



Town of Concord
Finance Committee
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742-0535

AGENDA

Concord Finance Committee

January 10, 2019

**Select Board Room
Town House
7:00PM**

1. **Approval of Minutes – as available**
2. **Review 2019 Annual Town Meeting Warrant**
 - **PEG Budget**
3. **Discuss/ Assign Responsibilities for Finance Committee Report for ATM**
4. **Citizen comments**

Reminders

- **Next Regular Meeting: Thursday, January 17, 2019, 7:00 PM, Select Board Room.**
- **When Finance Committee members anticipate being absent from a meeting, it would be appreciated if they would notify Chair Tom Tarpey by email at tarpey@massgravity.com**

**Town of Concord
Finance Committee
Meeting Minutes – December 20, 2018**

Present: Thomas Tarpey, Dean Banfield, Grace Hanson, Mary Hartman, John Hickling, Richard Jamison, Karle Packard, Christine Reynolds, June Rzepczynski, Phil Swain and Andrea Zall

Absent: Peter Fischelis, Scott Randall and Brian Taylor (one vacancy)

Others Present: School Committee Member Robert Grom; Finance Director Kerry Lafleur; LWV Observer Maureen Kemeza; Recording Secretary Anita Tekle

Meeting Opened

Mr. Tarpey called the meeting to order at 7:04 pm in the Select Board Room at the Town House. He noted that the meeting was being recorded and broadcast live on MMN.

Approval of Minutes

On a **MOTION** made by Mr. Swain and seconded by Mr. Hickling, the following minutes were unanimously **APPROVED**:

- October 25, 2018—Finance Committee Minutes (approved as drafted)
- November 8, 2018—Guidelines Subcommittee Minutes (approved as drafted)
- November 26, 2018—Guidelines Subcommittee Minutes (approved as drafted)
- November 29, 2018—Joint Meeting of the Finance Committee & Guidelines Subcommittee (approved with two changes)

Fiscal Sustainability

Mr. Tarpey asked the group to continue the discussion about the Sustainability Growth Rate (SGR) process, following the votes taken at the November 29, 2018 meeting. He did not feel that the votes taken went far enough. He favored an annual vote on the SGR at Town Meeting, following a public discussion. The sentiment expressed by many at the November 29 meeting favored the Finance Committee (FC) working on the SGR on its own for a few years, before considering bringing the SGR to Town Meeting for a vote. Mr. Tarpey felt that more meaningful action by the FC is warranted. He noted that the public hearing held on fiscal sustainability was attended by 86 people, which was no easy feat. He also noted that the CCRSD teachers are negotiating a new three-year contract, and having the five-year guideline in place would be helpful to that process, as a fiscal warning to all. He also noted that the new Town Manager will be in place by the end of June, and would be off to a good start with knowledge of this process. He noted that the SGR would be subject to change each year. Mr. Swain felt that the votes taken on November 29 supported all of Mr. Tarpey's proposals, with the exception of Town Meeting approval of the SGR rate. He felt that most of the suggestions made could be done by the FC without a Town Meeting vote.

Mr. Banfield commented that it seems like the FC is “whistling in the dark” at times, with no power to demonstrate that the Town has bought into the guidelines. He noted that at last Monday’s Select Board (SB) meeting, the SB agreed to increase the number of FTEs for the Town by at least seven employees in FY20.

Mr. Tarpey expressed concern about the process, and reintroduced the memo that he had presented at the November 28 meeting. In particular, he suggested the following (originally A-1, A-2, A-3):

1. Each year, at least 60 days prior to that year’s Town Meeting, the FC shall conduct one or more public hearings, for the purpose of setting a proposed “Sustainable Growth Rate” (SGR). This SGR shall be defined as the maximum rate at which the overall budget of the Town should grow, in each of the five fiscal years following the fiscal year on which the Town Meeting will soon vote. The hearing held for this purpose shall be called the SGR Hearing.
2. Under a separate warrant article, the FC shall, each year, present to the Town Meeting, for its approval, the SGR set by the FC at the SGR Hearing. Town Meeting shall approve the proposed SGR or amend it as it sees fit.
3. The FC shall employ the SGR, most recently approved at Town Meeting, as its Guideline, in the FC’s guideline process, running from July through November, each year.

Mr. Packard asked whether it is still a “guideline” if Town Meeting would be voting on it, and whether the FC would be abdicating its responsibility. Mr. Swain suggested that particular budget advocates could conduct robo calls and stack Town Meeting. Mr. Tarpey suggested that the SGR would gain extra attention and clout by having the Town Meeting discussion and vote. Ms. Rzepczynski was concerned that the FC would open itself up to endless debate on the choice of indices, which could derail the conversation and intent of the SGR. She noted that the fiscal sustainability hearing hosted by the FC last winter was stacked with folks trying to “educate” the FC about special interests. While she supports the idea of a public hearing to encourage folks to be part of the process, she is concerned that voters will continue to spend incrementally without seeing the larger impact of their choices. She was concerned that the process has the potential of being hijacked by special interest groups. Ms. Reynolds agreed with the sustainability analysis, noting that spending levels are beyond what the FC wishes to spend. She did not feel that including the FC’s concerns in the FC Report was sufficient to persuade voters. Mr. Banfield was concerned that we would be binding ourselves to a process going forward. He questioned whether the five-year SGR is really a five-year rate if it is the FC’s intent to amend it each year. Mr. Swain noted that the SGR rate would only be changed annually if the indices warranted a change.

Mr. Banfield noted that the FC currently publishes the five-year tax projection without holding a public hearing, so holding a hearing on the SGR would make the process more public and generate more interest. Mr. Tarpey envisioned the SGR hearing with the FC opening the hearing, posing a definition of SGR, and opening up for discussion for a reasonable period of time. Ground rules could be established to prohibit dissertations on economics. The FC should be open to the possibility that a better idea may emerge from the discussion. He wished to create a process that could be ongoing, while recognizing that it could change in the future.

A lengthy discussion ensued, with several motions made (not seconded) and withdrawn. Mr. Tarpey posed the following scenario of how the SGR process would work: (1) the FC would have a preliminary discussion of how to define the SGR for the coming year, and present it at one of the regular FC hearings in February, then the hearing would be closed; (2) following the hearing, the FC would vote on the SGR for the coming year (and subsequent 5 years), deciding whether to stay with the preliminary number or whether a modification is warranted, based on input at the hearing; and (3) announce prior to Town Meeting the SGR that has been adopted, and ask for a Town Meeting vote to ratify the SGR. Ms. Zall suggested that the word “setting” in #1 should be replaced with “discussing,” which was more accurate for the hearing. Mr. Jamison inquired as to the meaning of a Town Meeting vote on the SGR, and all agreed that it was not binding. While Mr. Banfield felt that such a vote would put pressure on the Town Meeting voters to stay within the SGR, Mr. Jamison was concerned that such pressure would not be realized. Mr. Hickling was sensitive to the Town Meeting risk, but expressed a desire to establish a SGR and stick to it—i.e., a “stick-to-it guideline.” Mr. Banfield expressed concern that the FC is viewed as a conservative group which others blow off. Mr. Hickling commented that when the Town is forced to return to budget overrides (once the unused levy limit is eliminated), the FC would not be accused of being negligent, and would be in a position to take ownership of the “Randall Curve.” Mr. Tarpey did not see that the Town Meeting vote on the SGR would have an immediate effect, but he envisioned an effect over time. Mr. Swain was concerned that Town Meeting voters are not as informed about the budget implications as the FC, potentially decreasing the FC influence over time.

Ms. Lafleur asked for a clarification of the process. Her understanding is that the SGR hearing would be held in February for FY21 and the subsequent four years (since the guideline for the FY20 would have already been set in Nov. 2018). The SGR projection would be for a period beginning 14 months following the April 2019 Town Meeting vote. She asked how local growth would be taken into account—i.e., additional revenue would not be part of the SGR formula. Mr. Banfield felt that the rate of tax growth already looks at the value of the median house, and an increase in property value is reflected in the formula. As an example, Ms. Lafleur posed an SGR of 2.5%, which wouldn't necessarily mean that the budget could increase by only 2.5%, since additional revenue might be available to allow for a higher level of expenditures without increasing the median tax bill.

The following **MOTION** was made by Mr. Swain and seconded by Ms. Rzepczynski (an amended version of Mr. Tarpey's #A-1 and #A-2):

1. Each year, at least 60 days prior to that year's Town Meeting, the FC shall conduct one or more public hearings concerning a proposed “Sustainable Growth Rate” (SGR). The hearing held for this purpose shall be called the SGR Hearing.
2. The FC shall each year present to the Town Meeting the SGR set by the FC.

During the discussion, it was agreed to not include too many details in the vote, to allow for more flexibility going forward. It was clarified that the purpose of the public hearing would be to obtain

input, but that the SGR would be voted on and promulgated by the FC. A **VOTE** was taken on Mr. Swain's motion, which **PASSED UNANIMOUSLY**.

On a **MOTION** made by Mr. Swain and seconded by Ms. Rzepczynski, it was **UNANIMOUSLY VOTED** that Mr. Tarpey and Mr. Banfield be delegated to draft the language to be submitted for the 2019 Annual Town Meeting Warrant to amend the Finance Committee Bylaw. It was agreed that this would be cleaner than trying to amend Phebe Ham's Town Meeting vote from 2011.

Continued Discussion on Apportionment of CCRSD Costs Between Concord and Carlisle

Mr. Swain suggested that in order to get the ball rolling on this issue, the FC send a letter to Superintendent Hunter, with a copy to Town Manager Whelan asking that they consider the cost of shared services for facilities and operations. He did not feel that the FC needs to be involved in the details, but the letter should urge the two parties to begin the task of calculating the shared costs, and determine whether Carlisle is adequately paying its fair share for the Regional High School. Mr. Banfield noted that detailed agreements exist for the high school turf fields and the Beede Center.

On a **MOTION** made by Mr. Swain and seconded by Mr. Packard, it was **UNANIMOUSLY VOTED** to send the list of shared costs compiled by Mr. Whelan to Dr. Hunter, along with a cover letter from the FC, asking that the list be reviewed to determine if changes in allocation are warranted. Mr. Swain agreed to draft the letter on behalf of the FC.

Annual Town Meeting

The FC briefly reviewed the preliminary list of Warrant Articles for the 2019 Annual Town Meeting.

Chair's Report

Mr. Tarpey noted his attendance at the Chair Breakfast yesterday, at which a presentation was made by the Town Manager search firm. A detailed account of the process was provided, with the initial ad placed on February 3, and a 30-day deadline for receipt of applications. It is anticipated that the search process will be completed in early June, with the new manager in place shortly thereafter. At the breakfast, Mr. Grom had reported that the School Committee (SC) was able to meet the FC guideline for the Regional School budget, but the CPS budget is in excess of the guideline (\$142K difference).

Mr. Tarpey noted that he and Mr. Hickling were present at the Select Board (SB) meeting when the SB voted to accept the Town Manager's budget (5.2% increase), which is above the FC guideline. Mr. Hickling noted that he had not heard support from the SB for the FC's SGR proposal. Mr. Hickling expressed concern that the budget numbers do not include benefit costs for new positions. He feels that these numbers should be identified and clarified going forward. Ms. Lafleur noted that benefit costs are included in the non-guidelines portion of the budget, and that there is sufficient money in these budgets to cover the anticipated costs. She also noted that since Monday's SB meeting, the Town Manager has reduced his budget request to an increase of \$1.2 million (4.99%), with the change coming from the capital outlay account (decreased \$75K) and the salary reserve (de-

creased to \$900K from \$950K). She does not anticipate any further reductions in the Town Manager's budget request.

Observer Reports

Mr. Banfield discussed the recent SC meetings, which were attended by Mr. Banfield, Mr. Swain, Mr. Tarpey and Mr. Hickling, at which the SC discussed the budgets and several proposed warrant articles. In response to a question, Mr. Banfield indicated that the SC did not discuss any concerns raised by the FC, although it was acknowledged that the budget request was above the FC guideline. He noted three areas that will be brought to Town Meeting:

1. The SC has received a report on the capital projects at the high school, including prices. The report included a wide range of potential projects, but the SC chose three for the 2019 Town Meeting—lighting, paving, and parking (104 new spaces at an estimated cost of \$7,000 per parking spot). The proposed cost of these items is approximately \$2 million. Additional projects totaling \$22 million were deferred for future years (amenities building at the football field; irrigation for landscaping; track/hockey rink/field house; and basketball courts). It was noted that the students are pushing for additional parking spaces, with seniors “entitled to a space,” in accordance with the School Department’s policy. Mr. Jamison suggested that with more students driving, perhaps the number of buses could be decreased.
2. The SC will be requesting \$1.5 million for a feasibility study for a new middle school, without any MSBA funding. There is concern that the current buildings are decaying. MSBA funding was rejected for a second time, so if a feasibility study is done, it will not be reimbursable by MSBA. It was noted that this feasibility study will be done in accordance with the MSBA guidelines, to avoid having to duplicate the study in the future should MSBA funds become available.
3. The SC will be requesting \$900,000 in capital projects for CPS for FY20, as delineated in a 5-year capital plan included in the FC packet. These projects would be part of the Town Manager’s capital budget.

