

**TOWN OF CONCORD
SELECT BOARD
AGENDA
July 30, 2018**

7 PM – Auditorium – Harvey Wheeler Community Center

1.	Call to Order
2.	Consent Agenda: <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes – 5/7, 5/14, 5/21, 5/31 • One Day Special Licenses <ul style="list-style-type: none"> • Cornell Club 8/23 6pm-8pm 11 Wheeler Road Wine & Malt • Culinary Guild of N.E. 9/17 6pm-9pm 11 Wheeler Road Wine & Malt • Verrill Farm 9/23 4pm-7pm 11 Wheeler Road Wine & Malt
3.	Town Manager's Report
4.	Chair's Report
5.	Cambridge Turnpike Improvement Project Acceptance of Easements
6.	Review & Approve Complete Streets Policy
7.	Brief Punkatasset Parking Update
8.	7:10pm Public Hearing – Alteration of Licensed Premises to Allow Outdoor Alcohol Service: 42 Main Street's Market & Café d/b/a Main Street Market & Café, Inc., located at 42 Main Street
9.	7:15pm Public Hearing – Review & Receive 2018 Envision Concord: Bridge to 2030 Comprehensive Long Range Plan – Comprehensive Long Range Plan Committee
10.	Review & Approve Draft Charge for Town Manager Search Committee
11.	Discuss Black Birch II Donation of Funds for Affordable Housing
12.	Call Special Town Meeting
13.	Public Comments
14.	Committee Liaison Reports
15.	Miscellaneous/Correspondence
16.	Committee Nominations:
17.	Committee Appointments: Thomas Kearns of 544 Cambridge Turnpike to the Community Preservation Committee as at-large member for a term to expire May 31, 2022; Jill Colpak of 20 Concord Greene #6 to the PEG Access Advisory Committee for a term to expire May 31, 2020; Frank Breen of 48 Phillip Farm Road to the PEG Access Advisory Committee for a term to expire May 31, 2019; Judith Zaunbrecher of 402 Border Road to the Community Preservation Committee as Natural Resources Commission designee for a term to expire May 31, 2020
18.	Confirm Town Manager Reappointments: Judith Zaunbrecher of 402 Border Road to the Natural Resources Commission for a term to expire May 31, 2021
19.	Appoint Election Officials & Sign 2018 State Primary Warrant
20.	Adjourn to Executive Session for the purposes of discussing Litigation (WR Grace, Estabrook Road, and Nagog Pond)

PENDING

Monday	August 13	7 PM	Select Board Meeting	Town House
Monday	August 27	7 PM	Select Board Meeting	Town House
Monday	September 3	All Day	Labor Day	Town Offices Closed
Sunday	September 9		Rosh Hashanah	No evening meetings
Monday	September 10	7 PM	Select Board Meeting	Town House
Monday	September 18		Yom Kippur	No evening meetings
Monday	September 25	7 PM	Select Board Meeting	Town House

Supporting materials for agenda items are available online at www.concordma.gov/sbmtgdocs. Materials are uploaded on the Friday before a Select Board meeting.

Weekly One Day License Log – July 30, 2018

Applicant Name & License Number	Phone Number	Date	Location	Type of Alcohol	Event Details
18-119 Cornell Club	978 369-4494	8/23	11 Wheeler Road	Wine & Malt	Event Coordinator: Jen Verrill Bartenders: Leo Lafarge Under 21: No First License in Concord: No
18-120 Culinary Guild of New England	978 369-4494	9/17	11 Wheeler Road	Wine & Malt	Event Coordinator: Jen Verrill Bartenders: Leo Lafarge Under 21: No First License in Concord: No
18-121 Verrill Farm	978 369-4494	9/23	11 Wheeler Road	Wine & Malt	Event Coordinator: Jen Verrill Bartenders: Leo Lafarge Under 21: No First License in Concord: No



DATE: July 26, 2018

MEMORANDUM

TO: Town of Concord Select Board
VIA: Christopher Whelan, Town Manager
FROM: Richard Reine, Public Works Director
CC: Christopher Olbrot P.E., Town Engineer, Concord Public Works
SUBJECT: Cambridge Turnpike - Acceptance of Easements



This memo and attachments have been prepared to provide a summary to the Select Board and request their acceptance of (3) three easements necessary to undertake construction improvements to accommodate existing and expanded parking, roadway and sidewalks included within the Cambridge Turnpike Project.

