

**TOWN OF CONCORD
SELECT BOARD
AGENDA
November 4, 2019 – 7:00PM – REGULAR MEETING
Select Board Room – Town House**

1.	Call to Order
2.	<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes to approve: October 7th, October 21st • Support for H.3976, Sewage Spill Notifications • Proclamation <ul style="list-style-type: none"> -Little Women Week December 15th to December 22nd • One Day Special Licenses <ul style="list-style-type: none"> · Saltbox Farm 11/5 6pm-9pm Wine and Malt Only · Saltbox Farm 11/12 6pm-9pm Wine and Malt Only · Concord Education Fund 11/16 6pm-9pm All Alcoholic Beverages · The Concord Market 11/9 6pm-11pm All Alcoholic Beverages · The Concord Market 11/10 6pm-11pm All Alcoholic Beverages · The Concord Market 12/27 6pm-11pm All Alcoholic Beverages · Concord Players 12/7 7pm-11:59pm Wines and Malt Only
3.	Select Board and Town Manager Citizen Recognition
4.	Town Manager's Report
5.	Chair's Remarks
6.	IT Equipment and Data Issue – Town Manager
7.	Town Manager presentation of FY21 budget requests
8.	Review Wastewater Management Plan and Housing Development on Gerow Land
9.	Committee Liaison Reports
10.	Miscellaneous/Correspondence
11.	Committee Nominations: Gavin Morrissey of 38 Aurora Lane to the Trustees of Town Donations for a term to expire May 31, 2022. Dawn Rennert of 39 Revolutionary Road to the Economic Vitality Committee for a term to expire May 31, 2022. Court Booth of 144 Wright Road (Concord-Carlisle Regional School District representative, per committee charge) to the Financial Audit Advisory Committee for a term to expire May 31, 2020.
12.	Committee Appointments: Hugh Lauer of 100 Keyes Road, Cynthia Rainey of 80 Hunters Ridge Road (School Committee Designee, per committee charge), and Elise Woodward of 379 Garfield Road to the Capital Planning Task Force for a term to expire April 7, 2020. Cato Anderson of 14 Park Lane, Mark Martines of 66 Alford Circle, Debra Stark of 98 Commonwealth Avenue, John Boynton of 72 Chestnut Street, and Stephen Verrill of 415 Wheeler Road to the Economic Vitality Committee for a term to expire on May 31, 2022.
13.	Public Comments
14.	Adjourn

PENDING

Monday	November 18	7 pm	Select Board Meeting	Town House
Monday	December 2	7 pm	Select Board Meeting	Town House
Monday	December 16	7 pm	Select Board Meeting	Town House
Monday	December 30	7 pm	Select Board Meeting	Town House
Monday	January 13	7 pm	Select Board Meeting	Town House
Monday	January 27	7 pm	Select Board Meeting	Town House
Monday	February 10	7 pm	Select Board Meeting	Town House

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

SELECT BOARD
MINUTES
OCTOBER 7, 2019

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on October 7, 2019 at 7PM.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present was Stephen Crane, Town Manager.

CALL TO ORDER

Chair Michael Lawson, called the meeting to Order and announced that it was being recorded for broadcast.

CONSENT AGENDA

- Town Accountant Warrants
- Endorsement of Acton Town Manager, John Mangiaratti, to serve as the representative for the MAGIC sub region in the Boston MPO
- Gift Acceptance
 - Friends of Concord Carlisle Fields \$50,000 CCHS Doug White turf fields maintenance
 - The Lindsay Foundation \$3,050 Hugh Cargill Trust Fund
 - The Boston Foundation \$1,500 Thomas G. Curtain, Bobby Kargula Nanae Gift Acct
- Proclamation
 - Small Business Saturday, November 30th, 2019
- One Day Special Licenses

Umbrella Community Arts Center	11/1	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/2	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/3	2pm-6pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/7	6:30pm-10:30pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/8	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/9	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/10	2pm-6pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/14	6:30pm-10:30pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/15	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/16	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/17	2pm-6pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/21	6:30pm-10:30pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/22	7pm-11pm	40 Stow St.	Wine & Malt Only
Umbrella Community Arts Center	11/23	7pm-11pm	40 Stow St.	Wine & Malt Only

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the Consent Agenda as read.

Ms. Ackerman noted that the gift for the CCHS Fields is for field maintenance and the Town is anticipating another such contribution for the Emerson Fields renovations.

TOWN MANAGER'S REPORT

1. Mr. Crane announced that the Complete Streets Prioritization Plan is complete and has been approved by MassDOT, which makes Concord eligible for grant funding to address three of the identified issues. This year, those will be pedestrian accessibility and traffic

Call to Order

Consent Agenda

TM Rpt

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calming efforts on Hubbard St.; improvements to Commonwealth Ave. between Beharrell and Bradford streets; and intersection improvements on Sudbury Rd, Seven Star Lane, and Oxbow Lane.

2. The Board of Health has begun to develop and enhance its tobacco products regulations to address the surge in vaping, particularly with teens using flavored, tobacco and non-tobacco related products. The Governor has instituted a statewide 4-month ban on the sale of all vaping products to address this epidemic.
3. The Town sought the advice of Town Counsel regarding the recent applications for CPA grants to address rehabilitation and restoration of historic resources at religious institutions. After study of the "Anti-Aid" amendment, it is the opinion of Counsel that the Town Clock and Bell Tower owned by the Town but located at First Parish is likely eligible for funding and the exterior renovation to the Holy Family Parish office building is likely not eligible without additional information on the budget.

CHAIR'S REMARKS

Mr. Lawson provided an update on the Estabrook Rd litigation. He stated that the Town has expended \$700,000 to date on the matter including motions and mediation during the lengthy discovery process that is scheduled to conclude on November 1. However, the landowners have requested an extension of discovery until February 1, 2020. If that is granted by the court, the next phase will include more motions and court deliberations for several more months. Therefore, it is likely to be late spring or early summer of 2020 for the matter to go to trial. If the matter goes to trial, it will be in the fall of 2020.

Mr. Lawson distributed a memo regarding special one-day alcohol licenses. This evening there were 14 One Day Licenses on the agenda by the same applicant. Each had to be reviewed and processed by staff. He has discovered that it is possible for the Town to petition the legislature to allow the Town to allocate additional licenses for establishments that frequently request one day licenses. Such a home rule petition would aid the many non-profits making such requests of the Town as well as help the Town to reduce the impact on staff time. There would still be the standard components of notice and training required for the safety of the community. He suggested this be on the agenda for full discussion at the next meeting.

Chr's Remarks

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Mr. Lawson proposed a review of APP #10 on the next agenda as well. This is the Board and Committee Appointment Policy. He proposes that the policy can be clarified and tightened and asked the Board to send him suggestions.

Mr. Lawson noted that Jane Hotchkiss had been assigned the task of developing priorities on transportation as it was recommended in the Long-Range Plan and asked her for a quick update. Ms. Hotchkiss noted that Mr. Crane has a good deal of experience on transportation issues as well. She noted that transportation affects all manner of issues within the town, but no one entity is empowered to address the micro (traffic or mobility behavior) or macro (transportation system) affects. It often feels that the two are blurred, but locally, our only leverage is traffic. Ms. Hotchkiss suggested that perhaps Concord should institute a small group to examine and address the issues much like the Board is doing with economic vitality and capital planning.

She stated that the Town will be engaged in CrossTown Connect Phase I, a transportation partnership between and among several communities in the region to reduce congestion and improve car-free mobility. Ms. Hotchkiss indicated that there had been a recent League of Women Voters event on transportation that was very helpful. It was a panel discussion that included Public Works Director Rich Reine; Police Lt. Monahan; Rep. Tami Gouveia and representatives of Cross Town Connect and MAPC. Mr. Crane stated that there is an inverse relationship between the local problem of traffic and the federal resources to address them. In his opinion, we should be looking at how we can close the gap. Discussion will continue at an upcoming meeting, particularly on Concord specific goals of supporting residents, businesses, and tourism.

REVIEW OF JUNCTION VILLAGE PROJECT AND HOME REQUEST

Regional Home Services Director Liz Rust and Grantham Group Managing Director Walter Ohanian were present to update the Board on the process and status of the Junction Village/Christopher Heights project. Mr. Lawson provided a summary of the Town's participation in the project, noting a Free Cash contribution as well as 3 years of CPC funding totaling \$2M. Ms. Rust described the history that began in 2013 with the gift of 13 acres of Department of Correction land to the Concord Housing Development Corporation for affordable housing and open space. 83 units of assisted living housing that is priced at very low to moderate incomes for residents aged 62+ is planned for the site. The project has strong local support.

Junction Village

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This evening the Board is being asked to approve HOME funds from the WestMetro HOME consortium of communities. Concord has successfully used HOME funds in the past for local projects such as the Peter Bulkeley renovations. There is \$463,836 available as gap funding for Junction Village. To be eligible for the next round of DHCD funding Grantham has been asked to provide commitment of HOME funding, confirmation of the likely property tax impacts, and an adopted ground lease for the acreage with the Concord Housing Development Corporation. If awarded, the timeline going forward includes construction in 2021 and occupancy beginning 2022. The Town will be asked for a small amount of legal assistance to close on the property.

The open space component of the property may be used for passive recreation. The Junction Village Open Space Task Force, which will be formed in 2020 will define the limits and baseline conditions. There is funding already appropriated by the CPC for engineering, survey, and access easement in the conservation restriction.

Mr. Ohanian reviewed the prior experiences of Grantham Group in successfully developing assisted living residences. He stated the pre-application process for state funding begins in November with the full application due in February. If awarded, the comprehensive permitting begins. The Board expressed its appreciation for the work to date and asked questions regarding the amount of HOME funding, the agreement with CHDC, and other sources of funding. Junction Village will require further Board support in the future.

On a motion made and duly seconded, it was:

VOTED: to support the Grantham Group application to the WestMetro HOME Consortium and authorize the Town Manager to send a letter of support.

On a motion made and duly seconded, it was:

VOTED to support the FY20 HOME Sub-recipient Agreement and authorize the Town Manager to sign the required agreements.

UPDATE FROM FINANCE DIRECTOR ON 2019 REFUNDING BONDS

Finance Director Kerry LaFleur was present to announce the results in the 2019 Refunding Bond Sale for \$6.1M of Willard School debt. There were 9 bidders of which the one with the lowest True Interest Cost (TIC) was Morgan Stanley & Company, LLC. The TIC is 1.268826%. There is a premium of \$1,031,820.38. The term of the bond is 9 years. As allowed, the bond issue has been resized from \$6.1M to \$5.47M.

Bonds

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The premium will be used to pay the issuance expenses including the final resizing of the issuance to \$5.17M. The present value savings of the resized premium is 10.37% or \$90 per household. Ms. LaFleur reported that this outcome is significant and not something that she has seen in her career. The Board is asked to accept and approve the results of the sale.

On a motion made and duly seconded, it was:

VOTED that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund a portion of the Town’s \$15,100,000 General Obligation Municipal Purpose Loan of 2010 Bonds dated January 15, 2010, maturing on January 15 in the years 2021 through 2029 (inclusive) (collectively, the “Refunded Bonds”) and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

VOTED: that the sale of the \$5,170,000 General Obligation School Refunding Bonds of the Town dated October 17, 2019 (the “Bonds”) to Morgan Stanley & Co., LLC at the price of \$6,155,394.17 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on January 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2021	\$500,000	5.00%	2026	\$585,000	5.00%
2022	565,000	5.00	2027	590,000	5.00
2023	575,000	5.00	2028	595,000	5.00
2024	580,000	5.00	2029	595,000	5.00
2025	585,000	5.00			

VOTED: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 25, 2019 and a final Official Statement dated October 1, 2019, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

VOTED: to authorize the execution and delivery of a Refunding Escrow Agreement to be dated October 17, 2019, between the Town and U.S. Bank National Association, as Refunding Escrow Agent.

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VOTED: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

VOTED: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

VOTED: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

PRESENTATION BY FINANCE COMMITTEE ON A WARRANT ARTICLE TO ESTABLISH A DEBT STABILIZATION FUND

Dean Banfield, Chair of the Finance Committee was present to alert the Board that the Finance Committee has after discussion agreed that in light of the possibility of a new middle school costing \$80-100M and in the absence of funding from MSBA, it is important for the Town to establish a debt stabilization fund and to appropriate funds into the account. This has been done in the past for other large impact projects. The possible tax implications of the building in the peak year of tax impact is an additional 10% on the property taxes.

Mr. Lawson indicated that it is likely that the Board of Selectmen would propose and support such an article. Discussion included: this could also be a School Committee role; it is commendable that the issue is being addressed now; this would not eliminate the use of Free Cash to mitigate the annual tax increases; if the Middle School project does not go ahead, the funds in the stabilization account would revert to the General Fund; the Free Cash has been 10% or more for the last few years thanks to conservative budgeting and efficient municipal operations; the Town cannot depend upon MSBA funds as there is no money in that State account. Discussions on the matter should continue throughout the planning and feasibility process.

Debt
Stabilization

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DISCUSSION ON AUTHORIZING A MEMBER TO SIGN WARRANTS WHEN THE SELECT BOARD DOESN'T MEET

Mr. Crane stated that earlier regulations required a majority of the Board to be present to sign the Town Account Warrants. Now that the Board does not meet weekly, it is sometimes difficult to ensure that happens and the Town Manager would issue a letter to grant release of the checks. New legislation allows the Board to designate one member to take on this role. It was suggested that the Modernizing Municipal Finance law be further reviewed for additional streamlining opportunities.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: pursuant to MGL Chapter 41 Section 52, to approve the Chair of the Select Board to approve all bills, drafts, orders and payrolls not otherwise presented for approval at a posted meeting to the full board; provided, however, that if such bills, drafts, orders and payrolls are approved by the Board chair, he/she shall make available to the board, at the first meeting following such action, a record of such actions, and further, to ask the Board clerk to include such on the notice for the next meeting of the board.

