

**TOWN OF CONCORD
SELECT BOARD
AGENDA
November 18, 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 7, 2019 Executive Session Minutes (not to be released) • Gift Acceptance <ul style="list-style-type: none"> - Trustees of Town Donations \$10,000 Silent Fund - Concord Free Public Library Corporation \$2,500 Library Gift Account • Sunday Entertainment Licenses <ul style="list-style-type: none"> - The Concord Orchestra 12/8/19 1-5pm 51 Walden St Holiday Family Concert - The Trail's End Café 12/1/19 6-10pm 97 Lowell Road Dancing • One Day Special Licenses <ul style="list-style-type: none"> · Saltbox Catering 11/30/19 6-9pm 40 Westford Road Wines & Malt Beverages Only · Saltbox Catering 12/5/19 6-9pm 40 Westford Road Wines & Malt Beverages Only · Saltbox Catering 12/18/19 4-7pm 40 Westford Road Wines & Malt Beverages Only · Saltbox Catering 12/19/19 4-7pm 40 Westford Road Wines & Malt Beverages Only · Saltbox Catering 12/2/19 5-8pm 40 Westford Road Wines & Malt Beverages Only · Saltbox Catering 12/17/19 6:30-10pm 40 Westford Road Wines & Malt Beverages Only · Saltbox Catering 12/10/19 6:00-10pm 40 Westford Road Wines & Malt Beverages Only
3.	Town Manager's Report
4.	Chair's Remarks
5.	7:05 p.m. Public Hearing – Change of Officers/Directors and Ownership Interest: 99 Restaurant of Boston, LLC d/b/a 99 Restaurant and Pub, located at 13 Commonwealth Avenue
6.	7:10 p.m. Public Hearing – FY20 Tax Levy Classification Hearing with Board of Assessors
7.	Presentation of PEG Access Advisory Committee Survey Report by PAAC Chair
8.	Review Baptist Brook Deed and Easement
9.	Discuss Enforcement of Parking Meters During Holiday Season
10.	Town Manager FY21 Budget Report
11.	Review Appointment Policies and Procedures #10
12.	Committee Liaison Reports
13.	Miscellaneous/Correspondence: Cell phone service in Concord
14.	Committee Nominations: Lisa Evans of 91 Witherell Drive to the West Concord Junction Cultural District Committee for a term to expire May 31, 2022. Sue McCrory of 59 Lee Drive to the Public Ceremonies and Celebrations Committee for a term to expire May 31, 2024.
15.	Committee Reappointments: Harry Bartlett of 152 Commonwealth Avenue #5, and Jennifer Montbach of 45 Pine Street to the West Concord Junction Cultural District Committee for a term to expire May 31, 2022.
16.	Committee Appointments: 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.
17.	Public Comments
18.	Adjourn

PENDING

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
Monday	February 17	7 pm	Select Board Meeting	Town House

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

TOWN OF CONCORD

SUNDAY ENTERTAINMENT LICENSE APPLICATION

(to be submitted with Form 90)

Fee payable to "Town of Concord": \$50.00
Fee payable to "Commissioner of Public Safety": \$2.00 (1:00 PM - Midnight) or \$5.00 (before 1:00 PM)

Application Date: 11/12/19
Applicant Name(print): The Concord Orchestra
Applicant Address: 51 Walden St.
Concord MA 01742
Name of Organization: The Concord Orchestra
Telephone #: 978-364-4967

The undersigned hereby applies for a **Sunday Entertainment License** in accordance with the provisions of the State relating thereto:

Sunday Entertainment License for: Holiday Family Concert

(insert description of Entertainment)

in or on the property at 51 Walden Street

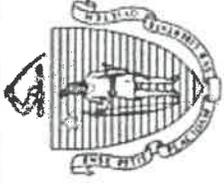
on 12/8/19, from 1 PM to 5 PM
(date)

in accordance with the rules and regulations made under authority of said Statutes.

Town Fee Paid \$ 50 State Fee Paid \$ 2

Please complete and return this form, Form 90, and payments to: Town of Concord

If mailing, mail to: Selectmen's Office, Town House, P.O. Box 535, Concord, MA 01742



THE COMMONWEALTH OF MASSACHUSETTS

State Fee, \$ 2
Municipal Fee, \$ 50

LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is THE TRAILS END CAFE in or on the property at No. 97 LOWELL RD. CONCORD, MA. 01742 (address)

The Licensee or Authorized representative, THE TRAILS END CAFE in accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
12-1-19	6-10 ^{PM}	Dancing - Lounge AT THE TRAILS END CAFE

Hon. _____ Mayor/ Chairman of Board of Selectman, _____ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

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) Megan Hawkes
COMPANY or organization: Saltbox Catering
ADDRESS: Saltbox Kitchen, 84 Commonwealth Ave., Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Saturday, November 30th, 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	<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:** 11/8/19

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

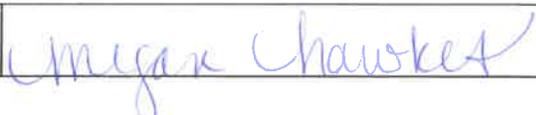
Under 21 Policy

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:	Saturday, November 30th, 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:	Saturday, November 30th, 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) Megan Hawkes
COMPANY or organization: Saltbox Catering
ADDRESS: Saltbox Kitchen, 84 Commonwealth Ave., Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Monday, December 2nd, 2019
EVENT: Cooking Class
HOURS OF OPERATION: 5p-8p
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: 11/13/19

**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:	Monday, December 2nd, 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:	Monday, December 2nd, 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) Megan Hawkes
COMPANY or organization: Saltbox Catering
ADDRESS: Saltbox Kitchen, 84 Commonwealth Ave., Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Thursday, December 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	<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:** 11/8/19

**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:	Thursday, December 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:	Thursday, December 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
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, December 10, 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, December 10, 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) Megan Hawkes
COMPANY or organization: Saltbox Catering
ADDRESS: Saltbox Kitchen, 84 Commonwealth Ave., Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Tuesday, December 17, 2019
EVENT: Private Event
HOURS OF OPERATION: 6:30-10p
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: 11/13/19

**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, December 17, 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:	Tuesday, December 17, 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
Board of Selectmen**

One Day Special Licenses

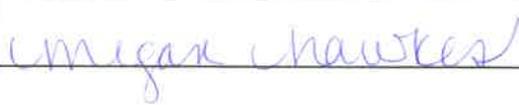
Under 21 Policy

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, December 18th, 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, December 18th, 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
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:	Thursday, December 19th, 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:	Thursday, December 19th, 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.



Jean M. Lorizio, Esq.
Chairman

*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
Telephone 617-727-3040
Facsimile: 617-727-1510*

October 11, 2019

LOCAL BOARDS

Andover; ~~Auburn~~; Barnstable; Billerica; Boston; Braintree; Bridgewater; Chicopee; ~~Concord~~; ~~Easton~~; Fairhaven; Falmouth; Foxboro; Framingham; Franklin; Greenfield; Haverhill; Hingham; Holyoke; Lowell; Lynnfield; Marlborough; North Andover; North Dartmouth; Pembroke; Pittsfield; Plymouth; Quincy; Rockland; Somerville; Springfield; Stoneham; Tewksbury; West Springfield; Westfield; Westford; Wilmington; Woburn; and Worcester.

The Alcoholic Beverages Control Commission ("Commission") has received an application from 99 Restaurant of Boston LLC for a Change of Officers/Directors and Change of Ownership Interest in the above-noted cities and towns. Relative to the Officer Change, Kurt Schnaubelt is being named an LLC manager and the Chief Executive Officer of the Licensed Entities. Brent Brent Bickett, Timothy Janszen and Greg Hayes are being removed as LLC Managers. Relative to the Change in Ownership Interest, there has been a transfer of stock at an upper-tier level that has resulted in a publicly traded company owning 88.5%, and a redistribution of the remaining ownership percentages among the other previously approved ownership entities, as detailed in a structure chart contained in the application.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay all of the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected by the Local Board(s).

The Commission has reviewed and accepted copies of the following documents and instruments:

- 1) Change of Officers/Directors and Change of Ownership Interest

- 2) CORI Request Form
- 3) Vote of the Board of Directors
- 4) Certificate of change of the LLC

Where there will be no change of existing managers, the Commission will not require that a Manager Form be completed, nor will the Commission require background information on the managers as such information should already be on file.

The applicant will contact you directly for processing the application. Please forward to the Commission the Local Licensing Authority Record. The Commission will require no other forms, documents or information in connection with these applications.

Should you or your town counsel/city solicitor have any questions or require information or assistance, please contact Investigator Jack Carey at (617) 727-3040, extension 736.

Sincerely,



Ralph Sacramone
Executive Director

cc: Ted Mahony, Chief Investigator
Ryan Melville, Licensing Coordinator
Joseph H. Devlin, Esq.



DEVLIN LAW

SERVING MASSACHUSETTS & NEW HAMPSHIRE

PH: 617-514-2828
Fax: 617-514-2825

jdevlin@devlinlawoffices.com
mcaobot@devlinlawoffices.com
www.devlinlawoffices.com



September 19, 2019

ATTN: License Administrator
Selectman's Office
22 Monument Square
Concord MA 01742

RE: Change of Officer and Change of Beneficial Interest application for an Annual Restaurant All Alcoholic Beverages License of 99 Restaurants of Boston, LLC or 99 West, LLC d/b/a 99 Restaurant & Pub

Dear License Administrator:

I am writing on behalf of 99 Restaurants of Boston, LLC and 99 West, LLC (collectively the "Licensee"), one or both of which are licensed entities in your community owned by the same corporate structure.

Per the letter you received from the Massachusetts Alcoholic Beverages Commission (the "ABCC"), a copy of which is also enclosed the "Licensee" has been granted preliminary approval for a Change of Officer and Change of Beneficial Interest relative to all 65 of their Massachusetts locations using the "inverted approval process".

Relative to the Officer Change, Kurt Schnaubelt is being named an LLC manager and the Chief Financial Officer, and W. Craig Barber is being named an LLC manager and the Chief Executive Officer of the Licensed Entities. Brent Bickett, Timothy Janszen and Greg Hayes are being removed as LLC Managers.

Relative to the Change in Beneficial Interest, as a result of a reorganization, Fidelity National Financial Ventures, LLC ("FNV"), a publicly traded company which owned 55% of the 99 Restaurants, created a new publicly traded company with the exact same stockholders, Cannae Holdings, Inc. ("CNNE"), and transferred all of its ownership in the 99 Restaurants to CNNE. The other previously approved stockholders also transferred a share of their stock to the new publicly traded company, so that CNNE now owns 88.5% of the 99 Restaurants, and the remaining owners hold a smaller ownership percentage, all as shown in the structure chart included in the application.

Due to the size of the transaction, the ABCC has reviewed and investigated the applications and found that the transaction is in compliance with M.G.L. Chapter 138. Per the

MAILING ADDRESS:

Devlin Law Offices, PLLC
171 High Street
Newburyport, MA 01950

Clients/99-Cannae restructure/Letter municipalities

112 Water St., Ste 201
Boston, MA 02109

letter sent by the ABCC, you will not be required to send back any other forms, documents or information in connection with the application other than the LLA Form. **If you have any questions, you can call Investigator Jack Carey at 617-727-3065, ext. 736.**

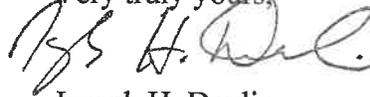
Enclosed please find the following documents relative to the transaction for your records:

64. Letter from Ralph Sacramone, Executive Director of the Alcohol Beverage Control Commission (the "ABCC").
65. Monetary Transmittal Form.
66. Retail alcoholic beverages application – change of beneficial interest.
67. Proof of US Citizenship for new officers.
68. CORI Request Forms for new officers.
69. Certificate of Authorization.
70. Exhibits.
71. Sales agreements for the two transactions.
72. Source of funds.

We would appreciate you putting this on your next available meeting schedule. We will call shortly hereafter to follow-up and see if you need us to attend the meeting, though we are anticipating from past experiences that many communities will not require it.

We look forward to speaking and working with you again. If you should have any questions with regards to this application, please feel free to call Mariel Cabot at extension 102.

Very truly yours,



Joseph H. Devlin

JHD/mrc
Enclosures

CONCORD POLICE DEPARTMENT

MEMORANDUM

TO: Select Board

FROM: Joseph F. O'Connor, Chief of Police

DATE: November 15, 2019

SUBJECT: *CHANGE OF DIRECTORS 99 RESTAURANTS OF BOSTON, LLC
d/b/a 99 CONCORD*

Select Board:

The following memo is in response to the Select Board in your role as the Town of Concord's Alcohol Licensing Board and the request to review the records of the applicants for the Change of Officers/Directors for the 99 Restaurants of Boston, LLC d/b/a 99 Concord. The names are as follows:

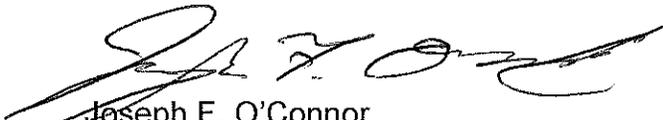
Walter Barber - LLC Manager, Chief Executive Officer of Licensed Entities

Kurt Schnaubelt – LLC Manager, Chief Financial Officer

A check of the above two individuals has revealed nothing that would prohibit them from assuming the role of Director for the 99 Restaurants of Boston, LLC d/b/a 99 Concord.

Please feel free to contact me should you have any further questions or concerns.

Respectfully,


Joseph F. O'Connor
Chief of Police

cc: Stephen J. Crane, Town Manager



Board of Assessors FY2020 Classification Meeting with the Select Board

November 18, 2019

Concord Board of Assessors

**BOA 1
11/07/2019**



Outline

- **Tax Rate Analysis for FY2020**
- **Recertification**
- **New Growth**
- **Total Taxable Value**
- **Tax Levy Calculation**
- **Tax Rate Calculation**
- **Senior Mean Tested Exemption**
- **Classification Issues**
 - Residential Factor
 - Open Space Discount
 - Residential Exemption
 - Small Commercial Exemption
- **Summary**



Tax Rate Analysis for FY2019

TAX RATE ANALYSIS Fiscal Year 2020

Report of the Concord Board of Assessors

Thomas Matthews, Chair
Christian Fisher
Susan Livingston
William Herring
Barron Lambert

To

Concord Select Board

- **Report distributed to the Select Board members**
- **Details:**
 - Assessed Values
 - Tax Levy
 - Tax Rate
 - Senior Exemption
 - BOA recommendations on classification

For Public Hearing on November 18, 2019

Concord Board of Assessors



This is Not A Re-Certification Year

- **DOR requires recertification every 5 Years**
 - **Fiscal 2020 is an Interim year**
 - **Next Recertification year FY 2023**
 - **Interim year same process for Town as a Recertification year**
 - **Review of values and growth by DOR**

Status

- **FY2020 Values Approved**
- **FY2020 Growth Approved**
- **Expect tax bills to go out with the approved rate and on time**



New Growth

- **Period: July 1, 2018 to June 30, 2019**
- **Residential: \$74,247,152 (Value) @ \$14.19/1,000 = \$1,053,567(Taxes)**
 - \$787,256 – Standard growth (New SFD, Additions)
 - \$251,275 – Condominiums (Sweet Birch and Black Horse Ln)
 - \$ 2,337 - Two and Three-Family's, Apartments
 - \$ 12,222 - Land and Mixed use
- **Commercial: \$1,251,122 @ \$14.19/1000 or \$17,753**
Industrial: \$ 0 @ \$14.19/1000 or \$0
Personal Property: \$8,734,280 @ \$14.19/1000 or \$123,939
- **Fiscal 2020 Total Growth: \$84,232,554 @ \$14.19/1000 or \$1,195,259**



Total Taxable Value

Class	FY2019 Valuation	FY2020 Valuation	Change	% Change
Residential	\$5,923,488,031	\$6,141,398,117	\$217,910,086	3.68%
Commercial/ Industrial/ P. Property	\$523,545,486	\$ 543,853,008	\$ 20,307,522	3.88%
Total	\$6,447,033,517	\$6,685,251,125	\$238,217,608	3.69%



Tax Levy Calculation

Item	Value
FY2019 Levy Limit	\$88,864,251
Amended growth FY 2019	\$ 0.00
Add...2 ½ allowed increase	\$ 2,221,606
Add...New growth	\$ 1,195,259
Total before any debt exclusion and override	\$92,281,116
Add...Debt exclusion	\$ 6,867,289
Add...Any override	0
Maximum permitted levy	\$99,148,405
FY2020 Property tax levy	\$95,027,232
Unused levy limit	\$ 4,121,173*

* Unused levy limit used in fiscal planning for future



Tax Rate Calculation

FY2019 Tax Rate was \$14.19

$$\frac{\text{FY2020 Property Tax Levy}}{\text{Town Taxable Valuation}} = \frac{\$95,027,232}{\$6,685,251,125} = 0.0142145$$

or

\$14.21 per thousand dollars of assessed value

Before Accounting for the Senior
Means Tested Exemption.



Senior Means Tested Exemption

- **Qualifications – Age 65 and over, Income requirements of the State Circuit Breaker Program and home value under the Town Median with an asset limit of \$250,000.**

Funded by a shift in the tax rate

	FY 2020	FY 2019
• Applications	46	59
• Approved FY	44	49
• Total Granted	\$144,028	\$191,413
• % of Res. Levy	.1648%	.2277%
• Res. Rate Shift	\$.02	\$.03
• Unified Rate	\$14.21	\$14.16
• Shifted Rate	\$14.23	\$14.19



Classification Issue – Residential Factor

- **Setting residential factor = 1 provides uniform tax rate for all classes (Residential, Open space, Commercial, Industrial and Personal property)**
- **Setting residential factor not = 1 results in differential tax rate between the “R/O” group and the “C/I/P” group**
- **Concord has used a uniform rate since FY1998**
- **92% of Concord revenue comes from Residential, a slight reduction (savings) in the “R/O” group would put a large increase (burden) on the “C/I/P” group**
- **This year to Balance the Rate (single rate) a shift of the residential factor to .999903 would result in an single rate for both the Residential and the C/P/I at \$14.23**

Recommendation:

The Board of Assessors supports a single tax rate for all classes, achieved by the adoption of a residential factor of “.999903”.



Classification Issue – Open Space Discount

- There are no parcels currently classified as open space
- Most large land owners participate in chapter land discounts under 61, 61A and 61B resulting in more savings than if they were designated as “Open Space”
- Under Chapter the discount ranges from 75% to 98%
- The open space discount has a maximum discount of 25%
- Excess land values only increased slightly to \$37,300/Acre further reducing the need for the OSD

Recommendation:

The Board of Assessors recommends that the Selectmen not adopt an open space discount.



Classification Issue – Residential Exemption

- **Redistribution of the tax levy among residential property owners**
- **“Exemption” is a misnomer since it is actually a tax shift among residential properties (upper portion of the tax base will have a higher tax bill, lower portion of the tax base will have a lesser tax bill)**
- **Tends to penalize low income renters because Apartment buildings would not qualify, would be in the upper half and pass the increase on to the tenants**
- **Most Advantageous in second-home communities**
- **Only 13 out of 351 communities in Massachusetts have adopted the exemption (9 inner city, 3 Cape, 1 south coast)**

Recommendation:

The Board of Assessors does not support adoption of a residential exemption.



