Activities &amp; Timetable)</b>	<b>(Owners)</b>	<b>(1,2,3)</b>
<b>Advise the Town when there are technical issues or glitches related to broadcasting or airing governmental meetings.</b>	<p>Timing?</p> <p>Training to troubleshoot sound during broadcasts should be a skill that all CCTV staff possess</p> <p>Complaints on sound quality decrease Monthly reporting includes record of all technical issues and viewer concerns</p>	CCTV Staff	<b>4A</b>
<b>Generate monthly governmental schedules for taping and broadcasting.</b>	<p>Monthly</p> <p>Specify what meetings will be 'live.'</p> <p>Send to the Assistant Town Manager a month beforehand for approval</p>	CCTV	<b>4B</b>
<b>Endeavor to record all requested meetings of the Town;</b>	<p>Ongoing</p> <p>When conflicts or barriers arise, communicate them effectively to avoid frustration.</p>		<b>4C</b>
<b>Identify barriers and possible solutions to current 'live-streaming' and/or 'on-demand' services to decrease citizen and staff frustrations when meetings are not able to be viewed online in 'real-time'.</b>		CCTV	<b>4D</b>
<b>Increase marketing efforts to generate interest in PEG programming.</b>	<p>Ongoing</p> <p>Concord Journal</p> <p>Town's website</p>	CCTV	<b>4E</b>

	Provide citizens with a schedule of when important meetings or high-interest pieces will be available for viewing.		
<b>Provide a detailed schedule of all Governmental Meetings in Concord slated for broadcast.</b>	By Friday of each week to ensure publication by Concord's PIO in the weekly Town Managers' report	CCTV	<b>4F</b>
<b>UNASSIGNED PRIORITIES:</b>			
<b>OBJECTIVE</b>	<b>MEASUREMENT (Activities &amp; Timetable)</b>	<b>INTERDEPENDENCIES (Owners)</b>	<b>PRIORITY LEVEL (1,2,3)</b>
<b>Media Storage Solution</b>	Storage needs options for archival material will be evaluated, with alternative solutions generated.	Capital Expense	
<b>2018 Membership Drive</b>	Increase volume of members. Community engagement. Increased volunteers.		
<b>On line Publication</b>	The schedule of coverage of government meetings is published in the Concord Journal each week.	Willingness of Concord Journal to commit to publishing on a weekly basis.	
<b>On line Publication Inter-Town Communications</b>	The CCTV Bylaws, Contract with the town(s) and the annual budget will be included in the CCTV and concordtv.org website.		
<b>On line Publication Inter-Town Communications</b>	Communications with the Town of Carlisle will be coordinated with the Town Manager's office, in accord with Concord's intentions for PEG services for the 2018-2019 period, in order to support inter-municipal efficiencies.		

<b>Fiscal Year</b>	CCTV Inc. will study plans to change its fiscal year in order to coincide with that of the Town of Concord.		
<b>Attend WCAC Meetings; ask thoughts of W. Concord local.</b>	This can be associated with monthly planning for government coverage and the "Concord Connection" show and more.		
	Attended WCAC meeting, outlined committee recommendations		
<b>Live Broadcast School Board Meetings monthly</b>	<p>Broadcasting of SC Meetings are live.</p> <p>Currently the norm; new off-site live broadcasts introduced last month.</p> <p>Kester Kruger will coordinate CCTV efforts to evaluate Ripley Building equipment in order to determine how to best use the current equipment and to evaluate necessary changes or upgrades to enable live broadcast.</p> <p>Expected timetable: June 26 completion.</p>	Contingent upon capital needs determination by Town and School Department.	
<b>Finalize CAC charge, bylaws and appointments</b>	<p>Attend 1st meeting of CAC; develop meeting schedule for year.</p> <p>Assistant Town Manager and CCTV staff and volunteer leadership currently working with CAC</p>		

**Town of Concord**  
**Finance Department**  
*Memorandum*

**TO:** Chris Whelan, Town Manager

**FROM:** <sup>KAL</sup> Kerry A. Lafleur, Finance Director

**SUBJ:** Determination of Maximum Useful Life

**DATE:** May 1, 2018

As you are aware, we are in the processing of issuing both long and short term debt for ongoing and recently completed capital project. The funding for the following projects is anticipated to be included in the upcoming bond issue:

Project Name	Authorization	Capital Project Account	Authorization Amount	Previous Amount Borrowed	Remaining Authorization to be Included in 2018 Borrowing
<b>Non-Exempt:</b>					
1	Bus Depot	12-ATM-2016	300-300-366	\$ 300,000	\$ - \$ 300,000
2	Municipal Building Renovations	22-ATM-2016	520-546-375	\$ 150,000	\$ - \$ 150,000
3	Municipal Building Renovations	22-ATM-2016	520-631-375	\$ 50,000	\$ - \$ 50,000
4	Municipal Building Renovations	08-ATM-2017	122-123-316	\$ 350,000	\$ - \$ 350,000
5	Municipal Facility Needs Study	27-ATM-2017	122-123-390	\$ 250,000	\$ - \$ 250,000
6	Public Safety Communications	09-ATM-2017	215-215-384	\$ 225,000	\$ - \$ 225,000
7	Police Department Renovations	34-ATM-2014	215-215-361	\$ 52,135	\$ - \$ 52,135
8	Harvey Wheeler Renovations	34-ATM-2014	546-546-362	\$ 307,865	\$ 275,000 \$ 32,865
9	Fire Engine Rehabilitation	24-ATM-2016	220-220-3777	\$ 150,000	\$ - \$ -
10	Fire Engine Replacement	10-ATM-2017	220-220-385	\$ 575,000	\$ - \$ 575,000
11	Ambulance Replacement	11-ATM-2017	220-220-386	\$ 260,000	\$ - \$ 260,000
12	CPS Renovations	15-ATM-2017	300-300-387	\$ 850,000	\$ - \$ 850,000
13	Keyes Road Facility	30-ATM-2014	426-426-357	\$ 150,000	\$ - \$ 150,000
14	2017 Roads Program	47-ATM-2017	429-429-392	\$ 1,415,000	\$ - \$ 1,415,000
15	Cemetery Improvements	46-ATM-2017	410-491-391	\$ 150,000	\$ - \$ 100,000
16	141 Keyes Road Renovation	31-ATM-2014	197-197-358	\$ 600,000	\$ 200,000 \$ -
				\$ 5,835,000	\$ 475,000 \$ 4,760,000
<b>Exempt:</b>					
18	Bus Depot (exempt)	15-ATM-2016	122-123-374	\$ 1,950,000	\$ - \$ 1,950,000

In order to move forward with this process, we must obtain a legal opinion from Bond Counsel, often referred to as the "Green Light Letter," assuring bond holders that the Town has the legal right to issue this debt. To obtain this legal opinion, the Town must provide various document and certification regarding the project authorizations contained in either the bond or note issuance.

One requirement which must be satisfied is a Vote of the Select Board to determine the Maximum Useful Life for any equipment financed within the bond issue. At this time, I am requesting that the Select Board undertake this vote for the following three (3) purchases:

- Fire Pumper Truck
- Ambulance
- Public Safety Communications Equipment.

The form of the Vote is attached hereto. This Vote, in its entirety, should be read into the record.

/kal

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Concord, Massachusetts, certify that at a meeting of the board held \_\_\_\_\_, 20\_\_, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowing authorized by the votes of the Town passed April 24, 2017 is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
10	fire pumper truck	\$575,000	<u>20</u> Years
11	ambulance	\$260,000	<u>10</u> Years
9	public safety communication equipment	\$225,000	<u>10</u> Years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Clerk of the Select Board

TOWN OF CONCORD  
Climate Action Advisory Board  
Board Charge

**Background**

The Select Board established the Energy Future Task Force (EFTF) in February 2016 and charged it broadly with creating a framework for the design and implementation of a townwide energy plan that will minimize Concord's carbon footprint and that will be sustainable in the near- and long-term future.

The Select Board received the recommendations and the report by the EFTF and presented its findings at the 2017 Town meeting where the following town-wide climate goals were approved by a large majority of voters present. (Note: the baseline year is 2008 for measuring improvement.)

- 25% reduction in greenhouse gases by 2020
- 100% non-carbon emitting electricity by 2030
- 80% reduction in greenhouse gases by 2050

In addition to setting the ambitious climate goals above, Article 51 created the position of Director of Sustainability for the Town and appropriated funds for a consultant to develop an operational plan for achieving these goals.