COMMITTEE LIAISON REPORTS

Ms. Bates reported that the Trails Committee is beginning to develop a policy to address constituent needs; the Conservation Stewardship Committee continues to report its monitoring of restrictions; the Planning Board approved the development of 430 Old Bedford Rd., there was discussion of the zoning bylaw and accessible dwellings, Liz Rust, the Regional Home Services Office Director, was present to discuss the housing inventory and the Board intends to engage with CPW, Finance, Schools regarding the impacts of zoning changes on schools; the Conservation Coffee learned about a CCAN meeting at which the topic will be what we can do for sustainability; the Cemetery Committee continued discussion of priorities; the Middle School Building Committee discussed how to share information about the project and made a site visit to Duxbury.

Sign Warrants

Liaison

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Linda Escobedo reported that the Community Preservation Committee has received 13 applications totaling \$2.3M for consideration this year; the HATS meeting heard a presentation from MADOT about projects affecting the four HATS towns and also learned that the bridge over Route 2 to carry the Rail Trail will likely cost \$10.7M and be bid in January, any widening to Route 2A will not be possible; the 2229 Main St. Advisory Committee needs new members with environmental science/EPA/Superfund experience, risk management or environmental law experience; and the upcoming NMI/Starmet Reuse Planning Public Forum on October 17 will try to engage the community regarding possible reuse options for the Superfund site; The Concord Housing Authority continues to work on repositioning federal (Section 8) properties and will meet with the Assessors regarding possible tax consequences; the West Concord Advisory Committee is developing recommendations for the Planning Board regarding the Light Industrial District that includes Nashoba Bakery; the Ceremonies and Celebrations Committee also needs members and is focusing on the Veteran's Day and Flag Retirement Ceremony on November 11.

Jane Hotchkiss attended a Lori Trahan Town Hall meeting at CCHS on transportation. Rep Tami Gouveia was the moderator; the Historic Districts Commission met with the Concord Museum regarding signage and decided that there was a longer list of concerns that required more full discussion; Cooler Concord is hosting an electric vehicle event on November 2 at CCHS from 11AM – 3PM.

Terri Ackerman stated that she attended a League of Women Voters meeting with Town Clerk Kaari Mai Tari regarding the Census; the Disability Commission is not satisfied with the parking component of the Library renovations and will note that during the 20-day appeal; the West Concord Cultural District recorded a very successful PorchFest with at least 1,000 participants; the Local Cultural Council is accepting new applications for grants.

Michael Lawson reported a very successful Rail Trail ribbon cutting and congratulated Marcia Rasmussen for the many years of effort to get to this place; Mr. Lawson attended a breakfast meeting of major business interests at Emerson Hospital; the Tax Fairness Committee has completed its revisions to the Home Rule Petition and they have been submitted to Senator Barrett; Minuteman Regional Vocational Technical School grand opening has occurred with public tours in November; the Finance Committee continues to work on the 5-year tax projections and sustainability principles; Mr. Lawson is a member of the MA Municipal Association Fiscal Policy Committee and heard a presentation on new school funding legislation that is likely to have minor impacts on Concord; Concord Municipal Light Board is hosting a meeting on updating its strategic plan on October 10.

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TOWN MANAGER NOMINATIONS WITH SELECT BOARD APPROVAL

The Town Manager nominated with Select Board approval Tory Lambert of 149 College Rd to the Board of Assessors for a term to expire May 31, 2022; and Bill Kemeza of 28 Davis Court to the Trails Committee. Mr. Lambert who has prior service on the Assessors has agreed to fill the remainder of an unexpired term.

COMMITTEE NOMINATIONS

Ms. Escobedo nominated Hailey Orvedal of 76 Upland Rd to the Planning Board for a term to expire May 31, 2024; Todd Benjamin of 333 Sudbury Rd to the Capital Planning Task Force for a term to expire April 7, 2020; Virginia (Dinny) McIntyre of 26 Simon Willard Rd to the Tax Relief Committee for a term to expire May 31, 2022.

COMMITTEE APPOINTMENTS

On a motion made and duly seconded, it was:

VOTED: to appoint Jane Obbagy, Executive Director of Chamber of Commerce (per committee charge), and Beth Williams, Tourism and Visitor Services Manager (per committee charge) to the Economic Vitality Committee for a term to expire May 31, 2022; Holly Darzen of 155 Heath's Bridge Road to the Affordable Housing Trust Study Committee for a term to expire March 23, 2020. Kerry Lafleur, Finance Director (per committee charge), and Stephen Crane, Town Manager (per committee charge), to the Capital Planning Task Force for a term to expire April 7, 2020.

SELECT BOARD NOMINEE TO CAPITAL PLANNING TASK FORCE

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint Terri Ackerman of 89 Heath's Bridge Rd. to the Capital Planning Task Force for a term to expire April 7, 2020.

PUBLIC COMMENT

Brooks Read of Estabrook Rd. stated that he was one of the defendants in the Estabrook Rd. litigation and that he wanted to inform the Board and public that Town Counsel has lied to the Board about events leading to filing the Estabrook Rd. lawsuit and promoted a false narrative generating large bills that were never required or warranted by the facts. Mr. Read stated that former Town Moderator Eric Van Loon also lied at 2018 Special Town Meeting when he stated the Town was "forced to file suit". He noted that in his opinion these matters have caused the defendants harm, were grossly offensive and served to deepen their resolve and solidify desire for judicial review. Mr. Read distributed a memo with a link to the information itemized and hoped there would be accountability.

TM Nomin.

Nominate

Appointments

Nominee

Public Comment

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EXECUTIVE SESSION

Upon a motion duly made and seconded, it was:

VOTED To adjourn the Open Session and to enter into Executive Session to discuss ongoing Estabrook Rd litigation. The Executive Session is needed to protect strategy discussions affecting litigation on the stated matter.

Michael Lawson, Chair	Aye
Linda Escobedo, Clerk	Aye
Terri Ackerman	Aye
Susan Bates	Aye
Jane Hotchkiss	Aye

The meeting adjourned to Executive Session at 8:58 p.m.

EXECUTIVE SESSION ADJOURN

At 10:15 p.m. the Executive Session regarding Estabrook Rd litigation adjourned in a rollcall vote, after which it returned to open session.

Michael Lawson, Chair	Aye
Linda Escobedo, Clerk	Aye
Terri Ackerman	Aye
Susan Bates	Aye
Jane Hotchkiss	Aye

Immediate Return to Open Session as declared by the chair.

ADJOURNMENT

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn Open Session and conclude business for the evening.

Respectfully Submitted,

Linda Escobedo, Clerk
Approved:

Meeting Documents: <https://concordma.gov/DocumentCenter/View/21810/October-7-2019-Select-Board-Packet>

Minuteman Media Network:
<https://www.youtube.com/watch?v=4QW51CYkBvo&list=UUUk6r-j8hFwin1lwht-RViA&index=9>

Exec Sess.

Adjourn

Adjourn

Select Board
Minutes
October 21, 2019

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on October 21, 2019 at 7PM.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present was Stephen Crane, Town Manager.

1. CALL TO ORDER

Chair Michael Lawson, called the meeting to Order and announced that it was being recorded for broadcast.

Call to Order

2. CONSENT AGENDA

- Town Accountant Warrants
- Minutes to approve: August 26th, September 9th, and September 23^r as amended
- Approve Public Ceremonies and Celebrations Committee Calendar
- Gift Acceptance
 - Almgren Family Charitable Fund \$500 Hugh Cargill Trust
 - Clemens Family \$30 Hugh Cargill Trust
 - Clemens Family \$25 Hugh Cargill Trust
 - Thomas Evarts \$4,200 Cemetery Trees
 - Olive Avenue Productions LLC \$7,500 Visitor Center
- One Day Special Licenses
 - Acton Boxborough United Way 11/23 7pm-11pm 246 Old Road to 9 Acre Corner
All Alcoholic Beverages
 - Saltbox Farm 11/6 5pm-10pm 40 Westford Road Wine and Malt Only
 - Saltbox Farm 11/9 5:30-8:30pm 40 Westford Road Wine and Malt Only

Consent Agenda

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Consent Agenda as read including the amended September 23, 2019 minutes.

3. TOWN MANAGER'S REPORT

1. Mr. Crane reported the Town prevailed in the Nagog Pond Litigation and the Judge's decision is unambiguous about Concord's water rights codified in the Water Management Act. The decision, notwithstanding any appeal that may be filed, clears the way for a new water treatment plant to be constructed. Mr. Crane commended the Town's attorneys and thanked CPW Director, Riche Reine, and other town staff who were involved for their help in preserving the Town's water rights at Nagog Pond. Mr. Crane noted that he looks forward to working with Acton and Littleton in the future in order to maintain regional access to water. Mr. Lawson, on behalf of the Select Board, also extended his appreciation to the town's attorneys and staff for their efforts in the matter. Ms. Hotchkiss seconded this sentiment and appreciated the patience and professionalism demonstrated by the Town's team.
2. Mr. Crane included the Concord Free Public Library's FY19 statistics in his report, noting that the growth in the Library's social media profile and efforts to promote literacy among teens and children have resulted in increased visitation by these groups.

Town Mngrs Report

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3. Mr. Crane submitted the Town Manager's Response to the Finance Committee's Guidelines document. He stated that this information was a precursor to the FY21 budget.
4. Mr. Crane mentioned that so far in his tenure, he has made an attempt to understand opportunities for affordable housing in town. He reported that he has heard a number of leverage points mentioned, such as *Envision Concord*, bylaw changes, and potential funding sources. Mr. Crane contacted Liz Rust of Regional Housing Services Office to provide him with a one-page summary of the affordable housing programs that are currently underway in town, which is included in the meeting materials.
5. Mr. Crane reported that at the 10/21 Senior Management Team meeting, they discussed Baker Avenue being paved over the weekend in order to avoid potential disruptions that would occur if the work was done during the week. New LED street lights will be implemented in the coming months. In addition, holiday lighting has been upgraded for the downtown and for West Concord for the upcoming season.

4. STATEMENT REGARDING ESTABROOK ROAD LITIGATION

Mr. Lawson asked if any members of the Select Board had comments to the draft statement in the meeting materials regarding the Estabrook Road litigation. There were none.

On a motion made and duly seconded, it was UNANIMOUSLY:

VOTED: to approve the statement as presented (or as amended) and authorize the chair to read the statement and submit this statement to the *Concord Journal*.

5. CHAIR'S REMARKS

Mr. Lawson began his remarks by reading the statement on the Estabrook Road litigation that was previously approved and will be sent to the *Concord Journal*. The statement reads as follows:

On Tuesday, October 15, 2019, the Concord Select Board voted, unanimously, to significantly limit the scope of the ongoing litigation regarding Estabrook Road by directing Town Counsel not to pursue one of the Town's claims. The Board took this action in an effort to minimize both rising litigation costs and the burden on individuals who are not parties to the litigation. The Board will continue to pursue its claim of public access to Estabrook Road based on historical documentation and expert opinions that demonstrate the legal status of the Road.

Throughout this process, the Select Board's only goal has been to secure the public's right to enter upon and walk along the portion of Estabrook Road that runs through Estabrook Woods, subject to rules to protect these important resources – an objective recommended by the Estabrook Woods Access Study Committee in November of 2016. Until now, the litigation has largely involved the exchange of historical records and the preparation of expert reports concerning the legal status of Estabrook Road before 1932 when the currently unpaved portion of the Road was "discontinued" by the County. That

Esabrook Rd.
Statement

Chairs Remarks

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discontinuance relieved the Town of its obligation to maintain that portion of the Road as a public way open to all travel, including vehicles, but did not surrender the public's right to access the Road. The Town believes that these historical records, its experts' analyses, and the legal effect of the discontinuance all demonstrate that the public has continued to retain the right to access Estabrook Road, including the unpaved portion through the Estabrook Woods, for recreational uses that are consistent with the preservation of the Woods.

The Town also made another claim that even if the historical records do not establish the public's right of access, the public nevertheless has gained that right through the continuous and unimpeded use of Estabrook Road following the 1932 discontinuance. The Select Board has chosen not to pursue this claim, which would be based on the depositions of dozens of individuals – mostly Town residents – who regularly have used the unpaved road through Estabrook Woods, as well as depositions of former landowners or their family members. We are not pursuing this legitimate claim to spare the community, and those who would be deposed, the expense and burden of this additional process.

We have been asked many times why we would pursue legal action against our fellow Concordians. The simple answer is that the Select Board reasonably believed that the Town was facing impending legal action that would have threatened the public's access to Estabrook Road. The Board and Town Counsel believed at that time that attempts to resolve the dispute had been unsuccessful and it was in the Town's interest to promptly seek a judicial resolution. With the benefit of hindsight, the Board acknowledges that the reasons for this approach were not communicated clearly, which has created concern in the community. Additionally, while it was a legal requirement to name all the abutters to the disputed portion of Estabrook Road in the lawsuit, the Board regrets that not all of the abutters were aware of the situation prior to the commencement of legal action.

Throughout the debate over and process of litigation, the Board has acted only in the interest of protecting public rights on behalf of Concord residents now and for all time. While much of the Board's deliberation about the lawsuit has happened during executive session – a provision of the law that protects the confidentiality of communications with Town Counsel– at no time did the Select Board act without careful consideration.

By taking this action to limit the scope of the litigation, the Board is showing that we have heard the community's concerns while continuing our obligation to protect a public right. It is our sincere hope that this matter will be resolved by judicial action or mutual agreement as soon as possible.

Mr. Lawson said that he would submit this statement to the *Concord Journal* on 10/22.