The Cambridge Turnpike project provides improvements to address issues affecting an approximate 1.3 mile major collector roadway with an average daily traffic count of approximately 6,000 vehicles. One of the primary objectives of the project is to address the existing drainage conditions that result in frequent road closures and flooding. The project is currently scheduled to commence with the Phase I improvements which extend from approximately Lexington Road to the Mill Brook Farm and from Hawthorne Drive to Sandy Pond Road. Construction activity is scheduled through 2020 and will also address traffic calming, pedestrian and cyclist accommodations to the maximum extent practicable.

Authorization for the Select Board to accept these easements was received with the approval of Article 42 at the 2018 Annual Town Meeting.

The three easements include 1) the right to install, construct, inspect, maintain, operate, repair, renew, remove and replace a public sidewalk adjacent to the Concord Museum located at 200 and 216 Lexington Road 2) an easement on the property of the Ralph Waldo Emerson House located at 18 Cambridge Turnpike for a similar sidewalk purpose as well as ability to park motor vehicles in the parking spaces within the Easement Area and the right to travel over and through the Easement Area for ingress and egress and for access to and from the vehicles parked therein and 3) an easement located at 22B Cambridge Turnpike on the property of Christopher A. Roeser and Therse Roeser for the purpose of installing, constructing, inspecting, maintaining, and repairing a retaining wall within the Easement Area along with similar sidewalk and parking easements as described above.

CONCORD PUBLIC WORKS
DIRECTOR'S OFFICE
133 Keyes Road
Concord, MA 01742

Tel: (978) 318 - 3201
Fax: (978) 287 - 4762



DATE: July 26, 2018

MEMORANDUM

TO: Town of Concord Select Board

VIA: Christopher Whelan, Town Manager

FROM: Richard Reine, Public Works Director *Richard Reine 7-26-18*

CC: Christopher Olbrot P.E., Town Engineer, Concord Public Works

SUBJECT: Complete Streets Policy Adoption



This memo and attachments have been prepared to provide a summary of Complete Streets program developed by the Massachusetts Department of Transportation through the authorization included within the 2014 Transportation Bond Bill. The Town of Concord's Public Works Commission and Public Works Department are fortunate to have proactively developed a Road Policy in 1999 that is in general alignment with Complete Streets. The Road Policy states:

"In the reconstruction or construction of roads, The Town of Concord seeks to maintain those aspects of the existing environment which will enhance the historic, scenic and agricultural properties of the roadway consistent with public safety, and, in addition, to consider alternative transportation accommodation(s) on the Town's roads consistent with this policy and public safety".

The Town of Concord took a leadership position in 1999 in the development of this Road Policy recognizing early the importance of designing and constructing roadways to the benefit of all users with a focus on multi-modal and alternative transportation. The Complete Streets program also provides the added benefit of funding availability for technical assistance in program development, as well as construction improvements.

Three separate tiers, or levels comprise the Complete Streets program and include:

- Tier 1 – Complete Streets Training and Policy Development
- Tier 2 – Development of a Completes Streets Prioritization Plan
- Tier 3 – Application and Receipt of Construction Funding



DATE: July 26, 2018

MEMORANDUM

The intent of the Complete Streets program is to provide a financial incentive to communities which demonstrate a commitment to integrating Complete Streets elements into the design, construction and reconstruction of roadways, sidewalks, parking lots and other infrastructure and

resources within the Public Right of Way. Just a few examples of these Complete Streets enhancements which could apply to Concord include:

- improvements and expansion of the Town's sidewalk network
- improvements to ADA facilities such as ADA accessible curb ramps
- additional bicycle enhancement such as lane markings and signage
- improvements or addition of ADA compliant crosswalks
- planting of new public shade trees

Staff members of Concord Public Works, including the Director, have previously attended a Complete Streets 101 introductory training workshop sponsored by the Bay State Roads Program. This satisfies a portion of the Tier 1 requirement. The next step in the process consists of the development and adoption of a Complete Streets Policy. The policy is reviewed by MassDOT and must score a minimum of 80 points out of a possible 100. The policy must then be adopted by the municipality's highest elected governing body, in Concord's case the Select Board.

Over the course of the Comprehensive Long Range Plan (CLRP) Development process, discussion has taken place in favor of adoption of a Complete Streets Policy to complement the Public Works Commission's existing Road Policy Statement. Mr. Nick Pappas, the PWC's representative on the Comprehensive Long Range Plan Committee, has provided input around the Road Policy and Complete Streets program throughout the CLRP process. The Public Works Commission and Planning Board have reviewed the Policy at their July 18th and July 24th 2018 respective meetings and have voted to recommend adoption of the Policy to the Select Board. Following adoption the Town will be positioned for Tier 2 and Tier 3 funding opportunities and continued Complete Street improvements to the Public Right of Way.