Classification Issue – Small Commercial Exemption

- The intent of the exemption is to give a tax reduction to small commercial property owners at the expense of the larger commercial and industrial parcels
- The question of fairness arises since the legislation is based upon the assumption that the owners of higher valued properties are financially healthier than the owners of properties with lower values
- Detail analysis appears in the “Tax Rate Analysis” document

Recommendation:

The Board of Assessors does not support adoption of the small commercial exemption.



Summary

- **The Board of Assessors recommendation is to have a single Tax Rate by adopting a Minimum Residential Factor of .999903**
- **It is deemed the most fair action to adopt in apportioning the tax bill in Concord – it produces the same rate for all classes of property and avoids unintended consequences that the Board deems to be damaging**
- **The Board of Assessors does not recommend adoption of the**
 - **Open Space Discount**
 - **Residential Exemption**
 - **Small Business Exemption**

TAX RATE ANALYSIS
Fiscal Year 2020

Report of the
Concord Board of Assessors

Thomas Matthews, Chair
Christian Fisher
Susan Livingston
William Herring
Barron Lambert

To

Concord Select Board

For Public Hearing on November 18, 2019

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Purpose

The purpose of the public classification hearing is for the Select Board to determine the allocation of the local property tax to be borne by the four classes of real property plus personal property for Fiscal Year 2020. In deciding the allocation, the Select Board must adopt a residential factor, which is used to determine the percentage of the tax levy to apply to each class of real and personal property. The Board of Assessors applies these percentages to the individual property class (M.G.L. Chapter 40, section 56). The Select Board also can vote to adopt a factor for shifting the taxes among residential properties (residential exemption), among commercial properties (small commercial exemption), and between residential and open space properties (open space discount). It is the responsibility of the Assessors to provide the Select Board with all relevant information, and to discuss the fiscal effect of possible alternatives.

Recommendation

The Board of Assessors recommends the Select Board take the following action in adopting the FY2020 factors:

1. Vote a "Residential Factor of ".999903."
2. Vote not to grant an Open Space discount.
3. Vote not to adopt a Residential Exemption.
4. Vote not to adopt a Small Commercial Exemption.

These recommendations result in a uniform tax rate of \$14.23, up .28% from the FY2019 rate. Total taxable value is up 3.70%. Net of new growth, the tax value on all other property will rise on average 2.38%.

The following is the report of the Board of Assessors to the Select Board.

I. Total Assessed Values for Fiscal Year 2020

The Board of Assessors must determine the classification of all real property as of January 1, 2019, for FY2020, in accordance with the definitions set forth in M.G.L. Chapter 59, section 2A(b):

Class One	Residential
Class Two	Open Space
Class Three	Commercial
Class Four	Industrial

In addition, the value for all personal property, Class Five, must be determined. The classification, or use, codes are issued in accordance with the Department of Revenue, Bureau of Local Assessment guidelines. A listing of the State Use Classification Codes is attached in Addendum 1 and the total valuation report (LA-4) for FY2020 is attached in Addendum 2.

In FY2020, the town data and values have been affected by the following items:

A. Revaluation/Re-certification Adjustment

Per the Department of Revenue's guidelines, the assessing cycle requires that all parcels, exempt and taxable, be visited at least once every 10 years, that values be determined at market value every year, and that the Department of Revenue recertify values every five years. The last recertification year was FY2018, which means this year Fy 2020 is an interim year.

B. Abatements and Adjustments

In FY2019 Concord taxpayers filed 61 applications for abatement during the regular abatement period. The total number of abatements granted was 40. The dollar amount of abatements granted during the FY2019 abatement hearings totaled \$ \$7,825,870 for both personal property and real estate, which is \$111,049 in tax dollars. The majority of abated taxes was attributed to small corrections in property listings and most resulted in permanent adjustments to the property data. There have been three FY2019 appeals filed with the Appellate Tax Board (ATB) and one has been heard. The result was a small adjustment to the value.

In order to meet the DOR's cyclical inspection requirement, assessing staff seeks to conduct a complete inspection of a property regardless of the reason for the visit (building permit, sale, data verification, abatement application, or cyclical inspection, etc.). Every year there are many changes entered into the property records as a result of these inspections. Our records show that there were 1,033 inspections for FY2020, (just over 16.0% of all real estate parcels). The numbers don't reflect multiple visits, often needed in large projects and new construction. Of these, 513 were full inspections, inside and out. These numbers do not include when a field review is done from the street, which can include one parcel or many. A field review was performed on all properties as part of the FY 2018 recertification program. A field review usually does not require entering the property and therefore does not meet the DOR's standard in order to qualify as a cyclical inspection. The numbers also do not reflect the multiple visits required for new construction.

C. New Growth

The Annual Town Meeting in April of 2001 voted to accept a 1989 state statute that changes the new growth date from January 1st to June 30th. Thus, the valuation as a result of new construction or any other physical changes for FY2020 covers the time frame from July 1, 2018 to June 30, 2019.

The new growth represents, new houses, additions or changes to a property that result in added value to that property. The growth this year was slightly lower as compared to the prior year, primarily due to a decrease in the commercial and industrial permits. The growth included 32 new homes, 16 New condominiums, 67 major renovations and additions. Personal Property new growth is largely due to the addition of property on three accounts Comcast, National Grid, Insight Health Corp. and Ansys Inc.

The growth relevant to FY2020 was distributed among the four classes of real estate and personal property as follows:

	<u>Value</u>	<u>Levy Limit Adjustment</u>	<u>% of Total New Growth</u>
Class One, Residential	\$74,247,152	\$1,053,567	88.15%
Class Two, Open Space	0	0	0
Class Three, Commercial	\$ 1,251,122	\$ 17,753	1.48%
Class Four, Industrial	\$ 0	\$ 30	0%
Personal Property	<u>\$ 8,734,280</u>	<u>\$ 123,939</u>	10.37 %
TOTAL	\$ 84,232,554	\$ 1,195,259	100.00%

D. Change of Taxable Status

From time to time a shift in tax burdens will occur due to a change of taxable status. This year there were 13 parcels that moved from taxable to exempt and we had 2 parcels that went from exempt to taxable. The net loss in taxable value was \$7,639,200.

<u>Address</u>	<u>Value</u>	<u>Address</u>	<u>Value</u>
53 CHURCH ST	\$1,733,500	37Y COMMONWEALTH AVE	-\$ 44,200
62 CHURCH ST	\$ 794,800	37B COMMONWEALTH AVE	-\$ 142,600
151 MAIN ST	-\$1,846,000	369 COMMONWEALTH AVE	-\$ 384,200
58B MONUMENT ST	-\$ 93,800	225B MAIN ST	-\$ 5,200
20X BALLS HILL RD	-\$1,165,500	222B MAIN ST	-\$ 22,400
141X MONUMENT ST	-\$ 135,900	35 FOREST RIDGE RD	-\$3,933,100
238 MAIN ST	-\$1,344,700	3B FOREST RIDGE RD	<u>-\$ 7,500</u>
242 MAIN ST	-\$1,042,400	Net Total	<u>-\$7,639,200</u>

E. Total Taxable value

The total taxable value for FY2020 is \$6,685,251,125. A comparison of the Assessment Totals between FY2019 and FY2020 appears on pages 6 and 7. The total town valuation from FY19 to FY20 increased by 3.70%. The change in value by class varies from this total. The increase in the residential class is 3.68%, while the commercial/ industrial and personal property increase is 3.88%. The new growth listed above is included in the totals, so the actual change is \$153,985,054 or 2.39%. Note that this represents the change in the market from Calendar 2017 to 2018 and represents a moderate change.

Overall, the Residential/Open Space (R/O) portion is 91.86% of the total value and the Commercial/Industrial/Personal Property (C/I/P) portion is 8.14%. These percentages are slightly lower for residential, but consistent with the last several years. The breakdowns, ten years earlier in FY2010, were 90.61% and 9.39%.

II. Tax Levy

At the April 2019 Annual Town Meeting, the taxpayers voted appropriations for the fiscal year July 1, 2019 through June 30, 2020. In addition, certain state assessments, deficits and the overlay must be added to determine the total budget amount. Monies to support this local spending are raised by the property tax levy, state aid, local receipts and other sources. The Maximum Permitted Levy is the total amount of money that can be raised through real and personal property taxes and is the largest source of revenue for the town. The Maximum Permitted Levy in FY 2020, including the debt exclusion, is \$99,148,405. The actual levy is \$95,027,232. The difference between the maximum permitted levy and the actual levy is called excess levy capacity. For FY 2020 the Unused Levy Limit is \$4,121,173. The Levy Limit is calculated as follows:

FY2019 Levy Limit	\$88,864,251
Fy 19 New Growth Adjustment (<i>form LA-13a</i>)	\$ 0
2 ½% allowed increase	\$ 2,221,606
New Growth (<i>form LA-13</i>)	<u>\$ 1,195,259</u>
TOTAL (<i>before debt exclusion and override</i>)	\$92,281,116
DEBT EXCLUSION	\$6,867,289
<i>(Principal and interest due on debt authorized to be repaid from taxation above the levy limit)</i>	
OVERRIDE	<u>0</u>
MAXIMUM PERMITTED LEVY	<u>\$99,148,405</u>
FY2020 PROPERTY TAX LEVY	\$95,027,232
Unused Levy Limit	\$ 4,121,173

Town of Concord
Fy 2020 Taxable Assessed Value

Assessment Date:		January 1, 2018	January 1, 2019										
Budget Year		7/1/18 - 6/30/19	7/1/19 - 6/30/20									Last Year	10 Years Ago
Class		FY19 Valuation	FY20 Valuation	\$ Change FY19-20	% Change FY19-20	FY20 % Share	FY19 % Share	FY10 % Share					
Class 1	Residential	\$5,923,488,031	\$6,141,398,117	\$217,910,086	3.68%	91.86%	91.88%	90.61%					
Class 2	Open Space	\$0	\$0	\$0	na	0.00%	0.00%	0%					
	R/O Subtotal	\$5,923,488,031	\$6,141,398,117	\$217,910,086	3.68%	91.86%	91.88%	90.61%					
Class 3	Commercial	\$448,415,526	\$468,225,858	\$19,810,332	4.42%	7.00%	6.96%	7.75%					
Class 4	Industrial	\$26,439,500	\$26,619,200	\$179,700	0.68%	0.40%	0.41%	0.62%					
Class 5	Personal Property	\$48,690,460	\$49,007,950	\$317,490	0.65%	0.73%	0.76%	1.02%					
	C/I/P Subtotal	\$523,545,486	\$543,853,008	\$20,307,522	3.88%	8.14%	8.12%	9.39%					
	TOTAL	\$6,447,033,517	\$6,685,251,125	\$238,217,608	3.69%								
Class 9	Exempt	\$889,054,300	\$915,934,700	\$26,880,400	3.02%								

Fiscal 2019				Fiscal 2020			
Category	Assessed Value	Tax Rate	Tax Levy	Category	Assessed Value	Tax Rate (Proposed)	Tax Levy
Residential/Open Space (R/O):				Residential/Open Space (R/O):			
Residential:				Residential:			
Single family	4,889,158,324	\$14.19	69,377,157	Single family	5,083,284,560	\$14.23	72,335,139
Condominiums	458,232,133	\$14.19	6,502,314	Condominiums	481,827,476	\$14.23	6,856,405
Miscellaneous	144,887,300	\$14.19	2,055,951	Miscellaneous	136,406,000	\$14.23	1,941,057
Multi-family	72,548,100	\$14.19	1,029,458	Multi-family	70,908,950	\$14.23	1,009,034
Apartments	193,204,200	\$14.19	2,741,568	Apartments	206,042,200	\$14.23	2,931,981
Vacant Land	41,287,440	\$14.19	585,869	Vacant Land	39,334,640	\$14.23	559,732
Mixed Use Residential	124,170,534	\$14.19	1,761,980	Mixed Use Residential	123,594,291	\$14.23	1,758,747
Total RO:	5,923,488,031		84,054,295	Total RO:	6,141,398,117		87,392,095
Commercial/Industrial (CIP):				Commercial/Industrial (CIP):			
Commercial:				Commercial:			
Retail , Office , Other	394,522,825	\$14.19	5,598,279	Retail , Office , Other	420,031,925	\$14.23	5,977,054
Chapter 61, 61A & 61B	12,330,335	\$14.19	174,967	Chapter 61, 61A & 61B	11,856,574	\$14.23	168,719
Mixed Use Commercial	41,562,366	\$14.19	589,770	Mixed Use Commercial	36,337,359	\$14.23	517,081
subtotal:	448,415,526		6,363,016	subtotal:	468,225,858		6,662,854
Industrial:				Industrial:			
Manuf., Processing Warehouse	20,824,400	\$14.19	295,498	Manuf., Processing Warehouse	21,289,100	\$14.23	302,944
Solar	5,615,100	\$14.19	79,678	Solar	5,330,100	\$14.23	75,847
subtotal:	26,439,500		375,177	subtotal:	26,619,200		378,791
Personal property:	48,690,460	\$14.19	690,918	Personal property:	48,690,460	\$14.23	692,865

III. Tax Rate

The tax rate, in its simplest form, is the tax levy divided by the town's taxable valuation. This is called the *Uniform Tax Rate*. Under this rate each class of property pays a share of the tax levy *equal* to its share of the total town value. The calculation for the Town of Concord for FY 2020 is:

$$\$95,027,232 / \$6,685,251,125 = .0142145$$

or

\$14.21 per thousand dollars of assessed valuation

A tax rate history of both the Town of Concord and surrounding and/or comparable cities and towns is shown in Addendum 3. Of the 12 communities listed, 8 have split rates and 4 have a uniform rate. Despite the residential class advantage in a split rate town, the Town of Concord has repeatedly had the lowest or one of the lowest tax rates for both the Residential and the CIP classes. For FY2019 the town ranked the third lowest in the residential class and the lowest CIP rate in this group.

The Select Board has chosen to adopt a *Uniform Tax Rate* for the last 21 years. The Select Board must vote the percentages of the tax levy to be paid by each class of real property and by personal property each year (M.G.L. Chapter 40 section 56). In determining the percentages, the Select Board is actually adopting a residential factor.

A. Residential Factor

The residential factor adopted by a community governs the percentage of the tax levy that is to be paid by the residential property owners. A residential factor of "1" will result in the taxation of all property at the same rate, the *Uniform Tax Rate*. The Uniform Tax Rate with a residential factor of "1" is calculated to be \$14.21. However, the law allows the Commercial/Industrial/Personal Property, C/I/P, tax rate for the Town of Concord to be as high as 50% above the uniform rate; and the Residential/Open Space, R/O, to be as low as 65% of the uniform rate. A lower residential factor would result in the residential class bearing a lower share of the total levy than its share of taxable assessed value.

History of differential tax rates in Concord

In 1982, the town had a uniform rate and the percentage shares were 18% for the C/I/P, and 82% for the R/O. In 1983, the C/I/P class began to decrease in value relative to the R/O class. The Select Board, at that time, decided to shift the tax burden to the C/I/P class in the interest of maintaining a stable percent balance between the R/O and C/I/P classes. The 1983 vote shifted the levy 9/10ths of a percent to the C/I/P class. The Select Board continued to shift the taxes until 1996, with the maximum shift of 22% occurring in FY 1991.

However, through the mid-1990's, the total value of the town became increasingly residential. With this residential growth, it was perceived that an increasingly severe shift of the tax levy share to CIP would be required in order to produce only a relatively small benefit to the residential class. Therefore, the Select Board decided to gradually reduce the tax shift, and in FY1997 eliminated this tax shift entirely. In each of the ensuing years, the Board of Assessors has recommended and the Select Board has voted to adopt a uniform tax rate for the residential and CIP classes.

Allowable tax shift for FY20

As previously stated, a residential factor of 1 will result in the taxation of all property at the same rate. However, state law permits the town to adopt a residential factor of less than 1, which would have the effect of increasing the commercial, industrial, and personal property tax rates and decreasing the residential tax rate. The chart in Addendum 4 shows the range of allowable residential factor options available to the Select Board.

B. Senior Means Tested Exemption

In 2015 the Select Board created the Tax Fairness Committee, which eventually proposed a tax exemption for Seniors, as a Home Rule Petition to the Commonwealth of Massachusetts Legislature in 2016 that passed as Chapter 374 of the Acts of 2016. A copy can be found in the addenda. The article was ratified at the 2017 Town meeting article 48 and was put to a Town wide election. The Exemption became effective on July 8, 2017 and was put into use for Fiscal 2019.

The Exemption is based on the Commonwealths Circuit Breaker Income tax program for Income, but uses Concord's median single family house value, from the previous fiscal year, instead of the value set by the DOR. This expands the exemption to help seniors for FY 2020 in homes up to a value of \$881,550. The exemption is funded by a tax shift on the residential class of property only.

The program for Fy 2020 will provide an exemption to 44 taxpayers and has a total reduction of \$144,028. This results in an increase to the residential rate of \$.02 or a full rate of \$14.23/ thousand. Given Concord's history of maintaining a single rate a slight shift in the Commercial/Industrial/Personal Property would be needed. This shift would provide all classes of property to have a single rate of \$14.23/thousand.

To maintain a single rate the Select Board would have to vote a Minimum Residential Factor of .999903 This would result in a shift to the Commercial/Industrial/Personal Property class of .14%.

Recommendation of the Board of Assessors

The Board of Assessors supports a uniform tax rate for all classes, achieved by the adoption of a residential factor of “.999903.”

C. Open Space Discount

Open Space is defined in M.G.L. Chapter 59, section 2A as:

...land which is not otherwise classified and which is not taxable under the provisions of chapters sixty-one, sixty-one A or sixty-one B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public. [Recently the law was changed to allow inclusion of chapter land.]

State law allows properties classified as Open Space to be taxed at a rate discounted up to 25% from the uniform tax rate. The tax dollars lost by the discount are shifted to the residential class of properties, which includes developable vacant land. The local Board of Assessors must develop the criteria that must be met in order to classify a parcel as Open Space that meets the “significant contribution” for the benefit and enjoyment of the public criteria. Previously Concord has interpreted “significant” as a size consideration, in addition to other factors including view, watershed, trail way, or green belt.

Only one community in Massachusetts grants an open space discount: Bedford. Boards of Assessors use this classification sparingly since most land fits into other classifications, and the open space classification, on its own, makes no difference in the assessment of a property. Assessors have also observed that as the years have passed, many of the land parcels afforded a tax discount were developed anyway, regardless of the tax incentive employed to encourage protection of open land and/or be a deterrent to development.

Presently, there are no parcels classified by the Board of Assessors as Class 2 – Open Space.

During the past several years the Assessors have examined the valuation methodologies for land, including undeveloped land, and considered what might be an appropriate policy that Concord could adopt for open space. In particular, vacant land as well as undeveloped lots on a developed parcel were reviewed in detail. Current assessing practices in Concord do not use an aggressive approach to the valuation of undeveloped parcels by assuming that they could be developed to the maximum potential. Valuing a parcel as excess land results in a more favorable property tax for the owner, rather than assessing it as buildable and then applying an open space discount. The Board of Assessors does not believe there is any advantage to classifying properties as Class 2 – Open Space. *Further the tax discount under the Chapter land program is far greater than afforded by the open space discount.*

Recommendation of the Board of Assessors

The Board of Assessors recommends that the Select Board not adopt an open space discount since there are no parcels classified as Class 2.