Mr. Lawson congratulated the Concord Players on their 100th birthday, for which he attended the celebration. He stated that their season opens with the play, *Funny Girl*, on November 8th. Mr. Lawson further commented that he, and Ms. Escobedo will be going to the state house on 10/22

Select Board
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to participate in a Joint Revenue Committee Hearing on the Town's Home Rule Petition with respect to the property transfer fee. Ms. Escobedo prepared the testimony for the hearing..

6.REVIEW TOWN BOARD, COMMITTEE, AND TASK FORCE APPOINTMENT POLICY (APP #10)

Mr. Lawson stated that this policy is being reviewed in order to better understand if a citizen in the town could be a member of more than one committee, if a citizen of another town can be on a committee in Concord, and to make sure the policy as it is written best serves town needs today. He said the policy strongly states that committees in town should be populated by residents. The policy also says that residents should not serve on more than one committee. However, the policy makes exceptions to these rules if we don't have someone in town who can fill the need of the committee, or if somebody has such unique skills or experience that their participation on a second committee would be in the best interest of the town.

One of the major revisions the Board made to APP #10 is to change references to "Selectmen" to "Select Board". In addition, the Board added sexual orientation to the list of characteristics that cannot be discriminated against. Furthermore, Mr. Lawson noted that we haven't adhered to a part of the policy that states that elected officials cannot serve on boards and committees, but have done so only when Select Board members are included in the committee charge.. Ms. Hotchkiss noted that the policy as it was previously written was confusing because Select Board members also serve as liaisons to boards and committees as a part of their duties. The Board amended this section to not allow elected officials to serve on boards and committees except for temporary or ad-hoc committees, in addition to committees where their office is specified as a member by a committees charge.

APP #10

Ms. Escobedo asked if we should make a similar amendment to the policy for town staff so they can be allowed to serve on committees per committee charge if it is appropriate. Ms. Ackerman noted that for maximum flexibility, we should amend the policy to clearly state that town staff can serve on a committee when the input from their position is vital to the process. Mr. Lawson said he would support this amendment to the policy but warned that we should be careful about expecting or encouraging town staff or elected officials to serve on committees because of the undue influence that these individuals can have.

In addition, Mr. Lawson also mentioned that we haven't been faithfully adhering to the requirement of APP #10 that states we must release board vacancies to the press. He reminded the Board that this is a practice we need to keep up with. Ms. Ackerman asked what and where we had been posting as it relates to board and committee vacancies. Mr. Lawson stated that we will post vacancies to the Select Board and Town Manager sections of the website. Ms. Hotchkiss noted that the postings should go under news and notices on the website, as well as to the *Concord Journal*. Mr. Crane expressed concern that sending out a release to a publication doesn't mean that they will post exactly what we want them to post. Mr. Lawson responded that we can post vacancies to a local publication on a monthly basis, in addition to posting vacancies on the town website as they open up.

Ms. Escobedo stated that there was confusion about the designated start and end dates of committee terms. Ms. Ackerman seconded this sentiment, saying that there has been some confusion on committees about the onboarding of new members and the termination of old members between Town Meeting and the end of May. Currently, the policy states that terms end "at the end of the month following Town Meeting, or May 31, whichever is later." Ms. Ackerman volunteered to look in to whether or not there are statutory requirements in Massachusetts General Law or in the Concord Town Charter that state May 31 as an end date for committee

Select Board
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terms. Ms. Escobedo said that when amending this, it is important to consider that seated members have the knowledge and history to work through issues immediately following Town Meeting; Alternatively, the Board could take the position that incoming members of committees would benefit from being on board with the follow up steps immediately following Town Meeting. The Board will return to this section of APP #10 at a future meeting to consider additional changes.

On a motion made and duly seconded, it was UNANIMOUSLY:
VOTED: to approve the revised APP#10 as amended.

7. REVIEW HOME RULE PETITION TO GRANT ADDITIONAL SPECIAL LIQUOR LICENSES

Mr. Lawson stated that the purpose of this discussion is to determine whether the Select Board would like to move forward with a Home Rule Petition to Grant Additional Special Liquor Licenses. If at the end of the discussion the Board would like to move forward, Mr. Lawson would bring the Home Rule Petition back as a Warrant Article to be approved at a subsequent Select Board meeting.

Mr. Lawson noted that each community in the Commonwealth is granted a specific number of licenses per their population, and the Town only has one left. However, the state allows communities to petition to get additional licenses that are non-transferable so that the license isn't sold with the business if it closes, in order to accommodate the kinds of businesses that frequently request one-day special liquor licenses. Mr. Lawson noted that petitioning the state for additional special licenses would be economical and save town staff time on preparing paperwork. For businesses that request licenses for many events throughout the year, this process could save them money.

Home Rule Petition

Ms. Escobedo suggested that establishments that currently have a license to sell liquor (that is, not to be consumed on the premises) not be eligible for this special liquor license process. In addition, she noted that any revenue lost on the Town's end by initiating this Home Rule Petition would be offset by the staff time saved. Mr. Lawson stated that under this petition, the Town can request specific entities to be eligible for a license. Mr. Crane asked if there were organizations in town who don't request the one day licenses regularly, but would want to be included in the Home Rule Petition. Mr. Lawson stated that in addition to doing outreach to potentially eligible organizations, they may look to get a notice in the *Concord Journal* to let the community know that this is something the Town may pursue. Ms. Escobedo said she could envision corporate entities in town who don't currently apply for one-day licenses potentially interested in being a part of the Home Rule Petition. Mr. Crane advised that the Town should contact the Chamber of Commerce for their outreach to organizations. Mr. Lawson stated that he will get in touch with the Concord Business Partnership and the Chamber of Commerce, as well as the *Concord Journal* to let them know that the town is considering submitting this petition to the state.

8. COMMITTEE LIAISON REPORTS

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Ms. Bates reported that she attended the Historical Commission meeting on 10/10, and they discussed updates to the Demolition Delay Bylaw. The commission had been given three review applications to do site visits on. They also discussed an Open Meeting Law complaint they had received, and ruled that nothing in the complaint was specific to Open Meeting Law. Ms. Bates attended Concord Climate Action Network, where Brian Folds did a presentation on sustainability issues in town. Ms. Bates also attended the 2229 Main St. Committee meeting.

Ms. Escobedo reported the Affordable Housing Trust Study Committee has officially launched, and it expects to bring a report to the Select Board on December 16, along with a draft bylaw for next meeting. Ms. Escobedo also attended the Public Hearing of the NMI Starmet Reuse Planning Committee. In addition, Ms. Escobedo stated that the 2229 Main Street Advisory Committee will meet on November 5th, 2019 to compile comments for the current 30 day appeal period for the recently approved Consent Decree, and encourages residents to send comments to the committee before this meeting. Comments will officially be submitted by the Town.

Ms. Hotchkiss stated that she attended the Multi-town Gas Leaks Meeting which was hosted by MAPC in Arlington with introductory remarks by Mothers Out Front. There was representation from 16 towns at this meeting, with updates from each one. In attendance was Massachusetts National Grid President Marcy Reed. Ms. Reed attended with her Gas Team, and discussed the process of finding a gas leak and fixing a gas leak. There were break-out sessions on communication, coordinator, and data sharing. National Grid has a live map that shows leaks, and Ms. Hotchkiss noted that the goal is to make this map accessible to all towns. Ms. Hotchkiss stated that there will be future meetings on the subject moving forward. Ms. Hotchkiss attended the Climate Action Advisory Board, where they discussed the upcoming Sustainable Concord Open House, and the Public Engagement Session which will take place on November 7th at the high school. In addition, she attended the Board of Health meeting where they discussed advising existing regulations on the sale of vaping and tobacco products in Concord. They have been working with Town Counsel on this regulation and the public input process will begin in November. Ms. Hotchkiss reported that it is unlikely that anything will be passed by the Board of Health until the beginning of the new year. Since the last Board of Health meeting, they have received a Public Records Request from Fletcher Tilton, a law firm representing the Coalition for Responsible Retailing. Fletcher Tilton also attended the Board of Health meeting. Town Counsel is aware of the request. Ms. Hotchkiss also attended the Concord Historical Districts Commission meeting where there was a discussion of the appropriate signage for various retailers in Concord Center.

Ms. Ackerman attended the Library Committee meeting, where they discussed the increase in circulation. They also launched the public phase of the capital campaign for the library expansion. She also attended the Concord-Carlisle Community Chest Women in Philanthropy luncheon, where Community Services Coordinator Bonnie Wilbur presented on the needs of low-income Concord residents. Notably, Ms. Wilbur reported a 13% increase in mental illness at the Elliot Center at Emerson Hospital. In addition, Ms. Ackerman reported we had over 100,000 Uber or Lyft rides that began or ended in Concord in 2018. She also attended the 2229 Main St Committee. Ms. Ackerman also stated that the Capital Planning Task Force will be launching soon, with a likely early November launch time, and there may be a need to extend the length of the term of appointees.

Mr. Lawson attended the Pollinator Health Advisory Committee, and reported that they are speaking with suppliers of plants to see if they will identify themselves as not using neonicotinoids on their plants. The committee is contemplating whether they want to come to the Town Meeting with a Warrant Article that would disallow the use of neonicotinoids on newly

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October 21, 2019

leased land in town. Mr. Lawson attended the 2229 Main St Committee as well, and hopes their report will come before the Select Board as soon as possible to contemplate next steps. Mr. Lawson also met with Hugh Cargill Trust, and commended the work they are doing. In addition, Mr. Lawson and Mr. Crane attended the ribbon cutting for Concord Museum.

9. MISCELLANEOUS/CORRESPONDENCE

Mr. Lawson noted that our annual education program for all committee and board members is going to be on November 2nd at the Town House at 9AM. There will be refreshments at 9:00AM, with the session beginning at 9:30AM.

Msc /
correspondence

Ms. Hotchkiss stated that the Free Ride and Drive Electric Vehicle event will be at the high school on November 2nd at 11am-3pm. Electric Vehicle manufacturers will be present at the event.

10. COMMITTEE NOMINATIONS:

Ms. Escobedo nominated Hugh Lauer of 100 Keyes Road, Elise Woodward of 379 Garfield Road, and Cynthia Rainey of 80 Hunters Ridge Road (School Committee Designee, per committee charge) to the Capital Planning Task Force for a term to expire April 7, 2020. Cato Anderson of 14 Park Lane, Mark Martines of 66 Alford Circle, Debra Stark of 98 Commonwealth Avenue, John Boynton of 72 Chestnut Street, and Stephen Verrill of 415 Wheeler Road to the Economic Vitality Committee for a term to expire on May 31, 2022.

Committee noms

11. COMMITTEE APPOINTMENTS:

On a motion made and duly seconded, it was:

VOTED: to appoint Haley Orvedal of 76 Upland Road to the Planning Board for a term to expire May 31st, 2024. Todd Benjamin of 333 Sudbury Road, Laurie Hunter, Superintendent of Schools (per committee charge), and Jared Stanton, Director of Finance at Concord Public Schools (per committee charge), to the Capital Planning Task Force for a term to expire April 7, 2020. Virginia (Dinny) McIntyre of 26 Simon Willard Road to the Tax Relief Committee for a term to expire May 31, 2022.

Committee apts

12. TOWN MANAGER APPOINTMENTS WITH SELECT BOARD APPROVAL:

Tory Lambert of 149 College Road to the Board of Assessors for a term to expire May 31, 2022. Bill Kemeza of 28 Davis Court to the Trails Committee.

TM apt

13. PUBLIC COMMENTS

None.

14. ADJOURNMENT

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn Open Session and conclude business for the evening.

Adjourn

Select Board
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October 21, 2019

Respectfully Submitted,

Linda Escobedo, Clerk
Approved:

Meeting Documents: <https://concordma.gov/DocumentCenter/View/22009/10-21-Select-Board-Packet-V2>

Minuteman Media Network Coverage: <https://www.youtube.com/watch?v=5N1tq5pBKw8>

Sewage Notification Legislation – H.3976

Key Issues for Community Health
and Why We Need This Legislation

August 7, 2019

Major sources of sewage in Massachusetts

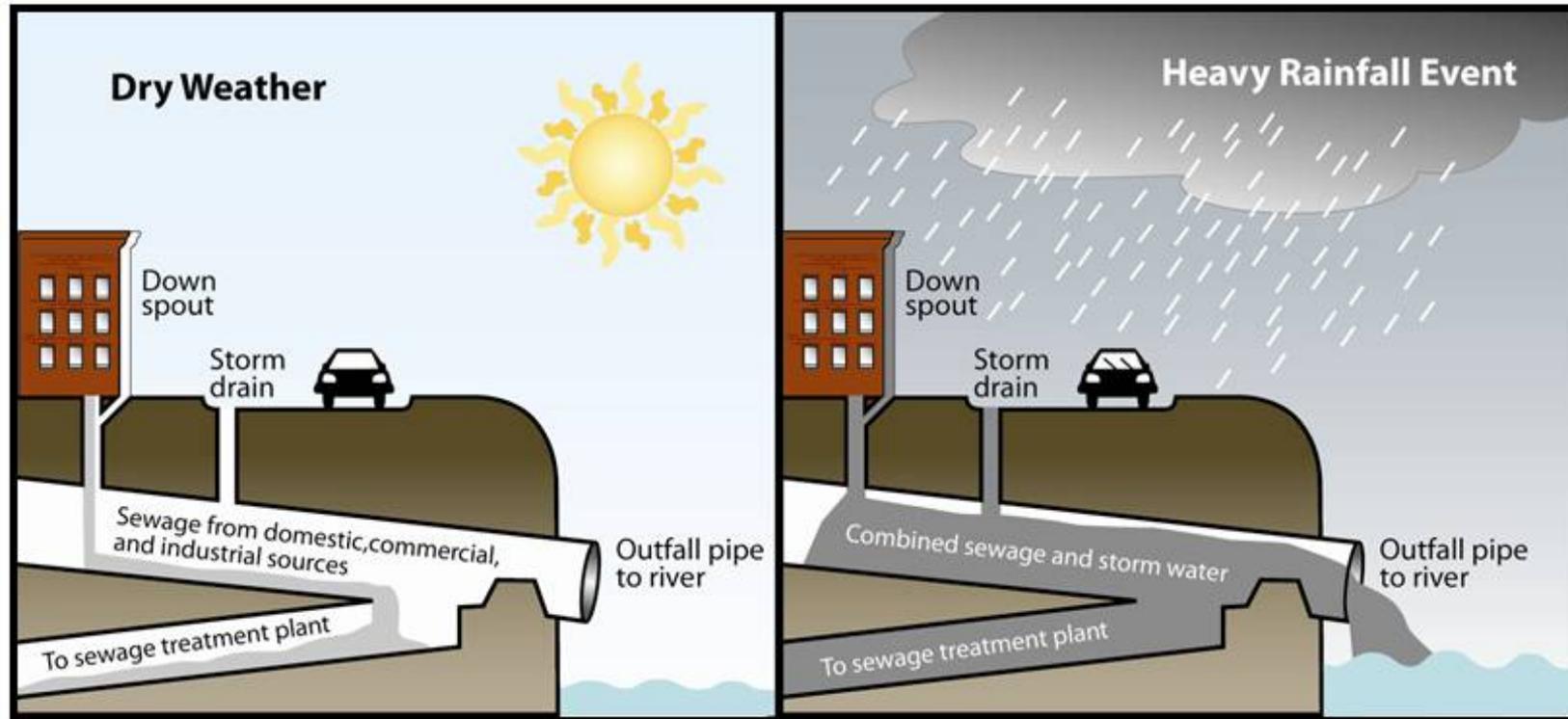
- Sanitary sewer overflows
 - Wastewater treatment plant malfunctions or failures
 - Lack of treatment plant capacity
 - Lack of sewage pipe capacity
 - Blocked, broken, or cracked pipes
 - Deteriorating sewer systems
- Combined sewer overflows



Kayaker on the Charles River (2017).