Mr. Lou Rabito, MassDOT Complete Streets Engineer, who worked closely with MassDOT Transportation Secretary Stephanie Pollack in the development of the Complete Streets Legislation and subsequent program, is now serving in the capacity of the Complete Streets Program Manager for engineering and transportation consultant Howard Stein Hudson Associates. Mr. Rabito will also attend the July 30th Select Board meeting to provide an overview of the Complete Streets program.

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DIRECTOR'S OFFICE
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Tel: (978) 318 - 3201
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DATE: July 26, 2018

MEMORANDUM

I respectfully request that the Concord Select Board review the attached draft policy and, following discussion and any modifications, vote to approve the policy. Once the policy is adopted, CPW intends to advance the Complete Streets process to the Tier 2 Level with the completion of a Prioritization Plan and will work with Howard Stein Hudson or another qualified consultant to seek grant funding to accomplish this Tier 2 requirement.

Andrew Mara

From: Elizabeth Hughes
Sent: Thursday, July 26, 2018 10:06 AM
To: Chris Whelan
Cc: Richard Reine; Andrew Mara
Subject: Complete Streets Policy



Good morning Chris,

At the Planning Board meeting on July 24th, the Board voted to support the adoption by the Select Board of the Draft June 2018 Complete Streets Policy put forth by the Public Works Commission.

Please let me know if you have any questions or need anything further.

Sincerely,
Elizabeth

Elizabeth Hughes, Town Planner
Concord Planning Division
Town of Concord
141 Keyes Road
Concord, MA 01742
978-318-3290



OLD NORTH BRIDGE

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE – P.O. BOX 535
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TOWN OF CONCORD COMPLETE STREETS POLICY July 30, 2018

The Town of Concord has recognized the goal of enhancing multimodal transportation planning through the Public Works Commission's adoption of its December 1999 Road Policy Statement which states:

In the reconstruction or construction of roads, The Town of Concord seeks to maintain those aspects of the existing environment which will enhance the historic, scenic and agricultural properties of the roadway consistent with public safety, and, in addition, to consider alternative transportation accommodation(s) on the Town's roads consistent with this policy and public safety.

Since that time the Complete Streets program has been developed and has evolved to expand the existing Road Policy statement. Providing safe and accessible modes of transportation, including walking, biking, transit and other motorized vehicles for people of all ages and abilities, continues to be a major theme for the Town of Concord as expressed in the recently completed 2018 Comprehensive Long Range Plan. Now with the development of the Complete Streets program the Town continues to recognize and establish guidelines for roadway design which indicate the Town's preference for Complete Streets, whenever feasible and practical.

This policy indicates the Town's desire to accommodate as many modes of travel and types of users as practical within the transportation network. The provision of safe and accessible "Complete Streets" will further the Town's sustainability principles as adopted by the Select Board by promoting use by pedestrians, cyclists and transit users, potentially decreasing the Town's impact on the environment and minimizing its carbon footprint.

Vision and Intent

The Town of Concord recognizes that an opportunity exists for the implementation of Complete Streets each time a roadway is designed, constructed, reconstructed, maintained or improved. The Town will strive to provide safety and accessibility on Town roadways, sidewalks, parking lots and other town owned public Rights of Way (ROW). Users include pedestrians,

cyclists, transit riders, motorists, commercial vehicles, and emergency vehicles with a focus on users of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient multi-modal connections between home, school, work, recreation and retail destinations and by improving the pedestrian and vehicular environments throughout communities.

The intent of Concord's Complete Streets policy is to:

- Accommodate all users of all ages and abilities by creating a transportation network that attempts to meet the needs of individuals using a variety of transportation modes;
- Educate, raise awareness and encourage healthy opportunities for Concord residents such as walking and bicycling instead of driving;
- Balance the needs of motorists and public safety vehicles with the environmental impacts of the transportation network; and
- Reduce reliance on motor vehicles and thereby reduce greenhouse gas emissions.

The Town shall continue to gain input from its residents on how to best meet their needs through its proactive public outreach efforts including neighborhood meetings, public information meetings and Road Program hearings.

Core Commitment

The Concord Complete Streets Policy is intended to serve all users including pedestrians, cyclists, and transit users of all ages and abilities, as well as commercial vehicles, trucks, emergency vehicles, buses and automobiles.

Complete Street design recommendations shall be incorporated into all publicly and privately funded projects in all phases. Where practical and economical, complete streets elements shall be considered for municipal road, sidewalk and parking lot repair and maintenance projects to enhance safety, accessibility and multi-modal usability.