**Purpose**

The Climate Action Advisory Board (Advisory Board) is being established to advise the Director of Sustainability and the Town on strategic implementation of its town-wide climate goals, Concord's Sustainability Principles (2011), and the Concord Municipal Light Plant Strategic Plan (2017) Such a Board was specifically recommended in the EFTF report.

**Duties and Responsibilities**

The Advisory Board will be expected to provide strategic direction for achieving Concord's climate goals. It will seek to reduce barriers and provide incentives to adopting policies, programs, and initiatives that will advance climate action in all sectors, residential, commercial and municipal, in Concord.

The Advisory Board will review Concord's GHG inventory data to help provide advice to the Town Manager, Sustainability Director and/or Select Board regarding new programs, policies, and initiatives to reduce Concord's carbon footprint and improve resilience to projected climate change impacts.

The Advisory Board will also stay informed on leading trends, technologies, programs and policies for reducing town-wide GHG emissions and ensuring climate resiliency.

This charge is not inclusive and the Board should pursue the interests and expertise of its membership in such areas as:

- The built environment including permitting and code for new construction and renovations for municipal, school, hospital, airport, commercial, industrial, and residential structures
- Water and wastewater management including infrastructure improvements and development
- Individual, shared and mass transportation systems and options
- Municipal procurement, building and energy policies
- Encouraging sustainable practices across sectors
- Renewable energy deployment
- Energy efficiency programs, policies and incentives
- Utility programs
- Climate resilience and hazard mitigation tools and strategies
- Educational Opportunities related to sustainability and resiliency efforts within the community and in the Schools.

## **Membership**

The members of the Climate Action Advisory Board shall be appointed by the Select Board, with approval by the Town Manager. The term of office shall be three years, and the initial appointments shall be of one, two, and three years so that terms shall be staggered. The committee shall be comprised of up to 11 members representing a diversity of interests. The membership shall include:

- At least one representative recommended by the former EFTF
- At least one representative recommended by the Concord Municipal Light Board
- At least one representative recommended by Concord Public Works
- At least one representative recommended by the Department of Planning and Land Management
- At least one representative recommended by the School Committee
- At least one representative of the business community
- 5 members representing the following areas of interest and expertise: public policy; strategic planning; renewable energy; energy resource management; carbon and climate change mitigation; community engagement; architecture; urban planning; green building; and, environment and energy regulatory affairs.

**SELECT BOARD**  
**COMMITTEE LIAISON RESPONSIBILITIES 2018-2019 DRAFT**

**TOM MCKEAN, CHAIR**

Board of Assessors  
Commission on Disability  
Concord Carlisle Regional School Committee  
Concord Public School Committee  
Dog Park Feasibility Study Committee  
Finance Committee  
Library Committee

**MICHAEL LAWSON, CLERK**

Agriculture Committee  
Conservation Restriction Stewardship  
HATS  
Hugh Cargill Trust Committee  
Financial Audit Advisory Committee  
Junction Village Open Space Task Force  
MBTA  
Municipal Light Board  
Pollinator Health Advisory Committee  
Tax Fairness Committee  
Trails Committee

**ALICE KAUFMAN**

Board of Health and Healthy Communities  
Board of Registrars  
Cemetery Committee  
Comprehensive Sustainable Energy Committee  
HFAC  
Historical Commission  
Minuteman HS Building Committee  
Planning Board  
Public Works Commission  
Trustees of Town Donations  
White Pond Advisory Committee

**JANE HOTCHKISS**

Bruce Freeman Rail Trail Advisory Committee  
Concord Cultural Council  
Concord Center Cultural District Advisory Committee  
Comprehensive Long Range Planning Committee  
Historic Districts Commission  
MAPC/MAGIC  
Natural Resources Commission  
PEG Access Advisory Committee  
Personnel Board  
Tax Relief Committee  
Youth Coordinator Advisory Board  
West Concord Junction Cultural District Advisory Committee

**LINDA ESCOBEDO**

2229 Main Street Advisory Committee  
Affordable Housing Funding Committee  
Community Preservation Committee  
Concord Housing Authority  
Concord Housing Development Corporation  
Council on Aging  
Nuclear Metals/Starmet Property Re-use Planning Committee  
Public Ceremonies and Celebrations  
Recreation Commission  
Zoning Board of Appeals