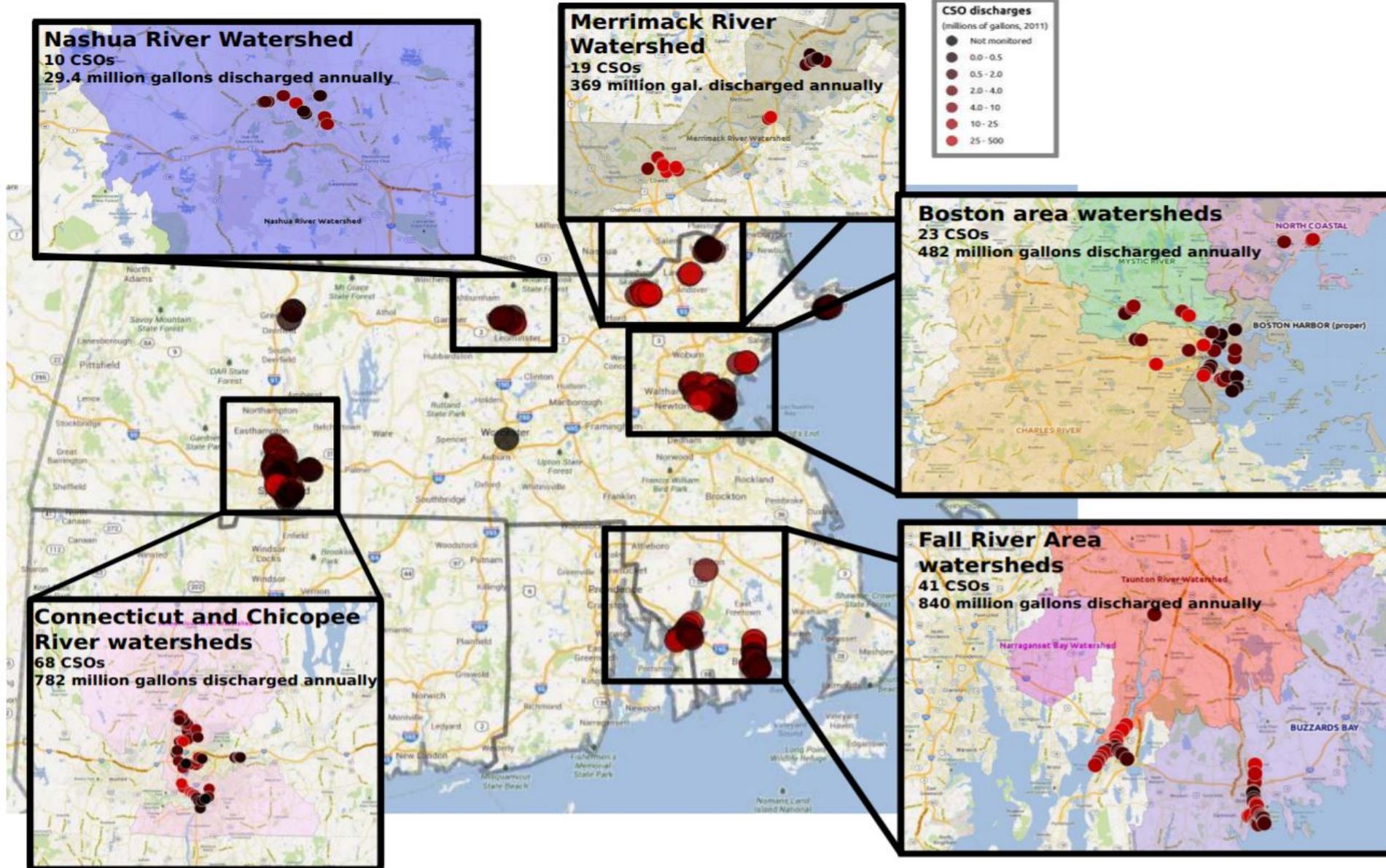
What are combined sewer overflows (CSOs)?

Combined sewer systems are sewers that are designed to collect rainwater runoff, domestic sewage, and industrial wastewater in the same pipe.



City of Akron, Ohio (2019).

CSO locations in Massachusetts



New England Center for Investigative Reporting (Doug Struck, 2013) and Mystic River Watershed Association.

CSO public health concerns

- Swimmers, boaters (paddlers, motorboats and rowers), and others exposed to CSO contaminants are vulnerable to gastroenteritis, respiratory infections, eye or ear infections, skin rashes, hepatitis and other diseases.
- Children, the elderly, people with suppressed immune systems, and individuals who are homeless and reside near riverbanks are especially vulnerable.
- CSO discharges have widespread impacts across New England, causing beach closings, shellfishing restrictions and limiting fishing and other recreational activities.
- In some instances, CSOs discharge raw sewage into rivers that also serve as primary sources of drinking water, as is the case for some communities on the Merrimack River.



Kayakers on the Sudbury River (2016).

Lack of public notice

- During a spill, permittees must notify MassDEP, DPH and EPA.
- After that, reporting requirements for permittees vary by permit, but currently in Massachusetts there is no general public notification requirement for any sewage spills.
- Signs are required for CSO outfalls, but there is no signage requirement for downstream public access points.
- Downstream communities are currently not required to be notified if there is a sewage spill upstream from them.



Springfield, MA CSO signage (2019).

Have other states addressed this issue?

More than a dozen other states have passed public notification requirements for sewage spills.

State or Region	Response requirement	Method of notification	Signage required at CSO outfall location	Signage required at public access points
Great Lakes Basin states	4 hours	Website or other electronic media	Yes	Yes
Maryland	24 hours	Newspaper, TV, radio	Yes	No
Michigan	24 hours	MiWater online system, website	No	No
New York	2 hours	NY-Alert e-mail or text to subscribers	Yes	No
Vermont	1 hour	E-mail or text to subscribers	Yes	Yes
Proposed for Massachusetts	2 hours	Email or text to subscribers	Yes	Yes

Sewage notification legislation – H.3976

Institute a statewide sewage discharge notification system so that MA residents know when sewage spills make their rivers unsafe for recreation.



Combined sewer overflow pipe in Alewife Brook, Mystic River (2013).

1. All operators must provide a public notification alert within **two hours** of a sewage discharge.
2. All operators must alert local boards of health and the Department of Public Health within **two hours** of a sewage spill.
3. The Massachusetts Department of Environmental Protection will be required to centralize sewage discharge data on their website and provide an access point to sign up for subscriptions to public notifications for sewage spills.
4. Signage must be posted at all public access points near CSO outfalls using simple pictographic images to alert citizens about potential health implications of CSOs.

What does this mean for municipalities?



Kayakers on the Charles River (2017).

- Opportunity to alert residents (in immediate community and downstream communities) about a potential serious health concern
- Raise awareness about water infrastructure realities and needs
- Bring attention to an overlooked issue

Associated costs?

A 2019 CSO cost estimate summary provided by ADS Environmental Services included low and high budget estimates for Massachusetts communities.

Costs will vary based on what new systems are required. The below table assumes minimal to no existing metering and notification equipment.

	Low-Budget	High-Budget
One-time program set-up costs (Budget includes: imbedding a Google Map with CSO locations with status for public notification onto community website, meter plan development, web-hosting setup, site investigation, and installation)	\$2,400 per outfall	\$3,500 per outfall
Annual on-going program expenses (Budget includes: meter rental, web-hosting, operations/maintenance, alarming, data analysis, and reporting)	\$12,000 per outfall	\$24,000 per outfall
First year total	\$14,400 per outfall	\$27,500 per outfall

Seeking state support

- Massachusetts legislative champions for sewage spill notifications **secured \$800,000 in the 2018 Environmental Bond for grants** to municipalities that need assistance in implementing notification systems.
- Funding needs to be authorized by the Governor before this grant program would be established.
- Conversations with EEA on this topic have been positive thus far.



*Children playing in the Westfield River
(2015).*

How can you help this bill?



Combined Sewer Overflow on the Taunton River, (2014).

- Sign-on letter – email gabbyqueenan@massriversalliance.org for details
- Contacting House Ways and Means leadership
- Contacting your state representative and state senator
- Support via social media

Questions?

For additional information:

Gabby Queenan, Policy Director

Massachusetts Rivers Alliance

gabbyqueenan@massriversalliance.org

617-714-4272

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION

LITTLE WOMEN WEEK

December 15th to December 22nd 2019

WHEREAS Concord is revered for its famous authors such as Henry David Thoreau, Ralph Waldo Emerson, Nathaniel Hawthorne, and Louisa May Alcott; most notably author to *Little Women*; and

WHEREAS Alcott's *Little Women* is a beloved story of family and friendship which has once again been made into a major motion picture by Columbia Pictures and SONY; and

WHEREAS The beloved story's retelling is being once again bringing history and our community together to celebrate a woman who has become synonymous with Concord and its history;

THEREFORE, We, as the Select Board of the Town of Concord, Massachusetts, do hereby proclaim the week of December 15th to December 22nd 2019 as "Little Women Week" and call upon all Concordians to engage in activities which support Louisa May Alcott's teachings and enjoy the programs celebrating Ms. Alcott's most famous work.



CONCORD SELECT BOARD

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 028h

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Megan Hawkes
COMPANY or organization: Saltbox Catering
ADDRESS: Saltbox Kitchen, 84 Commonwealth Ave., Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Tuesday, November 5th, 2019
EVENT: Cooking Class
HOURS OF OPERATION: 6p-9p
PREMISES TO BE LICENSED: Saltbox Farm
ADDRESS OF PREMISE LICENSED: 40 Westford Road, Concord MA

License is for the Sale of: All Alcoholic Beverages
Wines & Malt Beverages Only
Wines Only
Malt Beverages Only

The Licensed Activity or Enterprise is: For Profit
Non-Profit

Are the bartenders TIPS or equivalently trained? Yes No

Will there be people in attendance that are under the age of 21? Yes No

Is this the first one day special license secured by this organization? Yes No

If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance? Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Megan Hawkes Date: 10/22/19

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	Megan Hawkes
Location of Event:	Saltbox Farm
Date of Event:	Tuesday, November 5th, 2019

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant:	<i>Megan Hawkes</i>
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**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	Megan Hawkes
Location of Event:	Saltbox Farm
Date of Event:	Tuesday, November 5th, 2019

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ cash

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Megan Hawkes
COMPANY or organization: Saltbox Catering
ADDRESS: Saltbox Kitchen, 84 Commonwealth Ave., Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Wednesday, November 13th, 2019
EVENT: Cooking Class
HOURS OF OPERATION: ~~6.30p-9.30p~~ 6-9pm
PREMISES TO BE LICENSED: Saltbox Farm
ADDRESS OF PREMISE LICENSED: 40 Westford Road, Concord MA

License is for the Sale of:

All Alcoholic Beverages	<input type="checkbox"/>
Wines & Malt Beverages Only	<input checked="" type="checkbox"/>
Wines Only	<input type="checkbox"/>
Malt Beverages Only	<input type="checkbox"/>

The Licensed Activity or Enterprise is:

For Profit	<input checked="" type="checkbox"/>
Non-Profit	<input type="checkbox"/>

Are the bartenders TIPS or equivalently trained? Yes No

Will there be people in attendance that are under the age of 21? Yes No

Is this the first one day special license secured by this organization? Yes No

 If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance? Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Megan Hawkes Date: 10/22/19

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

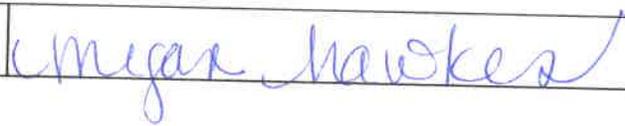
Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	Megan Hawkes
Location of Event:	Saltbox Farm
Date of Event:	Wednesday, November 13th, 2019

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant:	
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**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	Megan Hawkes
Location of Event:	Saltbox Farm
Date of Event:	Wednesday, November 13th, 2019

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ _____

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print)

Denise Jautzen

COMPANY or organization:

Concord Education Fund

ADDRESS:

P.O. Box 202

TELEPHONE:

DATE(S) APPLIED FOR:

November 16, 2019

EVENT:

25th Anniversary Gala for CEF

HOURS OF OPERATION:

PREMISES TO BE LICENSED:

Welch's Building, 300 Baker Ave, Concord ma

ADDRESS OF PREMISE LICENSED:

300 Baker Ave, Concord ma 01742

License is for the Sale of:

All Alcoholic Beverages

Wines & Malt Beverages Only

Wines Only

Malt Beverages Only

The Licensed Activity or Enterprise is:

For Profit

Non-Profit

Are the bartenders TIPS or equivalently trained?