Ms. Reynolds inquired as to whose job it is to monitor the Town’s debt capacity, and Ms. Lafleur indicated that was within her responsibility. Mr. Swain noted that when the new high school was proposed, a commitment was made that no funds would be requested for a new middle school for at least ten years (with only 26% MSBA reimbursement for the high school). He also noted that it is unclear whether the \$2 million capital request for the high school includes funds for contingency (15%) or design fees (10%).

Mr. Jamison reported on a recent Public Works Commission meeting, where the Commission unanimously voted to strongly oppose the warrant article placing a conservation restriction on the land-fill. This site is extensively used for public works operations.

Ms. Rzepczynski reported on the School Budget Subcommittee meeting, noting that in some years the School Department prepays the out-of-district special education costs, when surplus funds are

available. It is understood that this practice, which is inconsistent, could lead to “bumpy” budgets in this area, and more clarification is needed for the FC.

Ms. Reynolds reported on the Minuteman Regional School meeting, at which the FY20 budget was finalized, with a number close to what was brought to the FC last fall. They are still working hard on finalizing the out-of-district tuition policy. There are currently about 100 out-of-district students attending Minuteman. DESE has rules about this, and they are working with Minuteman staff to make sure that all are treated fairly.

Finance Director’s Report

Ms. Lafleur noted that free cash is almost ready to be certified and is at \$11,613,000 (11.25% of prior year’s budget). Mr. Banfield suggested that the FC may wish to consider setting aside funds for a debt stabilization fund to mitigate tax increases for capital projects. Mr. Tarpey asked the FC members to take a look at the FTEs vs. Town Population chart that he had asked Ms. Lafleur to prepare, which was included in the meeting packet. He expressed concern about the growth in the number of Town employees—a 15% increase in FTEs vs. a 10% increase in population.

In response to a question as to whether the Town is collecting data on the residency of employees, Ms. Lafleur indicated that the data is being collected going forward, but that going backwards may not be easily done. Mr. Tarpey suggested that this task could be accomplished with a simple survey of employees about residency.

Adjournment

The meeting adjourned at 9:04 pm.

Respectfully submitted,

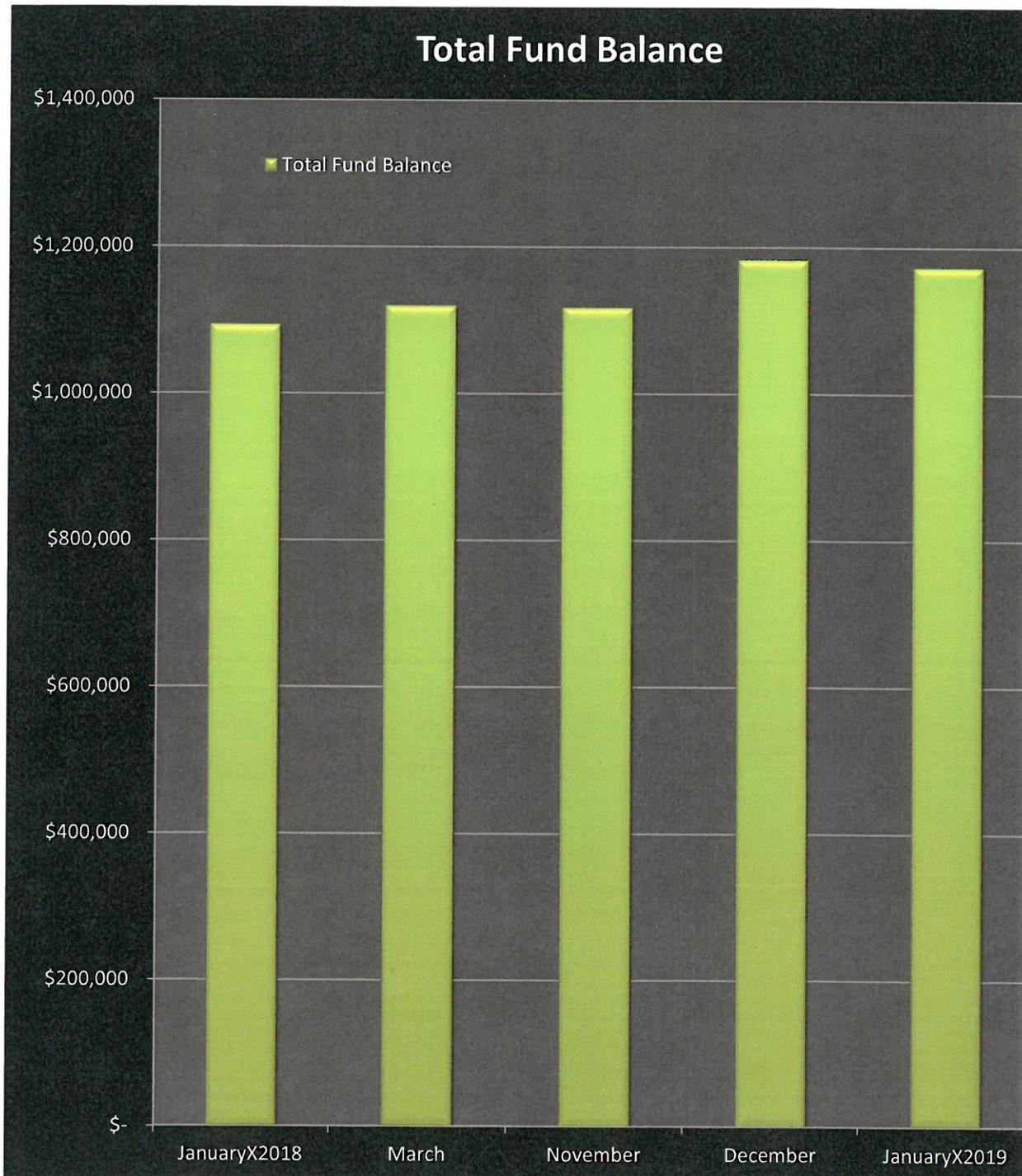
Anita S. Tekle
Recording Secretary

Documents Used or Referenced at Meeting:

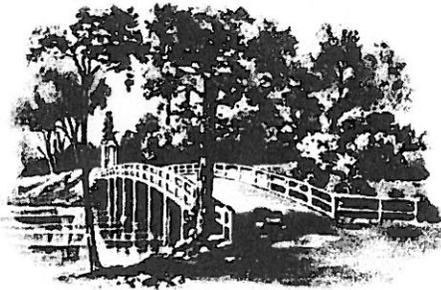
- Memo from Tom Tarpey on “Sustainable Growth Rate” guideline
- Data & Charts on Town Government Full-Time-Equivalent (FTE) employees FY09-FY20
- Draft language for Finance Committee article on sustainable growth rate (Mr. Banfield 12.20.2018)
- Draft Listing of 2019 Annual Town Meeting Articles
- CPS Capital Plan FY20-FY24 (draft as of 11.21.2018)
- List of CCRSD Shared Services, Facilities & Operations (Mr. Whelan, 10.10.2018)
- Memo from Philip Swain to Tom Tarpey & Kerry Lafleur Re: sharing of costs for Regional School District (12.18.2018)

PEG Fund Balances

2018-19	JanuaryX2018	March	November	December	JanuaryX2019
Total Fund Balance	\$ 1,093,508	\$ 1,119,597	\$ 1,117,018	\$ 1,182,769	\$ 1,172,807
Operations Fund	\$ 1,002,228	\$ 1,028,317	\$ 1,025,738	\$ 1,091,498	\$ 1,081,527
Capital Fund	\$ 88,360	\$ 88,360	\$ 88,360	\$ 88,360	\$ 88,360
Undesignated Fund	\$ 2,920	\$ 2,920	\$ 2,920	\$ 2,920	\$ 2,920



	Finance Committee Report	due date: February 28, 2019
1	Budget in Brief	Kerry Lafleur
2	To the residents of Concord	Tom Tarpey, Kerry Lafleur
3	Five Year Projection of Real Estate Taxes	
4	Budget Summary: Article 7	_____, Kerry Lafleur
5	Budget Summary: Education- CPS	
6	Budget Summary: Education - CCRSD	
7	Community Preservation Act	
8	Proposition 2 1/2, the levy limit explained	Kerry Lafleur
9	Debt Management	Kerry Lafleur
10	State Aid	Kerry Lafleur
11	Free Cash & Stabilization Funds	Kerry Lafleur
12	Reserve Fund Transfers	Kerry Lafleur
13	Observer Reports- Board of Assessors	
14	Observer Reports- CMLP	
15	Observer Reports- Concord Retirement Board	
16	Observer Reports- Recreation Commission	
17	Observer Reports- Comprehensive Long Range Plan	
18	Observer Reports- Affordable Housing	
19	Observer Reports- Public Works Commission	
20	Minuteman Career and Technical High School	



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

DRAFT

February 1, 2019

Dear Concord Voter:

We encourage you to read these articles carefully and to participate in our Town Meeting process.

Over the next several months, you will have numerous opportunities to participate actively in the democratic process of Town government by electing Town officials, attending hearings and taking action at Town Meeting on the wide range of subjects described in the accompanying Warrant. This brief introduction summarizes the activities leading up to the elections and the Town Meeting.

TOWN CAUCUS: Nominations of candidates for election were made at the Town Caucus which was held on Monday, January 28, 2019. Names of Caucus nominees and qualifying candidates through the nomination paper process will be on the ballot for the Town Election which will be held on Tuesday, March 26, 2019. The deadline for candidates to return nomination papers is Tuesday, February 5, 2019 at 5 p.m. The deadline for unregistered residents to register to vote at the Town Election is Wednesday, March 6, 2019.

WARRANT: The publication of the Warrant is the first event leading up to Town Meeting. The Warrant serves as the agenda for the Meeting; it is a combination of proposals by the Town's committees and professional staff and those brought by petitions signed by at least ten registered voters. Each Article on the Warrant represents a separate agenda item and describes the subject on which the voters at Town Meeting will be asked to take action. Any motion made under an Article at Town Meeting must fit within the scope of that Article as presented in the Warrant as determined by the Moderator. The motion will often be more specific. For example, estimated amounts may be replaced by more precise figures in appropriation Articles, or the details of a zoning Article may be refined to make the intended action more workable as a result of discussion during the hearing process.

Some Articles provide for various funding methods. The phrase "**raise and appropriate**" means funding through the property tax levy. The phrase "**transfer from available funds**" means funding through monies already on hand in the Town treasury and not already reserved or committed for other purposes. Finally, the Treasurer may be authorized "**with the approval of the Select Board, to borrow ...**" This means the issuance of debt for which the Town commits its full faith and credit to make future repayment of the loan with interest. The motion made under a financial Article will always specify the financing method from among the possible options. The amount of money in the motion may vary up or down from the amount appearing in the Article text.

Does the majority always rule? Some Articles require super-majority votes in accordance with state law. These include most Articles authorizing the issuance of debt and zoning bylaws. You will be informed by the Moderator when a motion is made under an Article whether a 2/3rds or other super-majority vote is required for passage.

PUBLIC HEARINGS: Following publication of the Warrant, five public hearings will be held in the Harvey Wheeler Community Center as shown on the schedule at the end of this section. All citizens are encouraged to attend the hearings that provide an opportunity to gain a better understanding of the background and issues and serve a number of purposes:

- to provide better information on Warrant Articles to boards and committees charged with making recommendations to Town Meeting;
- to provide information to voters to help enable them to decide how to vote on Warrant Articles;
- to identify needs for further information on Warrant Articles;
- to provide an opportunity for voters to make brief comments about the content of the proposals being made, allowing time for the Warrant Article presenters to make changes in the motions prior to Town Meeting, if needed; and
- to provide Warrant Article presenters with constructive feedback to help them improve presentations, respond to likely questions and objections, clarify ambiguities, remedy potential technical problems, and avoid unintended consequences.

After the hearings, the Finance Committee, which consists of fifteen citizens appointed by the Moderator, will prepare its report to the Town. This report summarizes the Town's financial position, reports on various issues, and makes recommendations to Town Meeting on each Article with financial impact. The recommendations of the Select Board on all Articles are also included in the report.

SCHEDULE OF PUBLIC HEARINGS Held at the Harvey Wheeler Community Center			
Committee	Articles	Time	Date
Finance Committee: FC Town Budget, related Articles and Town Capital Articles		7:00 PM	Monday, Feb. 11, 2019
Finance Committee: FC/SC School Budgets & Articles Community Preservation Committee: FC/CPC		7:00 PM	Monday, Feb. 26, 2019
Select Board: SB		7:00 PM	Tuesday, Feb. 26, 2019
Planning Board: PB		7:00 PM	Tuesday, March 5, 2019
Finance Committee: FC/ENT Enterprise Funds Budgets & Articles		7:00 PM	Monday, March 11, 2019

TOWN MEETING: Will begin on Monday, April 8, 2019 at 7:00 P.M. and will convene at the Concord-Carlisle Regional High School. All registered voters are eligible and encouraged to attend and vote.

The deadline for residents who are not currently registered to vote, to register and participate at the Town Meeting is Wednesday, March 6, 2019. Attendees must check in with the Town Clerk's staff in the lobby. Check-in is done alphabetically by last name.

The Moderator, who presides at the Meeting, is elected each year at the annual Town Election. The Moderator will be on the stage, as will the Town Clerk. The Finance Committee and Select Board, along with the Town Manager, will be seated at tables at the front of the gymnasium.