D. Residential Exemption

This mechanism provides for the redistribution of the tax levy among residential property owners, solely within the Residential Class (Class 1). “Exemption” is a misnomer since it is actually a tax shift among residential properties. It involves the following steps:

- Subtracting a standard dollar amount (a percentage of the average Class 1 value) from every qualifying owner-occupied residential parcel;
- Recalculating the Class 1 tax rate based on the new total of the Class 1 taxable value. The Class 1 tax levy must remain unchanged before and after this calculation.

This has the net result of shifting taxes from Class 1 parcels that are below the average value to parcels within the Class that are above the average. It also, however, results in substantially higher taxes on apartment and multi-family parcels that are not owner occupied, on vacant land parcels in the Class, and on any other residential property which is not owner occupied (including, in many instances, properties that are owned by a trust).

The selected percentage to calculate the standard qualifying assessed value reduction can be from 0 to 35%, but selecting a certain percent does not mean that everyone gets that exact percent tax reduction. This is because the tax rate for the Class must be raised. The impact of the exemption – who pays more and who pays less – is not conditioned upon the income status of the occupant. The manner in which the residential exemption works implies the presumption that all occupants of higher-valued properties also have higher incomes.

The average value of Class 1 is \$1,029,572 while the average single family home value is \$1,105,783. The exemption, however, would be calculated on the \$1,029,572 value. A 35% shift would be \$360,350 exemption in value. The Class 1, residential tax rate associated with 35% exemption would produce a class 1 tax rate of \$20.15 up, \$5.92 from the rate without the exemption. The break-even point where the rate increase and the exemption amount cross would be on a residential parcel (land and buildings) valued at \$1,226,709.

In FY2020 there are 5,965 Class 1 parcels. Based on a “guesstimate” of eligibility, we estimate there are 5006 potentially eligible properties. To determine the precise number of principal residences would require extensive review of the census, voting, and utility records, car registrations and income tax returns. To implement this exemption, the taxpayers would file an application and include the above mentioned documents. Their principal residence, indicated by using the above listed documents, would determine their eligibility. Based on the assumed eligible number of parcels, at least 959 residential parcels would not qualify for the exemption and experience an increase in their taxes. If the property did not qualify the reduction of \$360,350 wouldn’t apply and in addition they would be taxed at the new rate of \$20.15. A \$400,000 house that did not qualify for the exemption would have an annual tax bill shift or increase of \$2,368.

In addition residential properties (those over the break-even point) would experience an increase. The following are examples of the increase:

Value	No Shift Tax	Shift Value	Shift Tax	Difference
\$1,104,622	\$15,718.77	\$744,272	\$14,996.23	-\$722.54
\$1,226,709	\$17,456.07	\$866,359	\$17,456.14	\$0.07
\$1,511,786	\$21,512.72	\$1,151,436	\$23,200.12	\$1,687.40

This option is based on the assumption that a lower value property indicates an occupant with lower income and vice versa. In recent years the Board of Assessors has examined this provision in detail and has continued to recommend against its adoption. The FY2020 data does not indicate any change that would result in a different conclusion.

Only fourteen cities and towns in the Commonwealth use the residential exemption. Two communities joined in FY2006, Everett and Barnstable. Otherwise, this list hasn't changed in many years. In larger metropolitan communities, the large apartment population essentially funds the exemption (Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Marlborough, Somerville, Waltham, Watertown); in resort communities, the second home population funds the exemption (Barnstable, Truro, Nantucket, Tisbury); and in one community, the power plant funds over half of the total levy (Somerset). Thirteen of the fourteen communities also use the CIP tax shift essentially to the fullest degree they can, which means the commercial, industrial, and personal property classes are also called upon to reduce the Class 1 tax bill. (See "A. Residential Factor" above.)

Note: The above information was calculated on a single rate without the Senior Exemption Shift.

Recommendation of the Board of Assessors

The Board of Assessors does not support adoption of a residential exemption because its impact would be to raise taxes on a substantial number of residential parcels without regard to the fiscal circumstances of the occupants, while lowering taxes on a substantial number of residential parcels whose financial circumstances may not indicate a need for a discounted property tax. (See a report to the Concord Board of Assessors by Lynn Masson and Tony Logalbo on 10/13/05 and The Residential Exemption prepared by Jay E. Closser on 11/25/98) all available at:

http://www.concordma.gov/Pages/ConcordMA_Assessor/FY20INFO

Further, the Board notes the adverse consequences that would result for apartment buildings and multi-family units, which comprise a significant proportion of Concord's affordable housing stock.

E. Small Commercial Exemption

Under M.G.L. Chapter 59, section 5I, the Select Board may decide annually to exempt up to ten percent of the average value of Class Three(Commercial) The properties have to be occupied by businesses with an average annual employment of no more than ten people. The building value must have a valuation of less than \$1,000,000 and the property must be occupied by the eligible businesses as of the January 1 assessment date. The property need not be owned by the eligible business that has been approved as a small business by the DOR. If multiple commercial occupants occupy the building, all occupants must be eligible. The small commercial exemption is a reduction in the taxable valuation of the property applied by the assessors before setting the tax rate. Like the Residential Exemption discussed above, the consequence of the Commercial Exemption is to set a new Commercial Tax Rate higher than the Uniform Tax Rate of \$14.23. If adopted, it has the effect of reducing property taxes on certain commercial properties occupied by small businesses and shifting those taxes onto other commercial properties, many of which are likely also occupied by small businesses as either owners or leaseholders.

In FY 2020, the Town of Concord has 337 Class Three commercial properties with a total value of \$420,031,925 (excluding mixed use). There are approximately 76 improved parcels over \$1,000,000 and 1 vacant developable parcel. The majority of the remaining parcels are commercial condominiums that may or may not qualify. However, the business needs to apply to the DOR to be qualified as a small business. If this exemption were to be considered it would require several years notification, so that the businesses that could qualify would have time to be approved by the DOR. There are a limited number of communities that provide the small commercial exemption including: Auburn, Avon, Bellingham, Braintree, Dartmouth, New Ashford, Seekonk, Somerset, Westford and Wrentham.

The intent of the law is to give a tax reduction to small businesses at the expense of the larger commercial parcels. The question of fairness arises since the legislation is based upon the assumption that the owners of larger buildings are financially healthier than the owners of smaller buildings.

Recommendation of the Board of Assessors

The Board of Assessors does not support adoption of the small commercial exemption (See *The Small Commercial Exemption* by Jay E. Closser, dated November 25, 1998). Also available at:

http://www.concordma.gov/Pages/ConcordMA_Assessor/FY18INFO

CONCLUSION

In conclusion, the Board of Assessors is unanimous in its recommendation to retain the Uniform Tax Rate of \$14.23/\$1,000 of valuation for FY20. This is achieved by a slight shift to the C/I/P or a Minimum Residential factor of .999903.

The Board of Assessors does not recommend adoption of the Open Space Discount, the Residential Exemption or the Small Business Exemption.

ADDENDA

ADDENDUM #1

State Use Code

Residences

101	Single Family
102	Condominium
103	Mobile Home
104	Two-Family
105	Three-Family
106	Accessory Land with Improvement
109	Multiple Houses on One Parcel

Apartments

111	Four to Eight Units
112	More Than Eight Units

Non-Transient Group Quarters

125	Other Congregate Housing
126	

Vacant Land in a Residential Zone or Accessory to Residential Parcel

130	Developable Land
131	Potentially Developable Land
132	Undevelopable Land

Other

140	Child Care Facility
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Open Space

201-202	Open Land in Residential Area
210-211	Open Land in Rural Area
220-221	Open Land in Commercial Area

Commercial

300-393	Transient Group Quarters, Warehouse and Distribution Facilities, Retail, Office Buildings, Public Service and Recreational
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Industrial

400-452	Manufacturing, Utilities, Mining
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Personal Property

501-552	
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Forest Land (CH 61), Agricultural/Horticultural (CH 61A), Recreational CH 61B)

601	Forest Land
710-722	Agriculture/Horticulture Land
801-814	Recreational Land

Exempt

900-939	Government-owned, Educational, Charitable, Religious
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ADENNDUM # 2

Jurisdiction Fiscal Year

Property Type	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	4,597	5,083,284,560				
102	870	481,827,476				
MISC 103,109	63	136,406,000				
104	102	69,928,950				
105	1	980,000				
111-125	27	206,042,200				
130-32,106	278	39,334,640				
200-231	0		0			
300-393	337			420,031,925		
400-442	27				21,289,100	
450-452	2				5,330,100	
CH 61 LAND	3 14		0	48,228		
CH 61A LAND	24 33		0	1,167,446		
CH 61B LAND	21 12		0	10,640,900		
012-043	27	123,594,291	0	36,337,359	0	
501	98					6,596,190
502	143					21,464,610
503	0					0
504	2					9,629,040
505	3					7,226,500
506	1					2,736,900
508	4					1,354,710
550-552	0					0
TOTALS	6,689	6,141,398,117	0	468,225,858	26,619,200	49,007,950
Real and Personal Property Total Value						6,685,251,125
Exempt Parcel Count & Value					639	915,934,700

Addenda # 3Community Tax
Rates

	FY13	FY 14	FY 15	FY16	FY17	FY18	FY19
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Concord							
Residential	\$14.07	\$14.45	\$14.29	\$13.92	\$14.07	\$14.29	\$14.19
CIP	Uniform						
Average Single Family Bill	\$11,802	\$12,249	\$12,890	\$13,490	\$13,895	\$14,494	\$15,115

Acton							
Residential	\$19.10	\$19.45	\$19.05	\$19.23	\$19.06	\$19.38	\$19.37
CIP	Uniform	Uniform	Uniform	Uniform	Uniform	Uniform	Uniform
Average Single Family Bill	\$9,650	\$9,832	\$10,128	\$10,382	\$10,696	\$10,974	\$11,318

Andover							
Residential	\$14.51	\$15.18	\$14.97	\$14.82	\$15.18	\$15.64	\$15.27
CIP	\$24.26	\$25.25	\$24.77	\$25.99	\$26.46	\$27.61	\$27.51
(uniform rate)	(\$16.45)	(\$17.18)	(\$16.90)	(\$16.93)	\$17.35	\$17.88	\$17.47
Average Single Family Bill	\$7,967	\$8,343	\$8,648	\$8,945	\$9,170	\$9,591	\$9,973

Bedford							
Residential	\$15.37	\$15.71	\$14.62	\$15.28	\$14.81	\$13.74	\$12.96
Open Space	\$11.55	\$11.78	\$10.94	\$11.47			
CIP	\$33.80	\$34.04	\$32.12	\$33.50	\$32.04	\$30.38	\$28.42
(uniform rate)	(\$19.31)	(\$19.45)	(\$18.36)	(\$19.15)	\$18.31	\$17.36	\$16.24
Average Single Family Bill	\$7,963	\$8,481	\$8,607	\$9,103	\$9,508	\$9,265	\$9,442

Carlisle							
Residential	\$17.68	\$18.64	\$19.00	\$17.20	\$17.62	\$18.17	\$18.29
CIP	Uniform						
Average Single Family Bill	\$11,960	\$12,732	\$13,127	\$13,588	\$14,062	\$14,701	\$15,016

Chelmsford							
Residential	\$17.95	\$18.98	\$18.70	\$18.03	\$17.92	\$17.96	\$16.35
CIP	Uniform	Uniform	Uniform	Uniform	Uniform	Uniform	\$22.21
(uniform rate)							\$17.37
Average Single Family Bill	\$5,799	\$6,119	\$6,329	\$6,540	\$6,912	\$7,175	\$7,003

Lexington							
Residential	\$15.20	\$15.51	\$14.86	\$14.60	\$14.49	\$14.30	\$14.12
CIP	\$28.97	\$29.56	\$29.10	\$28.40	\$28.13	\$27.69	\$27.33
(uniform rate)	(\$17.04)	(\$17.39)	(\$16.63)	(\$16.23)	\$16.07	\$15.82	\$15.62
Average Single Family Bill	\$10,906	\$11,481	\$12,191	\$12,955	\$13,506	\$14,169	\$14,834

**ADDENDUM #3
(continued)**

Community Tax Rates	FY13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
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Lincoln

Residential	\$14.23	\$14.41	\$14.15	\$13.99	\$13.07	\$14.03	\$15.36
CIP	\$18.72	\$18.95	\$18.60	\$18.39	\$18.05	\$18.44	\$20.18
(uniform rate)	(\$14.40)	(\$14.58)	(\$14.31)	(\$14.15)	\$13.88	\$14.18	\$15.52
Average Single Family Bill	\$13,254	\$13,742	\$14,367	\$15,033	\$15,185	\$16,118	\$18,097

Maynard

Residential	\$20.05	\$22.29	\$22.31	\$21.25	\$22.01	\$22.64	\$21.04
CIP	\$29.55	\$32.28	\$31.09	\$29.57	\$30.57	\$31.10	\$28.86
(uniform rate)	(\$21.26)	(\$23.56)	(\$23.38)	(\$22.23)	\$22.98	\$23.56	\$21.86
Average Single Family Bill	\$6,096	\$6,414	\$6,680	\$6,960	\$7,209	\$7,440	\$7,752

Sudbury

Residential	\$17.99	\$18.03	\$17.60	\$17.80	\$17.74	\$17.93	\$17.91
CIP	\$23.52	\$24.94	\$24.88	\$25.11	\$25.01	\$24.30	\$18.27
(uniform rate)	(\$18.38)	(\$18.42)	(\$17.99)	(\$18.20)	\$18.12	\$18.27	\$18.27
Average Single Family Bill	\$11,205	\$11,544	\$11,598	\$12,082	\$12,520	\$13,033	\$13,355

Wayland

Residential	\$17.89	\$18.33	\$18.39	\$17.34	\$18.14	\$18.03	\$18.28
CIP	Uniform						
Average Single Family Bill	\$10,529	\$10,974	\$12,049	\$11,730	\$12,529	\$12,906	\$13,719

Westford

Residential	\$16.13	\$16.60	\$16.24	\$16.30	\$16.41	\$16.38	\$16.56
CIP *	\$16.38	\$16.83	\$16.44	\$16.50	\$16.41	\$16.38	\$16.56
(uniform rate)	(\$16.13)*	(\$16.60)*	(\$16.24)*	(\$16.30)*	\$16.41	\$16.38	\$16.56
Average Single Family Bill	\$7,097	\$7,312	\$7,543	\$7,797	\$8,054	\$8,420	\$8,821

Chapter 374 – Acts of 2016

AN ACT ESTABLISHING A SENIOR MEANS-TESTED PROPERTY TAX EXEMPTION IN THE TOWN OF CONCORD

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. With respect to each qualifying parcel of real property classified as Class 1, residential, in the town of Concord there shall be an exemption from the property tax equal to the total amount of tax that would otherwise be assessed without this exemption less the sum of: (i) 10 per cent of the total annual qualifying income for purposes of the state circuit breaker income tax credit; and (ii) the amount of the state circuit breaker credit the applicant was eligible to receive in the year before the application being filed. The percentage of total annual qualifying income may be raised by section 3. Property taxes shall not be reduced by more than 50 per cent by this exemption. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, a "parcel" shall be a unit of real property as defined by the board of assessors under the deed for the property and shall include a condominium unit.

SECTION 2. The board of assessors may deny an application for the exemption in section 1 if the board finds that the applicant has excessive assets that place the applicant outside of the intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption under section 1 if the following criteria are met:

- (i) the qualifying real property is owned and occupied by a person whose prior year's income would make the person eligible for the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws;
- (ii) the qualifying real property is owned by a single applicant who is 65 years of age or older at the close of the previous year or owned jointly if 1 of the joint applicants is 65 years of age or older at the close of the previous year and the other joint applicant is 60 years of age or older;
- (iii) the qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;
- (iv) the applicant or not less than 1 of the joint applicants has been domiciled in the town of Concord for not less than 10 consecutive years before filing an application for the exemption;
- (v) the maximum assessed value of the domicile is not more than the town's median single-family residential assessed value of the prior fiscal year; and
- (vi) the board of assessors has approved the application for the exemption.

SECTION 3. The exemption under section 1 shall be in addition to any other exemption allowable under the General Laws, except that there shall be a dollar cap on the total exemptions granted pursuant to this act equal to 0.5 per cent of the fiscal year's total residential property tax levy for the town of Concord, including the levy for the regional high school if not included in the town's tax levy at some subsequent date with the total exemption amount granted pursuant to this act allocated proportionally within the tax levy on all residential taxpayers. After the first year of the exemption, the total cap on the exemptions granted pursuant to this act shall be set annually by the select board within a range of 0.5 to 1 per cent of the residential property tax levy for the town. If benefits to the applicants may be limited because the percentage established annually by the select board would otherwise be exceeded, the benefits shall be allocated by raising the total annual qualifying income percentage as required in section 1 as necessary to not exceed the cap. If the cap exceeds the need for the exemption, the total cap on the exemptions granted pursuant to this act shall be reduced to meet the need.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the

board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. Acceptance of this act by the town of Concord shall be first by vote of approval at an annual town meeting, to be followed by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance is placed on the ballot. Sections 1 to 4, inclusive, and sections 7 and 8 shall take effect 30 days after an affirmative vote by the town.

SECTION 6. This act may be revoked by an affirmative vote of a majority of the voters at any regular or special town election at which the question of revocation is placed on the ballot. Revocation of sections 1 to 4, inclusive, and sections 7 and 8 shall take effect 30 days after an affirmative vote of the town to revoke those sections.

SECTION 7. An exemption shall not be granted under this act until the department of revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 8. This act shall expire after 3 years of implementation of the exemption.