Exceptions

It is recognized that incorporation of Complete Street elements may not always be feasible or practical and may be excluded for the following reasons and/or as determined by Public Works in consultation with Planning, Natural Resources and other relevant Departments:

- Funding limitations may preclude elements of Complete Streets from a project. In addition, it may be determined that the anticipated cost associated with a Complete Street enhancement may be substantially disproportionate to the need or probable use.

- Constraints related to limitations in ROW or property rights and agency jurisdiction along with natural and built features may restrict the feasibility and practicality of Complete Streets elements.
- Sensitivity to the context of Concord's roadway network which may include narrow two-lane roads, stone walls and legacy trees. These features which help define the historic character of the Town may limit the inclusion of certain Complete Street enhancements. Fortunately, some of these existing conditions can provide the benefit of traffic calming which is consistent with one of the goals of the Complete Streets program.
- Facilities where specific users such as bicycles and pedestrians are prohibited by law, such as interstate freeways are exempt from the Complete Street Best Practices.
- Certain facilities outside the Town's jurisdiction that are limited to non-motorized transportation modes, such as multi-use paths, pedestrian paths, bicycle paths, and walking and hiking trails may be exempt from the Best Practices. i.e. MASSDOT funded projects, privately funded or located trails
- Where the environmental impact(s) of a Complete Streets element is excessively disproportionate to the need or probable use or probable future use.
- Other Town policies, regulations, or requirements contradict or preclude the implementation of this Policy, even after such policies, regulations, and requirements have been examined and updated, as appropriate, in an effort to be consistent with the Town of Concord Complete Streets Policy as determined by Public Works, in consultation with Planning, Natural Resources and other relevant Departments.
- For projects proposed at locations where there is an absence of current and/or future need, exceptions may be made to the Concord Complete Streets Policy.
- Complete Streets elements may be excluded where such facilities would constitute a threat to public safety.
- The impact of accommodation would result in the loss of significant legacy trees or natural resources whose value outweighs the advantages of the Complete Street infrastructure as determined by Public Works in consultation with Planning, Natural Resources and other relevant Departments.

Best Practices

The Town of Concord Complete Streets policy will focus on developing a comprehensive, connected, integrated network that serves all users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Concord Complete Streets Policy will be carried out by the Concord Public Works cooperatively within all relevant departments in the Town of Concord and to the greatest extent possible, among private developers, and state, regional, and federal partners. Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, historic, agricultural, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The Town of Concord recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

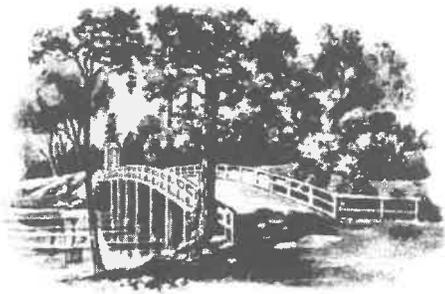
- The 2006 Massachusetts of Department of Transportation Project Development and Design Guide
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices (2009).
- The Concord Public Works Design and Construction Standards (Nov. 2016)
- The Concord Public Works ADA Transition Plan for Public Rights of Way (2010)
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations/PROWAG
- Massachusetts Department of Transportation Separated Bike Lane Planning and Design Guide (2016)

Implementation

The Town, through its Public Works Department, will consider Complete Streets Best Practices as a routine part of everyday operations, when designing transportation projects and programs, and will consider complete Streets Best Practices in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Complete Streets implementation and effectiveness will be regularly evaluated for success and opportunities for improvement.

- The Town will develop performance measures to gauge implementation and effectiveness of the best practices which will include among other items: number of curb ramps upgraded to ADA standards, lineal footage of sidewalk improved, linear footage of roadway which has been enhanced through roadway repair, pavement marking, signage, public shade tree planting and maintenance and signage upgrades.
- The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure in order to prioritize projects to eliminate gaps in the sidewalk and bikeway network.
- The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets.
- The Town will train pertinent town staff and decision-makers on the content of Complete Streets Infrastructure and principles and best practices for implementing policy through workshops and other appropriate means.
- The Town will explore opportunities to obtain appropriate sources of funding and grants to implement the Complete Streets Policy.



OLD NORTH BRIDGE 1775

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TOWN OF CONCORD SELECT BOARD

NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held at the Harvey Wheeler Community Center, 1276 Main Street, Concord, MA in the Auditorium on July 30 at 7:10 PM from upon the application from 42 Main Street's Market & Café d/b/a d/b/a Main Street's Market & Café Inc., located at 42 Main Street, to alter licensed premises to allow for outdoor alcohol service.