The Moderator will call each Article and its sponsor will make a motion. After the motion has been seconded, debate will start according to Town Meeting rules of order as set forth in the book, Town Meeting Time, which is available at the Town libraries. The Moderator will recognize the speakers, rule on motions and amendments with respect to conformance to parliamentary procedure, and call for votes. The recommendations of Town Committees may be made on each Article. For additional information on the conduct of the Meeting, refer to the pamphlet "Concord Town Meeting Traditions and Procedures" which is available on the Town's website www.concordma.gov, from the Town Clerk's office in the Town House, or in the lobby as you enter Town Meeting.

Article 3, "Meeting Procedure," has been submitted by the Finance Committee to address the special constraints placed on Town Meeting by "Proposition 2½." Additional information on the Town's status relative to Proposition 2½ will be presented in the "Report and Recommendations of the Concord Finance Committee" to be published and mailed to all residents in early-April.

We will again use a consent calendar, which is intended to expedite action on Articles that are expected to be non-controversial. A full explanation will appear in the Finance Committee Report which will be mailed to residents in early April. Also consistent with our recent procedures, certain Articles that attract a high level of community interest may be scheduled for specific dates and times. (Please watch for advance notice of these dates in the local media.) Other Articles will be taken up in accordance with the order of the Warrant until the conclusion of the Warrant.

Town Meeting is an important democratic institution open to all Concord registered voters, and is Concord's legislative body. The procedures are simple, and all have a right to attend and be heard. On each Article you will hear a formal presentation and recommendations from citizen committees. You may speak on the issues if you wish, and then cast your vote. By this process, the decisions made are based on the collective will and wisdom of the Meeting. We encourage your active participation, particularly for those Articles that are of greatest importance to you.

If you would like to serve your community as a volunteer member of a Town Board or Committee, or on a short-term assignment, bring yourself to the attention of the appointing authorities by filling out a "Green Card" and submitting it to the Senior Administrative Assistant of the Select Board in the Town House. See page 43 to 45 of this Warrant for further information and a tear-out copy of the "Green Card."

Respectfully,

Thomas McKean, Chair

Jane Hotchkiss

Mike Lawson

Alice Kaufman

Carmin C. Reiss
MODERATOR

Linda Escobedo
SELECT BOARD

**THE COMMONWEALTH OF MASSACHUSETTS
WARRANT FOR THE ANNUAL TOWN MEETING 2018**

Middlesex, ss.

To any of the Constables of the Town of Concord, in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Concord, qualified to vote at Town Meeting for the transaction of Town affairs, to meet at 7:00 am on Tuesday, the twenty-sixth day of March next, as follows, all in said Concord:

Those residing in Precinct 1 – at the Department of Planning & Land Management, 141 Keyes Road;

Those residing in Precincts 2 and 3 – at the Harvey Wheeler Community Center, 1276 Main Street;

Those residing in Precinct 4 – at the Ripley School Building, 120 Meriam Road;

Those residing in Precinct 5 – at the Hunt Gymnasium, 90 Stow Street;

By posting a printed copy of this Warrant, by you attested, at the Town House and in at least one public location in each precinct in Concord, at least seven days before the 27th day of March, then and there to act on the following articles:

ARTICLE 1. To bring their votes on one ballot for the following Town Officers:

One for Moderator	for one year
Two for Select Board	for three years
Two for School Committee	for three years
One for Housing Authority	for five years

You are further required in the name of the Commonwealth of Massachusetts to notify the legal voters of said Town of Concord, as aforesaid, to meet at the Concord-Carlisle Regional High School at 500 Walden Street, in said town, on Monday, the eighth day of April 2018, at 7:00 pm in the evening, then and there to act upon the following Articles:

CHOOSE TOWN OFFICERS

ARTICLE 1. To choose all necessary Town Officers and Committees.

HEAR REPORTS

ARTICLE 2. To hear and act upon the reports of Town Officers and Committees.

MEETING PROCEDURE

ARTICLE 3. To determine whether the Town will adopt a rule of the meeting governing requirements on Motions and amendments to Motions made at this meeting under Articles concerned with expenditures, in order to assure compliance with the requirements of Massachusetts General Laws c. 59, § 21C (generally referred to as "Proposition 2½"); or take any other action relative thereto.

The motion to be made by the Finance Committee will specify that every motion to appropriate funds will be required to identify the source of funding. Town Meeting has adopted this meeting procedure for a number of years.

RATIFY PERSONNEL BOARD CLASSIFICATION ACTIONS

ARTICLE 4. To determine whether the Town will vote to ratify the Personnel Board's actions to amend the Classification and Compensation Plan as follows, or take any other action relative thereto:

1. Add the title "Public Works & Engineering Director" to Grade MP-9 effective July 1, 2018
2. Remove the title "Civil Engineer" from Grade MP-3 effective December 19, 2018
3. Add the title "Associate Financial Manager" to Grade MP-3 effective December 19, 2018
4. Remove the title "Utility Software Coordinator" from Grade MP-2 and replace it by adding the title "Customer Service Supervisor" to Grade MP-3 effective December 19, 2018
5. Add the title "Municipal Archivist/Records Manager" to Grade MP-3 effective December 19, 2018
6. Remove the title "Facilities Manager" from Grade MP-5 and replace it by adding the title "Facilities Director" to Grade MP-6 effective December 19, 2018
7. Add the title "HVAC Technician" to Grade TCL-7 effective December 19, 2018
8. Move the title "Senior Services Director" from Grade MP-4 to Grade MP-5 effective December 19, 2018
9. Remove the title "Senior Services Programs Supervisor" from Grade MP-2 and replace it by adding the title "Assistant Senior Services Director" to Grade MP-3 effective December 19, 2018
1. Add the title "Tourism & Visitor Services Manager" to Grade MP-1 effective December 19, 2018
2. Add the title "Station Manager" to Grade MP-1 effective December 19, 2018
3. Remove the title "Public Information Officer" from Grade MP-1 and replace it by adding the title "Public Information & Communications Manager" to MP-2 effective December 19, 2018
4. Add the title "Deputy Town Manager" to Grade MP-9 effective December 19, 2018
5. Make all other changes to the Classification and Compensation Plan voted by the Personnel Board between January 3, 2019, and April 8, 2019

The Town Manager has authority to create and modify positions throughout the fiscal year; titles and salary ranges are determined using the Town's established classification system. Under the Personnel Bylaw, the Personnel Board is authorized to approve temporary changes in the Classification and Compensation Plans, pending ratification of such actions at the next Town Meeting. Actions already taken appear in the Warrant; if additional actions are taken by the Personnel Board after the close of the Warrant, notice will be filed with the Town Clerk and details will be presented at Town Meeting.

CLASSIFICATION & COMPENSATION PLAN FOR REGULAR-STATUS POSITIONS

ARTICLE 5. To determine whether the Town will vote to amend the Classification and Compensation Plan for regular-status Town positions by adopting the following schedules to become effective July 1, 2019, or take any other action relative thereto:

CLASSIFICATION AND COMPENSATION PLAN
Effective July 1, 2019

ADMINISTRATIVE-CLERICAL

<u>Grade Number & Class Title</u>		Minimum	Mid-Point	Maximum
AC-1 Receptionist/Clerk Recreation Clerk	Hourly	17.38	20.91	24.43
AC-2 Account Clerk Department Clerk Senior Recreation Clerk Utility Account Clerk	Hourly	19.41	23.35	27.28
AC-3 Customer Services Representative Senior Account Clerk Senior Department Clerk	Hourly	22.02	26.48	30.93
AC-4 Administrative Assistant Collections Assistant Retirement Assistant Treasury Assistant	Hourly	23.79	28.61	33.42
AC-5 Human Resources Assistant Project & Procurement Coordinator Senior Administrative Assistant	Hourly	25.43	30.57	35.70
AC-6 Finance Assistant Senior Human Resources Assistant	Hourly	26.30	31.63	36.95

TRADES-CRAFTS-LABOR

<u>Grade Number & Class Title</u>		Minimum	Mid-Point	Maximum
TCL-1 Building Custodian	Hourly	17.16	20.74	24.32
TCL-2 Building Maintenance Custodian	Hourly	19.38	23.43	27.47

TCL-3	Hourly	21.33	25.79	30.24
Facilities Maintainer Maintenance & Inventory Coordinator Water/Sewer System Maintainer				
TCL-4	Hourly	23.86	28.87	33.88
Custodial Maintenance Supervisor Equipment/Line Operator Master Craftsperson				
TCL-5	Hourly	26.42	31.95	37.47
Assistant Public Works Supervisor Crew Leader Licensed Electrician/Skilled Carpenter Senior Master Mechanic Treatment Systems Operator				
TCL-6	Hourly	29.68	35.90	42.11
Senior Treatment Systems Operator				
TCL-7	Hourly	32.92	39.82	46.72
HVAC Technician Public Works Supervisor				

MANAGERIAL-PROFESSIONAL

*Annual rates are controlling and are based on 52.2 weeks at 40 base hours per week;
compensation will be prorated for part-time schedules.*

Grade Number & Class Title	Minimum	Mid-Point	Maximum	
MP-1	Annual	47,238	59,248	71,257
Associate Engineer Engineering Technician Recreation Supervisor Station Manager Tourism & Visitor Services Manager				
MP-2	Annual	53,309	66,860	80,410
Administrative & Special Projects Coordinator Administrative Manager Administrative Systems Analyst Assistant Local Inspector Assistant Natural Resources Director Budget Analyst Energy Specialist Environmental Health Inspector Environmental & Regulatory Coordinator Facilities Operations Coordinator Field Lister GIS Technician/Analyst Information Systems Technician Office Accountant				

Public Health Inspector
 Public Information & Communications Manager
 Water Conservation Coordinator

MP-3	Annual	62,901	78,893	94,885
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Assistant Assessor
 Assistant Human Resources Director
 Assistant Public Health Director
 Assistant Public Works Engineer
 Assistant Senior Services Director
 Assistant Town Accountant
 Assistant Town Clerk
 Assistant Treasurer
 Associate Financial Manager
 Childcare Services Manager
 Customer Service Supervisor
 Energy Conservation Coordinator
 Local Inspector
 Management Analyst
 Municipal Archivist/Records Manager
 Operations Manager
 Recreation Programs & Events Manager
 Retirement System Administrator
 Senior Budget & Operations Analyst
 Senior Environmental & Regulatory Coordinator
 Senior Information Systems Technician
 Senior Planner

MP-4	Annual	67,247	84,344	101,440
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Assistant Highway & Ground Superintendent
 Assistant Recreation Director
 Customer Service Administrator
 Environmental Services Program Administrator
 GIS & Application Integration Program Manager
 Operations Engineer
 Public Works Engineer

MP-5	Annual	72,334	90,722	109,110
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Assistant Library Director
 Assistant Town Engineer
 Budget & Purchasing Director
 Deputy Treasurer/Collector
 Director of Sustainability
 IT Services Manager
 Financial Manager/Accountant
 Natural Resources Director
 Police Lieutenant
 Public Health Director
 Senior Services Director
 Town Clerk
 Town Planner

MP-6	Annual	83,992	105,343	126,694
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Assistant Fire Chief

Building Commissioner
 Facilities Director
 Highway & Grounds Superintendent
 Police Captain
 Recreation Director
 Town Accountant
 Town Assessor
 Town Engineer
 Water/Sewer Superintendent

MP-7	Annual	91,277	114,481	137,685
Director of Planning & Land Management Human Resources Director Library Director				

MP-8	Annual	101,692	127,544	153,396
Assistant Town Manager Chief Information Officer Fire Chief Police Chief Public Works Director				

MP-9	Annual	111,449	139,784	168,118
Deputy Town Manager Finance Director Public Works & Engineering Director				

ELECTRICAL LABOR

Grade Number & Class Title		Minimum	Mid-Point	Maximum
EL-1	Hourly	18.91	22.87	26.83
<i>(Reserved for future use)</i>				
EL-2	Hourly	24.59	29.74	34.88
Lineworker, Grade 3 Meter Technician				
EL-3	Hourly	31.20	35.27	39.33
Lineworker, Grade 2 Utility Electrician				
EL-4	Hourly	38.73	43.80	48.87
Lineworker, Grade 1				
EL-5	Hourly	40.56	45.86	51.16
Lead Lineworker				
EL-6	Hourly	43.68	49.39	55.09
Line Supervisor				

ELECTRICAL MANAGEMENT

*Annual rates are controlling and are based on 52.2 weeks at 40 base hours per week;
compensation will be prorated for part-time schedules.*

Grade Number & Class Title		Minimum	Mid-Point	Maximum
EM-1 Meter Supervisor Senior Engineering Technician	Annual	64,575	77,504	90,432
EM-2 Electrical Engineer	Annual	82,530	99,015	115,500
EM-3 Lead Electrical Engineer	Annual	91,952	110,376	128,800
EM-4 Assistant CMLP Director Power Supply & Rates Administrator	Annual	108,780	130,515	152,250
EM-5 CMLP Director	Annual	125,457	150,591	175,725

SWIM & FITNESS

Grade Number & Class Title		Minimum	Mid-Point	Maximum
SF-1 Swim/Fitness Specialist	Hourly	12.00	36.00	60.00

HUMAN SERVICES

Grade Number & Class Title		Minimum	Mid-Point	Maximum
HS-A Human Services Assistant	Hourly	12.00	18.50	25.00
HS-1 Human Services Specialist	Hourly	16.64	31.07	45.50
HS-2 Child Care/Education Specialist	Hourly	16.64	31.00	45.36

TELECOMMUNICATIONS TECHNICIANS

Grade Number & Class Title		Minimum	Mid-Point	Maximum
TT-1 Telecommunications Technician	Hourly	29.37	34.50	39.63
TT-2 Senior Telecommunications Technician	Hourly	33.56	39.45	45.34

TELECOMMUNICATIONS MANAGEMENT

Annual rates are controlling and are based on 52.2 weeks at 40 base hours per week; compensation will be prorated for part-time schedules.

