

**TOWN OF CONCORD
SELECT BOARD
AGENDA**

June 17, 2019 – 7 p.m. – Select Board Room – Town House

1.	Call to Order
2.	<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes – 4/22, 4/27, 5/6 • Tour Guide license renewals • Common Victualler renewal – Emerson Hospital • Gift Acceptance <ul style="list-style-type: none"> · Nolan Roberts \$3,000 (est.) Bicycle fix-it station for Bruce Freeman Rail Trail • One Day Special Licenses <ul style="list-style-type: none"> · Saltbox Farm 7/20 6pm-9:30pm 40 Westford Road Wine & Malt · Saltbox Farm 7/26 5pm-9pm 40 Westford Road Wine & Malt · Verrill Farm 7/24, 8/23, 10/18 6pm-8pm 11 Wheeler Road Wine & Malt · Jay Scheffler 8/10 12pm-4pm 11 Wheeler Road Wine & Malt · Charles River Wheelman 9/15 4pm-8pm 11 Wheeler Road Wine & Malt
3.	Town Manager's Report
4.	Chair's Remarks
5.	Amend existing Class II Used Car Dealer License – Nano's Auto, Inc., located at 1211 Main Street
6.	New Class II Used Car Dealer License – Second Chance Cars, Inc., located at 1211 Main Street
7.	7:10 p.m. Continued Public Hearing: Alteration of Licensed Premises associated with existing Section 15 Retail Package Store Wine & Malt License, to remove entire second floor area (4,542 sq. ft.) and portion of first floor (980 sq. ft.) from existing licensed premises – Concord Market, 77 Lowell Road
8.	Update on RFP 396 - Property Lease/License for Installation of Telecommunication Facilities
9.	Update on White Pond gift & operations
10.	Update on Long Range Plan initiatives
11.	Long Range Town-wide Capital Planning discussion
12.	Review draft Capital Planning Team charge
13.	Discuss possible dates for 2020 Annual Town Meeting
14.	Notice of unique real property for 18 Cambridge Turnpike
15.	Public Comments
16.	Committee Liaison Reports
17.	Miscellaneous/Correspondence
18.	Appoint Interim Town Manager: Kate Hodges for a term of July 1, 2019 to August 11, 2019
19.	Committee Nominations: Jim Terry of 368 College Road and Linda Miller of 300 Main Street to the Affordable Housing Trust Fund Study Committee
20.	Committee Appointments: Charles Parker of 105 Chestnut Street to the Middle School Building Committee for a term to expire upon completion of project; Steven Ledoux of 89 Heath's Bridge Road to Minuteman Regional Technical High School Committee for a term to expire May 31, 2022
21.	Committee Reappointments: Brian Cramer of 820 Monument Street, Sarah Grimwood of 520 Lexington Road, Mark Hanson of 340 Holden Wood Road, Christian Krueger of 85 Alcott Road, Joseph Levine of 29 Temple Road, Stanley Lucks of 165 Indian Spring Road, and Sigmund Roos of 36 Wood Street to the Pollinator Health Advisory Committee for terms to expire May 31, 2020
22.	Adjourn

PENDING

Monday	July 1	7 pm	Select Board Meeting	Town House
Thursday	July 4	All Day	Independence Day	Town Offices Closed
Monday	July 15	7 pm	Select Board Meeting	Town House
Monday	July 29	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.

**Town of Concord
SELECT BOARD'S OFFICE**

Memorandum

Date: June 14, 2019
To: Select Board
From: Andrew W. Mara, Senior Administrative Assistant
Subject: List of Tour Guide licenses for renewal

Tour Guide licenses to be renewed at the June 17, 2019 Select Board meeting:

Carolyn Copp
Mary Foster
Chynna Lemire

Andrew W. Mara
Town of Concord
PO Box 535
Concord, MA 01742

T: 978 318-3001
F: 978 318-3002

License Number: 2019-46

FEE \$50.00

COMMONWEALTH OF MASSACHUSETTS

TOWN OF CONCORD

This is to Certify that:

Emerson Hospital Cafeteria

133 Old Road To Nine Acre Corner

IS HEREBY GRANTED A COMMON VICTUALLER'S LICENSE

In said Concord and at the place only and expires December 31, 2019, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. **SEATING CAPACITY: 102 Seats + 8 seats at John Cuming Kiosk..** This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.