By order of the SELECT BOARD

Michael Lawson, Clerk

From: [Elizabeth Hughes](#)
To: [Chris Whelan](#); [Jane Hotchkiss](#)
Cc: [Andrew Mara](#)
Subject: 2018 Envision Concord Comprehensive Long Range Plan
Date: Tuesday, July 17, 2018 3:18:53 PM

Good afternoon Chris and Jane,

The Final 2018 Envision Concord-Bridge to 2030 Comprehensive Long Range Plan has been released.

At the July 24th Planning Board meeting, one of the Co-Chairs and the Consultant will presenting the Plan for the Planning Board's review and adoption.

The Plan will also be going to the Select Board for acceptance at their meeting on July 30th.

Please forward the link to the other Select Board members.

<https://www.concordma.gov/2154/Comprehensive-Long-Range-Plan-2018>

Please let me know if you have any questions.

Elizabeth

Elizabeth Hughes, Town Planner
Concord Planning Division
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141 Keyes Road
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Town of Concord
TOWN MANAGER SEARCH COMMITTEE
Committee Charge

A. Purpose

The purpose of the Town Manager Search Committee is to conduct recruitment for the position of Town Manager and to recommend a group of finalists for the Select Board to consider in selecting Concord's next Town Manager.

B. Membership

The Committee shall be comprised of seven members appointed by the Select Board. The term of office shall be through May 31, 2019 unless extended by vote of the Select Board. Membership shall be as follows:

- Two members of the Select Board;
- Seven residents at-large with diverse experience and backgrounds, including service on a town committee, experience in hiring or human resources, or other indication of active involvement in town affairs.

C. Duties and Responsibilities

1. To **(Solicit by means of bid?)** interview professional executive search firms with experience in recruiting municipal managers in Massachusetts, and to recommend to the Select Board and Town Manager a selected firm. To develop in consultation with the Town's Human Resources Department, a scope of services for the selected firm.
2. To develop and finalize a timeline or schedule of milestone events relative to the search for a new Town Manager, subject to the approval of the Select Board.
3. To schedule listening and discussion sessions to solicit input from town staff, committees, residents and other stakeholders to help inform the Select Board about the qualities, strengths and characteristics required for a successful Town Manager.
4. To become familiar with the Town Charter as it relates to the Town Manager's role in Town Government. To review the Town Manager's job description and recommend any revision, if necessary, to the Select Board. To work with the recruitment consultant to develop marketing materials or other community information describing the work environment and performance expectations for potential candidates. To develop selection criteria for evaluation candidates.
5. To review the application materials submitted by applicants who are recommended by the search consultant for interviews and to evaluate the materials and information based on the established selection criteria. To work with the consultant to develop interview questions for the committee interview process. To conduct interviews of the recommended candidates in executive session.
6. To review background information and references as appropriate.

7. To recommend to the Select Board between 3 to 5 prospective candidates who best match the selection criteria for further consideration by the Select Board, unless a lesser number of candidates is agreed upon by the Board. The committee shall present its recommendations to the Select Board in a written report that will include a summary description of the recruitment process.
8. Provide whatever additional information the Select Board may request. This committee charge may be amended at the Select Board's determination.
9. Staff support for the committee will be provided by the Human Resources Department. If additional resources are required, the committee chair will consult with the Select Board chair, who will discuss with the Town Manager how best to address the committee's needs.

D. Other Considerations

The Town Manager Search Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's actions in a manner which is in compliance with all relevant State and local laws and regulations, including but not limited to, the Open Meeting Law, Public Records Law and Conflict of Interest Law. The Committee shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this effort.



Regional Housing Services Office

Serving Acton, Bedford, Burlington, Concord, Lexington, Sudbury, Wayland, and Weston

Office Address: 37 Knox Trail, Acton, MA 01720
Mailing Address: 2352 Main Street, Suite 2, Concord MA 01742

Website: WWW.RHSOhousing.org
Email: INFO@RHSOhousing.org
Phone: (978) 287-1092

July 24, 2018

To: Christopher Whelan, Town Manager
From: Elizabeth Rust and Marcia Rasmussen
RE: Black Birch II, Options

Anticipating that the Massachusetts Department of Housing and Community Development is likely to deny the requested waiver regarding the age-restrictions on the two affordable units that were included in the Black Birch II Planned Residential Development, we offer some thoughts regarding options for moving forward with construction at Black Birch II. We note that any change in the project regarding the affordable units will likely require change to authorization – Town Meeting and/or the Special Permit.

