



## Town of Concord Select Board Policies Regarding Public Private Partnerships

### **For all new proposed partnerships:**

- All P3s involving the Town, Town property and/or other Town assets must originate with the Town Manager.
- The Select Board will hold a public meeting for any new Public Private Partnership over \$150,000 to help ensure that the public is aware of the proposed partnership.
- The Town will develop and maintain a website where information about all public private partnerships within the jurisdiction of the Town will be made available to the public.
- Before the Select Board or the Town Manager will take any action to approve a partnership the following must take place:
  - Material associated with the proposed partnership as well as a project description shall be posted on the Town's website.
  - The Select Board will determine what other methods will be used to help ensure that the public is aware of the proposed partnership.
  - There will be a ten-day comment period associated with every proposed public private partnership.
  - A memorandum on understanding between the Town and the private organization to which it would partner shall be drafted. It shall be kept as a draft throughout the process of deliberation about the partnership. A more detailed description of the content of said MOU is contained in Appendix A.
  - If the partnership is approved by the Select Board, the Town Manager or by Town Meeting, the signed MOU shall become a permanent part of the record.
  - In approving a partnership, the Select Board, Town Manager or Town Meeting shall also determine a specific timetable for the future review of the partnership.

### **For existing partnerships:**

- The Town Manager or his designated representative shall develop a schedule to review all public private partnerships.
- Partnerships deemed by the Town Manager to be have been significant – involving \$150,000 or that have lasted for over a year – shall be reviewed by the Select Board according to the schedule developed by the Town Manager.

- A designated representative of the Town Manager shall review all other partnerships, according to the above-mentioned schedule.
- On an annual basis the Town Manager will provide a summary of the review of all existing partnerships at a public meeting held by the Select Board.

**Partnerships within the Town but not under the jurisdiction of the Town Manager and Select Board**

- The Select Board and Town Manager will undertake to be aware of any proposed partnerships within the Town that may not be under their jurisdiction.
- The Select Board and Town Manager will endeavor, when aware of such a proposed partnerships, to ensure that they are brought to the attention of the citizens through the Town's website and by other means that may be useful.
- The Select Board will work with other jurisdictions in Town to encourage the adoption of similar policies regarding public private partnerships within these jurisdictions.

Appendix A: Select Board Policies Regarding  
Public Private Partnerships  
**P3 Partnership MOU**  
Proposed content

P3 Partnership MOU and Contract should include the following subjects.

- Cost to town
  - Both project costs and long term maintenance costs
  - Taxpayer vs private funds
- Does it meet State, Local and Federal Statutes
  - Review zoning issues
- Town Benefit
  - Does proposal align with town goals and needs?
  - Clearly defined revenue stream
  - Town character enhancement
  - Impact on other town activities
- Town character affected and # of residents affected: before/during/after project
  - Long Range Plan – support or conflict?
  - e.g. Open land/Fitness center/Resource (library)/low income housing
- Long term maintenance requirements and ownership
  - Should there be an endowment to cover future maintenance/operation costs?
  - Insurable interest?
- Outline of project schedule and deliverables:
  - Timeframe
  - Milestones
  - Contingency if milestones not met
- Funding sources
  - Schedule of fundraising
  - Consequence if funding objectives not met
- Project review
  - Commit to quarterly meetings with the P3 committee

Appendix A