Yes

No

Will there be people in attendance that are under the age of 21?

Yes

No

Is this the first one day special license secured by this organization?

Yes

No

If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance?

Yes

No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:

Denise Jautzen

Date:

10-28-19

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	Deise Jantzen
Location of Event:	300 Baker Ave
Date of Event:	11-16-19

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	Concord Education Fund
Location of Event:	300 Baker Ave, Concord
Date of Event:	11-16-19

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant:	
--------------------------------	--

**TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES**

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only **Amount Paid \$** _____

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) THE CONCORD MARKET
COMPANY or organization: THE CONCORD MARKET
ADDRESS: 77 LOWELL RD., CONCORD, MA.
TELEPHONE: 978-226-6222
DATE(S) APPLIED FOR: 11-2-19, 11-9-19, 11-10-19, 12-27-19
EVENT: 3 BIRTHDAY PARTIES, 1 HOLIDAY PARTY
HOURS OF OPERATION: 6pm - 11pm (ALL EVENTS)
PREMISES TO BE LICENSED: THE CONCORD MARKET
ADDRESS OF PREMISE LICENSED: 77 LOWELL RD. CONCORD, MA.

License is for the Sale of:

All Alcoholic Beverages	<input checked="" type="checkbox"/>
Wines & Malt Beverages Only	<input type="checkbox"/>
Wines Only	<input type="checkbox"/>
Malt Beverages Only	<input type="checkbox"/>

The Licensed Activity or Enterprise is:

For Profit	<input checked="" type="checkbox"/>
Non-Profit	<input type="checkbox"/>

Are the bartenders TIPS or equivalently trained? Yes No

Will there be people in attendance that are under the age of 21? Yes No

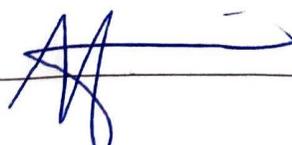
Is this the first one day special license secured by this organization? Yes No

If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance? Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:  **Date:** 10-21-19

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

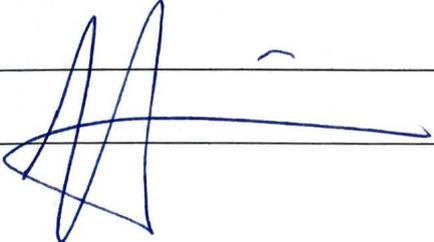
Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	THE CONCORD MARKET
Location of Event:	THE CONCORD MARKET
Date of Event:	11-2-19, 11-9-19, 11-10-19, 12-27-19

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant: 

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	THE CONCORD MARKET
Location of Event:	THE CONCORD MARKET
Date of Event:	11-2-19, 11-9-19, 11-10-19, 12-27-19

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.



TOWN OF CONCORD
Office of the Town Manager
Town House
P.O. Box 535
Concord, Massachusetts 01742

TEL: 978-318-3000
FAX: 978-318-3002

Stephen Crane, Town Manager

MEMORANDUM

To: Chairman Lawson and Members of the Board

From: Stephen Crane, Town Manager
Kate Hodges, Deputy Town Manager

Date: November 4, 2019

Re: Town Manager Report

Commonwealth Ave Crossing Project

The T will be making repairs to the West Concord crossing at Commonwealth Ave from Friday evening, November 8 through Sunday evening, November 10. During the project, the crossing will be closed to vehicular traffic. In anticipation of this disruption, the Town (FD, PD, CPW, PIO) met with the MBTA and its contractor, Keolis, to discuss notifications, the project timeline, and explore alternatives for traffic management. The takeaways from that meeting include:

- The Fire Department will develop contingency plans that may include stationing a crew on the west side of the crossing
- Notifications about the project will be going out as soon as possible through the Town's means (News and Notes, Facebook)
- Electronic message boards will be put up in strategic locations to inform motorists
- Detours around the area will be set up to minimize through-traffic in the area
- A pre-construction site meeting that will be open to the public will take place on Friday, November 1 at 2:30.

While this project will clearly be a disruption for the residents and businesses in West Concord, the steps above should help ameliorate some of the impacts and the MBTA is committed to completing the project as quickly as possible. The work will largely take place Friday overnight, Saturday overnight, and Sunday during the day.

Bromate Exceedance Notice

Attached is a notification from Concord Public Works regarding an exceedance in the concentrations of bromate in the drinking water from Nagog Pond. As noted in the notice, residents do not need to do anything and the exceedance is not an emergency. Anyone who has questions about this notice should contact the Water and Sewer Division at CPW.

Appointment to MAPC

Attached is a letter I recently submitted to the Metropolitan Area Planning Commission (MAPC) appointing me as the Town's representative.

Concord Middle School Sustainability Subcommittee Presentation

Attached is a presentation from the Concord Middle School Sustainability Subcommittee.

RHSO FY20 Q1 Status Report

Attached is the Fiscal Year 2020 Quarter 1 Status Report from the Regional Housing Services Office.



CONCORD PUBLIC WORKS

Water and Sewer Division
135 KEYES ROAD
CONCORD, MASSACHUSETTS 01742-1601

ALAN H. CATHCART
SUPERINTENDENT

TEL. : 978-318-3250

FAX. : 978-318-3204

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Concord Water had Levels of Bromate above Drinking Water Standards

The Town has recently learned that drinking water provided from Nagog Pond contained higher than allowable concentrations of bromate. Although this is not an emergency, as our customer, you have a right to know what happened, what you should do, and what we are doing to address this drinking water violation.

Currently drinking water from Nagog Pond is only provided during summer months, and is disinfected with ozone, to ensure that it is safe to drink. Nagog Pond water contains a naturally occurring trace element, bromide, which can react with ozone, a strong oxidizing agent, to form a by-product, bromate. The allowable concentration of bromate in drinking water, *averaged over a year*, is 0.010 milligrams per liter (mg/L). At the end of the September 2019 monitoring period, the average concentration of bromate from Nagog Pond, over the limited months of its operation, was 0.0108 mg/L. Because bromate is not present in Concord's other water-sources, and because drinking water from Nagog Pond is added to the public water distribution system only during the summer, your actual long term exposure is within allowable limits.

What should I do?

There is nothing you need to do. You **do not need to** boil your water or take other corrective actions. However, if you have specific health concerns, please consult your doctor.

What does this mean?

This is not an emergency. If it had been, you would have been notified within 24 hours. However, *some people who drink water containing bromate in excess of the MCL over many years have an increased risk of getting cancer.*

What is being done?

The Nagog Pond water supply was shut down for the season in late September 2019, and is not anticipated to come back online until the summer of 2020. Concord Water staff will work prior to seasonal start-up to evaluate existing treatment practices in an effort to reduce bromate. Additionally, Concord Water has been working on the design and permitting of a filtration facility for Nagog Pond for the last several years. While permitting challenges have prevented the project from moving forward as quickly as we would like, we will continue to work diligently towards filtration as a means to continue to provide high quality drinking water to all of our customers.

For more information, please visit www.concordma.gov/bromate or contact Concord Water and Sewer Division at 978-318-3250; 135 Keyes Rd, Concord, MA 01742.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

PWS ID#: 3067000

Date distributed: November 1, 2019



OLD NORTH BRIDGE

TOWN OF CONCORD

TOWN HOUSE - P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

October 30, 2019

Mr. Marc D. Draisen, Executive Director
Metropolitan Area Planning Council
60 Temple Place, 6th floor
Boston, MA 02111

Dear Mr. Draisen:

In accordance with the provisions of Massachusetts General Law, Chapter 40B, section 24, I hereby appoint Stephen Crane as the Town of Concord's representative to the Metropolitan Area Planning Council. Said appointment shall be for a term of three years from the above date.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Stephen Crane
Town Manager



Concord Middle School Sustainability Subcommittee Presentation

October 31, 2019
Presentation Handout

For information about the Town's sustainability goals, initiatives, and how you can take action, please visit: concordma.gov/sustainability

Town Sustainability

Goals

* From a 2008 baseline

25% reduction in town-wide GHG emissions*

2020

100% carbon-free electricity source

2030

80% reduction in town-wide GHG emissions*

2050

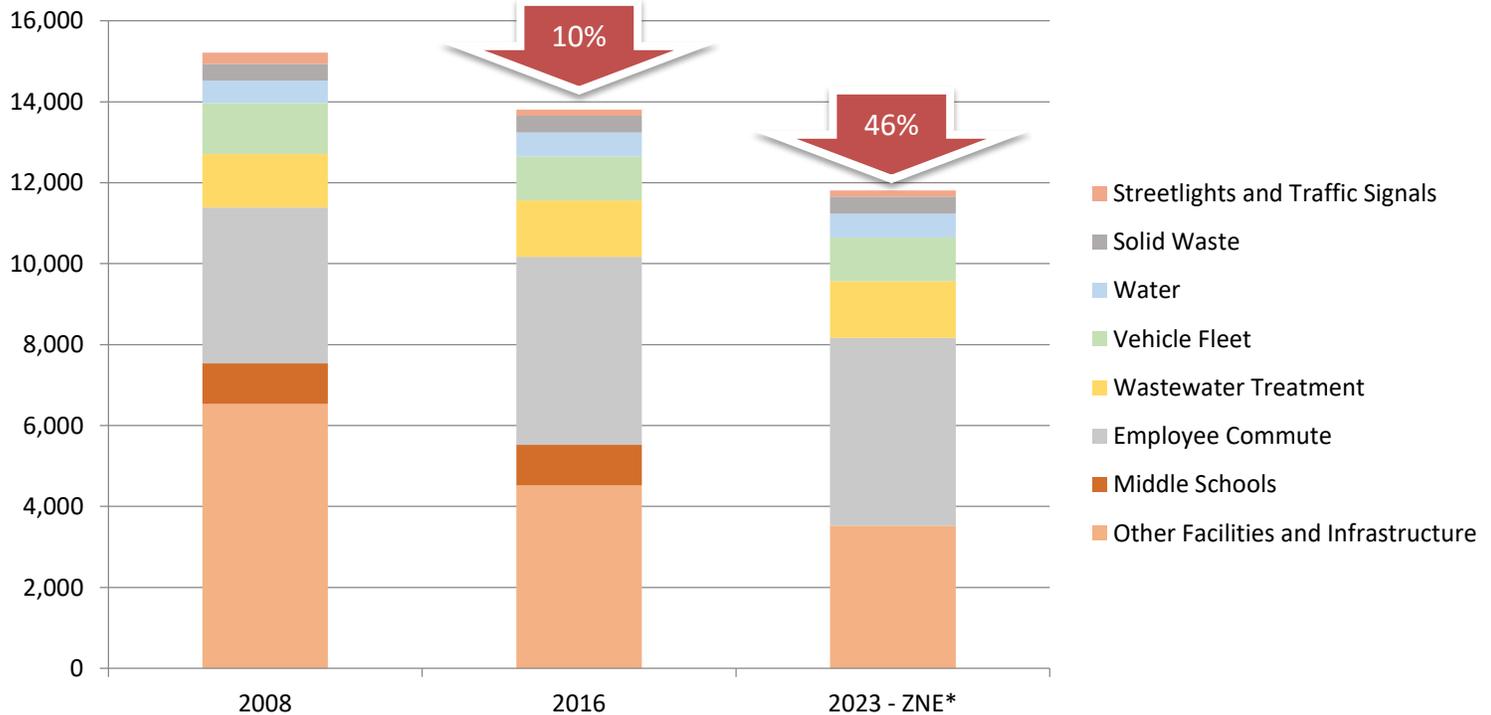
Why do greenhouse gas emissions matter?

We increase the level of greenhouse gases in the atmosphere when we burn fossil fuels to power our homes, businesses, and automobiles and when we dispose of material in landfills to decompose. This increase in GHGs leads to higher global temperatures, changes in climate patterns, and increases in the number and intensity of extreme weather events. MTCO_{2e} is a standard unit of measurement that helps us compare GHG emissions regardless of the type and source.

2017 Town Meeting voted to set Concord's community-wide sustainability goals.



Municipal Greenhouse Gas (GHG) Emissions (MTCO_{2e})



GHG emissions from municipal operations decreased by 10% between 2008 and 2016.

In 2016, Concord Middle Schools contributed 8% of total municipal emissions.

*If a new Concord Middle School is zero net energy, total municipal emissions will decrease by 46%.