Grade Number & Class Title		Minimum	Mid-Point	Maximum
TM-1 Network Administrator	Annual	73,698	86,562	99,425
TM-2 Network Engineer Telecommunications Coordinator	Annual	83,948	98,657	113,365
TM-3 Broadband/Network Manager	Annual	97,014	114,000	130,986
TM-4 Chief Information & Technology Officer	Annual	148,113	174,046	199,978

With annual adjustments and periodic comprehensive reviews, the Classification & Compensation Plan keeps Town salaries competitive in the employment market, maintains internal equity of salary ranges, maintains comparability with salaries of unionized employees, and keeps pace with changes in the cost of living. This article does not control the amount of the actual salary increases to be received by employees in FY20. The Town Manager and Personnel Board set actual salary increase amounts after Town Meeting, based upon the approved budget.

USE OF FREE CASH

ARTICLE 6. To determine whether the Town will vote to transfer from free cash, the sum of \$1,000,000, or any other sum, to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2020, or take any other action relative thereto.

This article seeks Town Meeting approval to allocate a portion of the available General Fund balance to support the FY20 budget. The proposed amount is consistent with the Finance Committee's FY20 Guideline Budget Plan.

TOWN BUDGET

ARTICLE 7. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$49,003,504, or any other sum, for the following necessary and

expedient purposes of the Town for the fiscal year ending June 30, 2020, or take any other action relative thereto:

General Fund Operating Budget				
Item No.	Department	Fiscal 2018 Expenses	Fiscal 2019 Appropriation	Fiscal 2020 Proposal
General Government \$4,446,474 is 9.1% of Total				
1	Town Manager's Office			
	A. Town Manager	\$ 644,865	\$ 680,357	\$ 702,371
	B. Human Resources	407,929	449,579	473,700
	C. Facilities Management	287,227	320,205	434,773
	D. Resource Sustainability Fund	152,467	198,025	229,388
	E. Visitor's Center and Restroom	43,881	19,292	105,760
	F. 37 Knox Trail	43,168	29,430	29,192
	G. 55 Church Street	-	106,031	116,714
	H. Parks & Playgrounds	-	-	124,334
	Subtotal	1,579,538	1,802,918	2,216,233
2	Legal Services	458,002	250,000	250,000
3	Elections and Registrars			
	A. Elections	24,809	52,997	42,653
	B. Registrars	8,677	11,421	7,374
	Subtotal	33,486	64,418	50,027
4	Town Meeting and Reports	44,787	100,250	100,250
5	Planning			
	A. Planning Administration	458,426	492,601	518,336
	B. Natural Resources	284,744	288,657	296,000
	C. Inspections	484,642	483,683	487,309
	D. Health	406,111	431,577	453,886
	Subtotal	1,633,923	1,696,517	1,755,531
6	141 Keyes Road	70,373	72,994	74,433
	Total General Government	\$ 3,820,109	\$ 3,987,097	\$ 4,446,474
Finance and Administration \$3,577,897 is 7.3% of Total				
7	Finance Committee	3,306	3,410	3,410
8	Finance			
	A. Finance Administration	\$ 547,770	\$ 580,307	\$ 696,555
	B. Treasurer-Collector	518,976	519,609	510,733
	C. Town Accountant	333,805	469,009	321,271
	D. Assessors	434,827	431,786	438,001
	E. Town Clerk	242,881	256,004	266,738
	Subtotal	2,081,566	2,256,716	2,233,298
9	Information Systems	936,762	1,133,259	1,189,082
10	Town House	139,927	144,973	152,107
	Total Finance and Administration	\$ 3,161,562	\$ 3,538,357	\$ 3,577,897

Item No.	Department	Fiscal 2018 Expenses	Fiscal 2019 Appropriation	Fiscal 2020 Proposal
Public Safety				

\$10,452,959 is 21.3% of Total				
11	Police Department	4,500,980	4,887,870	4,906,210
12	Fire Department	4,653,745	4,879,241	5,206,056
13	West Concord Fire Station	39,268	36,323	35,769
14	Police-Fire Station	284,656	284,816	261,627
15	Emergency Management	16,637	16,937	16,060
16	Animal Control Officer	24,730	26,000	27,236
	Total Public Safety	\$ 9,520,017	\$ 10,131,187	\$10,452,959
Public Works and Facilities				
\$5,284,323 is 10.8% of Total				
17	Public Works			
	A. CPW Administration	410,943	423,957	424,718
	B. Engineering	697,924	739,561	726,156
	C. Highway Maintenance	1,437,428	1,438,381	1,479,266
	D. Parks and Trees	731,588	806,781	826,590
	E. Cemetery	187,959	241,010	241,533
	Subtotal	3,465,842	3,649,690	3,698,264
18	Snow and Ice Removal	918,375	610,001	625,000
19	Street Lighting	54,569	57,400	57,400
20	CPW Equipment	325,000	325,000	325,000
21	Drainage Program	205,000	205,000	205,000
22	Sidewalk Management	110,000	115,000	125,000
23	Road Improvements	100,000	100,000	100,000
24	133/135 Keyes Road	152,806	153,753	148,660
	Total Public Works and Facilities	\$ 5,331,592	\$ 5,215,844	\$ 5,284,323
Human Services				
\$3,441,008 is 7.0% of Total				
25	Library	2,021,801	2,286,820	2,351,798
26	A. Human Services	38,191	96,045	68,335
	B. Senior Services	394,226	583,425	577,880
	C. Recreation Services	101,761	108,376	108,376
27	Harvey Wheeler Community Ctr.	126,491	125,905	115,133
28	Hunt Recreation Ctr.	132,901	122,633	113,759
29	Veterans	97,629	107,970	86,696
30	Ceremonies and Celebrations	19,012	22,624	19,030
	Total Human Services	\$ 2,932,011	\$ 3,453,798	\$ 3,441,008
Item No.	Department	Fiscal 2018 Expenses	Fiscal 2019 Appropriation	Fiscal 2020 Proposal
Unclassified				
\$1,454,988 is 3.0% of Total				
31	Town Employee Benefits			
	A. Unused Sick Leave	92,000	90,000	90,000
	B. Public Safety Disability	122	2,500	2,500
	C. Employee Assistance Program	7,177	7,500	7,500
	Total	99,299	100,000	100,000
32	Reserve Fund*	-	225,000	225,000

* Transfers totaling \$225,000.00 were made to other accounts in Fiscal Year 2018.				
33	Salary Reserve**	793,923	265,909	1,119,988
** Transfers totaling \$792,923 in Fiscal Year 2018 and \$1,361,974 in Fiscal Year 2019 were made to other accounts.				
34	Land Fund	15,000	10,000	10,000
	Total Unclassified	\$ 908,222	\$ 600,909	\$ 1,454,988
TOWN GOVERNMENT SUBTOTAL Account 1-34		\$25,673,513	\$ 26,927,191	\$28,657,648
Joint (Town - CPS) \$20,345,856 is 41.5% of Total				
35	Insurance			
	A. Group Insurance	4,800,000	5,526,100	5,966,069
	B. OPEB	1,470,000	1,617,000	1,697,850
	C. Property/Liability	250,000	275,000	288,750
	Subtotal	6,520,000	7,418,100	7,952,669
36	Unemployment/Workers' Comp.			
	A. Unemployment Comp.	56,946	110,000	110,000
	B. Workers' Comp.	143,054	100,000	100,000
	Subtotal	200,000	210,000	210,000
37	Retirement	3,667,000	3,777,010	3,965,861
38	Social Security and Medicare	810,000	814,713	800,000
39	Debt Service			
	A. Long-Term Debt			
	Town Principal and Interest	3,015,800	3,277,862	3,450,625
	CPS Principal and Interest	700,350	679,283	715,520
	Subtotal	3,716,150	3,957,145	4,166,145
	Interest on Notes	135,000	30,000	25,000
	Other Debt Expense	8,850	7,500	5,000
	Subtotal Within Levy Limit	3,860,000	3,994,645	4,196,145
	B. Excluded Debt			
	Town Principal and Interest	99,794	392,294	350,794
	CPS Principal and Interest	3,507,713	2,992,575	2,870,387
	Less: Use of Stabilization Funds	(785,000)	(275,000)	-
	Subtotal Excluded Debt	2,822,507	3,109,869	3,221,181
	Total Debt Service	6,682,507	7,104,514	7,417,326
	Total Joint (Town - CPS)	\$17,879,507	\$ 19,324,337	\$20,345,856
	Total Appropriation	\$43,553,020	\$ 46,251,528	\$49,003,504

That the Town Manager is authorized to turn in or sell at public auction the surplus equipment, the amount allowed or received therefore to be applied against the purchase of new equipment;

That the Town appropriate and transfer the sum of \$1,000 from the Dog Inoculation Fees Reserve Account for the cost of the Board of Health's rabies Clinic;

That the appropriation for Salary Reserve under Line Item 33 shall be transferred by the Town Manager to the various salary line items in accordance with salary levels established at July 1, 2019 and thereafter pursuant to the salary schedules adopted under Article 6, the implementation of the merit pay plan in accordance with Section 10.2 (2) of the Personnel Bylaws, and collective bargaining agreements. Any such transfer shall be reported periodically by the Town Manager to the Board of Selectmen and the Finance Committee, and a final report shall be issued when all such transfers have been completed for the fiscal year;

That the Town authorize the funds to be expended from the Title 5 Septic Loan Betterment Reserve Account to meet the loan payments to the Massachusetts Clean Water Trust due and payable during FY2020:

<u>Amount</u>	<u>Loan Number</u>	<u>Original Loan</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Town Authorization</u>
\$ 10,828.73	T5-97-1070	\$ 200,000	12/22/99	FY21	Art. 46 (1997)
\$ 29,705.00	T5-05-1243-A	\$ 296,830	06/13/12	FY23	Art. 50 (2004)
\$ 32,471.00	T5-05-1243-B	\$ 324,715	05/22/13	FY23	Art. 42 (2009)
\$ 19,745.70	T5-05-1243-C	\$ 197,457	01/07/15	FY25	Art. 42 (2009)

The Town Budget Article provides for all General Fund (Tax-Supported) Town operations and activities organized by Town Charter under the direction of the Town Manager. The total appropriation to be presented here for consideration for Town Meeting approval exceeds the spending guidelines set by the Finance Committee in November 2017 by \$203,196 but can still be funded without a Proposition 2-1/2 Override. The text above also makes certain other appropriations from Stabilization Funds and authorizes certain other transfers.

MINUTEMAN REGIONAL TECHNICAL HIGH SCHOOL DISTRICT BUDGET

ARTICLE 8. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$768,846, or any other sum, for the following necessary and expedient purposes of the Minuteman Regional Technical High School District for the fiscal year ending June 30, 2020, or take any other action relative thereto.

MINUTEMAN REGIONAL TECHNICAL HIGH SCHOOL DISTRICT BUDGET			
Department/Description	Fiscal 2018 Adopted	Fiscal 2019 Adopted	Superintendent's Proposed Budget & Fiscal 2020 Assessment
Minuteman Regional High School Budget	\$19,449,466	\$21,331,204	\$22,768,830
Concord's Assessment	\$599,313	\$752,938	\$1,066,841
			(includes \$768,846 for operations & \$297,995 for shared debt and capital)

This article provides Concord's assessed share of the annual operating budget for the Minuteman Regional Technical High School District. Concord's assessment increase is due primarily to an additional assessment for debt service for costs associated with the new high school building project. Each of the member town assessments is calculated by a formula established pursuant to the regional agreement. Concord's enrollment at Minuteman decreased from 19 regular high school and 2 post graduate students in the fall of 2016 year to 17 regular students and 1 post graduate enrollee in the fall of 2017. The formula for assessments uses a rolling 4-year average of enrollment for member communities, and Concord's figure increased from 13.25 to 15.75.

CONCORD PUBLIC SCHOOLS BUDGET

ARTICLE 9. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$39,390,163, or any other sum, for the following necessary and expedient purposes of the public schools of the Town for the fiscal year ending June 30, 2020; or take any other action relative thereto:

SCHEDULE A - PUBLIC SCHOOL BUDGET			
Department	Fiscal 2018 Adopted	Fiscal 2019 Adopted	Fiscal 2020 School Committee Vote of Dec. 11, 2018
Concord Public Schools Budget/Appropriation	\$36,810,111	38,461,880	39,390,163

CONCORD PUBLIC SCHOOLS CAPITAL PROJECTS

ARTICLE 10. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow money by the issuance of bonds or notes under the provisions of Massachusetts General Laws c. 44, the sum of nine hundred thousand dollars, or any other sum, to be expended under the direction of the School Committee for remodeling, construction, reconstructing or making extraordinary repairs, including original equipment and related work at various Concord Public School buildings, and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

MIDDLE SCHOOL FEASIBILITY STUDY

ARTICLE 11. To determine if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be no more than one million five hundred thousand dollars to be expended under the direction of the School Committee for a feasibility study to consider the construction of a new middle school, which may be located at 835 Old Marlboro Road, Concord, Massachusetts (the present site of the Sanborn Middle School), or to take any other action relative thereto.