CONCORD SELECT BOARD

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION
WHERE IT CAN EASILY BE READ**

Date Issued:

Gift Acceptance Log – June 17, 2019

Gift Received From	For Gift Account	Total Amount
Nolan Roberts	Bicycle fit-it station for Bruce Freeman Rail Trail	\$3,000 (est.)



TOWN OF CONCORD

Department of Planning & Land Management

141 Keyes Road, Concord, MA 01742

(978) 318-3290

To: Select Board
Christopher Whelan, Town Manager
Kerry Lafleur, Finance Director

From: Marcia Rasmussen, DPLM Director **MAR**

Re: Gift of a Bicycle Fix-It Station for the Bruce Freeman Rail Trail

Date: June 13, 2019

Concord resident Nolan Roberts is a candidate for Eagle Scout and has proposed as his Eagle Scout project the purchase and installation of a Bicycle Fix-It Station using funds donated for this cause. Attached is a description of his proposed project and some of the pictures and graphics that were included in his proposal. The value of the equipment and installation has been estimated at \$3,000.

Mr. Roberts has presented his proposal to the Bruce Freeman Rail Trail Advisory Committee who voted unanimously to recommend acceptance of this project as a valuable addition to the Rail Trail. He has been working with me to identify an appropriate location, which we believe is close to West Concord Village and the Main Street/Commonwealth Ave. intersection.

In accordance with MGL Chapter 44, Section 53A and APP #19, I respectfully request that this matter be placed on the next available Select Board's agenda for acceptance. Please let me know if additional information would be helpful to expedite this request.

To: Select Board

From: Nolan Roberts

Date: June 4, 2019

Subject: BFRT Bike Repair Station

- Overview of the project
 - I will purchase and install a bike repair station on the Bruce Freeman Rail Trail in Concord MA. BFRT and the Town of Concord are joint beneficiary organizations, as the Town owns the trail portion in Concord, while BFRT coordinates the entire trail which traverses the communities of Lowell, Chelmsford, Westford, Carlisle, Acton, Concord, Sudbury, and Framingham, following the 25-mile route of the old New Haven Railroad Framingham & Lowell line. The bike repair station will have a pump stop (for holding bikes without kickstands upright), a Fixit, which is a bike repair station (see image below), and has tools attached, including Phillips and flathead screwdrivers, Allen wrenches, box wrenches, and 2 tire levers. The station will also have an Air Pump that is high security with tamper-proof nuts, and is serviceable. My project will include preparing the site for the concrete, pouring the concrete pad, letting it cure and then bolting down all of the Fixit accessories. I will then clean up the site and put down some mulch and gravel. I will also install two U-channel sign posts and directional signs to the station along the trail. There are pictures below of this location. The Fixit station will benefit anyone needing air or bike repairs as it has many of the tools necessary to perform basic maintenance on bikes.
- Where I will install
 - The station will be located near the West Concord Junction on the westerly side of the trail about 100-feet set back from Main Street. I have some pictures attached below of the exact location.
- How

- I will recruit and supervise volunteers from my Boy Scout troop and we will prepare the site for concrete, pour concrete, bolt down the Fixit station, and clean up the site.
- Costs
 - Estimated costs = \$3,000. and include the cost of the Fix-it station and signs, concrete, necessary supplies, and a plaque for the Eagle Scout Project with my name and my troop. If I have any extra money, it will be donated to the BFRT. I will raise the funds by using GoFundMe. I contacted the BFRT facebook page and they gave me permission to post the link of my GoFundMe on their page when I have it. I will start fundraising in about a month.

Project Description and Benefit

Briefly describe your project.

I will purchase and install a bike repair station on the Bruce Freeman Rail Trail (BFRT) in Concord MA. BFRT and the Town of Concord are joint beneficiary organizations, as the Town owns the trail portion in Concord, while BFRT coordinates the entire trail, which traverses the communities of Lowell, Chelmsford, Westford, Carlisle, Acton, Concord, Sudbury, and Framingham, following the 25-mile route of the old New Haven Railroad Framingham & Lowell line. The bike repair station will have a pump stop (for holding bikes without kickstands upright), a Fixit, which is a bike repair station (see Image below), and has tools attached, including Phillips and flat head screwdrivers, Allen wrenches (sizes 2.5, 3, 4, 5, 6, 8mm), box wrenches (sizes 8, 9, 10, 11, 15, 32mm), and 2 tire levers. The station will also have an Air Pump which has a PSI gauge, magnetic head, 3 foot hose, can withstand temperatures of -30 to 110 degrees Fahrenheit, is high security with tamper-proof nuts, and is serviceable. My project will include preparing the site for the concrete, pouring the concrete pad, letting it cure and then bolting down all of the Fixit accessories. I will also install two U-channel sign posts and directional signs to the station along the trail. The station will be located near the West Concord Junction on the westerly side of the trail about 100-feet set back from Main Street. There are pictures below of this location. The Fixit station will benefit anyone needing air or bike repairs as it has many of the tools necessary to perform basic maintenance on bikes.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