Approved, January 6, 2017

ADDENDUM # 5

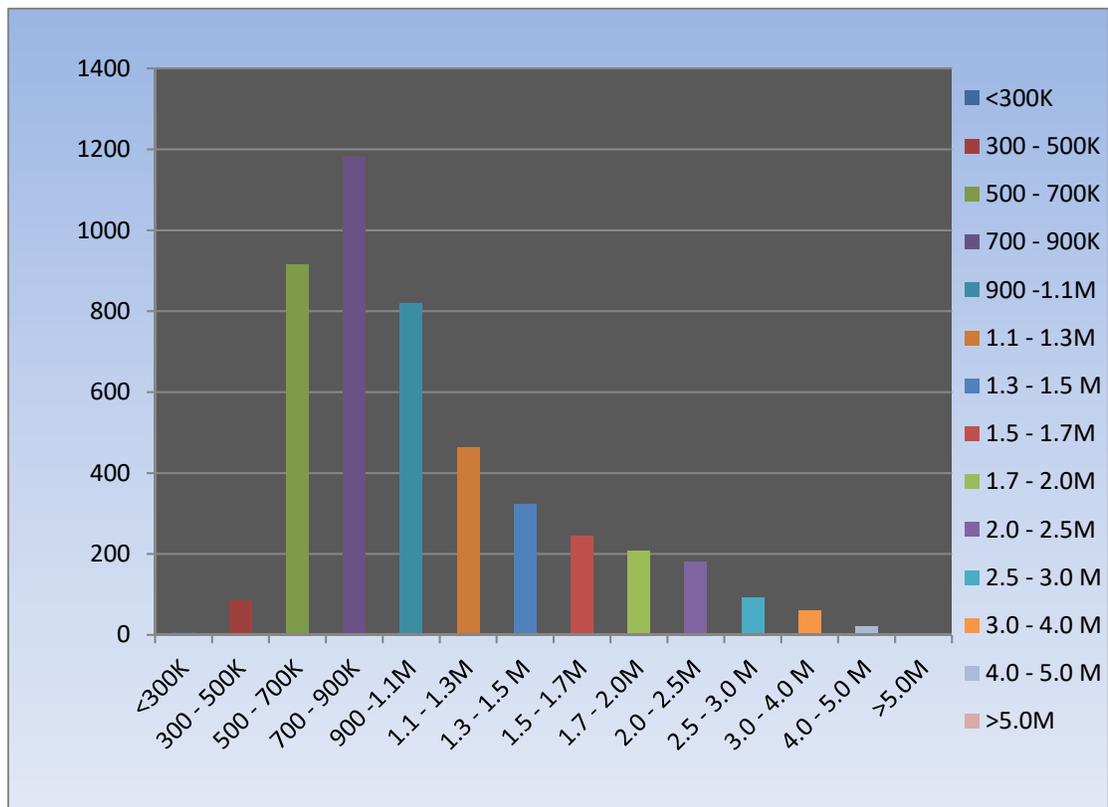
What if ... Scenario Worksheet

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding

CLASS		VALUE	PERCENTAGE				
Residential		\$6,141,398,117	91.86%	R&O %			
Open Space		\$0	0.00%				
Sub-Total Res, OS				91.8649%			
Commercial		\$468,225,858	7.00%				
Industrial		\$26,619,200	0.40%	C.I.P.			
Personal Property		\$49,007,950	0.73%				
Sub-Total Comm, Ind, PP				8.1351%			
Total		\$6,685,251,125	100.00%				
LEVY							
Estimated Levy		\$95,027,232.00					
Single Tax Rate		\$14.21					
		Share Percentages		Estimated	C.I.P.	% Shift	
C.I.P. Shift	Res Factor	Res/OS	C.I.P.	Res/OS		Res	C.I.P.
1	100	91.8649%	8.1351%	\$14.21	\$14.21	0.00%	0.00%
1.02	99.8229%	91.7022%	8.2978%	\$14.19	\$14.50	-0.18%	2.00%
1.04	99.6458%	91.5395%	8.4605%	\$14.16	\$14.78	-0.35%	4.00%
1.06	99.4687%	91.3768%	8.6232%	\$14.14	\$15.07	-0.53%	6.00%
1.08	99.2916%	91.2141%	8.7859%	\$14.11	\$15.35	-0.71%	8.00%
1.1	99.1144%	91.0514%	8.9486%	\$14.09	\$15.64	-0.89%	10.00%
1.12	98.9373%	90.8887%	9.1113%	\$14.06	\$15.92	-1.06%	12.00%
1.14	98.7602%	90.7260%	9.2740%	\$14.04	\$16.20	-1.24%	14.00%
1.16	98.5831%	90.5633%	9.4367%	\$14.01	\$16.49	-1.42%	16.00%
1.18	98.4060%	90.4006%	9.5994%	\$13.99	\$16.77	-1.59%	18.00%
1.2	98.2289%	90.2379%	9.7621%	\$13.96	\$17.06	-1.77%	20.00%
1.22	98.0518%	90.0752%	9.9248%	\$13.94	\$17.34	-1.95%	22.00%
1.24	97.8747%	89.9125%	10.0875%	\$13.91	\$17.63	-2.13%	24.00%
1.26	97.6976%	89.7498%	10.2502%	\$13.89	\$17.91	-2.30%	26.00%
1.28	97.5205%	89.5871%	10.4129%	\$13.86	\$18.19	-2.48%	28.00%
1.3	97.3433%	89.4243%	10.5757%	\$13.84	\$18.48	-2.66%	30.00%
1.4	96.4578%	88.6108%	11.3892%	\$13.71	\$19.90	-3.54%	40.00%
1.5	95.5722%	87.7973%	12.2027%	\$13.59	\$21.32	-4.43%	50.00%

ADDENDUM #6

**FY 2020 SINGLE FAMILY RESIDENCE by VALUES – STATE USE CODE 101
(Does not include mixed use 012 or multiple houses 109)
Concord, Ma**

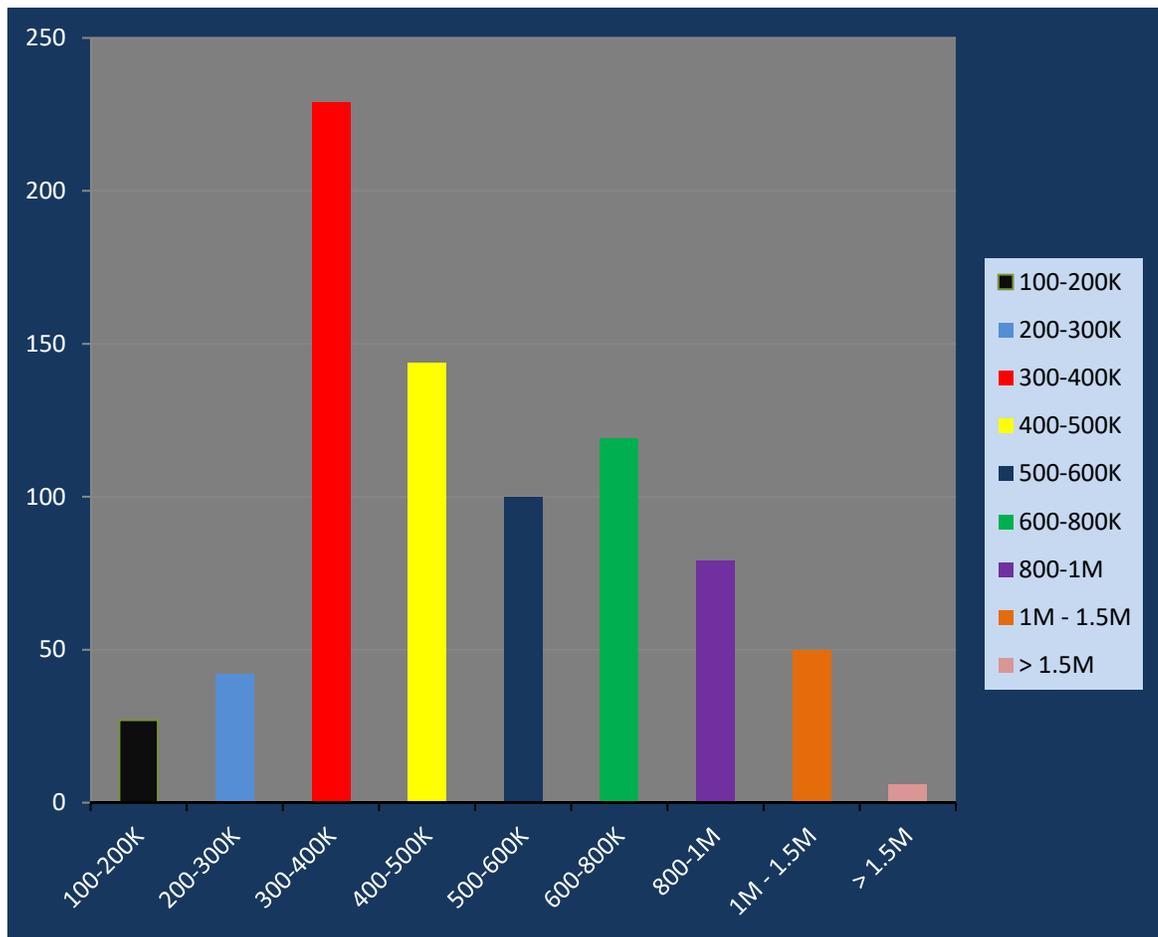


Average Assessment: \$1,105,783

Median Assessment: \$925,200

Addendum # 7

FY 2020 CONDO VALUES – STATE USE CODE 102
(The figures include affordable units, but not separate garages)



Average Assessment: \$553,824.

Median Assessment: \$464,400.

PEG Access Advisory Committee Survey Results, 2019



Prepared by Erin Stevens, Public Information and Communications Manager
Assistance provided by Karen Pellegrino and Laurie Giovino
Survey created by PEG Access Advisory Committee (PAAC), with special thanks to Peggy Wargelin



2019 PEG Access Advisory Committee Survey

The following survey is to gather your thoughts and views on PEG (public ch. 8, education ch. 99, and government ch. 9) cable TV services provided by the Town. Please respond to this survey by May 15, 2019. Thank you.

- Karlen Reed, PAAC Chair

Surveys can be mailed back to P.O. box 535, dropped off at the Town Clerk's Office at the Town House located at 22 Monument Square, the Main Concord Free Public Library, the Fowler Branch of the Concord Free Public Library, or can be filled out online by visiting concordma.gov/PAACSurvey.

- 1) **What town do you live in?** Concord Carlisle other _____
- 2) **If you watch PEG Access channels, which PEG programming do you watch most?**
 Public Educational Government
- 3) **If you don't watch PEG Access channels, why not? (Check all that apply):**
 Didn't know that PEG Access Channels existed Can't easily find out what programs are being broadcast
 Don't find that the programs are interesting Don't find that the programs are of good quality
 Other _____
- 4) **Where would you prefer to watch pre-recorded PEG Programs? (Check all that apply):**
 TV (Comcast) MMN webpage (concordma.gov/mmn) YouTube channel Facebook
 Audio-only Podcast Other _____
- 5) **How would you prefer to be notified of available PEG Programming and its schedule? (Check all that apply):**
 Local Newspaper MMN web page (concordma.gov/mmn) Town "Notify Me" (email)
 Social media (twitter, facebook, or instagram) YouTube Channel Subscription
 Other _____
- 6) **Does your household have the following? (check all that apply below, or Not Sure):**
Internet access: Comcast Broadband Verizon DSL Concord Broadband Other
Entertainment: Comcast Verizon DSL Streaming (e.g., Hulu, Netflix, Amazon Prime)
- 7) **MMN is funded by Comcast subscriber fees. Do you anticipate leaving Comcast?:** Yes No
- 8) **On a scale of 1-5, where 5 = Good, how satisfied are you with your selection of MMN programming?** _____
- 9) **Where should MMN focus their efforts? Please rank each from 1-5 (5=highest priority):**
 training citizens to create programming
 creating professionally produced local programming
 creating alternative studio/editing space away from the high school
 improving sound quality for board/committee meetings (both recorded and in-person)
 recording more town board and committee meetings
 introducing a school-based training/programming effort
 recording local events for town groups, e.g., LWVCC, Council on Aging, businesses
 making it easy for citizens to locate and watch programming
- 10) **What sorts of programming would you be interested in? (Check all that apply):**
 showcasing local businesses showcasing local non-profits local news
 showcasing local art scene, performances and musicians/artists school sports
 talking about local issues with elected officials, board and committee members, and town employees
- 11) **Any other comments to share with the PAAC regarding PEG access services?** _____

INTRODUCTION

The understanding of PEG channels and their access is fundamental to our success in community engagement. If the community is unaware of the channels there is little room for us to use the channels to communicate and educate the community. However, this also provides a great opportunity for growth.

The team at MMN is continuing to look at expanding programming to create more interesting and engaging material as well as continue to improve sound quality, picture quality, and longevity of program material.

The survey was mailed by the Public Information Office, which MMN is a division of, to the 7069 listed households in Concord and 1911 households listed in Carlisle. These were sent via the US Post Office in late April, 2019. The information which is provided such as the types of programming people want to see and the top priorities will be extremely useful in planning of next steps for MMN. We look forward to creating a plan which highlights the communities' desires and allows to continually improve.

It is understood that demographic questions could have been very useful in helping the committee and MMN to determine best practices as well as our current audience. This could be used to assist in broadening our reach and programming. Additionally, we understand the limitations of the survey in terms of mailing and online results which in theory were not limited to one per household and worked on the "honor system". This needs to be taken into account this into consideration when evaluating the data.

- Erin Stevens, Public Information and Communications Manager

MMN SUMMARY

MMN received 294 responses representing a 3% total response rate for Concord and Carlisle. According to the surveys collected, the majority of respondents watch the government channel most often. This is likely due to the amount of content available and that it may begin to become more balanced over time with more content available on other channels.

The issue of access to scheduling is one that was understood previously and is working to being rectified. However, an issue with Comcast does not allow us to put the upcoming schedule onto the TV to be searched as you can with commercial channels like ABC or FOX. This may be frustrating to the community, but it unfortunately cannot be altered. The new MMN website will now have the schedule available to view for the community as well as a calendar to see what events are being filmed at a future date.

Many respondents stated that they could not easily find what programs were being offered and so did not watch, with respondents being unaware of the PEG channels being the second biggest issue.

Most respondents said that they would prefer to watch the programs on TV (Comcast) with YouTube and the MMN Webpage taking the next largest sections of responses. A great number of respondents stated that they would like to see notifications occur through the town notification emails and the MMN webpage. While the highest number of respondents stated that they would like to see programming in the Concord Journal, that is a much more difficult venue for the information as it is not Town owned or operated and the Journal has limited space for content. While theoretically the space could be bought, prices of print journalism would be a very limiting factor and in fact would focus a great amount of our budget on print which does not seem to be in the best interest of the station.

The majority of respondents said that they have Comcast for Internet service and that they do not plan to leave.

Half of respondents stated that Comcast is their entertainment service; the other half stated that they stream. There is likely a great deal of overlap there which could be shown with further analysis.

With very few responses to the satisfaction question, it is a bit difficult to tell if the answer is a true capture of the public opinion. Another interesting comparison could be done between people who had not responded and if they stated they were unaware of PEG programming.

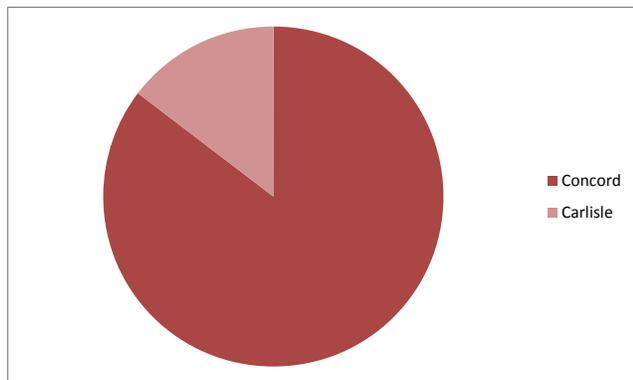
In terms of priority of programming and community outreach efforts, based on responses from the 294 responses, alternative studio space and training citizens to create programming are not a high priority for most. This leads me to the conclusion that many of the respondents would like a professional local station which is more focused on creating engaging programming and less on community engagement. This is a very interesting and different idea than our current goals and will require further exploration.

DATA

Question 1: What Town do you live in?

Of the total 294 respondents, 251 were from Concord and 43 were from Carlisle. Of those surveys, 83 were online submittals and 211 were paper survey returns.

Paper Survey	211
Online	83
Total	294

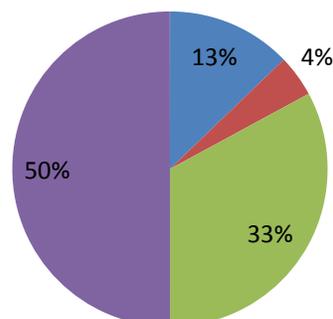


Question 2: If you watch PEG channels, which PEG programming do you watch most?

While half of the responses were left blank for this question (117 out of 234 responses), the government channel seems to be the most watched at 33% (77 responses) followed by the public channel with 13% (30 responses). The education channel lags behind with only 4% (10 responses).

■ Public ■ Education ■ Government ■ Blank

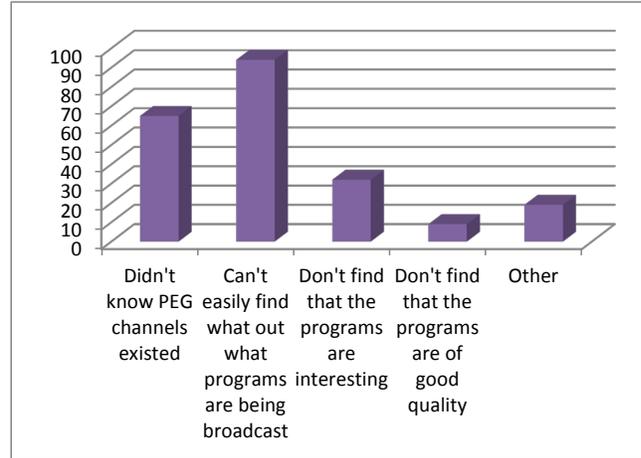
Public	30
Education	10
Government	77
Blank	117
Total	234



Question 3: If you don't watch PEG channels, why not? (Check all that apply)

43% of respondents stated that they could not easily find what programs were being broadcast, with people not knowing about PEG in the first place being the biggest contender for why people didn't watch at 65 responses. Another 32 respondents, at 14% of the total, said they don't find that the programs are interesting, 4% or 9 respondents, stated that they did not find the programs to be of good quality, and the remainder, 9% or 19 responses, responded with "other."

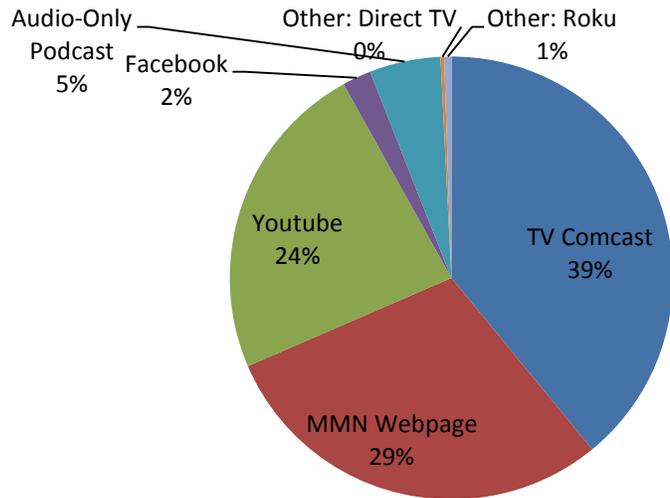
Didn't know PEG channels existed	65
Can't easily find what out what programs are being broadcast	94
Don't find that the programs are interesting	32
Don't find that the programs are of good quality	9
Other	19
Total	219



Question 4: Where would you prefer to watch pre-recorded PEG programs? (Check all that apply)

The responses were more varied on this question with TV (Comcast) at 39% (150 out of 384), MMN Webpage at 29% (113), and Youtube at 24% (90) garnering most of the responses, about a third for each. A smaller percentage, 5% or 20 responses, would like audio-only podcasts, and 2% (8) would like to view on Facebook. There were several responses for other but of the three recorded, none of them are options (Roku or Direct TV).