CONCORD-CARLISLE REGIONAL HIGH SCHOOL BUDGET

ARTICLE 12. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, a sum of \$36,687,733, or any other sum, for the following necessary and expedient purposes of the Concord-Carlisle Regional School District for the fiscal year ending June 30, 2020; or take any other action relative thereto.

SCHEDULE A – CONCORD-CARLISLE REGIONAL HIGH SCHOOL BUDGET			
Department	Fiscal 2018 Adopted	Fiscal 2019 Adopted	Fiscal 2020 School Committee Vote of Dec. 11, 2018
Concord-Carlisle Regional High School Budget	\$31,741,774	\$33,905,081	36,687,733
Concord's Assessment	\$21,599,072	\$23,051,352	

*includes \$19,544,198 assessment for operating budget and \$3,507,154 assessment for debt.

CONCORD-CARLISLE REGIONAL HIGH SCHOOL CAPITAL PROJECTS

ARTICLE 13. To determine whether the Town will vote to approve \$2,000.000 of debt authorized by the Concord-Carlisle Regional School Committee for the reconstruction of the access road and the design and construction of the parking lot; or to take any other action relative thereto.

**AUTHORIZE EXPENDITURE OF REVOLVING FUNDS UNDER
THE MUNICIPAL MODERNIZATION ACT, MGL c. 44, § 53E ½**

ARTICLE 14. To determine whether the Town will vote to authorize the total expenditures for the following revolving funds pursuant to Massachusetts General Laws c. 44, § 53E½ for the fiscal year ending June 30, 2020, to be expended in accordance with the bylaw previously approved; or take any other action relative thereto.

Revolving Fund	Annual Spending Limit
Regional Housing Services	\$265,000
Road Repair	\$120,000
Senior Services	\$45,000
Tree Preservation	\$100,000

This article authorizes the annual spending limits for each of the Revolving Funds identified above. Spending from these funds may only occur for the stated purposes identified in the Town's Revolving Fund Bylaw, and only with the approval of the Town Manager.

AUTHORIZATION TO ACCEPT M.G.L. ch.71 §71E – SCHOOL PROPERTY FUND

ARTICLE 15. To determine whether the Town will vote to accept M.G.L. ch.71 §71E Use of School Property Fund; or take any other action relative thereto.

AUTHORIZE EXPENDITURE FROM PEG ACCESS & CABLE-RELATED FUND

ARTICLE 16. To determine whether the Town will vote to raise and appropriate, or transfer from the PEG Access and Cable-Related Fund the sum of \$500,000, or any other sum, said funds to be expended during the fiscal year ending June 30, 2020 under the direction of the Town Manager for necessary and expedient cable-related purposes consistent with the license agreement, of which the sum of \$380,000 is the estimated license revenue to be received during FY20 in accordance with the license agreement and the sum of \$200,000 shall be allocated from the available fund balance; or take any other action relative thereto.

The Town currently receives 4.8% of all revenue generated by Comcast from the company's Concord customers. This amounts to about \$95,000 per quarter or \$380,000 per year. This article proposes that the revenue from Comcast received during calendar year 2018 be appropriated, to be used only for cable-related purposes in accordance with the ten-year license agreement, and that an additional \$200,000 available in the PEG Access and Cable-Related Fund be appropriated for capital improvements needed to enhance PEG access services. PEG Access services are Public, Educational and Governmental local cable television channels. The fund balance as of January 1, 2019 is \$1,172,807.15

APPROPRIATE FUNDS -- MUNICIPAL CAPITAL PROJECTS

ARTICLE 17. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow by the issuance of bonds or notes under the provisions of Massachusetts General Laws ch.44, §7 the sums of money specified below in the FY20 Debt Plan, or any other sum, said funds to be expended under the direction of the Town Manager, and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws ch.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

FY20 Debt Plan

Item No.	Department	Project	Amount	Authorization Clause
1	Town Manager	Renovation/ Construction/ Acquisition of Town Buildings	\$500,000	1
2	Town Manager	Park Improvements	\$1,400,000	1
3	Planning	Land Acquisition for Open Space	\$100,000	1
4	Public Works	Road and Parking Lot Reconstruction	\$1,400,000	1
5	Human Services	Library, Furniture, Fixtures and Equipment	\$550,000	1
		Total:	\$3,950,000	

This article authorizes the FY20 Debt Plan, all of which will be funded within the existing Levy Limit. Item 1 authorizes the Treasurer to borrow \$500,000 to be used to repair various town buildings. Item 2 authorizes the Treasurer to borrow \$1,400,000 for park improvements. Item 3 authorizes the Treasurer to borrow \$100,000 for Land Acquisition for Open Space purposes. Item 4 authorizes the Treasurer to borrow \$1,400,000 for the repair, reconstruction or renovation of Concord's roads and public parking areas. Combined with Chapter 90 funding (State Road Aid), funds will be used to protect and replace Concord's 107 miles of public roads, including drainage and sidewalk construction and renovation. Item 5 will authorize the Treasurer to borrow \$550,000 to fund the cost of original equipment and furnishings of the expansion at the Main Library.

AUTHORIZE ADOPTION OF M.G.L. Ch.32B, §20 – OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUND

ARTICLE 18. To determine whether the Town will vote to adopt Massachusetts General Law ch.32B, §20, Other Post-Employment Benefits Liability Trust Fund, for the purpose of establishing on its books and accounts the Other Post-Employment Benefits Liability Trust Fund, the assets of which shall be held solely to meet the current and future liabilities of the governmental unit for group health insurance benefits for retirees and their dependents, and to establish the Town Treasurer as the sole Trustee, or take any other action relative thereto.

This article seeks Town Meeting approval to establish a new OPEB Trust Fund in accordance with M.G.L. ch.32B, §20. In 2008, the MA Legislature adopted a Special Act authorizing an OPEB Trust Fund for the Town of Concord. In 2016, the Legislature revised existing general law relative to OPEB Trust Funds; further new GASB pronouncements have called into question whether the Town’s existing OPEB Trust Fund meets the legal definition of a Trust Fund, allowing fund assets to offset the unfunded liability. The Department of Revenue, the Town’s Auditor, and Town Counsel, have all recommended that the Town adopt the new MGL in order to provide the proper legal structure, making it clear that this fund is irrevocable and that monies held in the trust would be used solely to pay the OPEB liability. Further, MGL requires the appointment of a sole Trustee or Board of Trustees to oversee this fund. The recommendation is that a sole Trustee be appointed, but that the Trustee have a formalized reporting requirement to an existing board.

GENERAL BYLAW AMENDMENT – SUSTAINABLE GROWTH RATE

ARTICLE 19. To determine whether the Town will vote to amend the Finance Committee Bylaw to add a new Section 4 as follows: to help the Town plan for and achieve a sustainable financial future, each years’ Finance Committee report shall also include, for the upcoming fiscal year and for each of the five following fiscal years: 1) a projection of the likely total tax burden on citizens, and 2) based on that burden, a recommended Sustainable Growth Rate; or take any other action relative thereto.

This article seeks Town Meeting approval to amend the Finance Committee Bylaw, adding two tasks to the Finance Committee’s responsibilities. The first task instructs the Finance Committee to publish an annual five-year projection of the likely burden on the Town’s taxpayers. This task was originally adopted by the 2009 Town Meeting, through the passage of a citizen petition. The inclusion of that task in the Finance Committee Bylaw formalizes that 2009 TM action. The second task instructs the Finance Committee to publish an annual statement of its recommendations regarding sustainable growth rates for the upcoming fiscal year and for each of the five following fiscal years.

APPROPRIATION OF FUNDS– AFFORDABLE HOUSING DEVELOPMENT

ARTICLE 20. To determine whether the Town will vote will raise and appropriate, or transfer from available funds in the Treasury, and/or authorize the Town Treasurer with the approval of the Select Board, to borrow by the issuance of bonds or notes under the provisions of Chapter 44 of the Massachusetts General Laws, the sum of \$500,000, or any other sum, for the purpose of developing affordable housing, said funds to be expended under the direction of the town manager on such terms and conditions as the Select Board may determine, or take any other action relative thereto.

***The Affordable Housing Funding Committee has recommended in its Report to the Select Board that the town appropriate free cash when the Town’s free cash balance is deemed adequate to support the expenditure. See the committee’s report for more information.
<https://concordma.gov/DocumentCenter/View/16975/Affordable-Housing-Funding-Committee---Preliminary-Report-10-29-2018>***

**AUTHORIZE SPECIAL LEGISLATION – REAL ESTATE TRANSFER TAX
FOR AFFORDABLE HOUSING**

ARTICLE 21. To determine whether the Town will request home rule legislation substantially in the form below that that would impose a real estate transfer fee to be used by the Town for the purposes of acquiring, creating, preserving, rehabilitating, restoring and supporting affordable housing in the Town, or take any other action relative thereto.

SECTION 1. There is hereby imposed a real estate transfer fee, hereafter “the fee,” equal to 1 per cent of the purchase price upon the transfer of (i) any real property interest in any, residential property situated in the Town of Concord, or (ii) a controlling interest in a trust, limited liability company, or other entity that directly or indirectly holds an interest in any class residential real property situated in the Town of Concord. The fee shall be the liability of the purchaser of such property interest, and any agreement between the purchaser and the seller or any other person with reference to the allocation of the liability for the fee shall not affect such liability of the purchaser to the Town. The Town may define by bylaw what constitutes a controlling interest and the calculation of the fee.

SECTION 2. The following transfers of real property interests shall be exempt from the fee established in Section 1:

- (i) purchases by first time buyers that reside in the residential property for at least 5 years, provided that a lien shall accompany the deed equal to 1 per cent of the purchase price, plus accumulated interest and penalties, and provided further that the lien shall run with the land until such time as all conditions of this subsection are met;
- (ii) transfers to the federal government, the commonwealth, the Town, and any of their instrumentalities, agencies or subdivisions, including the Concord Housing Authority;
- (iii) transfers to the Concord Housing Development Corporation;
- (iv) transfers made without additional consideration to confirm, correct, modify or supplement a transfer previously made;
- (v) transfers with consideration under \$100.00;
- (vi) transfers to a charitable organization, as defined in clause Third of section 5 of chapter 59 of the General Laws, or a religious organization, provided, however, that the real property interests so transferred will be held solely for public charitable or religious purposes; and
- (vii) transfers between family members, including spouses, parents and children, grandparents and grandchildren, step-parents and step-children, siblings or step-siblings.

SECTION 3. The fee shall be paid to the Town. The Town shall have such remedies to collect the fee as provided by law with respect to the collection of real property taxes. The Town may, by bylaw, adopt additional requirements, exemptions, and regulations to implement or enforce said fee, consistent with this act. The Town may not, by bylaw or otherwise, eliminate or reduce any exemption set forth in this act.

SECTION 4. All fees received pursuant to this act shall be [dedicated to the Concord Housing Development Corporation established by the Town OR deposited in the Concord Affordable Housing Trust Fund established pursuant to section 55C of chapter 44 of the General Laws].

SECTION 5. A copy of the deed or other instrument evidencing such transfer shall be provided to the Town and shall be accompanied by (i) an affidavit signed under oath or under the pains and penalties of perjury by the purchaser and seller attesting to the purchase price; (ii) the

applicable fee owed or, if applicable, an affidavit of intent to seek one of the permissible exemptions, as described in Section 2, for that property by the purchaser; and (iii) the basis, if any, upon which the transfer is claimed to be exempt in whole or in part from said fee. Upon receipt of the transfer fee or satisfactory evidence of exemption, the Town or its designee shall promptly thereafter issue a certificate indicating that the fee has been paid or that the transfer is exempt from the fee. The Middlesex South Registrar of Deeds shall not record or register a deed unless the deed is accompanied by such certificate.

SECTION 6. The Town shall prepare and issue an annual report to Town Meeting that (i) identifies fee receipts; (ii) quantifies affordable housing programs funded, including type and purpose; and (iii) evaluates the impact of said affordable housing programs, including but not limited to, to the extent reasonably possible and permitted by applicable law, the number and demographics of individuals and families served as well as measures of housing stability and wealth generation in the community.

SECTION 8. This act shall take effect upon its passage.

AUTHORIZE SPECIAL LEGISLATION – BUILDING PERMIT FEE SURCHARGE FOR AFFORDABLE HOUSING

ARTICLE 22. To determine whether the Town will request home rule legislation substantially in the form below that permits the Town to enact a bylaw charging a building permit surcharge to be used by the Town for the purposes of acquiring, creating, preserving, rehabilitating, restoring and supporting affordable housing in the Town, or take any other action relative thereto.

SECTION 1. The Town of Concord, hereafter referred to as “the Town,” may, by bylaw, require the payment of an affordable housing surcharge for any construction that (i) requires a building permit and (ii) exceeds a minimum number of square feet to be determined from time to time by the Select Board of the Town. The bylaw shall specify the amount of said affordable housing surcharge, the method by which the surcharge may be increased from time to time, and any types of construction or uses to which the affordable housing surcharge shall not apply.