An image of the bike station that I will be basing my module off of



An image of the Fixit itself



An image of the pump stop which is for holding bikes upright for bikes without kickstands



An image of the Air Pump



The arrow sign is smaller than the others and will go below the other signs pointing in the direction of the station.



The Bike Repair sign



The Bike Air Sign

10ft.

The sign post, 10 ft long, galvanized steel, comes with two bolts but I will need to purchase more



picture of location - taken at an angle



Picture of location



Picture of location



blueprint of where it will be - outlined in blue

Tell how your project will be helpful to the beneficiary. Why is it needed?

BFRT and the Town of Concord had identified a need for a bike repair station in their plans for the trail and are happy that I am providing one free of charge. My project will be helpful to rail trail users who find themselves in need of bike repair tools and/or air and who may not have the proper equipment with them. The bike repair station will be conveniently located in the center of West Concord allowing people to take advantage of the local shops and restaurants, for example, if someone is in need of an inner tube, they may purchase one up at the West Concord 5 & 10, and repair their tire at the Fixt station.

When do you plan to begin carrying out your project? I want to start this project in summer 2019

When do you think your project will be completed? End of September 2019

Giving Leadership

Approximately how many people will be needed to help on your project? 8

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit volunteers from my Boy Scout troop and will have at least two adults helping with the work. I will also invite my contacts from the Bruce Freeman Rail Trail Committee and BFRT Eagle Scouts who have expressed interest in my project to visit during preparation and installation.

Weekly One Day License Log – June 17, 2019

Applicant Name & License Number	Phone Number	Date	Location	Type of Alcohol	Event Details
19-98 Saltbox Farm	617 877-3859	7/20	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
19-99 Saltbox Farm	617 877-3859	7/26 (rain date: 7/27)	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
19-100 Verrill Farm	978 369-4494	7/24	11 Wheeler Road	Wine & Malt	Event Coordinator: Jen Verrill Bartenders: Leo Lafarge Under 21: No First License in Concord: No
19-101 Verrill Farm	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
19-102 Verrill Farm	978 369-4494	10/18	11 Wheeler Road	Wine & Malt	Event Coordinator: Jen Verrill Bartenders: Leo Lafarge Under 21: No First License in Concord: No
19-102 Jay Scheffler	978 505-3171	8/10	11 Wheeler Road	Wine & Malt	Event Coordinator: Jay Scheffler, Jen Verrill Bartenders: Leo Lafarge Under 21: No First License in Concord: No
19-103 Charles River Wheelman Bike Club	781 860-0500	9/15	11 Wheeler Road	Wine & Malt	Event Coordinator: Mary Kernan, Jen Verrill Bartenders: Eileen Stanowicz Under 21: No First License in Concord: No

Number: 2019-11

Fee \$150.00

**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD**

**USED CAR DEALER'S LICENSE - CLASS II
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto:

**Nano's Auto Service Body, LLC
Nano's Auto**

is hereby licensed to buy and sell second-hand motor vehicles at

1211 Main Street

on premises described as follows:

Limited to twenty-five cars

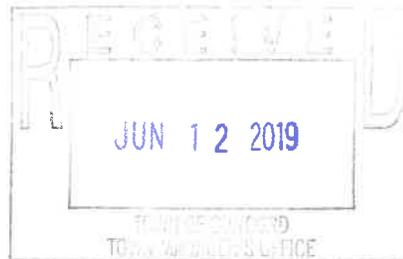
In Testimony Whereof, the undersigned have hereunto affixed their official signature, this 7th day January 2019.



Thomas McLean
[Signature]
[Signature]
Alice Langman

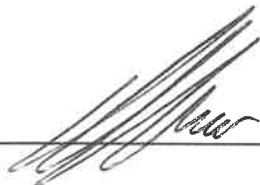
CONCORD SELECT BOARD

**THIS LICENSE EXPIRES JANUARY 1, 2020
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES**



6.12.19

I, Nano Jabnian, hereby agree to rent two of the twenty five parking spaces allocated to me at 1211 Main street in Concord, MA to Second Chance Cars, Inc.