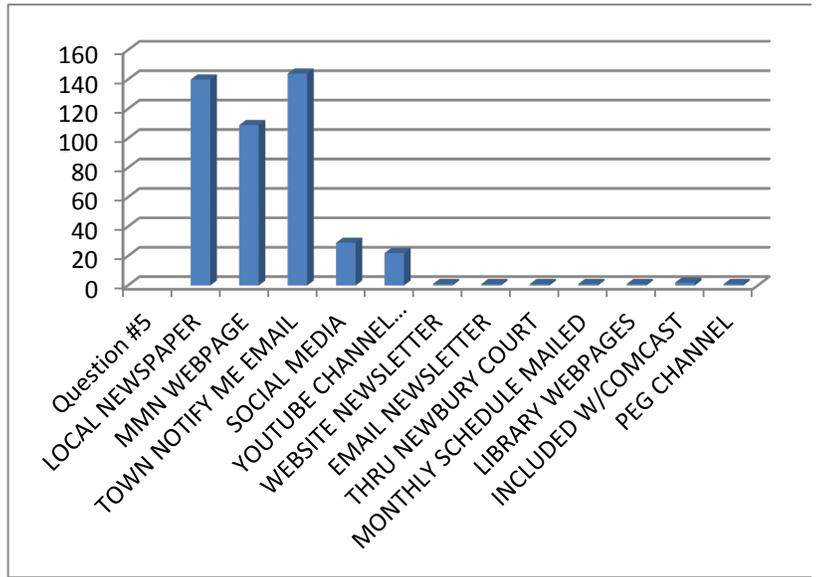
TV Comcast	150
MMN Webpage	113
Youtube	90
Facebook	8
Audio-Only Podcast	20
Other: Direct TV	1
Other: Roku	2
Total	384



Question 5: How would you prefer to be notified of available PEG programming and its schedule? (Check all that apply)

The responses were once again split essentially 3 ways. The Local Newspaper had 31% (140 out of 452 responses), MMN Webpage had 24% with 109 responses, and the Town "Notify Me" Emails received 32% of the responses with 144. The other responses were 7% for social media (29), 5% YouTube subscription (22), and other. The responses in "other" varied and several were likely referring to the town email notifications, such as "website newsletter" and "email newsletter."

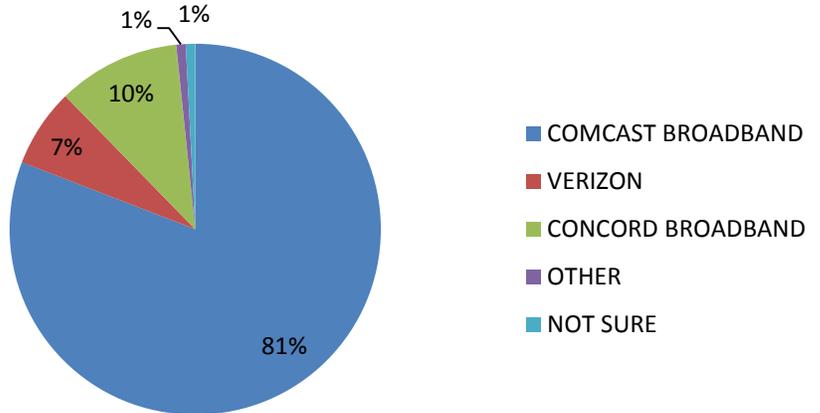
Local Newspaper	140
MMN Webpage	109
Town Notify Me Email	144
Social Media	29
Youtube Channel Subscription	22
OTHER: Website Newsletter	1
OTHER: Email Newsletter	1
OTHER: Thru Newbury Court	1
OTHER: Monthly Schedule Mailed	1
OTHER: Library Webpages	1
OTHER: Included W/ Comcast	2
OTHER: PEG Channel	1
Total	452



Question 6: Does your household have the following? (Check all that apply) Internet Access

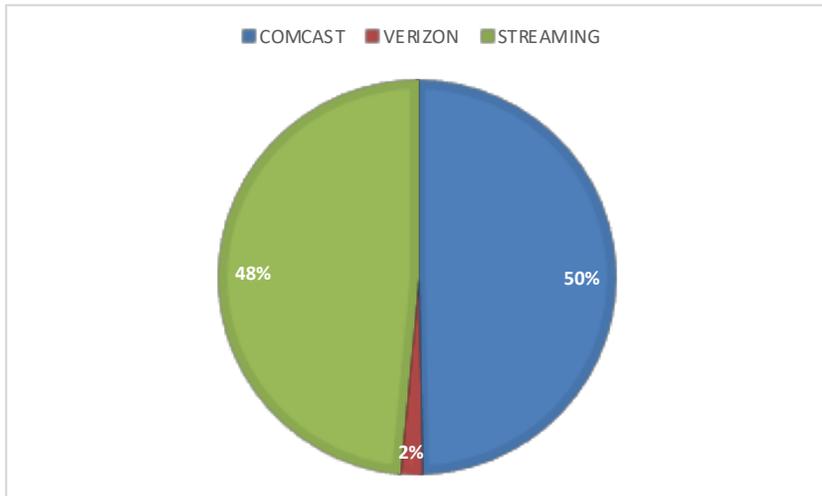
The majority of responses, 81% (296 out of 366 responses) indicated that they have Comcast Broadband with 10% (39) going to Concord Broadband and 7% (25) for Verizon. The remainder was either not sure or responded “other.”

Comcast Broadband	296
Verizon	25
Concord Broadband	39
Other	3
Not Sure	3
Total	366



Question 6: Does your household have the following? (Entertainment)

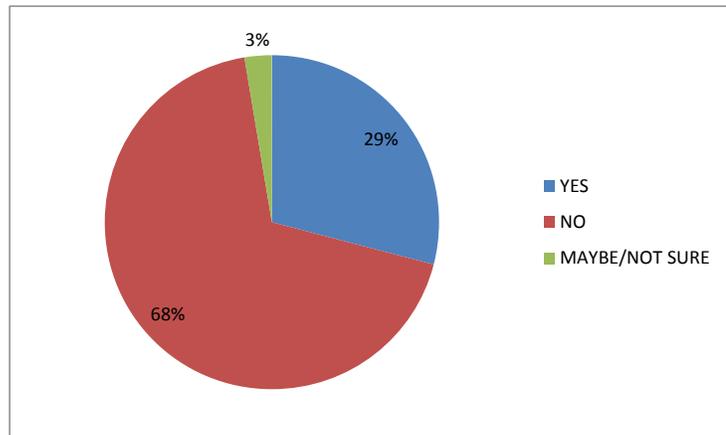
The entertainment seemed to be fairly split between comcast and streaming, about 50 - 50.



Question 7: MMN is funded by Comcast subscriber fees. Do you anticipate leaving Comcast?

The majority of responses, 68% (155 out of 227) replied that they did not intend to leave Comcast, with 29% (66) planning to leave. Another 3% (6) did not respond, replied that they were unsure, or said they were not subscribers of Comcast.

Yes	66
No	155
Maybe/Not Applicable	6
Total	227



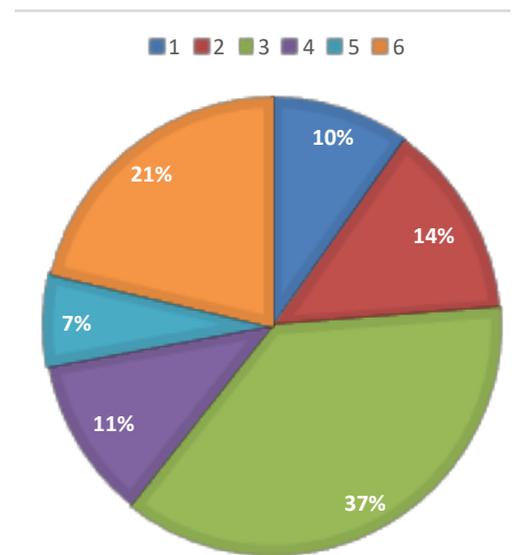
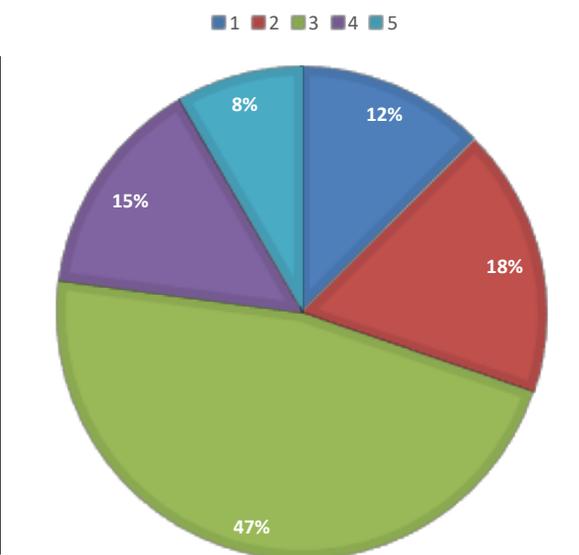
Question 8: On a scale of 1-5, where 5 = Good, how satisfied are you with your selection of MMN programming?

The number of responses to this question were much lower than the rest of the survey, with only 122 total responses of which 96 of those responses providing a response which was answering the question in its intended manner (a provided response 1-5). The most popular response at nearly half of responses was 47% for 3 (the median grade) with “2” and “4” being close seconds at 18% for “2” and 15% for “4”. This was followed by 12% responding with a “1” and then with 8% giving a response of “5”. This results in a compiled score of 2.27 on a scale from 1 to 5.

1-5 Responses only

Alternate View; including other

1	12
2	17
3	45
4	14
5	8
<i>Other (6):</i>	
?	1
n/a	19
Can't Judge	1
Don't/never watch	5

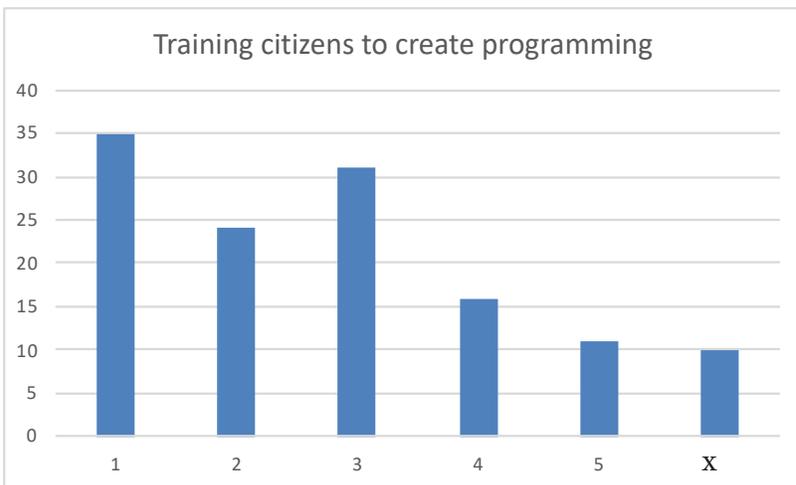


Question 9: Where should MMN focus their efforts? Please rank each from 1-5 (5=highest priority)

Answers for this question varied greatly but were not tabulated to see if there was any correlation between answers such a person who chose to provide a 5 (highest priority) for answer A was also likely to give a 5 to question B but only a 2 to question C. This would have provided an interesting data set and perhaps correlations would help us to better identify priorities, but due to time constraints this was left and perhaps could be taken up at a later time.

Each of the questions seemed to range a great deal with making it easy to find programming being a clear top priority. In order to see the interest based on responses to that question, an average was compiled for each data set with the x's being considered 3's. X's come from people who did not write in a number as required but instead checked or x'd their choice. The number 3 was chosen to represent x as it is the midpoint in the data options from 1-5. Please note, not all questions were answered by all people providing a range in number of responses for each question.

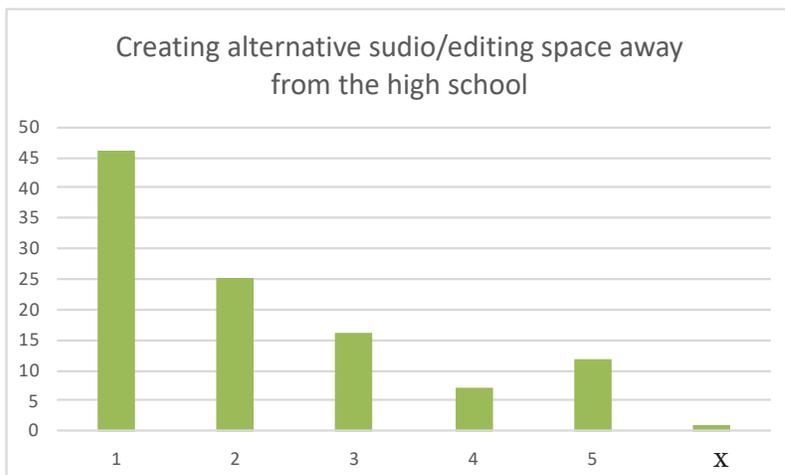
Based on the averages from provided community feedback, the most important item to the community is making it easy for citizens to locate and watch programs, 2nd is having more meetings recorded, and the 3rd is improving sound quality. Each category's "ranking" can be seen with the data below. The rankings are 1-8 with 8 being the highest ranked priority and 1 being the lowest.