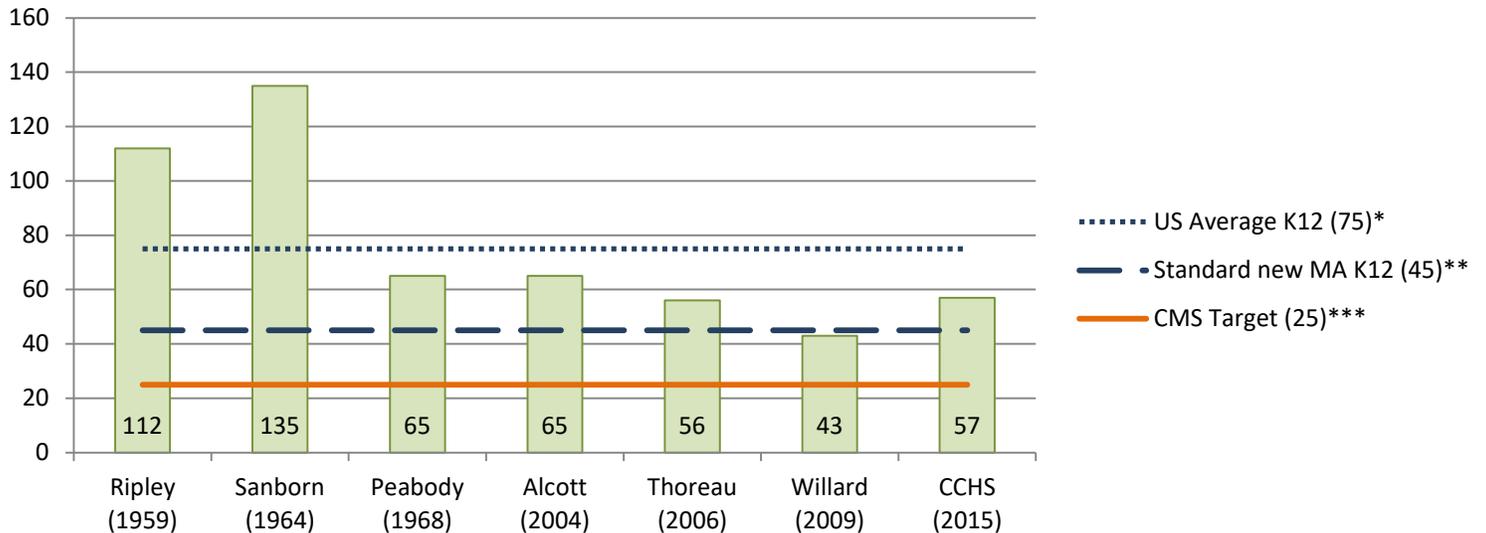
Data source: Concord's Municipal GHG Inventory (2018)

Energy Efficiency

What is EUI?

Energy use intensity, or EUI, is a standard measure of a building's efficiency. It's calculated by dividing the total energy consumed by the building in one year, for things like heating, cooling, hot water, and appliances, by the total gross floor area of the building. Because it takes into account the size of a building, it helps us to measure and compare how efficiently buildings use energy.

EUI (Energy Use Intensity) of Concord Schools in FY18 by Year Opened



*American Institute of Architects, [AIA 2030](#)

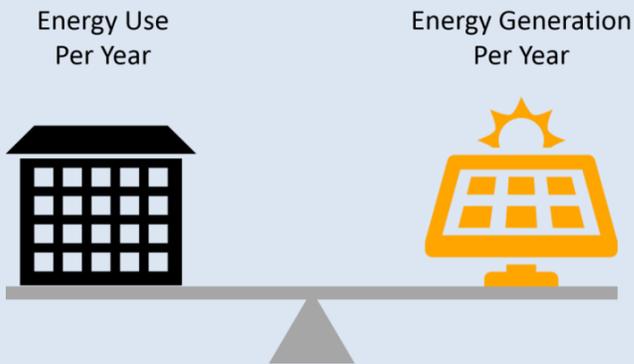
**Baseline MA K12 school, [USGBC 2019 report](#)

***ZNE recommended EUI, [USGBC 2019 report](#)

Below is a select list of nearby Massachusetts towns who have set low target EUIs and zero net energy goals for new schools.

School	School Type	Phase	Target EUI	All Electric	Zero Net Energy Goal
Cambridge - King Open	Elementary	Complete	26-28	Yes	60%
Cambridge - MLK	Elementary	Complete	26-28	No	43%
Worcester - Nelson	Elementary	Complete	25	No	No
Brookline - Coolidge Corner	K-8	Complete	23-26	Yes	Yes
Lexington - Hastings	Elementary	Under Construction	25	Yes	Yes
Westborough - Fales	Elementary	Under Construction	23	Yes	Yes
Belmont	Middle/High	Under Construction	30	Yes	Yes
Lincoln	Elementary	Under Construction	23	Yes	Yes
Arlington	High School	Under Construction	30-33	Yes	Yes
Watertown	Elementary	Design	23	?	Yes
Wellesley - Hunnewell	Elementary	Design	26-28	Yes	Yes
Acton-Boxborough	Elementary	Design	28	Yes	Yes
Swampscott - Hadley	Elementary	Design	20-30	?	?

Zero Net Energy



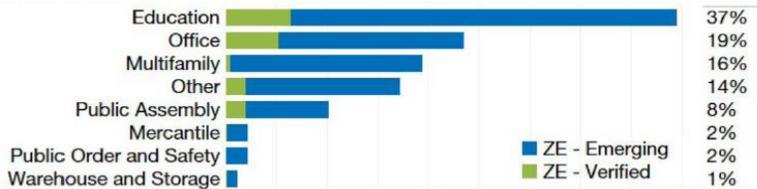
What is “Net Zero”?

A zero net energy (ZNE) building produces as much renewable energy as it consumes over the course of a year. Buildings achieve ZNE by minimizing the building’s load, energy required to operate the building, and producing renewable energy, typically solar PV.

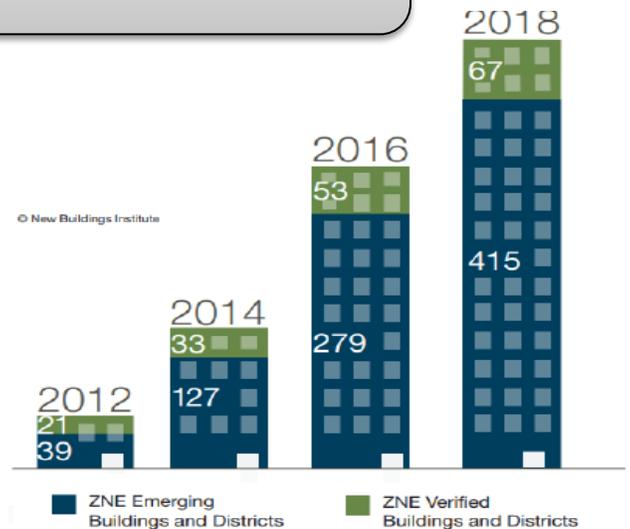
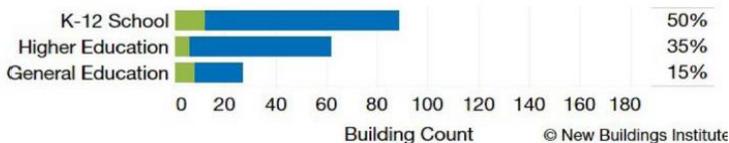
Is this new?

New Buildings Institute, a group that provides ZNE certification, shows that ZNE buildings are becoming more and more prevalent across the country. Education buildings are leading the pack, with K12 leading among educational ZNE buildings. *Source: [New Buildings Institute](#) (2018)*

ZNE Buildings by Type



Education Breakdown



Why is “all-electric” important?

All-electric buildings combust no fossil fuels on-site, meaning they emit no harmful chemicals into the air inside and outside of the school. Electricity is the only “fuel” that we can make 100% renewable. In 2018, over 50% of Concord’s electricity was emissions-free thanks to Concord Municipal Light Plant sourcing our electricity from renewable and carbon-free sources. By 2030, electricity in Concord will be 100% emissions-free. By using only electricity, we can have an emissions-free school.

A [2019 US Green Building Council](#) report looked into the cost of ZNE buildings in Massachusetts and found:

- Found net zero energy buildings are being built today in MA at 0% upfront cost
- Buildings of all types, including K12, can be built zero energy ready for of 0-7% increased upfront costs
- Even at 5% increased upfront cost, a ZNE K12 school can payback in 15 years
- There is potential to achieve 0% increased upfront cost for ZNE buildings when goal set at start of project

Opportunities

High-performance means more than just energy. Studies have shown that students perform better academically in “green” schools.

- ✓ Students exposed to noisy HVAC systems underperformed on achievement tests relative to those utilizing quieter systems
- ✓ Occupants in ventilated spaces had improved scores in crisis response, information usage, and strategy ranging from 100 to 300%
- ✓ Students exposed to daylight attended school 3.2-3.8 more school days per year
- ✓ Students in daylit schools showed a 20-26% improvement on test scores

Source: *New Buildings Institute, [Zero Energy Schools Stakeholder Engagement and Messaging](#)*

Green schools are a living laboratory. Teachers at green schools can use their buildings as the basis for project-based, experiential learning.

- ✓ Math students can track and chart utility cost savings
- ✓ Science students can analyze and compare the difference between eco-friendly and traditional cleaning products
- ✓ Humanities students can debate the impacts communities have on their environments
- ✓ Every student can benefit from the opportunity for hands-on learning that demonstrates the interconnectedness of people, the built environment and natural systems

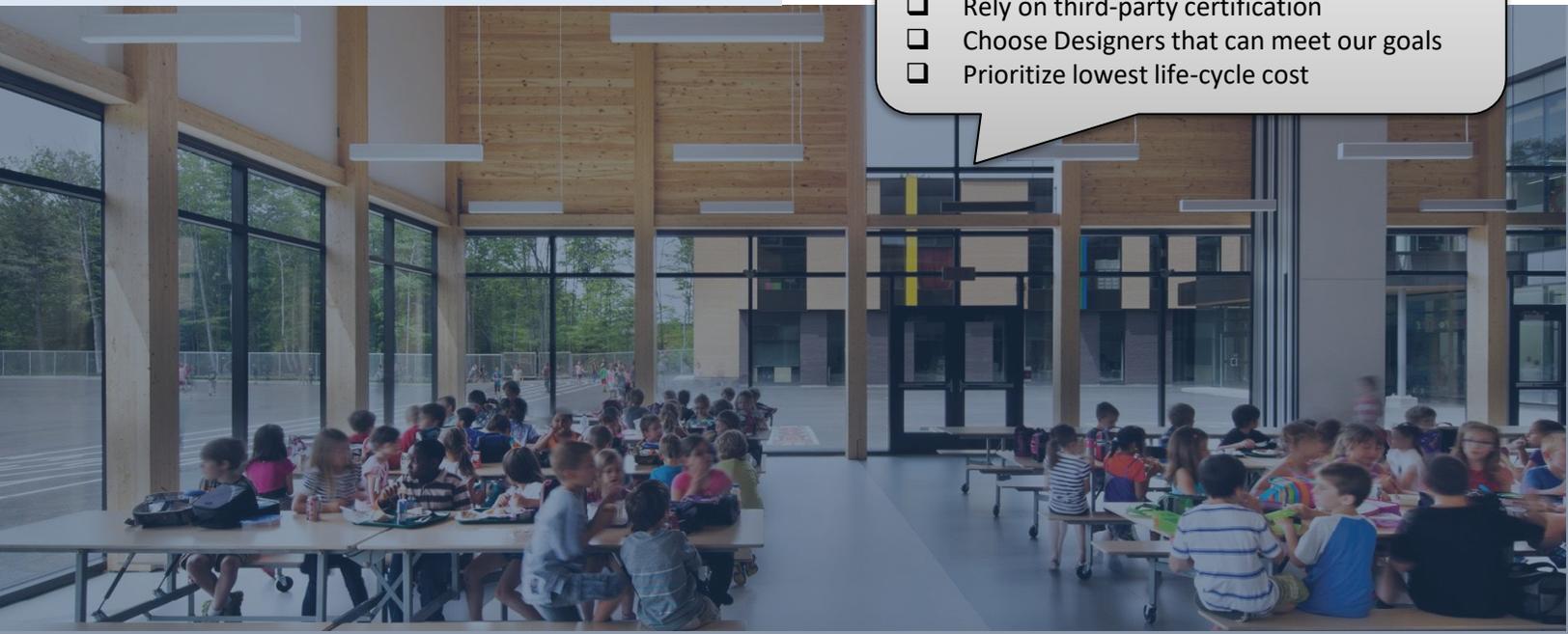
Schools are the center of the community. A resilient middle school can be a resource to the community.

A new Concord Middle School is an opportunity to demonstrate the community’s commitment to sustainability. It can be a place that students, teacher, and community members can be proud of.

Energy efficient schools cost less to operate. An efficient middle school will save Concord money year after year.

How do we move forward?

- Set clear goals now
- Rely on third-party certification
- Choose Designers that can meet our goals
- Prioritize lowest life-cycle cost





Regional Housing Services Office

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

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

October 31, 2019

To: John Mangiaratti, Sarah Stanton, Stephen Crane, James Malloy, Timothy Higgins, Maryanne Bilodeau, Louise Miller, Leon Gaumond, Roland Bartl, Nancy Tavernier, Kristen Guichard, Robert Hummel, Alyssa Sandoval, Marcia Rasmussen, Lee Smith, Jerry Evans, Carol Kowalski, Jennifer Burney, Adam Duchesneau, Patricia Brown, Cynthia Howe, Elizabeth Doucette, Sarkis Sarkisian, Imaikalani Aiu, Sarah Rhatigan

CC: Jody Kablack, Lara Plaskon, Liz Valenta

From: Elizabeth Rust

RE: Regional Housing Services Office – FY20 Q1 Status Report

This is the status report for activity from 7/1/2019 through 9/30/19 (FY20 Q1) for Regional Housing Services Office, the inter-municipal collaboration between the eight towns of Acton, Bedford, Concord, Lexington, Lincoln, Sudbury, Wayland and Weston. Please let me know if you have any comments or questions.

RHSO Administration:

Fiscal year FY20 has started, which is the ninth full fiscal year of operation, and this year will complete the third three-year IMA term. FY20 invoices were sent, have been paid, and financial tracking started. With the year barely started, FY21 budgeting is already in process.

The RHSO, like any organization, has transitions. Along with member town leadership changes, the RHSO staffing changes, Burlington has withdrawn, and Lincoln has joined. Other neighboring communities continue to reach out to see if the RHSO model would work for them. The IMA allows for a maximum of nine contiguous municipalities.