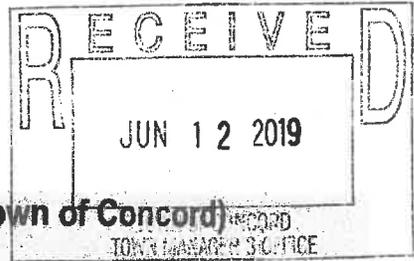
NANOS  _____

Nano Jabnian
Nanos Auto Service Body LLC

 _____

Dan Holin
Second Chance Cars, Inc.

TOWN OF CONCORD
Application for a Class II License



New License/Transfer Application Fee: \$50.00 (Payable to Town of Concord)
License Fee: \$150.00 (Payable to Town of Concord)

The undersigned hereby applies for a Class II Motor Vehicle License in accordance with the provisions of the State relating thereto

Owner Name: Dan Holin
Business Name: Second Chance Cars, Inc.
d/b/a:
Business Address: 31 Derby St, Concord (current)
1211 Main St, Concord MA (proposed)
Business Telephone #: 978 254 7545
Business Certificate #: _____ or Articles of Incorporation attached: Yes No
Owners License #: _____

Citizen: Yes No Date of Birth: 8.31.1961

Copy of lease attached : (if applicable) Yes No

Number of Vehicles: 2

Description of premises to be licensed: Second floor office on 1211 Main Street (Wavegas station) in West Concord.

Surety bond or other equivalent proof of financial responsibility in the amount of \$25,000: Attached

Applicant Signature: [Signature] Date: 6.4.2019

Paid: \$ 200 Date Application Received: 6/12/19

APPROVAL

Building Commissioner Approved: Disapproved:

Remarks: MAVO'S USED CAR SALES WILL NEED TO AMEND THEIR VEHICLE DEALERSHIP LICENSE FROM 25 VEHICLES TO 23 VEHICLES

Signature: [Signature] Date: 6/12/19
RAY MATTE
Building Commissioner



Affordable cars for working people: *Lets get to work!*

6.3.2019

Hi Andrew,

I am writing to elaborate on our application for a used car dealer license and given the unusual nature of our enterprise. Second Chance Cars (SCC) is a new and local nonprofit that wishes to set up its single-room office on the second floor of The Wave gas station (aka Colonial Motors) and located on 1211 Main street in Concord. SCC's mission is to refurbish gently used donated cars and to award them to Massachusetts low income veterans and returning citizens so they may access better jobs. For more information about SCC, please feel free to visit our (still private) website via the link below; the password is **secondchance**

<https://blenny-dove-mbdj.squarespace.com>

Our cars are refurbished at partner garages, including area vocational schools, and then awarded to low income candidates who must either have a job or a verifiable job offer. Candidates are selected by our partner non profit organizations, who specialize in helping low income veterans and returning citizens. Cars are awarded to selected candidates via a \$900, zero-interest, one year loan that is both affordable and helps the lender build their credit rating.

SCC accepts two types of car donations: Award cars and retail cars. Award cars are awarded to low income people, while retail cars, which are too expensive for low income ownership, are sold to the public to pay to fix up award cars. SCC aims to award 25 award cars and sell to the public 5-10 retail cars annually. Award cars will spend the bulk of their time being refurbished at partner garages, and will be awarded shortly thereafter to their new owners.

Given the low volume of cars we deal with and our unique business model, SCC will do very little actual retail car sales and estimates that it will need to occupy two parking spaces at any given time, be it for award cars or for retail cars.

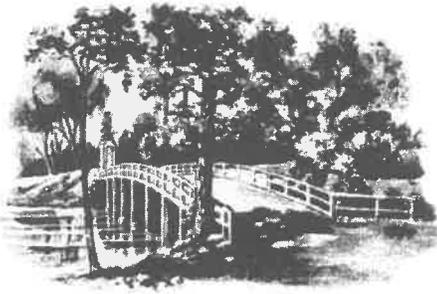
Because SCC will be transferring about 30 car titles annually from donors to buyers it is considered by the state to be a Class II used car dealer. It has been difficult to find a site that fits our needs and fulfills the state's myriad used car dealer requirements.