Training citizens to create programming

1	35
2	24
3	31
4	16
5	11
x	10
Total	127

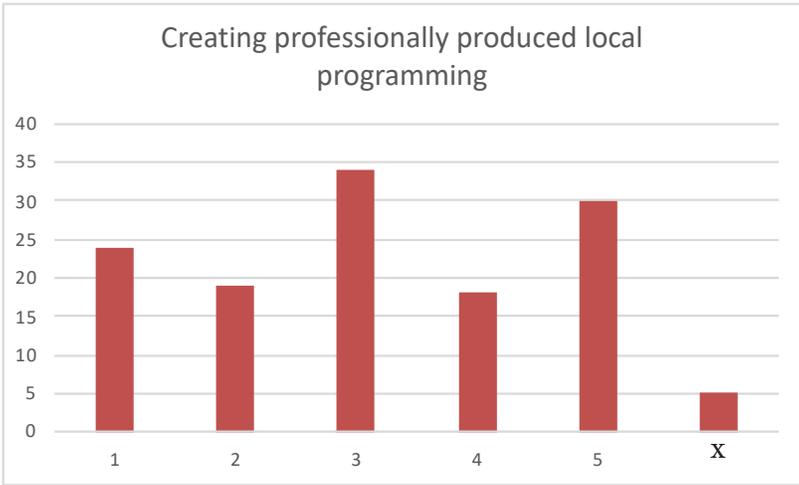
Ranked order of importance: 2



Creating alternative studio/editing space away from high school

1	46
2	25
3	16
4	7
5	12
x	1
Total	107

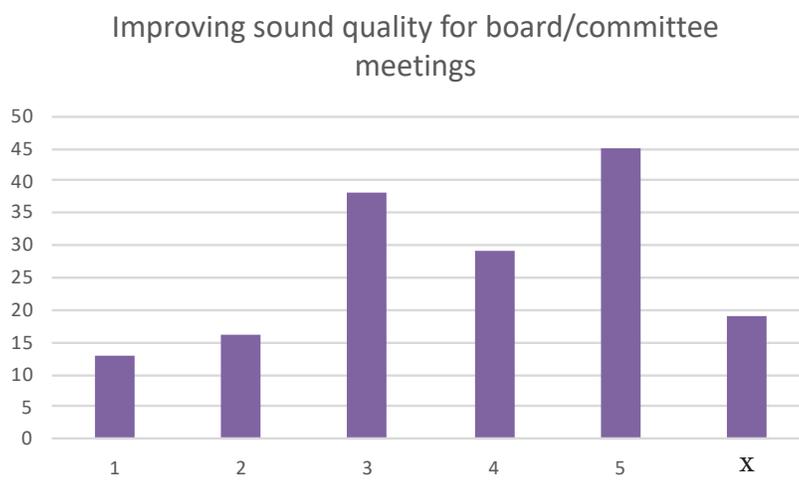
Ranked order of importance: 1



Creating professionally produced local programming

1	24
2	19
3	34
4	18
5	30
x	5
Total	130

Ranked order of importance: 3



Improving sound quality for board/committee meetings

1	13
2	16
3	38
4	29
5	45
x	19
Total	160

Ranked order of importance: 6

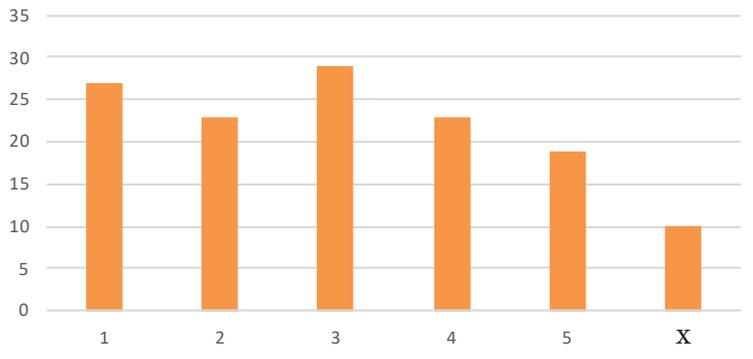


Recording more board and committee meetings

1	14
2	14
3	27
4	42
5	45
x	16
Total	158

Ranked order of importance: 7

Introducing a school-based training/programming effort

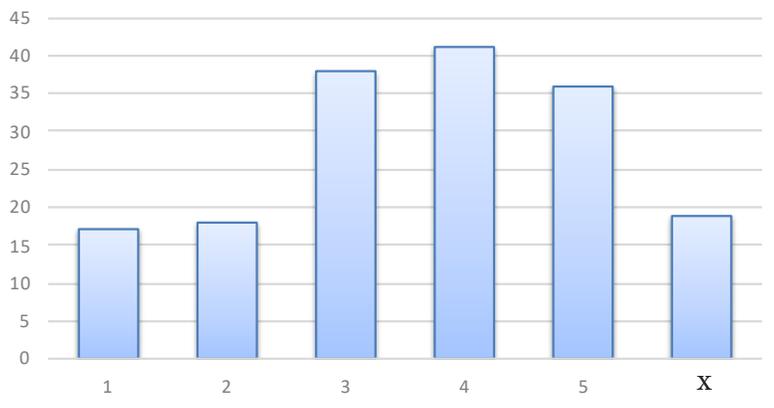


Introducing a school-based training/programming effort

1	27
2	23
3	29
4	23
5	19
x	10
Total	131

Ranked order of importance: 4

Recording local events for town groups

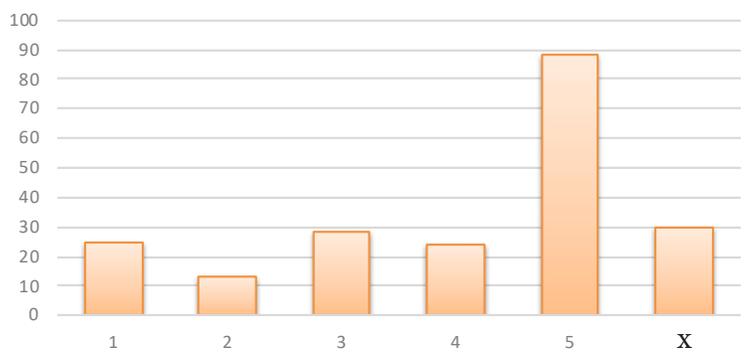


Recording local events for town groups

1	17
2	18
3	38
4	41
5	36
x	19
Total	169

Ranked order of importance: 5

Making it easy for citizens to locate and watch programming



Making it easy for citizens to locate and watch programming

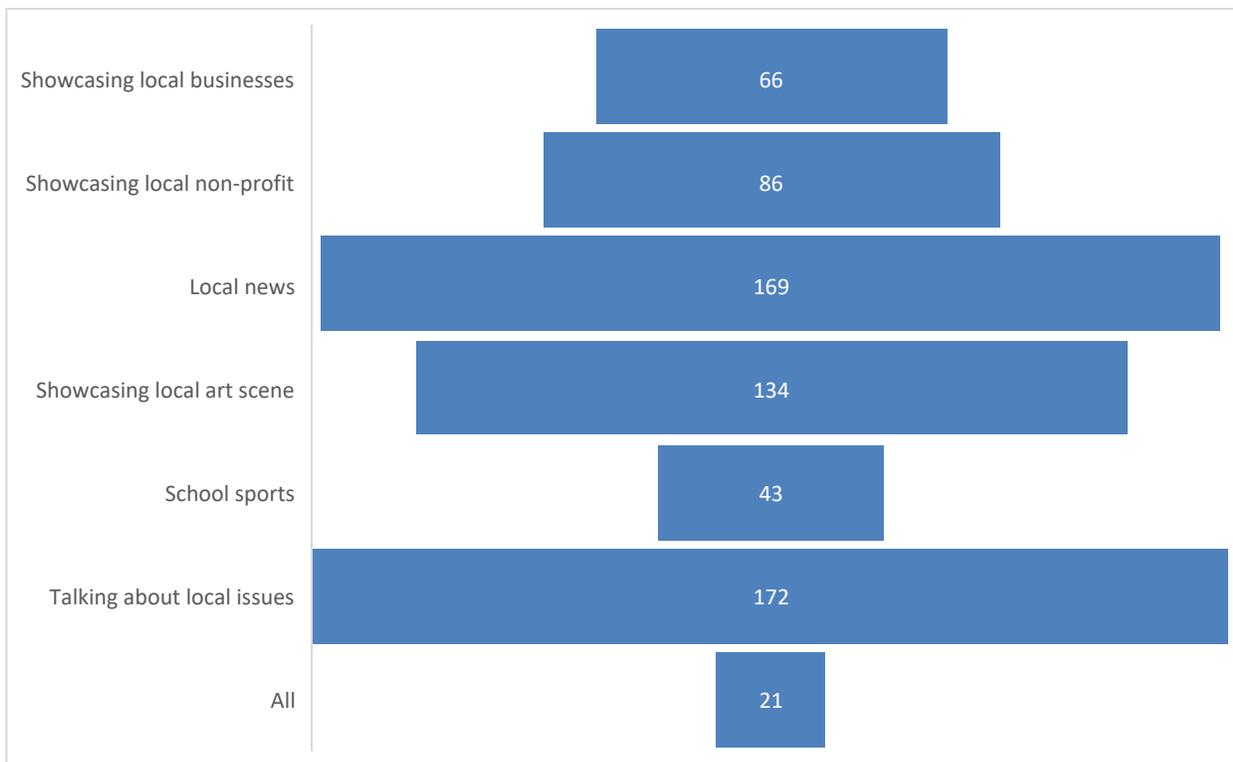
1	25
2	13
3	28
4	24
5	88
x	30
Total	208

Ranked order of importance: 8

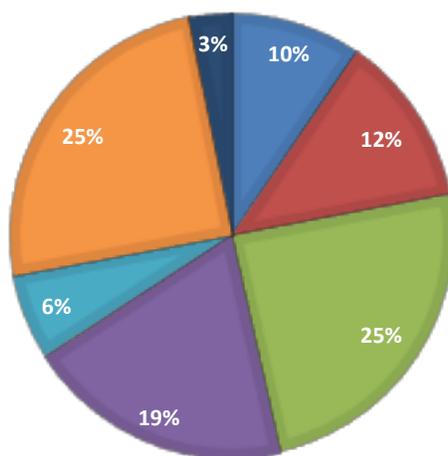
Question 10: What sorts of programming would you be interested in? (Checkable)

This question is very useful in its information for PEG service providing but would be a great contender for more analysis. This could mean a deeper understanding of our community needs and desires such as if respondents who chose to check off local business also selected local non-profits but not the school sports option, for example. This may give us an idea of whether there are certain subgroups of people we could be helping by creating certain programming or lumping programs of greater interest together.

As can be seen below, the greatest number of responses showed interested in programs on local issues, with local news being of second greatest interest. The lowest interest appears to be in school sports.



■ Showcasing local businesses ■ Showcasing local non-profit ■ Local news ■ Showcasing local art scene
■ School sports ■ Talking about local issues ■ All



Comments

- This is not really of any interest to me. Most content is pretty boring. Once in a while I look in on town meeting or a meeting of a town committee, but I'd hardly notice if it all disappeared.
 - Ever since moving to town 'ownership' CCTV is understaffed and hard to access. They are too busy taping town meetings to help create local cable tv programming. This is really too bad. I also think they should do so much more with the High Schoolers, just like the radio studio, the HS should have a program for the kids to create TV shows!
 - Great PAAC committee
 - Don't use so many acronyms. It took me a long time to figure out what PEG was. Now I need to remember MMN. The acronyms make it seem like you are some secret group.
 - Actually, have not been very interested in the programming.
 - I'd like an easy way to watch the programming that doesn't require having a cable tv subscription
 - Please cancel any taxpayer funding of PEG. I can't imagine they have any value to the average citizen.
- Thank you.
- The audio and video quality for meetings and Town Meeting are terrible; they need to be brought up to something nearer the state of the art.
 - On the community bulletin board (Channel 99) never put white text on a yellow background. Keep the contrast high. Have events delete themselves after they expire to save space.
 - It's incredibly difficult for Concord residents to understand what's going on with construction projects (especially on Route 2) if you can help with that, we'd be thrilled.
 - Except for question 6b, this questionnaire seems to assume that everyone in town has Comcast cable TV, even if they don't have Comcast broadband. That's not true for my household. No Comcast, period. We have Concord Broadband and an on-air HDTV antenna.
 - I don't subscribe to cable TV, and I don't watch much broadcast TV. Mostly, I watch NetFlix, and even not that much of that.
 - All the choices provided in Question # 10 are good ideas. However, the reality is that given competing demands for my time , and my husband's time, we would likely not have time to view any of the programs listed, if broadcast. For me, it's not worth your effort. However, the one area that is critical for our viewing, is the broadcast of government meetings (Carlisle Selectmen meetings, Carlisle Finance Committee, etc.), with live streaming, when possible.
 - Also, the survey received by mail indicated that the on-line survey could be found at "carlislema.gov". However, no survey link appears on this website. I contacted the Carlisle Town Clerk, who directed me to the link on the "concordma.gov" website. Can you please correct this for other folks who will likely have trouble locating the survey link?
 - Links to schedule, archives, and live streaming need to be added to the carlislema.gov website. I tried to find live streaming of our Carlisle Town Meeting on Tuesday, and after many failed searches, finally found live streaming of the Carlisle Town Meeting on the concordma.gov website, which, for anyone looking for Carlisle broadcasts, is not at all intuitive.
 - I'm curious about the demographics of your audience, and I imagine this would be good for you to quantify as well. Perhaps next time you can include questions related to demographics on your survey.
 - Please disregard the immediately submitted prior survey from this email, since I had the 1 - 5 priorities reversed. I've corrected this on the current survey.
 - All the choices provided in Question # 10 are good ideas. However, the reality is that given competing demands for my time , and my husband's time, we would likely not have time to view any of the programs listed, if broadcast. For me, it's not worth your effort. However, the one area that is critical for our viewing, is the broadcast of government meetings (Carlisle Selectmen meetings, Carlisle Finance Committee, etc.), with live stream-

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- Thank you!
- The archives of meeting recordings are very important and have not fared well in the transition
- Have only been in Concord for 4 months
- Comcast is not a company we’re proud to support. Any other potential partners?
- I watch PBS television over the air. A good signal is important to me.
- I have no time to watch so I have no idea
- (1) Please show more than just Carlisle Selectmens Meetings and those extremely tedious COA meetings
- (2) Please make it possible for people who are not knowledgeable to find Carlisle programs. If you Google or DuckDuckGo for Concord cable tv you don’t even get the MMN website!
- (3) Please provide some way to find all the times a meeting or event will be repeated.
- (4) FYI This survey was buried in a tab on the Carlisle Town website, without an obvious link on the home page, and a search did not turn it up. So if there’s a low response from Carlisle, that’s why.
- I already left Comcast
- I rely on the Concord Journal for my local news, not sure I’d pay attention to a local tv service
- I would hope that if Comcast funds are no longer available, this does not become something which the town begins to fund as the cost effectiveness of the service is highly suspect. Unfortunately, none of the above referenced programming is particularly interesting, so no matter what content is produced, the focus should be on the utility gained from the production (as an educational tool) not a hope that the end product will be generally utilized (such as stretching resources to live broadcast everything).
- I believe in an independent press. This is government-run and NOT independent programming. It was far better when run by CCTV. There was a slow and ineffective transition to town management. Most archived videos and YouTube videos are incomplete/uploading incomplete. There is no TV Guide for potential viewers to see what was offered (or at least this was the case for several months -- I gave up trying! There was little information shared with the public -- no progress reports to residents about transition/staging of transfer of take-down of CCTV website to MMN. The whole process was poorly managed by the town with apparently no oversight by PAAC. In addition, this survey is seriously biased as it would give the respondent the impression that all programming is now available and archived -- it isn’t. What’s more, some of the questions are written in a biased way, e.g., questions #2, #3 and #9. There should be a question allowing residents to state their opinion on reverting back to the independent press option which protects our First Amendment rights, rather than this government-sponsored media entity. As a Comcast subscriber, I pay a great deal in fees that go to the town of Concord. I would like it to be independent again, but this is likely not to happen because Concord wants to completely manage and own the Comcast funding.
- need higher visibility
- we need Fios to compete with the comcast monopoly!
- Fix volume level on comcast. Its 10X louder than every other station.
- Comcast is the worst cable company to deal with, especially the Westford office.
- I like town meeting.
- You should film the Concord DNR Conservation Coffee first Tuesday Sept-May w/delia Kaye
- PEG & from Comcast is a donation to the residents of Concord not only its government it offers an

opportunity for individuals and groups to have a voice. The PAAC needs to recognize that responsibility and facilitate the expansion of public benefit.

- not in favor of concord government takeover of PEG access.
- Carlisle should have its own station - not part of Concord
- Don't watch TV
- Allow town meetings to be broadcast and allow town members to vote online. The online voting would really allow for a true democracy. Allow the ability to fast forward town meetings so I could focus on what I would like to hear. A search tool would be helpful.
- Sorry, not familiar at all with MMN programming
- Ads around town would be helpful to citizens to know how to tune in.
- You should videotape all or most of the Planning Board committee meetings
- Please record all Select Board meetings, including ones which are simply entering executive session.
- Please use a consistent naming format convention for all videos.
- For government meeting videos, it would be nice to have clickable links in the description area to the agenda and minutes for the meeting.
- As suggested by League of Women Voters President Diane Proctor at the last Concord Select Board meeting (5/6/2019) during public comments, it would be really nice if the documents which were being discussed could be directly displayed so as to be readable by viewers of meetings - i.e. some sort of hookup so a computer screen could be used as the "view" seen in the video (rather than the somewhat problematic pointing of the camera at a projected image of the screen, which typically is difficult to read at best).
- can't leave comcast; nothing else avail.
- You guys must be one of the best kept secrets in Concord. Even your mailing address is just a p.o. box... no name, town, zip code
- not sure why it's so important. I like to read the _paper_ newspaper ie boston globe, concord journal between ads!
- Have never watched! Just not my thing - tho, I suppose one day it might be
- I just moved to concord 4 weeks ago. I really don't know any of this even my own comcast internet service.
- we go to the town website for the info and town topics. Not sure we'd watch any town related tv programming. We just don't watch any TV unless to watch a specific show or movie
- I'm 82 years old, no computer. Cooking show
- better listings of upcoming events, whether nonprofit, govt, or community events with less verbage - thanks
- I would love to (leave comcast) (only access), school performances
- please work to make this continue to be self-funding. Thank you
- plan the future self-funding, government affairs meetings and hearings
- I didn't know about CH99! Will check it out!
- I don't know how to access them(peg channels), Don't have enough info! Unfair that this is tied to comcast
- good job, keep improving. *Make sure dated community events info is NOT out of date!
- Schedule of events are scrolled too fast to read on each page!! Very frustrating o try to read important events etc
- Did not know about PEG at all. Don't want to pay for more access on the television
- Please help us be more aware of what is offered
- Thanks for surveying! We don't have comcast any more so not sure if we can get these channels. Stream online maybe? Don't know (about MMN programming), never seen, never heard, or heard of it. High school plays church/synagogue/arts org. concerts, theater performances, etc. Music of all sorts, nature programming; activism

- will be more interested when we retire!
- audio quality is consistently very poor. No contact name or phone number to report problems. If comcast customers are the source of revenue for MMN, then light plant customers pay too.

PEG Access Advisory Committee Report on the 2019 PAAC Survey

The PEG Access Advisory Committee (“PAAC”) extends its appreciation to Minuteman Media Network (“MMN”) and the Town of Concord for collecting and tabulating the 2019 PAAC Survey (“Survey”) the data. The results from this first-time survey of PEG viewer opinions offer these highlights:

1. The PAAC Survey garnered nearly 300 written or electronic responses to 11 standardized questions from citizens of Concord and Carlisle. While this appears to be a large sample size, the PAAC cautions the Select Board to note that the Survey did not contain any detailed demographic questions (“What is your age bracket? Are you male or female? Do you have children enrolled in the Concord or Carlisle school system?”). The absence of this information prevents the data set from being characterized as a fairly representative sample of residents from Concord and Carlisle. Therefore, the data in the Report reflect the opinions only of those 300 people who chose to answer the survey; a broader assertion (i.e., “This is what Concord or Carlisle citizens as a whole want”) is not supported. The next PAAC Survey should include some demographic data so that the conclusions can be broader so that the data set will be more representative of Concord and Carlisle citizens’ views.

2. Based on the responses to Questions 1-7, the Government channel is the most watched channel (77 responses), followed by the Public channel (30 responses) and the Education channel (10 responses). Many respondents (94) said it was not easy to find what programs are being broadcast over TV. The MMN videos are watched more on-line than on broadcast TV, and more PEG viewers have Comcast broadband service than the Town of Concord’s municipal broadband service. Streaming video via over-the-top broadband programs and devices (e.g., using Netflix, Apple TV, YouTube, or Hulu) is about as popular (50/50) an entertainment source as is cable television. A significant portion of the responses (66) said they intend to “cut the cable cord.”

3. Based on the responses to Questions 8-9, the PEG services of MMN overall ranked somewhat less than good, with an average score of 2.27 on a scale of 1-5, where 5 = “good.” This means there is room for improvement. Of the eight suggestions where MMN should focus their efforts, the ranked average scores are as follows, using the same average score system (and assigning a value of “3” for checked responses):

1. Making it easy for citizens to locate and watch programming (3.66)
2. Recording more town board and committee meetings (3.57)
3. Improving sound quality for board/committee meetings (3.48)

4. Recording local events for town groups (3.36)
5. Creating professionally produced local programming (3.08)
6. Introducing a school-based training / programming effort (2.88)
7. Training citizens to create programming (2.56)
8. Creating alternative studio / editing space away from the high school (2.20).

4. Based on the responses to Question 10, PEG survey respondents prefer TV programming about local issues (172), local news (169), and the local art scene (134) far more than showcasing local non-profits (86), local businesses (66), or school sports (43).

PAAC Recommendations: Based on the 2019 PAAC Survey results, the PAAC recommends to the Concord Select Board as follows:

1. The next PAAC Survey should include demographic questions to create a more representative sample. This survey should occur in 2021, using many of the same questions so that comparisons can be made to detect changes in PEG viewer preferences.

2. While the survey results may indicate that the MMN staff should focus its efforts on producing, airing, and archiving more Government meeting videos, this does not mean MMN should ignore the Public and Education components of its programming. Rather, MMN staff should consider the merits of all high-quality video productions, regardless of whether they fall under Public, Education, or Government category. This past year, MMN has been ramping up its coverage of government meetings, and perhaps it is now time to focus more on other types of programming. We don't know what the future PEG audience will want, so MMN should be open to new avenues, while preserving the past.

3. The survey respondents held little interest in the purchase of an alternative studio outside of the high school. However, the PAAC recognized that editing space is limited and audio quality should be improved in all recording locations. Consequently, the Committee sees merit in encouraging the MMN staff to seek out and acquire additional editing space – in the Concord libraries, the Harvey Wheeler Center, etc. – and to improve the audio quality in these and other recording locations.

4. The survey respondents showed a preference for programs that reflect local news, our cultural assets, and the historical, artistic, and farming elements of Concord and Carlisle. The PAAC agrees that enhanced local programming will

attract PEG viewers and will better promote Concord. Funding for videographers could be enhanced to meet a growing demand for programming.

5. Many respondents expressed difficulty in finding a TV schedule. The PAAC notes that MMN has deployed a new website that includes an on-line TV channel guide for Channels 8 (Public), 9 (Government), and 99 (Education). The PAAC supports MMN staff efforts to continue to monitor and improve this website and TV schedule.

6. A significant number of responses showed a willingness to eliminate their cable TV services, and subscribership drops will reduce the funding level for PEG services using the current funding sources. The PAAC recommends that MMN staff continue to search for additional funding sources while monitoring closely our cable TV provider's subscribership numbers, rates, and trends.

7. The PAAC wants to stay on top of the funding levels for PEG and, consequently, requests an early draft of the MMN budget and a five-year capital budget projection, preferably by early November 2019. This will give the PAAC's budget subcommittee adequate time to review the numbers and projections, prior to making a recommendation to the full PAAC and, in turn, to the Select Board at the March 2020 Enterprise Hearing.