The Advisory committee met in June to review the final FY20 budget, the Community Waitlist Program proposal, and to formally vote to include Lincoln.

Regional Activities:

Regional activities are performed for the RHSO communities equally and provide general housing resources, including trainings, reports, information and the website.

The website - RHSOhousing.org – continues to be a helpful and useful resource, annual statistics to the right.

The website provides a comprehensive affordable housing inventory for each member town, providing information for both town staff as well as contact information for residents looking for affordable housing. It also provides information on current housing opportunities and other housing related services. We have been updating the website with photos of the newer properties, and plan to complete the inventory of Wayland properties and build out the Lincoln inventory in the coming months.

The RHSO FY20 workplan includes homeowner training for Q4 as well as other shared items.

SHI and Inventory Administration

Managing the SHI inventory is a key component of the RHSO services provided. A total of 1053 units have been added to the Subsidized Housing Inventory for the member communities since they joined the RHSO.

As 2020 approaches, communities are encouraged to review the annual Housing Unit Review Survey report from UMass Donahue which previews the 2020 SHI denominator. We are in touch with UMass Donahue and they plan to distribute the report in early November.



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This survey shows what information is being aggregated into the Census, based on the monthly building permit data submitted and is the place where tear downs can adequately be reported. There is a one month turnaround for any corrections to the data.

In this quarter, units were added for Acton, Bedford and Wayland.

	FY19	Published SHI				FY20 planned				
	SHI Units	SHI Units	Housing Units	% Subsidized	+/- 10%	FY20 SHI %	FY20 New Units Planned	SHI Units Added	Remain ing in FY20	FY20 Pipeline
Acton	571	651	8,475	7.68%	-197	10.69%	335	80	255	Avalon (86) , PO Crossing (3), Mass Ave (-1), School St (2), Main St (2), Martin St (4), Grandview (8), Piper Lane (7), Powder Mill (230)
Bedford	974	977	5,322	18.36%	445	18.55%	13	3	10	Evergreen (3) , Village at Bedford Woods (6), Pine Hill (4)
Concord	721	721	6,852	10.52%	36	10.52%	0			FY21: Junction Village (83), Black Birch II (2 non-SHI), Gerow (1), 930 Main St (2)
Lexington	1,327	1,327	11,946	11.11%	132	11.14%	4		4	4 Units: Wright Farm (1), Jefferson Drive (3)
Lincoln		298	2,130	13.99%	85	13.99%	0			
Sudbury	664	664	5,921	11.21%	72	11.21%	0			
Wayland	317	318	4,957	6.42%	-178	6.42%	1	1	0	11 Hammond (1) , Windsor Place (12 units eligible now)
Weston	151	151	3,952	3.82%	-244	8.38%	180	0	180	Mill Creek, Modera (180)
total	4,725	5,107	49,555	10.31%	152	11.21%	533	84	449	

Monitoring:

The monitoring program is a core service of the RHSO with over 5,100 units of rental and ownership restricted housing across the communities.

Ownership Units: For the deed restricted ownership units, the annual monitoring review consists of:



Regional Housing Services Office

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

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org

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Phone: (978) 287-1092

- Review the registry of deeds for any activity.
 - In process
- Review owner mailing address versus town database.
 - Q2
- Self-certifications to each owner, 3 mailings
 - In process
- Review on-line sites for rentals
 - Q3
- Provide annual certification reports to DHCD
 - Q4
- Provide Welcome Letters to new owners
 - Quarterly: November

The ownership monitoring process establishes clear communication with the owners documenting their obligations, as well as provides a contact for on-going questions. The RHSO has received a 94%-96% response rate since FY14.

Rental Projects: The RHSO monitors Local Initiative

Program (LIP) rental units and units funded with HOME funds on behalf on the member communities, as required by the funding Regulatory Agreements.

The monitoring review includes:

1. Reviewing that the rents are calculated in accordance with the Regulatory Agreement.
2. Reviewing sample tenant files to ensure that tenant income is recertified using source documents according to the regulations
3. Verifying that tenants are selected in accordance with Fair Housing requirements and current Affirmative Fair Housing Marketing Plans (AFHMP) including advertising requirements.
4. Verification that the units are maintained in accordance with applicable standards.
5. Providing Town certification to DHCD, as required.
6. Follow-up during the year on compliance findings and recommendations.
7. Reviewing annual rent increase requests and recommending approvals.

10/31/2019	FY20 Self-Declaration				FY19 Self-Declaration
	Sent	Rec'd	Open	% rec'd	% rec'd
Acton	63	0	63	0%	95%
Bedford	57	0	57	0%	93%
Concord	73	0	73	0%	96%
Lexington	31	0	31	0%	100%
Lincoln	Not sent yet				
Sudbury	37	0	37	0%	97%
Wayland	Not sent yet				92%
Weston	27	0	27	0%	93%
<i>total</i>	<i>288</i>	<i>0</i>	<i>288</i>	<i>0%</i>	<i>94%</i>



Regional Housing Services Office

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Address: 37 Knox Trail, Acton, MA 01720

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	Town	Rental Development Name	SHI units	Subsidy Program	FY20 Status
1	Acton	Scattered sites (AHA)	8	LIP 40B	Start Q3
2	Acton	Inn at Robbins Brook	3	LIP-LAU	Start Q4
3	Bedford	Village at Concord Road	12	LIP 40B	Start Q4
4	Bedford	Patriot Place	10	LIP 40B	In Process
5	Bedford	Village at Taylor Pond	200	LIP-LAU	Start Q2
6	Bedford	447 Concord Road	1	HOME	In Process
7	Concord	Concord Mews	350	LIP 40B	Start Q2
8	Concord	Concord Park	16	Local	
9	Concord	405 Old Bedford Road (CHA)	4	LIP LAU	Start Q4
10	Concord	Brookside Square	8	LIP-LAU	Start Q2
11	Concord	Warner Woods	80	MH NEF	Start Q3
12	Concord	Thoreau St (CHA)	1	HOME	Start Q2
13	Concord	Peter Bulkeley (CHA)	4	HOME	Start Q2
14	Lexington	Avalon at Lexington Hills	97	LIP 40B	Report in Draft
15	Lexington	Avalon Lexington	56	Local	Report in Draft
16	Lexington	LexHAB Scattered Sites	48	various	Start Q3
17	Lexington	Pine Grove Village	3	HOME	Start Q3
18	Lexington	Keeler Farm	1	HOME	Start Q3
19	Lincoln	Commons	30	LIP 40B	Start Q3
20	Sudbury	Willis Lake (SHA)	1	LIP-LAU	Start Q4
21	Sudbury	Avalon	250	LIP 40B	Start Q2
22	Sudbury	Coolidge	1	HOME	Start Q4
23	Wayland	Residences At Wayland Center	12	LIP-LAU	Start Q3
24	Weston	Church, Jones, Pine, Viles	6	LIP LAU	Start Q2
25	Weston	Warren Ave	5	LIP 40B	Start Q2
26	Weston	Merriam Village	5	LIP LAU	Start Q2
			1212		

Town-Specific Monitoring

Other monitoring efforts include assisting residents with refinancing as well as maintaining the inventory with new projects, new owners, and other general updates.

In Acton: Supported the monitoring efforts at Anthem Village/Martin St as the units go through the initial sales process, including review of construction details with MassHousing, finalized approval of a capital improvement request, recommend approval for another buyer, and updated approval for a delayed closing. On other properties, supported the sale of the foreclosure unit and release of the restriction; completed resale activities for a resale unit; worked with the Town and owner on residency questions.

In Bedford: Continued corresponding with owner of Patriot Place with escalation; reached out to Phase 1 owners at Village at Bedford Woods regarding Phase 2 impacts; started the support for the transfer of 447 Concord Road to POAH with monitoring (for the HOME funds) and preparing lease payment invoice.

In Concord: Continued to work with condominium owners and board on mediation; supported the CHA in marketing and lottery administration for upcoming vacancy; continued marketing a resale unit in Concord.



Regional Housing Services Office

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

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

In Lexington: Completed monitoring site visits at Avalon, worked with LexHAB on rent approvals and annual reporting requirements.

In Lincoln: Started resale efforts for a deed restricted condominium unit.

In Sudbury: Worked with owner and town on resale unit at Villages at Old County Road.

In Wayland: No activities this period.

In Weston: Completed refinance recommendation for owner.

HOME Support:

The activities in the HOME support category assist participating HOME communities (Bedford, Concord, Lexington, Sudbury and Wayland) commit and expend their available Program funds, develop HOME funded programs, as well as completing their administrative requirements. To date, the RHSO has assisted the member communities commit ~\$1,790,000 since FY13.

In this reporting period the RHSO assisted with approvals, and submission of the FY20 Sub-recipient Agreements, attended the quarterly HOME meeting in September, as well as:

- Consolidated Plan: The HOME 5 Year FY21-FY25 Consolidated Plan provides a strategic look at the community's need and targets HOME projects to address that need. Annual plans then map to the 5-year goals set out. Newton has laid out a segmented approach to the effort, with the below steps and deliverables. The RHSO will work with each community, and leverage materials and data as applicable.
 - Citizen Participation Plan – Prepared presentations and completed meetings in Bedford, Concord, Lexington, Sudbury, and Wayland
 - Needs Assessment/Market Analysis – Drafted the materials, for October submission
 - Strategic Plan – November
 - FY21 Annual Action Plan - January
- Bedford: Completed Substantial Amendment and Funding Agreement Amendment documents for Bedford Housing Authority Ashby place project amendment to include additional roofing work, adding additional funds from FY19 and FY20 for a total project of \$58k, and presented for approval. Received two applications for TBRA, and are continuing to review.
- Concord: Worked with Grantham and the Town to submit a response to the Competitive Pool.
- Lexington: Completed the Funding Amendment documents to add FY20 HOME Funds to the Pine Grove project and presented for approval.
- Sudbury: Submitted the Coolidge requisition for the HOME funds for The Coolidge Phase II HOME award for \$178,203.
- Wayland: Continued discussions on implementing a Tenant Based Rental Assistance Program (TBRA) using HOME funds.

Local Support:

The local support category enables each municipality to have some amount of hours to support priority items that are not covered under other service categories. The following local support activities were performed for each community in this reporting period:



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Acton: Continued monthly meetings with town and followed up as needed, provided a support letter for a MassWorks grant.

Bedford: Started monthly meetings with town with an overview of Bedford's restricted housing inventory, and followed up as needed, attended the BHP meeting, assisted a tenant with the recertification process.

Concord: Continued supporting the housing proposals and efforts of the Planning Board with work on the Enhanced Housing Inventory and Accessory Apartment analysis, facilitated the Concord Housing Roundtable with the housing groups, assisted the Affordable Housing Trust Study Committee with preparing agendas, packets and material; assisted the CHDC by preparing agendas, packets and minutes, administering the Small Grant Program, reviewing year-end tax filing materials, and supported the purchase the property at 930 Main Street working with Habitat, CPC/Town, and the Concord Housing Foundation.

Lexington: In response to a 40B proposal, presented the LIP process to the Selectmen and separately to an information meeting; prepared a draft of Moderate Income Eligibility Guidelines in support of upcoming permitted units.

Lincoln: Completed the IMA signing, and started monthly meetings.

Sudbury: For Grouse Hill, provided resale price calculations for one unit, and recommended approval for two applicants at Frost Farm. Supported the Sudbury Housing Trust by: preparing agendas, packets and attending monthly meetings, completing the CP3 reporting form, supporting the Home Preservation and Small Grant Program by approving invoices for awarded funds, and assisting with the more extensive repairs at one particular unit. In addition, the RHSO performed lottery and resale services for other entities in the region under the Sudbury Trust umbrella, as follows:

- Completed Affirmative Fair Housing Marketing Plans for Hopkinton, Reading, Village at Bedford Woods
- Supported marketing efforts at Lexington, Sherborn, Mansfield, Concord Black Birch
- Completed tenant re-certifications for Plainville
- Qualified applicants and held the lottery at Lexington Jefferson Drive and Villages at Sherborn
- Supported closings for Bedford Pine Hill Crossing.

Wayland: Provided the 2019 restricted values to the assessors, continued definition of affordable housing timeline and process for River's Edge DHCD LIP process and SHI.

Weston: Continued to work with the Elderly Housing Committee (EHC) on adding the additional units at the Brook School Apartments to the SHI through the LIP/LAU application process. EHC requested and approved a proposal for the RHSO to develop an Affirmative Fair Housing Marketing Plan for the LIP application. Assisted the Weston Affordable Housing Trust with its projects and programs, including: preparing meeting agendas and packets, implemented a second round of the Home Repair Grant (four awards were made), continued support for the Affordable Home Ownership Opportunity Fund through the development of a RFP to convey 0 Wellesley to a developer for affordable housing on the site, and provide annual report for the Trust use of CPA funds.



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FY20 Tracking:

The FY20 Q1 hours are shown below. While it is only one quarter into the year, some trends will hold.

Acton – We are behind on the HPP, and will make up this time.

Bedford – On track.

Concord – Over budget, will likely need more hours this year, and next year.

Lexington – On track.

Lincoln – Too early to tell.

Sudbury - Over budget, will likely need more hours this year, and next year.

Wayland – Will likely get a refund for unused hours, will budget less for FY21.

Weston – Will make up some hours, and will budget less for FY21.