I sincerely hope the proposed location will meet with the Town's approval and I thank you and Concord's Select Board for your consideration!

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Holin', with a long horizontal stroke extending to the right.

Dan Holin, Executive Director
Second Chance Cars
31 Derby Street
Concord, MA



OLD NORTH BRIDGE

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE – P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

TELEPHONE (978) 318-3001
FAX (978) 318-3002



TOWN OF CONCORD SELECT BOARD

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held at the Town House, 22 Monument Square, Concord, MA in the Select Board Meeting Room on May 20, 2019 at 7:15 p.m. upon the application from Concord Market, LLC, for the Alteration of Licensed Premises associated with Section 15 Retail Package Store Wine & Malt License, to remove entire second floor area (4,542 sq. ft.) and portion of first floor (980 sq. ft.) from the existing licensed premises, located at 77 Lowell Road.

By order of the
SELECT BOARD

Linda Escobedo, Clerk

current

**LICENSE
ALCOHOLIC BEVERAGES**

Alcoholic Beverages Control Commission License # 89265-PK-0244

THE LICENSING BOARD OF
THE TOWN OF CONCORD
MASSACHUSETTS
HEREBY GRANTS A

RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

Wines & Malt Beverages

Not To Be Drunk On The Premises

To **Concord Market LLC , Elizabeth Akehurst-Moore, Mgr., 77 Lowell Road, on the following described premises:** Two-story building with an total indoor area of 13,670 sq. ft. (9,128 sq. ft. on first floor and 4,542 sq. ft. on second floor) and two entrances/two exits plus loading area. **SEATING CAPACITY: N/A.**

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities.

This license expires **December 31, 2019** unless earlier suspended, canceled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this **3rd day of December, 2018.**

The hours during which Alcoholic Beverages may be sold are from:
Monday-Saturday: 8am to 10pm; Sunday 10am to 10pm



Thomas McKen

William

John

LICENSING BOARD

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION
WHERE IT CAN EASILY BE READ**

Town of Concord
Select Board
Priorities for Envision Concord Long Range Plan

ECONOMIC VITALITY: SECTION 4.2

High Priority

- Hire an Economic Vitality Coordinator if fiscally possible to inform and guide potential new businesses through the regulatory and permitting process for establishment of a new business and to collaborate with existing businesses and civic groups, some of which are described below.
- Establish an Economic Vitality Committee that includes Concord Business Partnership members, commercial property owners, renters, appropriate Town committee and/or staff members, other interested parties to: a) define economic vitality as it applies to the three Concord business districts; b) make recommendations, excluding financial support, as to how the Town can support the business districts; c) explore ways to benefit from regional efforts to achieve similar goals.
- Develop ways to encourage and enhance the visitor experience. The Tourism Officer or Deputy Town Manager may form a group that includes local businesses, historic sites, tour companies, non-profit cultural organizations, and other interested parties to develop a set of plans to attract visitors and extend their stay in Concord.
- Explore opportunities for increased development of commercial sites in available areas (e.g. Baker Ave. and Virginia Road) that would increase non property tax revenue with minimal impact on existing neighborhoods.
- Support the work of groups currently active in economic vitality efforts such as West Concord Junction Cultural District Committee, West Concord Advisory Committee and Concord Center Cultural District Committee.

HOUSING AND LAND USE: SECTIONS 4.3 & 4.4

High Priority

- Secure new State-approved public access to Gerow land to enable addition of one SHI-eligible affordable housing unit on land transfer to CHA approved at 2019 Town Meeting.
- Support any proposed zoning changes that expand a range of housing affordability beyond the State Housing Inventory.
- Continue efforts to implement recommendations of the Affordable Housing Funding Committee approved at the 2019 Town Meeting and, as appropriate, additionally included in its final report.
- Track the approval process of the Junction Village Project.
- Support Planning Division's recommendation on implementation of recently passed State legislation to collect tax revenue from Airbnb properties which includes a provision that a portion of those revenues be made available for affordable housing.

Medium Priority

- Working with the new Town Manager, request an overlay map(s) of existing municipal properties and potential opportunity sites (municipal, state, and privately owned) that might be useful for town purposes, identifying multiple site uses whenever possible for housing, commercial and other municipal needs in addition to considerations for preservation of agricultural land, open space, and recreation. This information should inform future proposed land acquisitions and Select Board priorities.