1. The two units could be restricted to 80% AMI under a local program restriction. The units would not count on State's Subsidized Housing Inventory (SHI) but would serve the intended low-income household.

This approach may comply with written materials submitted at the time, though not the verbal presentations or project representations that these units would be included on the SHI. The local restrictions would be similar to the DHCD restrictions, though modified for the Town requirements, removing DHCD as the subsidizing agency. This would not necessarily require further authorization, and may be done within the scope of the existing Town Meeting action and Special Permit.

Concord has a few of these units now – The Riverbend PRD for example. There are some drawbacks to this approach, as has been experienced at the Riverbend PRD, because the homeowner's association fees often continue to rise, which could negatively impact the owner of the affordable unit because the re-sale price may be affected.

2. Have the project conform to DHCD requirements to modify the project to allow children in the affordable units

This is the least desirable from the developer point of view (and potentially Town Meeting point of view, since Town Meeting supported the project without children) because it would involve significant changes to the project concept for buyers, including the marketing, master deed, and presentations on development. An amendment to the Special Permit would be required and Town Meeting action may also be needed to allow children at the development.

3. Allow a payment in lieu of the units and accept this payment to release the obligation to create two units of affordable housing in the Black Birch II development.

Another approach to be considered is that the developer has informally offered (again) \$1,000,000 to the Town as payment in lieu of constructing the units. The Select Board could accept this payment and authorize funds to be used for affordable housing purposes on other properties. Town Meeting action would be required to accept this offer and direct the funds to affordable housing purposes (the developer has asked that the Select Board move this article if there is support for it); an amendment to the Special Permit would also be required. Please note that this option does not provide for the construction of new affordable units directly, but could address several other affordable housing projects that are seeking funds (see list below).



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Email: INFO@RHSOhousing.org
Phone: (978) 287-1092

The Regional Housing Services Office has identified several opportunities for using affordable housing funds:

- Renovate the existing house on the Gerow land or other similar opportunity. Occasionally lower priced homes come on the market and having ready funds for a buy-down/renovation opportunity would enable the CHDC/CHA to take quick action. Note that there are \$188k of previously appropriated CPA funds for housing buy-downs, which is not sufficient for one new unit.
- Concord Housing Authority is in extreme need for capital improvement funds, with older homes and no source of funding for repairs (not currently CPA eligible). Preserving the CHA family housing stock is an important initiative for the Town.
- CHDC Small Grant Program provides eligible owners with funds for needed health and safety repairs, but has no source of funding for the program (not currently CPA eligible). The CHDC budgets \$30k annually, and has at best 5 years left of funding for the program.

One question that might be asked is whether \$1,000,000 is an adequate payment. The RHSO and Metropolitan Area Planning Council (MAPC) are completing a project now which looks at Payment in Lieu standards, noting the following methods.

- Affordability Gap – the difference between the market rate sales and the affordable price. For Black Birch II, the 80% AMI sales price is currently \$183,000 and the market rate units are being offered at \$1,140,000 - \$1,330,000 (on Zillow).
- Production Cost – the difference between the development cost and the affordable sales price. This is more difficult to determine as the development and site costs vary by project.
- Indexed Fee – this method uses a standard figure to assess the payment. One such index is the DHCD Qualified Annual Plan number figure, annually updated and used in underwriting Low Income Housing Tax Credit developments and other measures as the maximum for total development costs per unit. The DHCD 2018-2019 QAP rate is \$349,000. This DHCD figure does not reflect high-end amenities or design. So adding \$150k per unit as a premium brings the figure to \$500k per unit, as offered. Note that the advisory committee chose this indexed fee method as their preference.