Respectfully submitted,
Scott Hopkinson, Chair
On behalf of the PEG Access Advisory Committee
Approved September 25, 2019

GOALS FOR 2019-2020 FOR THE PEG ACCESS ADVISORY COMMITTEE (PAAC)

Revised 7.30.19

<p>Better understand the purpose, structure, and function of PEG access services, telecommunications, and the PAAC's charge.</p>	<p>Monitor the PEG operating and capital budgets to ensure proper use of PEG funds.</p>	<p>Promote the public awareness and use of PEG access services.</p>	<p>Monitor Comcast's compliance with the franchise agreement to safeguard community interests.</p>
<p>Hold regular meetings, elect officers, post minutes, and review PAAC charge for possible changes.</p>	<p>Get quarterly financial updates from Minuteman Media Network (MMN) (July, October, January, and April) and monitor implementation of the FY 20 (2019-2020) PEG budget.</p>	<p>Analyze the 2019 PEG Survey results (by June 30, 2019).</p>	<p>Analyze Comcast's Form 500 data (available mid-February) prior to meeting with Comcast.</p>
<p>Review cable and on-line viewer statistics and look for trends.</p>	<p>Discuss wiring Keyes Road and Harvey Wheeler in FY20 for PEG viewing of Town committee meetings.</p>	<p>Help MMN create a community development plan that includes citizen outreach, training, and content creation.</p>	<p>Meet with Comcast representative (October & April)</p>
<p>Meet with the Concord municipal broadband team to get services and deployment update (Oct. or Nov.).</p>	<p>Review the FY 21 (2020-2021) PEG budget (February) and develop a recommendation for the Select Board before the Enterprise Hearing on the PEG budget (March).</p>	<p>Review and comment on new PEG website (June/July?).</p>	<p>Monitor FCC docket on PEG funding (MB 05-311).</p>
<p>Discuss viability of 5G wireless deployment and its impact on PEG funding.</p>	<p>Discuss alternative revenue sources – sponsorships, fundraising, etc.</p>	<p>Develop a link on PAAC web page for consumer comments and complaints, with links to DTC, MMN, and Comcast for dispute resolution.</p>	
<p>Monitor the relevant Department of Telecommunications and Cable (DTC) and Federal Communications Commission (FCC) dockets on cable TV and broadband.</p>	<p>Monitor personnel, operating, and capital spending plans.</p>	<p>Prepare a report for the Town Annual Report (due Dec. 31).</p>	



TOWN OF CONCORD
DIVISION OF NATURAL RESOURCES
141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3285 FAX (978) 318-3291

Delia R. J. Kaye
Natural Resources Director

November 14, 2019

Michael Lawson, Chair
Concord Select Board
22 Monument Square
Concord, MA 01742

Re: Baptist Brook Conservation Land and Easement Conveyance

Dear Mr. Lawson,

On behalf of the Natural Resources Commission (NRC), I am pleased to submit the enclosed deed and easement for the Select Board's review and approval. The deed conveys a 28.8-acre parcel of land off Commerford Road to the Natural Resources Commission, and the easement conveys perpetual use of a parking area and trail easement over common land adjacent to the Baptist Brook conservation parcel. Both documents were accepted by the NRC at their November 6, 2019 meeting.

Concord Pastures LLC received a Special Permit and Order of Conditions to construct a 22-unit Planned Residential Development at Black Horse Place. Conveyance of the Baptist Brook conservation land was a condition of the approvals, and was supported by the NRC because of the permanent protection of mature wooded upland and wetlands, a hemlock ravine, and Certified Vernal Pools. Protection of the land provides an important buffering habitat to maintain the quality and integrity of Baptist Brook. Additionally, the Baptist Brook conservation land is adjacent to the 118-acre Annursnac conservation land, and includes a trail network over both parcels that is extensively used by the community.

Concord Pastures LLC also conveyed an easement for a 4-vehicle parking lot on the PRD common land, which has been constructed and will be maintained at no cost to the Town. The easement also provides the public with pedestrian and equestrian access from the parking lot to the trails on the Baptist Brook conservation land.

I look forward to discussing this with you at your November 18, 2019 meeting. Please do not hesitate to contact me if you need additional information before then.

Very truly yours,

Delia Kaye
Natural Resources Director

cc: Stephen Crane, Town Manager
Natural Resources Commission

BAPTIST BROOK
QUITCLAIM DEED

Concord Pastures LLC, a Massachusetts limited liability company, with an address of 50 Dodge Street, Beverly, 01917, Essex County, Massachusetts (the “ Grantor”),

for consideration paid and received of One Dollar (\$1.00),

grants to the **Town of Concord**, a Massachusetts municipal corporation acting by and through the Natural Resources Commission, as its Conservation Commission, pursuant to Massachusetts General Laws Chapter 40, Sec. 8C, with a mailing address of 141 Keyes Road, Concord, MA 01742 (the “Grantee”), to be under the care custody and control of said Natural Resources Conservation pursuant to the provisions of Massachusetts General Laws Chapter 40, §8C for conservation purposes,

with Quitclaim Covenants,

a certain parcel of land situated on the northern side of Commerford Road, Concord, Middlesex County Massachusetts, and being shown as “Common Open Space Parcel” (the “ Property”) on the plan entitled, “Plan of Land in Concord, Massachusetts (Middlesex County)”, dated May 26, 2016 and recorded at the Middlesex South District Registry of Deeds (the “Registry”) as Plan No. 521 of 2016 (the “Plan”).

The Property contains 28.8504 acres, according to said Plan.

The Property is conveyed subject to easements and restrictions of record , insofar and in force and applicable, the Tennessee Gas Pipeline Company easement by order of taking recorded in the Registry at Book 11527, Page 215 and right of easement recorded in the Registry at Book 11554 , Page 50. The Property is conveyed together with and subject to easements described in that certain Easement Agreement by and between Grantor and Grantee, dated as of the date hereof and recorded herewith.

No rights of any kind are hereby granted to Grantee, either expressly or by implication , in the abutting land of Grantor.

This is not a transfer of all or substantially all of the property of the grantor in the Commonwealth of Massachusetts.

Being a portion of the premises conveyed to the Grantor by three deeds from Elsie Wright Cahners recorded in the Registry at Book 66869, Page 279; and deed of Brian S. Ahern as Trustee of the Commerford Land Trust recorded in the Registry at Book 62469, Page 345; and deed of Symes Development & Permitting LLC recorded in the Registry at Book 66869, Page 271.

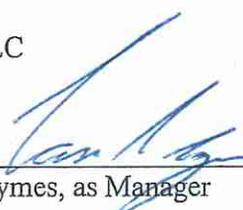
No Massachusetts Deed Excise Stamps are affixed hereto as the grantee is a municipality and none are required by law.

[Signature page follows]

In Witness Whereof, Concord Pastures LLC has caused this deed to be duly signed on its behalf by Landers A. Symes, its Manager, being duly authorized, as an instrument under seal this 3rd day of September 2019.

Concord Pastures LLC

By:



Landers A. Symes, as Manager

COMMONWEALTH OF MASSACHUSETTS

Essex, ss:

On this 3rd day of September 2019, before me, the undersigned notary public, personally appeared Landers A. Symes as Manager of Concord Pastures LLC, proved to me through satisfactory evidence of identification, which was his driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of Concord Pastures LLC.



Notary Public:

My Commission Expires:



**ACCEPTANCE OF GRANT BY TOWN OF CONCORD
NATURAL RESOURCES COMMISSION**

The Town of Concord, a Massachusetts municipal corporation, acting by and through its Natural Resources Commission, hereby accepts this deed from Concord Pastures LLC on this _____ day of _____, 2019; such land is accepted on behalf of and to be placed in the custody and control of the Natural Resources Commission under M.G.L. c. 40, Sec. 8C.

TOWN OF CONCORD
By its Natural Resources Commission

Gregory Higgins, Chair

Nick Pappas

Judith R. Zaunbrecher

Lynn G. Huggins

Edward Nardi

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this ____ day of _____, 2019, before me, the undersigned notary public, personally appeared Gregory Higgins, Nick Pappas, Judith Zaunbrecher, Lynn G. Huggins, and Edward Nardi, members of the Town of Concord Natural Resources Commission, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons who signed the preceding document and acknowledged to me that they signed it voluntarily for its stated purpose as members of the Town of Concord Natural Resources Commission.

Notary Public
My Commission Expires:

APPROVAL OF SELECT BOARD

We, the undersigned, being a majority of the Select Board of the Town of Concord, hereby certify that at a public meeting duly held on this _____ day of _____, 2019, the Select Board voted to approve the foregoing gift of land referenced in the attached deed from Concord Pastures LLC to the Town of Concord Natural Resources Commission pursuant to M.G.L. c. 40, sec 8c.

TOWN OF CONCORD
By its Select Board

Michael Lawson, Chair

Linda Escobedo, Clerk

Jane Hotchkiss

Susan Bates

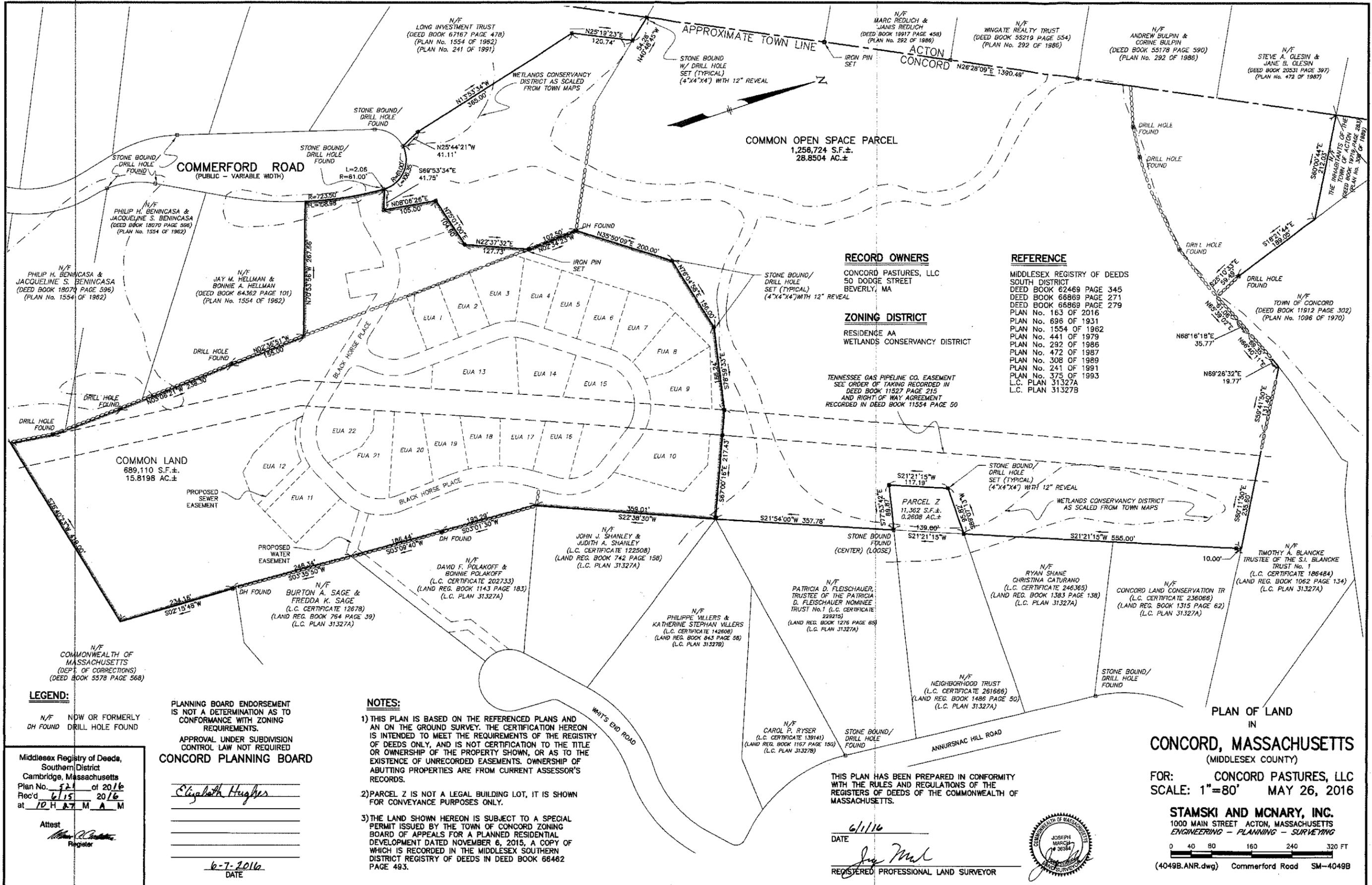
Terri Ackerman

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared Michael Lawson, Linda Escobedo, Jane Hotchkiss, Susan Bates and, Terri Ackerman members of the Town of Concord Select Board, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons who signed the preceding document and acknowledged to me that they signed it voluntarily for its stated purpose as members of the Town of Concord Select Board.

Notary Public
My Commission Expires:



RECORD OWNERS

CONCORD PASTURES, LLC
50 DODGE STREET
BEVERLY, MA

ZONING DISTRICT

RESIDENCE AA
WETLANDS CONSERVANCY DISTRICT

REFERENCE

MIDDLESEX REGISTRY OF DEEDS
SOUTH DISTRICT
DEED BOOK 62469 PAGE 345
DEED BOOK 66869 PAGE 271
DEED BOOK 66869 PAGE 279
PLAN No. 163 OF 2016
PLAN No. 696 OF 1931
PLAN No. 1554 OF 1962
PLAN No. 441 OF 1979
PLAN No. 292 OF 1986
PLAN No. 472 OF 1987
PLAN No. 308 OF 1989
PLAN No. 241 OF 1991
PLAN No. 375 OF 1993
L.C. PLAN 31327A
L.C. PLAN 31327B

TENNESSEE GAS PIPELINE CO. EASEMENT
SEE ORDER OF TAKING RECORDED IN
DEED BOOK 11527 PAGE 215
AND RIGHT OF WAY AGREEMENT
RECORDED IN DEED BOOK 11554 PAGE 50

LEGEND:

N/F NDW OR FORMERLY
DH FOUND DRILL HOLE FOUND

PLANNING BOARD ENDORSEMENT
IS NOT A DETERMINATION AS TO
CONFORMANCE WITH ZONING
REQUIREMENTS.

APPROVAL UNDER SUBDIVISION
CONTROL LAW NOT REQUIRED

CONCORD PLANNING BOARD

Elizabeth Hughes

DATE 6-7-2016

NOTES:

- 1) THIS PLAN IS BASED ON THE REFERENCED PLANS AND AN ON THE GROUND SURVEY. THE CERTIFICATION HEREON IS INTENDED TO MEET THE REQUIREMENTS OF THE REGISTRY OF DEEDS ONLY, AND IS NOT CERTIFICATION TO THE TITLE OR OWNERSHIP OF THE PROPERTY SHOWN, OR AS TO THE EXISTENCE OF UNRECORDED EASEMENTS. OWNERSHIP OF ADJUTING PROPERTIES ARE FROM CURRENT ASSESSOR'S RECORDS.
- 2) PARCEL Z IS NOT A LEGAL BUILDING LOT, IT IS SHOWN FOR CONVEYANCE PURPOSES ONLY.
- 3) THE LAND SHOWN HEREON IS SUBJECT TO A SPECIAL PERMIT ISSUED BY THE TOWN OF CONCORD ZONING BOARD OF APPEALS FOR A PLANNED RESIDENTIAL DEVELOPMENT DATED NOVEMBER 6, 2015, A COPY OF WHICH IS RECORDED IN THE MIDDLESEX SOUTHERN DISTRICT REGISTRY OF DEEDS IN DEED BOOK 66462 PAGE 483.

Middlesex Registry of Deeds,
Southern District
Cambridge, Massachusetts
Plan No. 521 of 2016
Rec'd 6/15 2016
at 10 H & 7 M A M

Attest
Robert J. ...
Register

THIS PLAN HAS BEEN PREPARED IN CONFORMITY
WITH THE RULES AND REGULATIONS OF THE
REGISTERS OF DEEDS OF THE COMMONWEALTH OF
MASSACHUSETTS.

6/11/16
DATE
Jim Mal
REGISTERED PROFESSIONAL LAND SURVEYOR



CONCORD, MASSACHUSETTS
(MIDDLESEX COUNTY)

FOR: **CONCORD PASTURES, LLC**
SCALE: 1"=80' MAY 26, 2016

STAMSKI AND MCNARY, INC.
1000 MAIN STREET ACTON, MASSACHUSETTS
ENGINEERING - PLANNING - SURVEYING

0 40 80 160 240 320 FT
(4049B.ANR.dwg) Commerford Road SM-4049B

ACCESS AND PARKING EASEMENT

This ACCESS AND PARKING EASEMENT (this "Easement") is made by and between Middlebury Fiduciary LLC as **Trustee of the Hidden Trail Condominium Trust**, u/d/t dated December 12, 2017, recorded with the Registry in Book 70377, Page 38, with an address of 50 Dodge Street, Beverly, 01917, Essex County, Massachusetts (the "Grantor"), Concord Pastures LLC, a limited liability company, of Beverly, Massachusetts ("Declarant"), and the **Town of Concord, acting by and through the Natural Resources Commission**, as its Conservation Commission, pursuant to Massachusetts General Laws Chapter 40, Sec. 8C, with a mailing address of 141 Keyes Road, Concord, MA 01742 (the "Grantee") .

WHEREAS, Concord Pastures LLC is the Declarant of Hidden Trail Condominium and Grantor is the Trustee of the Hidden Trail Condominium Trust, the owners' organization forms pursuant to M.G.L. c. 183A governing the Hidden Trail Condominium, created by Master Deed dated December 12, 2017 and recorded with the Middlesex South District Registry of Deeds ("Registry") in Book 70377, Page 1, which Condominium contains a certain parcel of land pursuant to said Master Deed identified as "COMMON LAND, 689.110 S.F. +/-" on that plan entitled, "Plan of Land in Concord, Massachusetts (Middlesex County)", dated May 26, 2016 and recorded at the Registry as Plan No. 521 of 2016 ("Grantor's Land");

WHEREAS, Grantor's Land abuts a certain parcel of land in the Town of Concord owned by Grantee identified as "Common Open Space Parcel" on that certain plan entitled, "Plan of Land in Concord, Massachusetts (Middlesex County)", dated May 26, 2016 and recorded at the Registry as Plan No. 521 of 2016, pursuant to that certain deed of even date and recorded herewith ("Grantee's Land"); and

WHEREAS, Grantor desires to provide, and Grantee desires to acquire, certain easement rights over a portion of Grantor's Land shown on that certain plan entitled "Plan of Land in Concord, Massachusetts (Middlesex County) For: Concord Pastures LLC; Scale: 1"= 20'; February 8, 2019; Stamski and McNary, Inc, (the "Easement Plan") as the "Access Easement Area", the "Parking Easement Area" and the "Cart Path Easement Area" (collectively called the "Easement Area"), for the purposes herein described and in accordance with the terms and conditions of this Easement.

NOW, THEREFORE, for consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor

and Concord Pastures LLC hereby conveys to Grantee, with quitclaim covenants, (i) a non-exclusive, perpetual easement for pedestrian and equestrian access on, over, across, and along the Cart Path Easement Area, and (ii) a non-exclusive, perpetual easement for the right to park up to four (4) motor vehicles in the parking spaces located within the Parking Easement Area, including the non-exclusive right to pass and repass in common with others over such other portions of the Easement Area as are shown as Access Easement Area as are necessary for ingress to and egress from the Parking Easement Area and the Cart Path Easement Area, all being are shown on the Easement Plan. The Easement is intended for the purpose of providing public parking for and trail access to Grantee's Land and is appurtenant thereto. No public parking shall be allowed in the Access Easement Area.