TRANSPORTATION: SECTION 4.5 & PARTS OF SECTION 4.7

Local:

High Priority

- Implementation of an improved complete streets plan.
- Creation of more bike and pedestrian friendly roadways prioritizing those which connect bike and walking trails, as well bikeshare programs between hubs in Concord.
- Improving our sidewalks in the business districts.
- Coordination between the current public and private van pools serving specific interests (COA, DOT Transit, Newberry court, specialized needs vans, etc.) with a multi-stop Concord ride service.
- More effectively work with Crosstown Connect.

Medium Priority

- Longer term ideas such as building offsite parking hubs with regular transport into Town centers.
- AV as inter-municipal transit will become a possibility as we move toward 2030.

Regional:

High Priority

- Working with our State representatives and DOT to improve Route 2.
- Work to improve the Fitchburg line's schedule, accessibility and dependability.

Medium Priority

- Work to create intra-regional bussing and other forms of rideshares.

FISCAL PLANNING: SECTION 4.8

High Priority

- Establish a multi-year capital planning process, including town and school needs, costs/savings/revenue sources, timetable and estimated operating costs (new staff, utilities, maintenance).



Town of Concord
Finance Committee
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742

February 15, 2019

Thomas McKean
Chair of the Concord Select Board

Re: The need for a new Facilities Planning Committee

Dear Mr. McKean

Various entities within Concord's Town government are considering needs for large scale capital projects, with an estimated total value of \$155 million. The entities concerned would like to see these projects completed or substantially under way in the next five years.

If, in a five year time frame, the required debt service for these new projects were to be added to the Town's existing debt service obligations, it would have a significant effect on the Town's overall real estate tax burden. Based on very rough estimates of the total capital required by each of the contemplated projects, the Finance Director recently completed an analysis of how Concord's taxes might be affected if the debt service requirements of these projects were to be added to those of our existing facilities. That analysis is attached for reference.

In January 2002, faced with a similar confluence of desired capital projects, the Select Board appointed a "Facilities Planning Committee". Taken from that committee's report, which is attached for reference, the committee's charge was:

"Purpose: To develop and recommend to the Board of Selectmen, and also for the use of the School Committee, a needs assessment, sequencing, and financing plan for the maintenance, upkeep, repair, reconstruction, additions, and new construction for all Town buildings, particularly School Buildings, and those projects not part of the Capital Plan, over the next twenty (20) years. This plan will take into account and coordinate with any and all expected capital expenditures over the same time period. The goal is to develop a timing and sequencing plan, including financing, which will adequately provide for the upkeep of Town buildings and their improvement as required, either by obsolescence or needs, most immediately school buildings, in such a manner as to minimize the impact on the Town's resources."

Having reviewed the Finance Director's debt service analysis, the Finance Committee, at its meeting on Monday, February 11, 2019, voted unanimously to recommend to the Select Board that it consider establishing a new Facilities Planning Committee, as soon as possible.

Given the discussed exigencies of the new middle school, the Select Board may wish to abridge both the scope and time frame for such a new planning committee. At a very minimum, "to minimize the impact on the Town's resources", the new committee should develop a priority order and schedule for the undertaking of the contemplated capital projects.

Thank you very much for your consideration of this matter.

Regards,

A handwritten signature in black ink that reads "TOMAS TARPEY" with a stylized flourish at the end.

Tom Tarpey, Chair



Massachusetts Municipal Association

MMA BEST PRACTICES SERIES

Recommendations for Effective Local Government Administration and Management from MMA Policy Committees

January 2019 • Volume 4 • Number 1

MMA Fiscal Policy Committee

Best Practice Recommendation: Capital Planning and Climate Change

BEST PRACTICE: Update local capital improvement plans by including specific policies and practices to ensure that new and upgraded capital equipment and projects are protected from the impact of climate change. CIPs should include evaluation of the vulnerability of capital assets, such as drinking water, wastewater and stormwater systems, roads and bridges, communications and utility systems and buildings and other structures that are critical to the operation of the city or town and the health and safety of the population. Policies should have specific criteria for using climate change adaptation as a factor for adding projects to local plans and setting priorities for funding.

The Government Finance Officers Association recommends that “finance officers evaluate both the financial and non-financial impacts of a project, including environmentally responsible measures that impact the jurisdiction in the long term as well as the local, regional and global environment, changes to resource use and efficiency, and other areas that impact quality of life for the public.” The GFOA recommends policy principles to apply when developing environmental components for a capital plan, including consideration of an environmental factor when prioritizing capital needs and methods of financing capital improvements.