SECTION 2. The Town may create a distinct and separate revolving fund account into which affordable housing surcharges shall be paid, and no such surcharge shall be paid to the Town’s general treasury or used as general revenues under section 53 of chapter 44 of the General Laws. The funds in this revolving fund account shall be subject to the same requirements as all other revolving funds established by the Town pursuant to section 53E1/2 of chapter 44 of the General Laws. The funds in this revolving fund account shall be used solely for the acquisition, creation, preservation, rehabilitation, or restoration of affordable housing or the support of affordable housing programs in the Town, including payments to the Concord Housing Development Corporation, the Regional Housing Services Office, or an affordable housing trust fund established pursuant to any general or special law for any of the foregoing purposes. This revolving fund account shall be administered in accordance with this act by the [the trustees of the Concord Affordable Housing Trust Fund OR the Select Board OR the Town Treasurer].

SECTION 3. [For the purposes of this act, “affordable housing” shall mean as defined under section 1 of chapter 60 of the General Laws].

SECTION 4. This act shall take effect upon its passage.

AUTHORIZE TRANSFER OF A PORTION OF THE PROPERTY AT 369 COMMONWEALTH AVENUE FOR AFFORDABLE HOUSING

ARTICLE 23. To determine whether the Town will vote to authorize the Select Board to transfer the fee, and/or other property interests in, on, over, across, under and along a portion of the property at 369 Commonwealth, shown on the assessors maps as parcel #2158, such parcel contains 20,000 square feet, more or less, and is shown as parcel "X" on the plan of land prepared by Greenman Peterson, Incorporation and dated January xx, 2019, on file with the Town Clerk, to the Concord Housing Authority or any other affordable housing development entity, for the purpose, of creating not more than one unit of housing, under such terms and conditions as the Select Board may determine, or take any other action relative thereto.



ADOPT A MORATORIUM OF SYNTHETIC TURF ON TOWN PROPERTY

BY PETITION ARTICLE 24. To determine whether the Town will adopt a moratorium on the construction or installation of any synthetic turf (monofilament carpet with infill) and any surface covering of loose fill made from scrap tires on any land, of any size, owned by the town for a three-year time period starting on April 18, 2019 and ending on April 18, 2022; or take any other action relative thereto.

This moratorium is a three year extension of the 2016 moratorium which the town voted to put in place to prevent the construction of synthetic turf fields on town land in Concord. Crumb rubber, used in synthetic turf, contains known carcinogens and endocrine disrupters raising concerns about its health effects, especially in young children. The Environmental Protection Agency (EPA) has stated that without further study no conclusions can be drawn about the safety of crumb rubber and together with the Consumer Product Safety Commission and the Center for Disease Control and Prevention, they are still working on a study regarding the safety of synthetic turf. Synthetic turf also has environmental impacts which include the loss of carbon capture by grass; the annual loss of 3-5% of the crumb rubber that leaches from the fields into the surrounding area; plastic monofilaments that break off and leave the fields; and poor retention of water after heavy rain events. Building synthetic turf fields violates the four sustainability principles adopted by the Town in 2011. The proposed moratorium does not include the sealed surfaces currently in use on running tracks and children's playgrounds. It would apply to Concord Public School fields but not Concord-Carlisle Regional High School fields or privately owned land.

GENERAL BYLAW AMENDMENT – TOWN MEETING NOTICE

ARTICLE 25. To determine whether the Town will vote to amend the “Town Meeting Notice” bylaw by deleting the phrase “...in at least one public location in each precinct in Concord...” and inserting in place thereof the phrase: “...and electronically on the town’s website...” or take any other action relative thereto.

Notice of Town Meetings shall be given by posting an attested copy of the Warrant calling the same at the Concord Town House and in at least one public location in each precinct in Concord, at least seven days before the day appointed for an annual Town Meeting, and at least fourteen days before the day appointed for any special Town Meeting. A copy of the Warrant of any Town Meeting shall also be sent by mail or otherwise to every household in Concord, and upon request, to places of religious assembly in Concord, at least seven days before an annual Town Meeting, and at least fourteen days before a special Town Meeting, and the return of the officer that he has complied by this bylaw shall be conclusive that he has done so.

GENERAL BYLAW AMENDMENT – RECORDS MANAGEMENT

ARTICLE 26. To determine whether the Town will vote to amend the Records Management Bylaw by deleting the second paragraph and inserting in place thereof the following: “The town manager shall appoint a Municipal Archivist who shall report to the Town Clerk and shall assist the town clerk in managing the town’s records, including complying with the Public Records Law and related statutes.”, or take any other action relative thereto.

RECORDS & ARCHIVES

Bylaw—Town Records Management

Whereas a new archival facility has been constructed at the Concord Free Public Library; and whereas the Town and the Library have agreed that certain Town records will be removed from the Town House and permanently stored in the new Library vault; and whereas proper records management is necessary to preserve those documents having legal, administrative, fiscal or historical value for use by Town officials and the public;

The Town Manager shall appoint a Municipal Archivist who shall report to the Town Clerk and shall assist the Town Clerk in managing the Town's records and archives, including complying with the Public Records Law and related statutes.

Legal custody, with its concomitant responsibility for the preservation, maintenance, disposition and dissemination of records, shall remain with the officer in charge of the department or the clerk of the entity to which the records accrue, as provided in M.G.L. Chapter 66, §6. For the purpose of said §6, Town officers serving as staff to boards, committees and commissions shall have custody of the records of these entities; the clerks of Town entities without staff shall serve as records custodians. Upon dissolution of any such ad hoc board, committee or commission, the clerk of said entity shall surrender the records of that entity to the Town Clerk who shall make provision for the proper archival processing of said records.

Town officers having legal custody of municipal records shall be trained in records management techniques and procedures. The Town Clerk and Municipal Archivist shall advise Town officers and clerks of boards, committees and commission having custody of Town records about current records management practices and procedures.

Public access to all Town records in the Library vault shall be governed by the provisions of M.G.L. Chapter 66 and 950 CMR 32.00 (Public Records Access Regulations).

The Town Clerk and other departmental officers having legal custody of municipal records stored at the Library may deputize the Municipal Archivist to certify copies of such records. Such designation shall be recorded with the Town Clerk.

Town officers and clerks of unstaffed boards, committees or commissions, upon leaving office, shall surrender the records under their supervision to their successors and shall make oath before the Town Clerk that such records have been delivered; the Town Clerk shall make record of such oath as prescribed in M.G.L. Chapter 66, §14.

Article 42, Town Meeting, April 4, 1990
M.G.L. Chapter 66, §§6 and 14

ACCEPTANCE OF M.G.L. ch.54, §16A – ELECTION VACANCY APPOINTMENTS

ARTICLE 27. To determine whether the Town will vote to accept the provisions of Massachusetts General Laws chapter 54, section 16A authorizing the town clerk to fill vacant election officer positions if an election officer is unexpectedly absent at the time the polls open for voting, or take any other action relative thereto.

Election officers play an important role in town elections, checking registered voters in and out to document voter activity and providing voters with ballots. The appointing authority for election officers is the select board. On occasion, however, there are last minute cancellations leaving polling locations understaffed due to the timing of Select Board Meetings. Accepting this local option would give the Town Clerk the ability to fill vacancies due to cancellations in order to keep elections running smoothly. The full text of M.G.L. ch. 54, §16A is as follows:

Section 16A: Vacancies; appointments to fill

Section 16A. In any city or town which accepts this section, if the warden, clerk or inspector, or the deputy of any such officer, if any, is not present at the opening of the polls, the city or town clerk may appoint a person to fill such vacancy who shall be an enrolled voter of the same political party as the absent officer, if any competent person enrolled in such party is present and willing to serve.

ZONING BYLAW AMENDMENT – GROUNDWATER CONSERVANCY DISTRICT

ARTICLE 28. To determine whether the Town will vote to amend the **Zoning Bylaw Section 7.6.5.8 of the Groundwater Conservancy District** to delete the word “acre” at the end of the sentence and insert in its place the phrase “40,000 square feet” so that Section 7.6.5.8 reads as follows (*changes are shown in bold and strikeout for emphasis only*):

7.6.5.8 On-site subsurface disposal which requires a minimum design flow under Title V in excess of four hundred and forty (440) gallons per day per ~~acre~~ **40,000 square feet.**

or take any other action relative thereto.

The State Environmental Code Regulating Septic Systems (Title V) defines an acre as a unit of land measure equal to 40,000 square feet, which is considered a building acre in accordance with standard real estate practices. This proposed amendment will bring this Section of the Bylaw in conformance with Title V.

ZONING BYLAW AMENDMENT – MARIJUANA ESTABLISHMENT TEMPORARY MORATORIUM

ARTICLE 29. To determine whether the Town will vote to amend the **Zoning Bylaw Section 4.8 Marijuana Establishment Temporary Moratorium** to delete this Section in its entirety, or take any other action relative thereto.

The 2018 Annual Town Meeting passed a General Bylaw that prohibits all marijuana establishments, which includes a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business. The General Bylaw was then ratified through a ballot question at the June 12, 2018 Special Town Election. The Marijuana Establishment Temporary Moratorium is therefore no longer necessary. This Bylaw amendment does not change any of the requirements under Section 4.3.9 Registered Marijuana Dispensary, which allows medical marijuana dispensary in the Medical-Professional Zoning District.

**ZONING BYLAW AMENDMENT – NONCONFORMING SINGLE AND
TWO FAMILY RESIDENTIAL STRUCTURES**

ARTICLE 30. To determine whether the Town will vote to amend the **Zoning Bylaw Section 7.1.5 Nonconforming single and two family residential structures** to delete Item (d) “extension of a structure by more than fifty percent (50%) is based on the aggregate of all expansions undertaken within a consecutive five (5) year period.” and insert in the first paragraph after the words “by more than fifty percent (50%)” the phrase “**(based on the aggregate of all expansions undertaken within a consecutive five (5) year period)**” so that Section 7.1.5 reads as follows (*changes are shown in strikeout and bold for emphasis only*):

7.1.5 *Nonconforming single and two family residential structures.* Nonconforming single and two family residential structures may be reconstructed, extended, altered, or structurally changed upon a determination by the Building Inspector that such proposed reconstruction, extension, alteration, or structural change does not increase the nonconforming nature of said structure. Where the proposed extension, reconstruction, alteration or structural change does not increase the gross floor area, excluding basements, open or screened porches, and decks, contained within the existing structure by more than fifty percent (50%) **(based on the aggregate of all expansions undertaken within a consecutive five (5) year period)**, the following circumstances shall not be deemed to increase the nonconforming nature of said structure:

- (a) extension, reconstruction, alteration or structural change to a structure located on a lot with insufficient area which extension, reconstruction, alteration or structural change complies with all current setback, yard, building coverage, maximum floor area ratio, and building height requirements.
- (b) extension, reconstruction, alteration or structural change to a structure located on a lot with insufficient frontage which extension, reconstruction, alteration or structural change complies with all current setback, yard, building coverage, maximum floor area ratio, and building height requirements.
- (c) extension, reconstruction, alteration or structural change to a structure which encroaches upon one or more required yard or setback areas, where the extension, reconstruction, alteration or structural change will comply with all current setback, yard, building coverage, maximum floor area ratio, and building height requirements.
- ~~(d) extension of a structure by more than fifty percent (50%) is based on the aggregate of all expansions undertaken within a consecutive five (5) year period.~~

In all other cases, the Board may, by special permit, allow such extension, reconstruction, alteration, or structural change where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming structure to the neighborhood.

or take any other action relative thereto.

This proposed amendment will fix the formatting of the subsections, because Item (d) is not a circumstance that “shall not be deemed to increase the nonconforming nature of” a structure. This proposed amendment will not alter or change the substance of this section.

**ZONING BYLAW AMENDMENT – FAIRS, BAZAARS, ANTIQUE SHOWS,
SUPPERS AND DANCES**

ARTICLE 31. To determine whether the Town will vote to amend the **Zoning Bylaw Section 5.4.5 Fairs, bazaars, antique shows, suppers and dances** to (a) delete the word “municipal,” (b) insert the sentence “Any such event held by the Town of Concord, or on any building or premises owned or operated by the Town of Concord, shall not be subject to the restrictions of this Section or the requirement to obtain a special permit hereunder.” at the end of the Section, and (c) make grammatical corrections to the Section, so that this Section reads as follows (*changes are shown in bold and strikeout for emphasis only*):

5.4.5 *Fairs, bazaars, antique shows, suppers and dances:* In all districts, any building or premises owned or operated by a ~~an municipal~~, educational or religious organization or private lodge or club may be used for fairs, bazaars, antique shows, suppers, dances or similar events, provided that: no such event shall continue for more than three (3) days; such event shall take place entirely within a building; and police supervision of parking and traffic shall be provided during the event, unless the Concord Police Chief is of the opinion that such supervision is unnecessary. Events, which do not conform to the provisions of this subsection, may be authorized by the Board by special permit. **Any such event held by the Town of Concord, or on any building or premises owned or operated by the Town of Concord, shall not be subject to the restrictions of this Section or the requirement to obtain a special permit hereunder;**

or take any other action relative thereto.