	YTD Actual	YTD Annualized Budget	Actual v Budget	Monthly Budget	Annual Budget
Acton					
Monitoring	20.00	20.00	0.00	6.67	80.00
40B Monitoring	9.50	10.00	(0.50)	3.33	40.00
HPP	10.50	37.50	(27.00)	12.50	150.00
Local Support	22.50	36.25	(13.75)	12.08	145.00
Regional Activities	4.00	6.25	(2.25)	2.08	25.00
Admin	8.00	7.50	0.50	2.50	30.00
Total	74.50	117.50	(43.00)	39.17	470.00
Bedford					
Monitoring	34.25	20.00	14.25	6.67	80.00
HOME administration	23.75	18.75	5.00	6.25	75.00
Local Support	20.50	47.50	(27.00)	15.83	190.00
Regional Activities	4.00	6.25	(2.25)	2.08	25.00
Admin	8.00	7.50	0.50	2.50	30.00
Total	90.50	100.00	(9.50)	33.33	400.00
Concord					
Monitoring	11.00	20.00	(9.00)	6.67	80.00
HOME administration	24.25	18.75	5.50	6.25	75.00
Local Support (Town)	67.00	36.25	30.75	12.08	145.00
Local Support (CHDC)	51.50	36.25	15.25	12.08	145.00
Regional Activities	4.50	6.25	(1.75)	2.08	25.00
Admin	8.50	7.50	1.00	2.50	30.00
Total	166.75	125.00	41.75	41.67	500.00
Lexington					
Monitoring	28.25	31.25	(3.00)	10.42	125.00
HOME administration	21.75	18.75	3.00	6.25	75.00
Local Support	50.00	31.25	18.75	10.42	125.00
Regional Activities	4.00	6.25	(2.25)	2.08	25.00
Admin	8.00	7.50	0.50	2.50	30.00
Total	112.00	95.00	17.00	31.67	380.00
Lincoln (start 9/1)					
Monitoring	6.75	5.00	1.75	5.00	50.00
HOME administration	0.00	1.00	(1.00)	1.00	10.00
Local Support	12.00	5.00	7.00	5.00	50.00
Regional Activities	0.50	2.50	(2.00)	2.50	25.00
Admin	1.50	3.00	(1.50)	3.00	30.00
Total	20.75	16.50	4.25	16.50	165.00
Sudbury					
Monitoring	20.00	20.00	0.00	6.67	80.00
HOME administration	16.75	18.75	(2.00)	6.25	75.00
Local Support (Town)	10.00	50.00	(40.00)	16.67	200.00
Local Support (Trust)	207.50	106.25	101.25	35.42	425.00
Regional Activities	4.00	6.25	(2.25)	2.08	25.00
Admin	8.00	7.50	0.50	2.50	30.00
Total	266.25	208.75	57.50	69.58	835.00
Wayland					
Monitoring	2.00	10.00	(8.00)	3.33	40.00
HOME administration	5.75	12.50	(6.75)	4.17	50.00
Local Support	7.50	12.50	(5.00)	4.17	50.00
Regional Activities	4.00	6.25	(2.25)	2.08	25.00
Admin	8.00	7.50	0.50	2.50	30.00
Total	27.25	48.75	(21.50)	16.25	195.00
Weston					
Monitoring	1.50	10.00	(8.50)	3.33	40.00
Local Support (Town)	7.50	23.00	(15.50)	7.67	92.00
Local Support (Trust)	23.25	51.00	(27.75)	17.00	204.00
Regional Activities	4.00	6.25	(2.25)	2.08	25.00
Admin	8.00	7.50	0.50	2.50	30.00
Total	44.25	97.75	(53.50)	32.58	391.00
Totals	802.25	809.25	(7.00)	280.75	3336.00



TOWN OF CONCORD
Department of Planning & Land Management
141 Keyes Road ~ Concord, MA ~ 01742

MEMORANDUM

To: Stephen Crane, Town Manager
From: Marcia Rasmussen, Director Planning & Land Management **MAR**
Re: **Wastewater Management Plan and constructing an affordable housing unit on former Gerow land – does the Select Board want to submit letter of support?**
Date: October 25, 2019

The Town of Concord is in the process of transferring 9,400 square feet of land from the former Gerow property to land owned by the Concord Housing Authority in order to construct a small 2-bedroom house that will be included on the Subsidized Housing Inventory. Due to the small size of the parcel and its proximity to Warner's Pond, connecting the new house to Town sewer via the existing sewer connection at 365 Commonwealth Ave. would be the most cost effective and environmentally sound approach. However, this issue of increasing the lot size of an existing property that is sewer eligible (and served by Town sewer) to allow for the connection of a second dwelling unit introduces a new policy question for the Public Works Commission, which Town staff believes should be formally vetted and approved.

Water & Sewer Superintendent Alan Cathcart has requested a packet of information providing support for this CHA affordable housing project and prior approvals that identifies the merits of this project and how it serves the 'Town's best interest' as found in the Integrated Planning Policy Statement (<https://concordma.gov/DocumentCenter/View/946/Policy-Statement-PDF> and attached) by November 6th in order to be heard by the Public Works Commission at the November 13th meeting.

While it is relatively easy to compile the information from Town Meeting and Select Board meetings to demonstrate support for this affordable housing project (see below under Background Information), it may be of sufficient interest to members of the Select Board to discuss this at a public meeting and prepare a letter in express support of the project. I am happy to work with RHSO Manager Elizabeth Rust to prepare a draft letter of support for the Select Board's consideration at the next available Select Board meeting of November 4th.

Background Information

In response to concerns raised during the 2019 public hearings leading up to Annual Town Meeting about the potential loss of the existing Gerow house (built circa 1955) and the desire to site an affordable home on the property (if the existing house could not be retained), the Town and Concord Housing Authority funded an assessment and feasibility study of an affordable housing site. The “Study for an Affordable Housing Lot” (April 2019) report identified approximately 9,400 sq. ft. of land with frontage on Commonwealth Ave. immediately adjacent to an existing property owned by the Concord Housing Authority (CHA). The Town Meeting presentation under Article 7 for Capital Funds related to Gerow Recreation Area included a map showing the parcel of land to be transferred to the CHA and a sketch of a small house that would complement the existing house at 365 Commonwealth Ave. (see attached). Article 7 passed by well more than a 2/3 majority.

In July, the Concord Housing Authority met with the Select Board to request \$50,000 of Town funds appropriated under 2019 Town Meeting Article 23 for the purpose of design, engineering and related permitting costs toward future construction of a small affordable housing unit on land to be transferred to and combined with other land owned by the CHA at 365 Commonwealth Ave. This request was approved by the Concord Select Board on July 29, 2019. Concurrently, the Planning Division contracted with Avery Associates to conduct an appraisal of the parcel of land as required prior to any transfer of town land to the CHA. In September 2019, Avery Associates determined the value of the land to be \$22,000.

CHA Executive Director Marianne Nelson and CHA Chair Rick Eifler have submitted an application to the Community Preservation Committee for construction funds in the amount of \$300,000. This appears to be one of only two applications seeking funds for community/ affordable housing (one of the four areas eligible to receive CPA funds); the other housing-oriented application is funding for the Regional Housing Services Office in the amount of \$20,000.

INTEGRATED PLANNING POLICY STATEMENT

The Town of Concord will continue to support town-wide planning initiatives that help to guide new growth and development in a manner that protects and enhances the quality of life for all residents. Towards this end, the Town will seek to integrate planning efforts in order to ensure that the Town's capacity to provide services can keep pace with the evolving needs of its residents and businesses. The Town will encourage development that helps achieve its stated planning goals as outlined in the Comprehensive Wastewater Management Plan (CWMP), the Planned Production Housing Plan (PPHP), the Comprehensive Long Range Plan (CLRP), and other Town plans, with particular emphasis on the following:

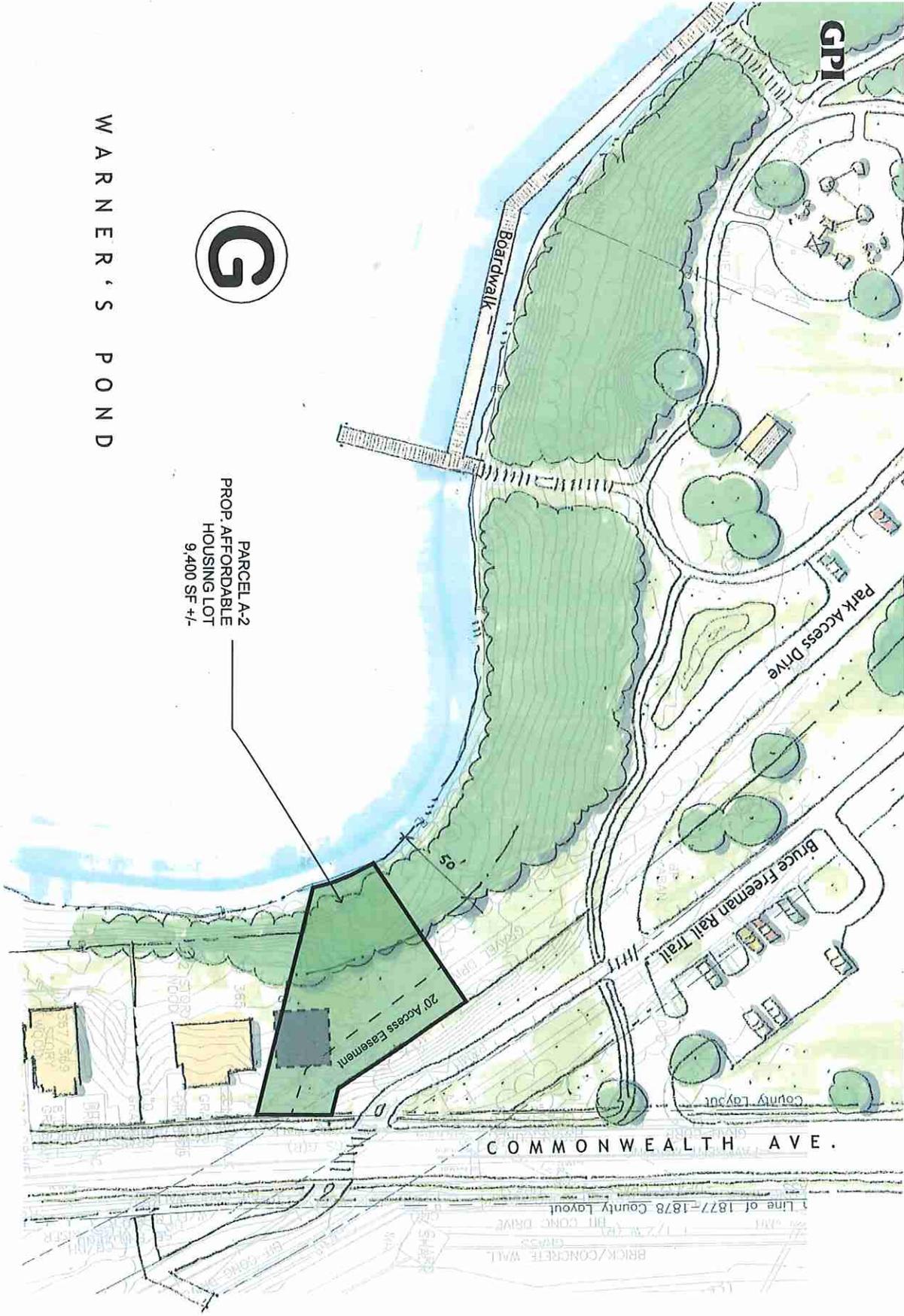
- Creation of affordable housing;
- Development that is located in the Town's Village Centers;
- Development that is served by Town sewer where it helps meet other Town goals;
- Development that is served by localized sewer solutions where feasible and appropriate;
- Development that seeks to maintain a water balance within each watershed;
- Development that promotes conservation of water;
- Developments that seek regional solutions to water resources management.

At the same time, the Town will commit to investigating alternatives to existing wastewater management systems to accommodate new development.

WARNER'S POND

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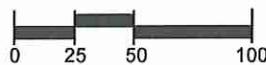
PARCEL A-2
PROP. AFFORDABLE
HOUSING LOT
9,400 SF +/-



Gerow Recreation Area - Concord, MA

AFFORDABLE HOUSING LOT

January 2019



Concord Housing Foundation

Ms. Dawn Guarriello
Mr. Tim Hult
Co-Chairs, Concord Middle School Building Committee

October 28, 2019

Dear Ms. Guarriello and Mr. Hult:

We have reviewed the charge to your Committee, and can see from the posted minutes that you are moving apace to address the issues of design and feasibility for a new middle school, as authorized by the 2019 Concord Town Meeting. We realize that the Committee's work to date has largely focused on hiring the necessary contractor, but we assume that the actual feasibility study will now be moving forward.

We write because we have a great interest in one subject which may come up as the Committee and its Finance Subcommittee address the part of their charge which includes the financing of a new school. Since it seems likely that a single new school will be built at the Sanborn site, this leaves the potential for re-use or redevelopment at the Peabody site. We think it not unlikely that some may suggest selling all, or a part, of the Peabody site in order to reduce the net cost to the Town, and the tax impact, of building the new school.

As was shown by the approval of several articles at the same 2019 Town meeting, there is great interest in increasing the supply of housing in Concord which is affordable to low and middle income residents, including employees of the Town and service providers working in Concord. If the Committee decides to consider sale or re-use options for the Peabody site as part of a planning package, we ask that you recognize this important need in your considerations. The Town does not own many sites where affordable housing could be built, so the Peabody site provides a unique opportunity to implement the affordable housing priority articulated in our Long Range Plan. The Affordable Housing Trust Fund approved at Town Meeting and the two funding methods for affordable housing now pending Legislative "home rule" approval could provide subsidies to make housing at the site affordable.

Although selling some or all of the Peabody site to the highest bidder might have the greatest impact on the costs of financing the new facility, we think it is extremely important to consider affordable housing options. There are few such sizable plots of land available for development in Concord, and it is vital to consider our need for affordable housing in any reuse of the Peabody site.

The Concord Housing Foundation is dedicated to improving our town's supply of affordable housing, and we are happy to meet with the Committee or the Finance Sub-Committee at any time that you discuss possible reuse of the Peabody site. We would also appreciate being informed of any meetings where the reuse of the Peabody site is on the agenda.

Thank you very much for your consideration in this matter.

Charles Phillips
Chair, Concord Housing Foundation