The GFOA also recommends that local officials take steps to “educate and communicate” with residents. “Lack of engagement with the public can increase the risk of misperceptions of environmental responsibility-based initiatives. One method of communication for finance officers is through the capital planning document itself. Governments should be clear on how environmentally supportive projects directly relate to important environmental considerations and improve the quality of life for the public.”

The Massachusetts Executive Office of Energy and Environmental Affairs manages the Municipal Vulnerability Preparedness grant program, which provides support for cities and towns to plan for resiliency and to implement climate change adaptation actions. The state awards funding to local governments to complete vulnerability assessments and develop resiliency plans. The program helps cities and towns define extreme weather and natural and climate-related hazards, and helps municipalities understand the local impacts of climate change, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the community, identify opportunities to act to reduce risk and build resilience, and implement key actions identified through the planning process.

(continued, next page)

Resources:

- Government Finance Officers Association, “Environmentally Responsible Practices in Capital Planning”:
www.gfoa.org/environmentally-responsible-practices-capital-planning
- Municipal Vulnerability Preparedness Program: www.mass.gov/municipal-vulnerability-preparedness-mvp-program
- MMA Best Practices Vol. 1, Number 2, Capital Planning:
www.mma.org/wp-content/uploads/2018/07/mma_best_practices_vol1no2_jan2016.pdf
- MMA Best Practices, Vol. 3, Number 3, Municipal Climate Adaptation Plans:
www.mma.org/wp-content/uploads/2018/07/mma_best_practices_vol3no3_jan2018.pdf

DRAFT

Charge
Concord Capital Planning Team

A. Purpose and Background

The purpose of the Concord Capital Planning Team is to develop a _____-year capital plan including all foreseeable town and school capital projects, and to update the plan every year.

The Capital Plan will help instill integrated fiscal policies among the Select Board, the School Committee, and the Finance Committee. Integrated fiscal policy among these groups is essential because the Town and Schools desire to:

- Build and maintain high quality infrastructure
- Manage Concord citizen's tax burden, with minimal reliance on Proposition 2-1/2 Overrides and Exclusions
- Maintain Concord's Aaa bond rating
- Have a transparent process for capital planning, with input from the public

Because membership consists of both staff members and citizen committee members, and because one member serves on the Finance Committee (which is precluded from serving on another town committee), this group will be known as a Team, rather than a Committee. In addition, the term "Team" purposely distinguishes this group from a town committee, since this Team is meant to build a unified consensus among Town leaders from town committees (Select Board, both School Committees, Finance Committee.)

B. Membership

The Capital Planning Team shall be comprised of 7 members appointed by the Select Board. The term of office shall be _____ .

Membership shall be as follows:

- One member of the CPS and CCHS School Committee
- One member of the Select Board
- One member of the Finance Committee
- Town Manager
- Town Finance Director
- Superintendent of Schools
- School Director of Finance & Operations

The Team shall elect a chair, keep minutes of its deliberations, observe the Open Meeting and Public Records law, and comply with other laws and regulations fostering a free and open discussion of ideas.

C. Duties and Responsibilities

The Concord Capital Planning Team shall develop a _____-year capital plan including all foreseeable town and school capital projects, and update the plan per year.

The Capital Plan Should:

- Prioritize projects, according to need, cost/benefit, cost avoidance, and environmental resilience.
- Recommend the optimal timing of these projects for maximum affordability to the taxpayers.
- Project and include operating costs (staff, utilities, maintenance) for all new and renovated buildings/structures.
- Recommend, whenever possible, any potential savings and alternative revenues (state aid, user fees, sale of land, donations, public/private ventures, utility savings from green initiatives, etc.).
- Include specific policies and practices to ensure that capital projects are protected from the impact of climate change. This includes evaluation of the vulnerability of capital assets, such as drinking water, wastewater systems, communications and utility systems, buildings and other structures.

The Capital Planning Team should encourage input from the public, including at least one public hearing per year. It is also recommended that team members meet with groups such as the Tax Fairness Committee to understand the “affordability” component of capital projects.

The Capital Planning Team should understand and seek to apply the “best practices” used by other towns’ and states’ capital plans.

The Capital Plan should be updated annually and posted on-line, with a copy included in the Town warrant or Finance Committee book.

D. Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law, the Public Records Law, the Conflict of Interest Law and all other applicable laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