TOWN OF CONCORD
DRAFT 2018 SPECIAL TOWN MEETING SCHEDULE
MONDAY, OCT. 1, 2018 @ 7:00 PM

EVENT	DATE/TIME	LOCATION
CALL MEETING AND OPEN WARRANT – 10 DAYS	MONDAY, JULY 30, 2018	SB MEETING
WARRANT CLOSES	THURSDAY, AUG. 9, 2018 4:00 PM	TOWN HOSE
TOWN COUNSEL TO REVIEW WARRANT ARTICLES	WEDNESDAY, AUG. 10, 2018 3:30 PM	
SELECT BOARD TO REVIEW DRAFT WARRANT & SET ORDER OF ARTICLES. APPROVE IF POSSIBLE	MONDAY, AUG. 13, 2018	TOWN HOUSE
SELECT BOARD FINALIZES WARRANT, IF NECESSARY	MONDAY, AUG. 27, 2018	TOWN HOUSE
WARRANT GOES TO PRINTER	WEDNESDAY, AUG. 29, 2018	
WARRANT BACK FROM PRINTER & MAILED TO RESIDENTS	THURSDAY, SEPT. 6, 2018	
TOWN CLERK TO POST WARRANT	MONDAY, SEPT. 10, 2018	VARIOUS LOCATIONS
JOINT PUBLIC HEARING(S) – FINANCE COMMITTEE, SELECT BOARD, AND PLANNING BOARD (<i>IF NECESSARY</i>)	WEDNESDAY, SEPT. 12, 2018 7:00 PM	TOWN HOUSE OR HWCC?
MOTIONS DUE	THURSDAY SEPT. 13, 2018 4:00 PM	TOWN HOUSE
LAST DAY FOR VOTER REGISTRATION FOR SPECIAL TOWN MEETING	FRIDAY, SEPT. 21, 2018 8:00 PM	TOWN HOUSE
STM COORDINATION & MOTION REVIEW MTG – IF NEEDED	TUESDAY, SEPT. 26, 2018 3:30 PM	TOWN HOUSE
SPECIAL TOWN MEETING ADJOURNED SESSION/SNOW DATE	TUESDAY, OCTOBER 1, 2018 7:00 PM WEDNESDAY, OCTOBER 3, 2018 7:00 PM	HIGH SCHOOL AUDITORIUM
HOLIDAYS RELEVANT TO THIS SCHEDULE		
STATE PRIMARY ELECTION	TUESDAY, SEPTEMBER 4, 2018	
ROSH HASHANAH	SUNSET SEPTEMBER 9 TO NIGHTFALL ON SEPTEMBER 11, 2018	
YOM KIPPUR	SUNSET SEPTEMBER 18 TO NIGHTFALL ON SEPTEMBER 19, 2018	
COLUMBUS DAY OBSERVED	MONDAY, OCTOBER 8, 2018	



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

Memo

To: Select Board
Cc: Chris Whelan, Town Manager
Kerry Lafleur, Finance Director
From: Kaari Mai Tari, Town Clerk 
Date: July 19, 2018
Re: Election Officer Appointments

Pursuant to MGL Chapter 54: Section 12, I would like to request, on behalf of the Board of Registrars, reappointment of the following **63** voters as Election Officers for terms to expire July 31, 2019.

Reappointments: 62
New appointment: 1

Party Affiliation among Election Workers:
Democratic: 27 (43%)
Republican: 11 (17%)
Unenrolled: 25 (40%)

Thank you for your consideration.

Kaari

Election Officers 2018-2019 Appointment List

Part	Name	Address	Precinct
U	Richard Anderson	93 Wright Road	2
R	Carolyn Andrews	11 Dalton Road	4
D	Robert Andrews	32 Staffordshire Lane	3
U	Bobbie Arena	167 Fairhaven Road	4
U	Katherine Ash	28 Fairhaven Road	4
U	Beth Baryjames	149 Central St	2
U	Dorrie Bean	21 Academy Lane	1
D	Carol Bearse	127 Nashoba Rd	1
R	Gerard Boyle	164 Central Street	2
U	Susan Boyle	78 Forest Ridge Road # 101	2
D	Yvette Boyle	64 Central St	2
D	Susan Cannon	147 Prairie Street	2
U	Joanne Cormier	28 Sorrel Road	2
U	JoAnn DiNardo Halper	1320 Old Marlboro Road	3
D	Carol A Dromgoole	150 Hubbard Street A	5
U	Cosette Dunn	131 Ministerial Dr	3
U	Mary Fasano	121 Fairhaven Road	4
D	Evelyn Finneran	10 Concord Greene # 5	1
R	Barbara Fivek	96 Whittemore St	3
U	Robert Fleming	92 Walden St	1
D	Ruth Getsick	49 Minuteman Drive	4
D	Colleen Giddings	474 Barretts Mill Road	5
R	Mark Giddings	474 Barretts Mill Road	5
R	James P. Hackett III	161 Prairie St	1
D	Janet Hammonds	44 Derby St	2
R	Michael Hammonds	44 Derby St	2
R	Faye Hayes	1450 Main Street	2
D	Beatrice Haynes	80 Deaconess Road Suite 355	1
D	Jane Haynes	247 Laws Brook Road # 105	2
D	William Haynes	80 Deaconess Road Suite 355	1
D	Susan Jancourtz	30 Court Lane	1