The Town of Concord often holds outdoor events, such as Picnic in the Park, Stow Street Block Party, JazzFest, Drop-off/Swap-off and Discover West Concord Day. These events are coordinated through various Town Departments and with the Select Board, Town Manager and Police Chief. The Planning Board believes it serves no beneficial purpose for the Town to also have to file for a Special Permit with the Zoning Board of Appeals to hold an

ZONING BYLAW AMENDMENT – FLOOD PLAIN CONSERVANCY DISTRICT MAP

ARTICLE 32. To determine whether the Town will vote to amend the third paragraph of **Zoning Bylaw Section 2.2 Zoning Map** by (a) inserting reference to the LOMR dated February 9, 2018 for FIRM Panel 25017C0264F, 25017C0376F, 25017C0377F, 25017C0378F, and 25017C0379F, (b) inserting reference to the Letter of Map Revision dated February 9, 2018, and (c) making grammatical corrections to the Section, so that said third paragraph reads as follows (**bold for clarity only**):

Flood Plain Conservancy District, Town of Concord, January 1, 2015 (Scale 1”=1000’ consisting of a single sheet). The general boundaries of the Flood Plain Conservancy District includes all special flood hazard areas within the Town of Concord designated as Zone A, AE and AH, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Concord are panel numbers 25017C0244F, 25017C0263F, 25017C0264F, 25017C0356F, 25017C0357F, 25017C0358F, 25017C0359F, 25017C0366F, 25017C0367F, 25017C0376F, 25017C0377F, 25017C0378F, 25017C0379F, 25017C0381F, 25017C0383F, 25017C0386F and 25017C0387F dated July 7, 2014, with panels 25017C0378F and 25017C0379F revised by Letter of Map Revision dated August 14, 2015 and panels **25017C0264F, 25017C0376F, 25017C0377F, 25017C0378F, and 25017C0379F revised by Letter of Map Revision dated February 9, 2018.** The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM **FIRMs** and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014 and ~~Letter Letters~~ of

Map Revision dated August 14, 2015 and February 9, 2018. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk.

And, by amending Zoning Bylaw Section 2.3.5 to insert a reference to the Letter of Map Revision dated February 9, 2018 so that Section 2.3.5 reads as follows (**bold for clarity only**):

2.3.5 The exact boundaries of the Flood Plain Conservancy District shall be the location on the ground of the 100-year flood contours shown on the FPCD maps or the Middlesex County FIRMs, and as determined by an actual field survey. Supplementary information concerning flood elevations and the limits of the floodway may be found in the Middlesex County "Flood Insurance Study" booklet dated July 7, 2014 and Letter Letters of Map Revision dated August 14, 2015 and February 9, 2018 and published by the Federal Emergency Management Agency.

or take any other action relative thereto.

This Zoning Bylaw amendment updates the Flood Plain Conservancy District boundary as a result of an alteration to the Flood Insurance Rate Map for a portion of the Concord River and Sawmill Brook 2 through a Letter Of Map Revision issued by the Federal Emergency Management Agency. This amendment keeps the Town in compliance with requirements of the National Flood Insurance Program.

ZONING BYLAW AMENDMENT – SECTION 4.4 GOVERNMENT AND UTILITY USES & TABLE I – PRINCIPAL USE REGULATIONS

ARTICLE 33. To determine whether the Town will vote to amend the **Zoning Bylaw Section 4.4 Government and Utility Uses and Table I Principal Use Regulations** to add Section 4.4.5 Large-Scale Ground-Mounted Solar Photovoltaic Installation and a new line in Table I so that Section 4.4.5 and Table I read as follows:

4.4.5 Large-Scale Ground-Mounted Solar Photovoltaic Installation: A solar photovoltaic system that is structurally mounted on the ground and is not roof-mounted, and has a rated nameplate capacity of at least two hundred-fifty kilowatts (250 kW) direct current (DC) in accordance with the provisions of Section 7.9.

Table I – Principal Use Regulations

	Principal Use	Residential Districts				Commercial Districts					Industrial Districts				Site Plan Approval	
		RA A	R A	R B	R C	WC V	B CCB TDB NAC B	WC B	LB	M P	W CI	I	IP A	IP B		LIP #1 LIP #2
4.4.5	Large Ground-Mounted Solar Photovoltaic Installation	yes	yes	Yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	R

or take any other action relative thereto.

Section 7.9 Large-Scale Ground-Mounted Solar Photovoltaic Installation was adopted in 2012 to promote the creation of new large-scale ground-mounted solar photovoltaic installations in any zoning district by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety, and minimize impacts on scenic, natural and historic community resources. However, the Definitions under Section 4.4 and Table I Principal Use Regulations were not amended at the same time to reflect the provisions of Section 7.9. This Bylaw amendment corrects that omission. It does not change any of the requirements under

ZONING BYLAW AMENDMENT – HANDICAPPED PARKING

ARTICLE 34. To determine whether the Town will vote to amend the **Zoning Bylaw Section 7.7.3.7 Handicapped parking** to substitute the word “Barriers” with the word “Access” and delete the phrase “Department of Public Safety” so that this Section reads as follows (*changes are shown in bold and strikeout for emphasis only*):

7.7.3.7 Handicapped parking: Parking facilities shall provide specially designated parking spaces for the physically handicapped in accordance with the rules and regulations of the Architectural **Access Barriers** Board of the Commonwealth of Massachusetts ~~Department of Public Safety~~.

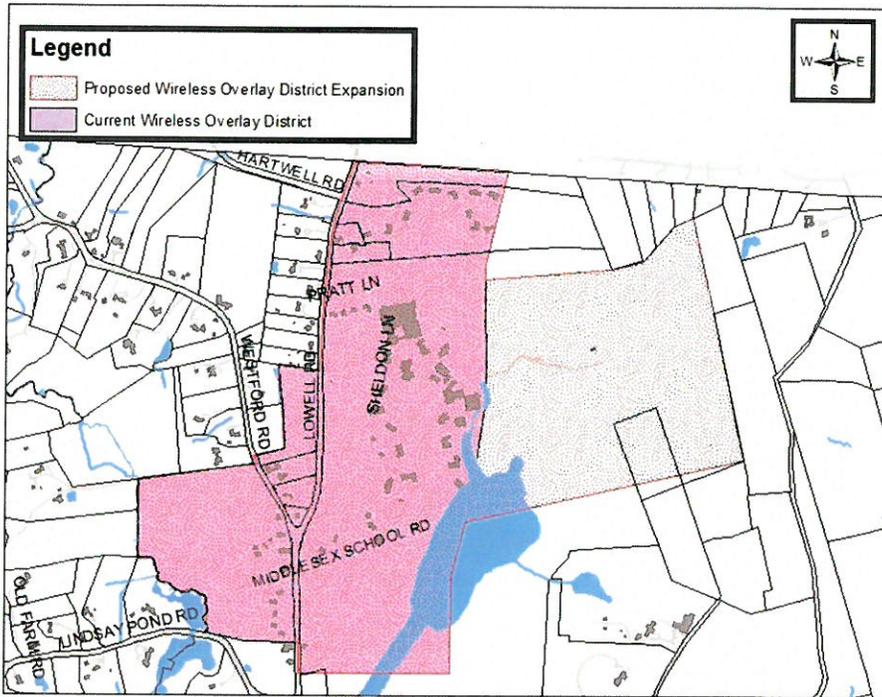
or take any other action relative thereto.

The Commonwealth of Massachusetts has changed the name of the State Board that promulgates handicapped parking rules and regulations from the Architectural Barriers Board to the Architectural Access Board (AAB). Additionally, the AAB is no longer under the Department of Public Safety.

ZONING BYLAW AMENDMENT – PERSONAL WIRELESS COMMUNICATIONS FACILITY OVERLAY DISTRICT MAP

ARTICLE 35. To determine whether the Town will vote to amend the seventh paragraph of **Zoning Bylaw Section 2.2 Zoning Map** by deleting “Wireless Communication Facility(s) Overlay District Map, Town of Concord, April 26, 2004 (Scale 1” = 1,000’ consisting of a single sheet)” and adopting a new map that is on file with the Town Clerk’s office entitled “Personal Wireless Communications Facility Overlay District Map, Town of Concord, April 2019 (Scale 1” = 1,000’ consisting of a single sheet)” that expands the District near 1400 Lowell Road, or take any other action relative thereto.

At the 2018 Annual Town Meeting, a citizen’s petition was brought forth to extend the Wireless Overlay District to include 1400 Lowell Road (Middlesex School). The Planning Board recommended Town Meeting take no action on this warrant article because there had been no comprehensive process with Town staff in the vetting of the zoning bylaw amendment or a deliberative process for the property owners and abutters to review and discuss the proposed amendment other than at a single public hearing or on the floor of Town Meeting. The article did not pass due to the lack of a 2/3 majority vote of Town Meeting. The Planning Board has since reviewed the expansion of the District in this location, taking into consideration apparent physical limitations in the area, and discussed the potential expansion at three separate public meetings. The Planning Board believes the expansion of the District in this location will enable consideration of additional options for wireless services that are consistent with the general requirements described in Section 7.8.4.2 (i.e. general requirements for personal wireless communication facilities).



ZONING BYLAW AMENDMENT -- FORMULA BUSINESS

ARTICLE 36. To determine whether the Town will vote to amend the **Zoning Bylaw Section 3.3 Formula Business** to delete Section 3.3 entirely and adopt a new Section 3.3 that reads as follows:

3.3 Formula Business

3.3.1 Purpose. The purpose of regulating the number, location, and visual features of formula businesses in the Concord Center and West Concord Business Districts is to maintain the unique, small-scale, small-town character and the quality of life for all Concord residents by preserving the individuality and distinctive appeal of its village centers, which are among the Town’s most recognized features. Preservation of the existing character, diversity, variety and scale of these districts is vital to the continuation of Concord’s ability to attract both residents and visitors.

The Concord Center Business District is the historic heart of the Town, serving as a commercial, cultural, and government center for the community and visitors from around the world. It was established over three centuries ago, and continues to maintain a design and form that represents the quintessential New England town center. The Concord Center Business District also offers abundant cultural resources, including galleries, bookshops, a theatre and other performance venues. It is fully contained within the Concord Center Cultural District, one of the first Cultural Districts to be designated under G.L. c. 10, § 58A in Massachusetts, and falls within the American Mile, Main Street and North Bridge/Monument Square Historic Districts.

West Concord’s Business and Village Districts currently provide a mix of unique businesses, architecture, signage, and graphic and other design elements, which gives West Concord a distinctive visual appearance and small-scale eclectic ambiance. The West Concord Junction Cultural District was designated as a Massachusetts Cultural District under G.L. c. 10, § 58A in 2016.

The Town’s preservation goals are evidenced in the Comprehensive Long Range Plans of 2005 and 2018, the Village Centers Study of 2007, the Call to Action of 2008, the West Concord Task Force Public Survey of 2009, in committee and public comment in public meetings and public forums of the Comprehensive Long Range Plan Committee and the West Concord Task Force, and in the West Concord Master Plan of 2010.

3.3.2 Limitation on the number of formula businesses in the Concord Center and West Concord Business Districts: Limiting the number of formula businesses will allow the Concord Center and West Concord Business Districts to avoid a proliferation of businesses that are homogenous and visually obtrusive, will safeguard Concord's historical relevance, and will ensure that Concord residents and tourists continue to have unique dining, retail and service experiences in its village centers.

The total number of formula businesses in the Concord Center Business District is limited to 12. The total number of formula businesses in the West Concord Business District and the West Concord Village District combined is limited to 10. When the total existing number of formula businesses is equal to or greater than these limits, no new formula businesses may be established until and unless an existing formula business closes, adapts so that it no longer qualifies as a formula business, or relocates outside of the affected business district. If a business in current operation becomes a formula business by means of additional locations being established, this business shall count toward the total number of formula businesses, but shall not be considered as a formula business being established.

3.3.3 Special permit required: The establishment of a new formula business, expansion, or relocation of an existing formula business in the Concord Center and West Concord Business Districts shall require the grant of a special permit as defined in Section 11.6 from the Planning Board.

3.3.4 Additional criteria for establishment, expansion, or relocation of a formula business in the Concord Center and West Concord Business Districts:

- (a) The formula business is designed and operated in a manner that preserves the community's distinctive small-town character, as detailed in Section 3.3.1;
- (b) The formula business contributes to the diversity of uses to assure a balanced mix of businesses available to serve residents and visitors;
- (c) The formula business does not result in an over-concentration of formula businesses in its immediate vicinity;
- (d) The formula business use, together with the design and any improvements, is compatible with the existing architecture and unique aesthetic appearance of the district.
- (e) The formula business shall not increase the intensity of use on the site to a level that will adversely impact land uses in the area, pedestrian or motor vehicle traffic or the public welfare; and
- (f) No drive-through facilities are allowed.

3.3.5 Determination: A formula business may adapt its business activities in consultation with the Building Inspector so that the proposed establishment no longer qualifies as a formula business as defined in subsection 1.3.10.;

or take any other action relative thereto.

In 2011, Concord Town Meeting voted to amend the Zoning Bylaw to add a definition of formula business, to set a limit of ten on the number of such businesses, and provide a special permit process for establishing, expanding or relocating such businesses in the West Concord Business District and West Concord Village District. This amendment extends the same formula business regulations to the Concord Center Business District, and limits the number of such businesses to twelve in the Concord Center Business District. The purpose of the Formula Business Bylaw is to preserve the existing character, diversity, variety and scale of the three districts, which are vital to the continuation of Concord's ability to attract both residents and visitors. Due to the number of amendments required throughout the entire Bylaw, the Bylaw is being replaced in its entirety for ease of reading.

COMMUNITY PRESERVATION COMMITTEE APPROPRIATION RECOMMENDATIONS

ARTICLE 37. To determine whether the Town will vote to appropriate the sum of \$1,811,419, or any other sum, from the Concord Community Preservation Fund, of which up to \$194,503 shall be appropriated from the prior year undesignated fund balance as of June 30, 2018; \$80,000 shall be appropriated from the Land Acquisition Reserve Fund; \$125,497 shall be appropriated from the Housing Reserve Fund; and up to \$1,411,419 shall be appropriated from projected Fiscal Year 2020 Fund Revenues, in accordance with Chapter 44B of the Massachusetts General Laws, to be expended under the direction of the Town Manager as follows:

Item	Project/Description	Category	Sources				Total Amount Recommended
			Land Acquisition Reserve Fund	Housing Reserve Fund	Prior Year Undesignated Fund Balance	FY20 CPA Fund Revenues	
A	Town of Concord – Regional Housing Services Program	Community Housing				19,000	19,000
B	Town of Concord – Junction Village Assisted Living	Community Housing		125,497	174,503	-	300,000
C	Concord Free Public Library Corporation - Expansion and Renovation of the Main Library and the Heywood-Benjamin House	Historic Preservation			20,000	480,000	500,000
D	Concord Home for the Aged - 110 Walden Street Preservation Project	Historic Preservation				20,800	20,800
E	Town of Concord - Gerow Recreation Area Improvements	Open Space				100,000	200,000
		Recreation				100,000	
F	Town of Concord - White Pond Beach Access Improvements	Open Space				75,000	250,000
		Recreation				175,000	
G	Town of Concord – Warner’s Pond Dredging Project	Open Space				50,000	75,000
		Recreation				25,000	
H	Town of Concord – Emerson Land Acquisition	Open Space	80,000			10,000	90,000
I	Town of Concord – Heywood Meadow Stone Wall Extension	Open Space				21,619	21,619
J	Town of Concord – Old Calf Pasture Habitat Restoration	Open Space				5,000	5,000
K	Town of Concord Public Works – Emerson Field Improvements	Recreation				300,000	300,000
L	Staff and Technical Support	Administration				30,000	30,000
			80,000	125,497	194,503	1,411,419	1,811,419

or take any other action relative thereto.

LIGHT PLANT EXPENDITURES & PAYMENT IN LIEU OF TAXES

ARTICLE 38. To determine whether the Town will vote that the income from sales of electricity and from servicing and jobbing during the ensuing fiscal year, together with the balance of operating cash in the Light Plant Fund, be expended without further appropriation under the direction and control of the Town Manager for the expenses of the Light Plant for said fiscal year, as defined in Massachusetts General Laws c. 164, §57; and/or for other plant extensions, enlargements, additions, renewals and reconstruction; and further, to authorize a transfer of \$452,000 or any other sum, from the operating fund of the Light Plant to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2020; or take any other action relative thereto.

This article authorizes the Town Manager, as manager of the Light Plant, to expend the income received by the Light Plant from the sale of electricity along with other departmental income to be used for the purposes of operating the department for the fiscal year ending June 30, 2020. This is a routine annual action. Further, this article authorizes the transfer of \$452,000 from the operating fund of the Light Plant to the General Fund, an amount consistent with past years and designed to represent what a private utility would pay in property taxes. The amount is based on the Light Plant's sales revenue.

SOLID WASTE DISPOSAL FUND EXPENDITURES

ARTICLE 39. To determine whether the Town will vote that the income from user fees for solid waste disposal services, associated services, and jobbing services by Concord Public Works during the ensuing fiscal year, together with the balance of operating cash in the Solid Waste Disposal Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 27 of the 1989 Annual Town Meeting; or take any other action relative thereto.

Pursuant to Article 27 of the 1989 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Solid Waste Disposal Fund and user fee revenue from fiscal year ending June 30, 2020 to be used to operate the Town's "pay-as-you-throw" curbside solid waste and recycling collection and disposal program. The Program consists of two major components: curbside collection and disposal including recycling and Drop-Off Days; and the operation and maintenance of the Town's composting site including the former landfill. This has been a routine annual action.

SEWER SYSTEM EXPENDITURES

ARTICLE 40. To determine whether the Town will vote that the income from user fees, special service fees and jobbing services by the Water and Sewer Division of Concord Public Works during the ensuing fiscal year, together with the balance of operating cash in the Sewer Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 37 of the 1976 Annual Town Meeting; or take any other action relative thereto.

Pursuant to Article 37 of the 1976 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Sewer Fund and fiscal year 2020 revenue for the operation and maintenance and improvement of the Town's sewer system. Similar to the Town's Water and Light Plant Funds, the Sewer Fund is an enterprise fund. The entire cost of operations, maintenance, and capital replacement and renewal is funded by user fees. At the present time approximately one-third of Concord's residences and many businesses and institutions are connected to the Town's municipal sewer system. This has been a routine annual action.

SEWER IMPROVEMENT FUND EXPENDITURES

ARTICLE 41. To determine whether the Town will vote that the income from sewer improvement fees during the ensuing fiscal year, together with the balance of operating cash in the Sewer Improvement Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 25 of the 1989 Annual Town Meeting and applicable state enabling statutes, or take any other action relative thereto.

Pursuant to Article 25 of the 1989 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Sewer Improvement Fund (a sub-fund within the Sewer Fund) and fiscal year 2020 fees for constructing and expanding the Town's sewer lines and treatment facility capacities. Sewer improvement fees are charged to certain properties connecting to the sewer system. This has been a routine annual action.

WATER SYSTEM EXPENDITURES

ARTICLE 42. To determine whether the Town will vote that the income from user fees, special service fees, and jobbing services by the Water and Sewer Division of Concord Public Works during the ensuing fiscal year, together with the balance of operating cash in the Water Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 38 of the 1974 Annual Town Meeting, or take any other action relative thereto.

Pursuant to Article 38 of the 1974 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Water Fund and fiscal year 2020 revenue for the operation and maintenance and improvement of the Town's water system. Similar to the Town's Sewer and Light Plant Funds, the Water Fund is an enterprise fund. The entire cost of operations, maintenance, and capital replacement and renewal is funded by user fees. Almost all of Concord's residences and businesses/institutions are connected to the Town's municipal water system. This has been a routine annual action.

DEBT AUTHORIZATION – WATER MAIN REPLACEMENT

ARTICLE 43. To determine whether the Town will vote to raise and appropriate, transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow by the issuance of bonds or notes under the provisions of Chapter 44 of the Massachusetts General Laws, the sum of \$4,000,000, or any other sum, to fund a multi-year water main replacement program, for the repair, reconstruction, renovation, replacement or design of water mains and water system improvements, said funds to be expended under the direction of the Town Manager; and further that the Town Manager be authorized to accept and expend state grants as may be available for the same purpose, and that the Treasurer, with the approval of the Select Board, be authorized to borrow up to the amount stipulated in such grant or grants under the provisions of Chapter 44 of the Massachusetts General Laws, in anticipation of reimbursement of this amount, and further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

This article authorizes the Treasurer to borrow \$4,000,000 for the repair, reconstruction, renovation, placement and design costs associated with Concord's water main distribution system and water system infrastructure. This borrowing will fund a multi-year water main replacement program to maintain a portion of Concord's 132 miles of the water main distribution system and over 1,300 fire hydrants. Funding will also be used as contingency funding, if required, for ongoing water system improvements including the Annursnac and Pine Hill reservoir improvements, water pump station improvements and the Nagog Pond water treatment plant and associated Infrastructure. This borrowing is part of the Town Manager's Five-Year Capital Plan, to be funded through the Water Enterprise Fund.

BEEDE SWIM & FITNESS CENTER ENTERPRISE FUND EXPENDITURES

ARTICLE 44. To determine whether the Town will vote to appropriate the amount required for the total expenses of the Community Pool Enterprise Fund for the fiscal year ending June 30, 2020 for the operation of the Community Pool, in accordance with Massachusetts General Laws, c. 44, § 53F½, said funds to be expended under the direction of the Town Manager, or take any other action relative thereto.

The 2018 Annual Town Meeting appropriated a fiscal year 2019 Beede Center operating budget of \$2,379,905 (\$2,122,500 from estimated revenues, \$245,405 from the undesignated Fund Balance) and a capital budget of \$567,500 (funded from the undesignated fund balance). The FY20 budget will be submitted by the Town Manager and reviewed at a public hearing on March 11, 2019.

UNPAID BILLS

ARTICLE 45. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to pay the unpaid bills of prior fiscal years, or take any other action relative thereto.

If there are unpaid bills of a prior fiscal year, State Law requires that such bills be presented to the Town Meeting.

Hereof fail not and make due return of this Warrant with your doings thereon, to the Town Clerk, at or before the time of meeting aforesaid. Given under our hands this 14th day of January in the year two thousand-nineteen.

Thomas McKean, Chair

Michael Lawson

Alice Kaufman

Jane Hotchkiss

Linda Escobedo

SELECT BOARD

Commonwealth of Massachusetts Middlesex, ss.

Concord _____
Date

By virtue of this warrant I have notified the legal voters of the Town of Concord to meet at the times and places and for the purposes within named as directed.

Constable of Concord

ATTENTION CITIZENS

The Town of Concord depends upon the immense talent pool possessed by our citizens and we are always seeking interested townspeople to serve on citizen boards and committees, and also to carry out short-term projects. If you are willing to serve your Town on a voluntary basis and desire to participate in shaping the Town's future, please indicate your interest by filling out a "Green Card". Green cards are short forms for listing your areas of interest and any skills relevant to committee or project participation. The form is reproduced on the following page. You may fill it out, and return it to the Administrative Assistant to the Select Board in the Town House. Additional copies of the form are also available at the Town House, or will be mailed upon request (call 978-318-3001 or 978-318-3000).

You will find the Town Report useful for information on specific activities and responsibilities of the various boards and committees. For further information or to discuss your participation in town government in more detail, please feel free to talk with any member of the Select Board.

Please understand that, happily, we often have more interested citizens than vacancies on particular committees. For that reason, you may find that you may not be matched up immediately or matched up with a committee that is your top priority. Nonetheless, your indication of interest is strongly encouraged and appreciated.

For a complete list of committees please contact the Town Manager's Office at (978) 318-3000 or the Town of Concord's website <http://www.concordnet.org>.

Have a few moments? Let us know how you receive your information.

Please check as many boxes as needed, record other ways you gather information in "other".

<input type="checkbox"/>	News and Notices
<input type="checkbox"/>	The Concord Journal
<input type="checkbox"/>	Social Media (Facebook, Twitter, Instagram, etc)
<input type="checkbox"/>	Bulletin boards, signs, flyers
<input type="checkbox"/>	Local Access TV (PEG Programming)
<input type="checkbox"/>	Other:

How to Stay Connected



- Sign up for News and Notices on <http://www.concordma.gov/list.aspx>
- Follow us on Facebook using **@concordmass**
- Follow us on Twitter using **@Concord_MA**
- Follow us on Instagram using **townofconcordma**
- Sign up for *Involved* a new mobile app that lets you easily and directly provide insight for Concord with a click of a button (also available as an email service).

Please drop off the questionnaire at either of the Concord Free Public Library branches or the Town House. Visit the concordma.gov website to fill out the communications questionnaire online available under "Government" - "Communications".

LAST NAME:	FIRST NAME:	PRECINCT #:	TOWN OF CONCORD COMMITTEE INTEREST	
STREET ADDRESS:			INDICATE COMMITTEE PREFERENCE	
E-MAIL ADDRESS:			1.	
PHONE – HOME:		OFFICE:	2.	
FAX #:		CELL#:	3.	
PLACE OF EMPLOYMENT:			DATE APP'T	COMMITTEE
PROFESSION/TITLE:				TERM EXPIRED
RELEVANT EXPERIENCE, EDUCATION:				
RELEVANT DEGREES, PROFESSIONAL CERTIFICATES:				

PLEASE CHECK THE ANNUAL TOWN REPORT FOR A COMPLETE LISTING OF COMMITTEES AND COMMITTEE REPORTS, THEIR APPOINTIVE AUTHORITIES, AND TERMS OF OFFICE.

ADDITIONAL COMMENTS:

CARDS WILL BE IN ACTIVE FILE FOR 5 YEARS.

MAIL COMPLETED CARD TO: SENIOR ADMINISTRATIVE ASSISTANT
 SELECT BOARD
 TOWN HOUSE
 PO Box 535
 CONCORD, MA 01742

NEED A HELPING HAND?

We want to make town meeting accessible to you!



Do you need child care? Concord's Recreation Department is offering programming from 7 p.m. to 9 p.m. each night of Town Meeting at the Concord-Carlisle Regional High School. Reserve a spot by calling 978-287-1050.

Do you need a ride to the meeting? Concord's Council on Aging will provide Seniors pick up and drop off service during Town Meeting. Call ahead and reserve a seat. Please call 978-318-3020 to book your ride.

Do you need accessible seating or a headset for better listening? Headsets will be available from the tellers at check in but please let us know if you have other accessibility concerns by calling the Town Manager's Office at 978-318-3000 and let us know what services you might need.

The Town of Concord is an equal opportunity provider