Part	Name	Address	Precinct
D	Bernadean Jenkins	32 Staffordshire Lane	3
D	Ruth Lauer	100 Keyes Rd 323	1
U	Alice Lencioni	297 Plainfield Road	3
D	Betsy Levinson	124 Nashoba Road	1
R	Erin Logan	2 Nathan Pratt Drive # 206	2
U	William Lott	1011 Main Street	3
D	Richard Loynd	20 Crest Street	3
D	Richard Maley	49 Westvale Drive	2
D	Caroline McCloy	137 Central St	2
D	James McCloy	137 Central St	2
U	Helen McLaughlin	3 Concord Greene # 1	3
U	Juliana Melly	3 Concord Greene # 3	3
U	June E. Miles	40 Southfield Circle	1
U	Walter Miles	40 Southfield Circle	1
U	William F. Miles	68 Commonwealth Ave 219	2
D	Rosetta Moreau	1990 Main Street	2
D	Pauline Murray	32 Monsen Road	4
U	Ione Nauseda	37 Dover St	3
D	Joan Neisser	42 Mallard Drive	4
D	Murray Nicolson	226 Peter Spring Road	4
U	C. Winslow Pettingell	353 Thoreau St	4
U	James Phelps	256 Hunters Ridge Road	2
D	Kevin Plodzic	98 Baker Ave	1
U	Joan Pulaski	672 Old Bedford Road	4
R	Carolyn Robinson	56A Riverside Avenue	2
R	Lloyd Saltus II	743 Annursnac Hill Road	5
U	Frank Spooner	20C Westvale Meadow	2
R	Richard Sur	513 Hayward Mill Road	2
D	Maureen Swanson	88 Wright Road	2
D	Janet Walker	20 C Westvale meadow	2
U	Elizabeth Wilson	409 Old Bedford Road	4
U	Dale M. Zippin	188 Border Road	2

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COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

Warrant for State Primary, September 4, 2018

SS. Middlesex

To the Constables of the Town of Concord

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at:

Precinct	Polling Location
1	Dept. of Planning & Land Management – 141 Keyes Road
2	Harvey Wheeler Community Center – 1276 Main Street
3	Harvey Wheeler Community Center – 1276 Main Street
4	Ripley School – 120 Meriam Road
5	Hunt Gymnasium – 90 Stow Street

On TUESDAY, THE FOURTH DAY OF SEPTEMBER 2018 from 7:00 am to 8:00 pm for the following purpose:

To cast their votes in the State Primary for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS *FOR THIS COMMONWEALTH*
- GOVERNOR..... *FOR THIS COMMONWEALTH*
- LT. GOVERNOR..... *FOR THIS COMMONWEALTH*
- ATTORNEY GENERAL..... *FOR THIS COMMONWEALTH*
- SECRETARY OF STATE..... *FOR THIS COMMONWEALTH*
- TREASURER AND RECEIVER GENERAL *FOR THIS COMMONWEALTH*
- AUDITOR *FOR THIS COMMONWEALTH*
- REPRESENTATIVE IN CONGRESS *THIRD DISTRICT*
- COUNCILLOR *THIRD DISTRICT*
- SENATOR IN GENERAL COURT *THIRD MIDDLESEX DISTRICT*
- REPRESENTATIVE IN GENERAL COURT ... *FOURTEENTH MIDDLESEX DISTRICT*
- DISTRICT ATTORNEY *NORTHERN DISTRICT*
- CLERK OF COURTS *MIDDLESEX COUNTY*
- REGISTER OF DEEDS *MIDDLESEX SOUTHERN DISTRICT*
- REGISTER OF PROBATE *MIDDLESEX COUNTY*

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 30th day of July 2018.

Select Board of: Concord, Massachusetts

Posting per notice bylaw
Indicate method of service of warrant

Constable

Date

Warrant must be posted by August 28, 2018, at least seven days before September 4, 2018.

TOWN OF CONCORD
State Primary
September 4, 2018

Warrant Posting Places

PRECINCT 1

1. Department of Planning & Land Management, 141 Keyes Road
2. Concord Free Public Library, 129 Main Street
3. Hunt Gymnasium, 90 Stow Street
4. Post Office, Walden Street

PRECINCT 2

5. Harvey Wheeler Community Center, 1276 Main Street
6. Fowler Library, 1322 Main Street
7. Post Office, Beharrell Street

PRECINCT 3

8. Willard School, 185 Powder Mill Road

PRECINCT 4

9. Town House, 22 Monument Square
10. Ripley School

PRECINCT 5

11. Concord Municipal Light Plant, 1175 Elm Street

Date: _____

Posted by: _____