This Easement is granted subject to the following terms and conditions:

1. Grantee shall be entitled to permit its invitees and guests as well as members of the general public on, over and across the Easement Area during daylight hours for the purposes identified above.
2. The Grantor shall at all times, at its sole cost and expense, maintain and repair the Easement Area, including, without limitation, removal of ice and snow from and maintenance of gravel or pavement in the Parking Easement Area and Access Easement Area, clearing of vegetation, and such other maintenance as may be reasonably necessary for the use of the Easement Area as contemplated herein.
3. Grantee shall have the right, but not the obligation, to place signage within the Easement Area identifying the parking spaces and trailhead.
4. Grantor shall not: (i) place nor permit to remain any improvements within the Easement Area; or (ii) use or permit any use of the Easement Area in any manner inconsistent with, or that will interfere with, the use or purposes of the Easement.
5. By acceptance of this Easement, Grantee does not undertake any liabilities or obligations of any nature relating to the condition or maintenance of the Easement Area.
6. It is the intention of the parties that this Easement constitutes an "interest in land" under M.G.L. c. 21 §17C, to the fullest extent permitted by law and that the parties shall be afforded all rights, protections, privileges and benefits granted thereunder.
7. Grantor shall be not entitled to relocate the Easement Area without the express prior written consent of Grantee. Any such relocation shall be at Grantor's sole cost and expense, and shall not materially and adversely affect the Easement for the purposes herein described.
8. Grantor hereby agrees not to grant any other easements, leases, deeds, licenses, or other rights to Grantor's Land that would interfere with the rights of Grantee without the prior written consent of Grantee. Any easement, lease, deed, license, or any other rights granted in violation of this provision shall be null and void.

9. Grantor warrants and represents that there are no mortgages or encumbrances of record on the Easement Area that will negatively impact this Easement.

10. All rights and privileges granted herein, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective successors, assigns and legal representatives. For the avoidance of doubt, this Easement is appurtenant to and shall run to the benefit of Grantee's Land and is in the public interest.

11. The parties agree that the parties may apply to any court, state or federal, for specific performance of this Easement or an injunction against any violation of this Easement, or for such other relief as may be appropriate, since the amount of damage arising from the default under any of the terms of this Easement would be difficult to ascertain and may not be compensable by money alone.

12. Grantor represents and warrants to the Grantee that it has the sole and exclusive right to grant this Easement and that there are no mortgages or other encumbrances of record as of this date that will negate or negatively impact this Easement that have not been subordinated to this Easement.

13. If any term or provision of this Easement, or the application thereof to any person or circumstance shall, to any extent, be invalid, inoperative or unenforceable, the remainder of this Easement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid, inoperative or unenforceable, shall not be affected thereby; it shall not be deemed that any such invalid, inoperative or unenforceable provision impacts the consideration for this Easement, and each term and provision of this Easement shall be valid and enforceable to the fullest extent permitted by law.

[Signature Pages Follow]

In Witness Whereof, Hidden Trail Condominium Trust has caused this instrument to be duly signed on its behalf by Landers A. Symes, as Manager of Middlebury Fiduciary LLC and as Manager of Concord Pastures LLC, as Trustees, being duly authorized, as an instrument under seal this 3rd day of September 2019.

HIDDEN TRAIL CONDOMINIUM TRUST

By: Middlebury Fiduciary LLC, as trustee

By: [Signature]
Name: Landers A. Symes
Title: Manager

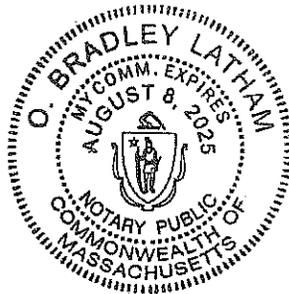
Concord Pastures LLC

By: [Signature]
Name: Landers A. Symes
Title: Manager

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this 3rd day of September 2019, before me, the undersigned notary public, personally appeared Landers A. Symes as Manager of Middlebury Fiduciary LLC as Trustee of Hidden Trail Condominium Trust and as Manager of Concord Pastures LLC, proved to me through satisfactory evidence of identification, which was his driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of Middlebury Fiduciary LLC and Concord Pastures LLC.



[Signature]
Notary Public: O. Bradley Latham
My Commission Expires: 8/8/2025

ACCEPTANCE OF EASEMENT

We, the undersigned, being the Town of Concord Natural Resources Commission, hereby certify that at a public meeting duly held this __ __ day of __ __ __ __ __, 2019, the Concord Natural Resources Commission voted to accept the above Easement.

Town of Concord
By its Natural Resources Commission
Acting as its Conservation Commission

Gregory Higgins, Chair

Jeffrey W. Adams

Lynn G. Huggins

Edward Nardi

Judith Zaunbrecher

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.

On this __ __ day of _____, 2019, before me, the undersigned notary public, personally appeared Gregory Higgins, Jeffrey W. Adams, Judith Zaunbrecher, Lynn G. Huggins, and Edward Nardi, members of the Town of Concord Natural Resources Commission, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons who signed the preceding document and acknowledged to me that they signed it voluntarily for its stated purpose as members of the Town of Concord Natural Resources Commission.

Notary Public:
My Commission Expires:

APPROVAL OF EASEMENT

We, the undersigned , being the Town of Concord Select Board, hereby certify that at a meeting duly held on this ____ day of _____, 2019, the Board voted to approve the foregoing Easement to be held by the Town of Concord Natural Resources Commission.

Town of Concord
By its Select Board

Michael Lawson, Chair

Linda Escobedo, Clerk

Jane Hotchkiss

Susan Bates

Terri Ackerman

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.

On this ____ day of _____, 2019, before me, the undersigned notary public, personally appeared Tom McKean, Michael Lawson, Alice Kaufman, Jane Hotchkiss, and Linda Escobedo, members of the Town of Concord Select Board, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons who signed the preceding document and acknowledged to me that they signed it voluntarily for its stated purpose as members of the Town of Concord Select Board.

Notary Public:
My Commission Expires:

RECORD OWNER

CONCORD PASTURES LLC
50 DODGE STREET
BEVERLY, MA

ZONING DISTRICT

RESIDENCE AA
WETLANDS CONSERVANCY DISTRICT

REFERENCE

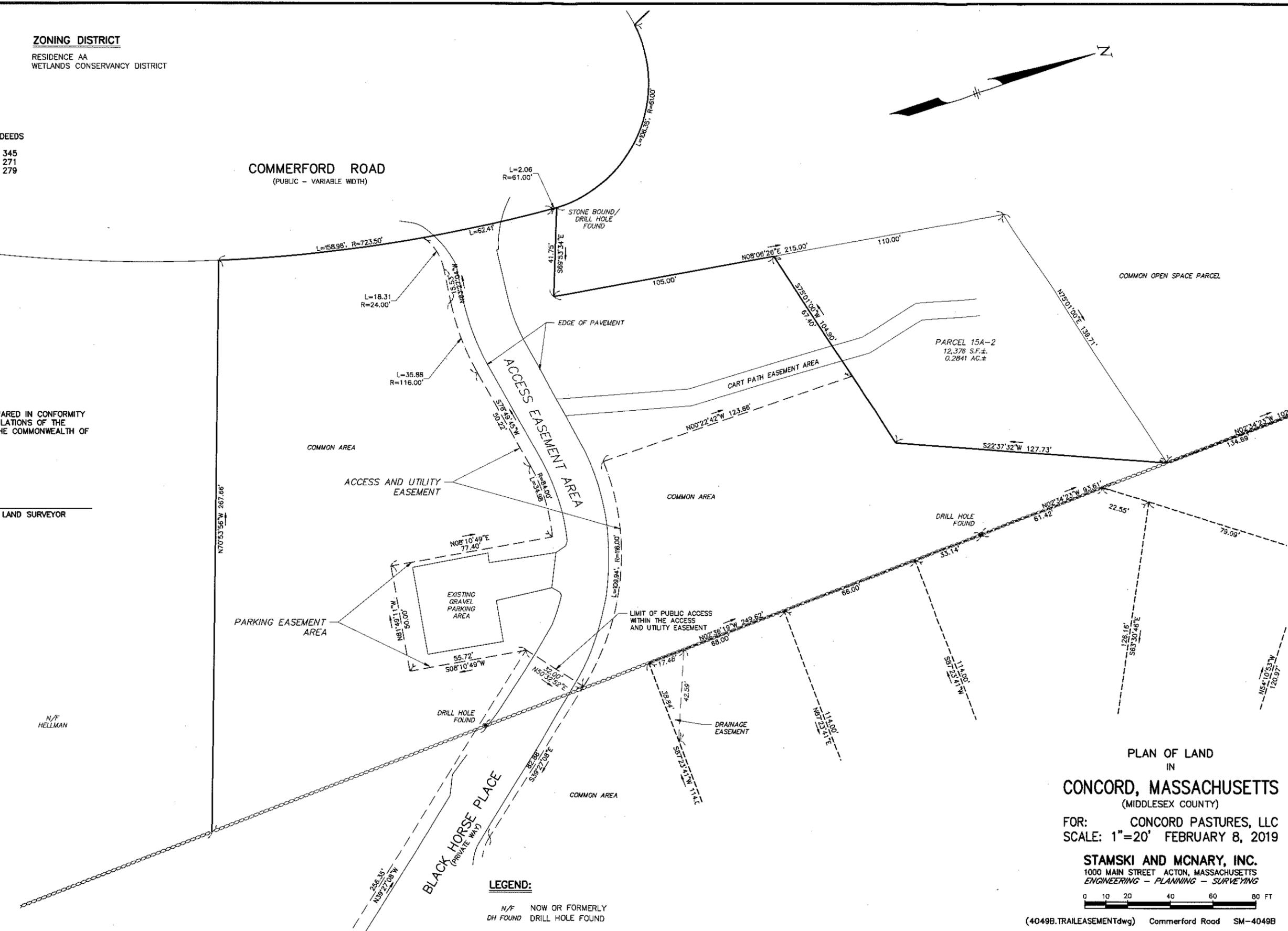
MIDDLESEX REGISTRY OF DEEDS
SOUTH DISTRICT
DEED BOOK 62469 PAGE 345
DEED BOOK 66869 PAGE 271
DEED BOOK 66869 PAGE 279
PLAN No. 521 OF 2016

THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

DATE _____

REGISTERED PROFESSIONAL LAND SURVEYOR _____

COMMERFORD ROAD
(PUBLIC - VARIABLE WIDTH)



LEGEND:
N/F NOW OR FORMERLY
DH FOUND DRILL HOLE FOUND

PLAN OF LAND
IN
CONCORD, MASSACHUSETTS
(MIDDLESEX COUNTY)

FOR: CONCORD PASTURES, LLC
SCALE: 1"=20' FEBRUARY 8, 2019

STAMSKI AND McNARY, INC.
1000 MAIN STREET ACTON, MASSACHUSETTS
ENGINEERING - PLANNING - SURVEYING



FY21 Budget Recommendation TM notes

- Town Manager issued budget instructions limiting budget increases to no more than 2.5% over current year appropriation

- FY21 Budget requests submitted totaled \$1,509,301, or 5.26%, including:
 - Operating \$1,263,975
 - Capital \$ 409,550
 - Credits/ Transfers \$ (164,206)
 - Total \$1,509,301

- FY21 requests included an increase of 4.85 FTE, however only 2.0 FTE is currently included in the draft recommendation

- The decrease in credits/ transfers was anticipated as this includes the phase out of funding from the Emergency Services Stabilization Fund for the 4 Firefighters (A-2) and the Middle School Resource Officer, as well as a reduction in grant aid from the Community Chest.

- FY21 Initiatives include:
 - Legal Services: +\$75,000 for Estabrook Road & Tobacco Regulation
 - Visitor's Center: +\$12,000 for Economic vitality and tourism coordinator
 - Visitor's Center: +\$ 6,500 for marketing/ tourism promotion
 - Land Manager +\$62,000 partially supported by decrease in other hours
 - Facilities consolidation: -\$20,000 consolidation of supplies & services
 - Dispatcher: +\$40,000 to have 2 personnel on duty overnight
 - Fire, restructure: +\$44,000 to have command staff at both stations, allowing the captain to oversee full department operation
 - Fire, training: +\$26,000 for specialized response training

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct #	Category	Funded	Town Mgr.	Impact to	Increment	Appropriation Amount	GF %	General	Percentage
			Initial Recom.	General Fund	above FY20 after sal. Trans.			Fund Amount	From FY20
1A	Town Manager								
	Beede Credit (+\$11,000)		\$ 11,000	\$ 11,000		11,000		11,000	0.038%
	Recreation Credit (+\$24,000)		\$ 12,000	\$ 12,000		24,000		24,000	0.084%
	Capital Transfer from Buildings Credit (+13,000)		\$ 13,000	\$ 13,000		13,000		13,000	0.045%
	Add'l Pay for Interim TM (-\$2,000)		\$ (2,000)	\$ (1,338)		(2,000)		(1,338)	-0.005%
	Lower Wages for New Adm Asst (-\$4,000)		\$ (4,000)	\$ (2,677)		(4,000)		(2,677)	-0.009%
	Department Clerk (+\$10,000)		\$ 10,000	\$ 6,691		10,000		6,691	0.023%
	Town Manager's 401(a) (-\$10,000)		\$ (10,000)	\$ (6,691)		(10,000)		(6,691)	-0.023%
	Annual Tax Relief Campaign (+\$6,000)		\$ 6,000	\$ 4,015		6,000		4,015	0.014%
	Sister City / Cultural Council (\$3,500)		\$ 3,500	\$ 3,500					
	Transfer Out of White Pond Funds (-\$20,000)		\$ (20,000)	\$ (20,000)					
	Conference Registration (-\$3,250)		\$ (3,250)	\$ (2,175)		(3,250)		(2,175)	-0.008%
	Total - account #1A		\$ 16,250	\$ 17,325	48,338	44,750	67%	45,825	0.160%
1B	Human Resources								
	New Office Clerk (0.35 FTE) (+\$10,000)		\$ -			10,000		6,519	0.023%
	Overtime (-\$9,000)		\$ (9,000)	\$ (5,867)		(9,000)		(5,867)	-0.020%
	Professional Services (+40,000)		\$ -			40,000		26,075	0.091%
	Total - account #1B		\$ (9,000)	\$ (5,867)	35,561	41,000	65%	26,727	0.093%
1C	Facilities Management								
	HVAC / Building Maintenance (+\$8,000)		\$ 8,000	\$ 8,000		8,000		6,865	0.024%
	Supplies (+\$35,500)		\$ 16,503	\$ 14,162		35,500		30,464	0.106%
	Capital Transferred to Operating (+\$327,000)		\$ 327,000	\$ 327,000		327,000		327,000	1.139%
	Total - account #1C		\$ 351,503	\$ 349,162	351,211	370,500	86%	364,329	1.269%
1D	Resource Sustainability Fund								
	Matching Green Com Grant (+\$15,000)		\$ 15,000	\$ 15,000		15,000		15,000	0.052%
	Energy Specialist, CMLP (-38033)		\$ (38,033)	\$ (38,033)					
	Misc Supplies (-\$10,000)		\$ (10,000)	\$ (10,000)		(10,000)		(10,000)	-0.035%
	DOER Grant (+\$100,000)		\$ -	\$ -		100,000		100,000	0.348%
	Capital Transferred to Operating (+\$97,000)		\$ 97,000	\$ 97,000		97,000		97,000	0.338%
	Total - account #1D		\$ 63,967	\$ 63,967	207,944	202,000	100%	202,000	0.704%
1E	Visitors Center:								
	Year-Round Utilities (+\$2,000)		\$ 2,000	\$ 2,000		2,000		2,000	0.007%
	Year-Round Custodial (+\$5,000)		\$ 5,000	\$ 5,000		5,000		5,000	0.017%
	Marketing (+\$6,500)		\$ 6,500	\$ 6,500		6,500		6,500	0.023%
	250 Celebration (+\$10,000)		\$ 10,000	\$ 10,000		10,000		10,000	0.035%
	Total - account #1E		\$ 23,500	\$ 23,500	26,228	23,500	36%	23,500	0.082%
1F	37 Knox Trail								
	Similar to Prior Year		\$ -	\$ -					0.000%
	Total - account #1F		\$ -	\$ -	(3,274)		33%		0.000%
1G	55 Church Street								
	Supplies (+\$5,000)		\$ 5,000	\$ 5,000		5,000		5,000	0.017%
	Equipment (+\$1,500)		\$ 1,500	\$ 1,500		1,500		1,500	0.005%
	Formula Correction (+\$15,000)		\$ 15,000	\$ 15,000		15,000		15,000	0.052%
	Total - account #1G		\$ 21,500	\$ 21,500	30,725	21,500	39%	21,500	0.075%

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct #	Category	Funded				Appropriation Amount	GF %	General Fund Amount	Percentage From FY20
			Town Mgr. Initial Recom.	Impact to General Fund	Increment above FY20 after sal. Trans.				
1H	Parks and Playgrounds								
	Recreation Credit (+\$14,000)		\$ 14,000	\$ 12,208		14,000		12,208	0.043%
	Sustainability Credit (+\$38,000)		\$ 38,000	\$ 33,136		38,000		33,136	0.115%
	Facilities Maintainer (-\$9,000)		\$ (9,000)	\$ (7,848)		9,000		7,848	0.027%
	Purchased Services (+\$12,000)		\$ 12,000	\$ 10,464		12,000		10,464	0.036%
	Total - account #1F		\$ 55,000	\$ 47,960	54,180	73,000	87%	63,656	0.222%
2	Legal Services								
	Estabrook Woods/ Tobacco Regulations		\$ 75,000	\$ 75,000					0.000%
	Total - account #2		\$ 75,000	\$ 75,000	-		100%		0.000%
3A	Elections								
	Three Elections (\$30,000)		\$ 30,000	\$ 30,000		30,000		30,000	0.105%
	Total - account #3A		\$ 30,000	\$ 30,000	30,144	30,000	100%	30,000	0.105%
3B	Registrars								
	Similar to Prior Year		\$ -	\$ -					0.000%
	Total - account #3B		\$ -	\$ -	597		100%		0.000%
4	Town Meeting and Reports								
	Town Meeting Tech Svcs (+\$12,000)					12,000		12,000	0.042%
	Town Meeting Purchased Svcs (+\$17,000)					17,000		17,000	0.059%
	Town Meeting Supplies (+\$18,000)					18,000		18,000	0.063%
	Town Reports Purchase Svcs (+\$50,000)					50,000		50,000	0.174%
	Total - account #4		\$ -	\$ -	99,165	97,000	100%	97,000	0.338%
5A	Planning								
	Transportation Planner (+\$32,000)					32,000		26,255	0.091%
	Technical Svcs (+\$6,000)		\$ 6,000	\$ 4,923		6,000		4,923	0.017%
	Transportation Svcs (+\$30,000)		\$ 30,000	\$ 24,614		30,000		24,614	0.086%
	Total - account #5A		\$ 36,000	\$ 29,537	62,404	68,000	82%	55,793	0.194%
5B	Natural Resources								
	Land Manager (+\$62,000)		\$ 62,000	\$ 49,858		62,000		49,858	0.174%
	Lower Wages for New Ast Dir (-\$7,000)		\$ (7,000)	\$ (5,629)		(7,000)		(5,629)	-0.020%
	Remove Intern (-\$5,000)		\$ (5,000)	\$ (4,021)		(5,000)		(4,021)	-0.014%
	Groundskeeping Supplies (+\$5,000)		\$ 5,000	\$ 4,021		5,000		4,021	0.014%
	Total - account #5B		\$ 55,000	\$ 44,229	44,928	55,000	80%	44,229	0.154%
5C	Inspections								
	Lower Wages for 2 Local Insp (-\$11,000)		\$ (11,000)	\$ (11,000)		(11,000)		(11,000)	-0.038%
	Reduced Hours for Ast Local Insp (-\$25,000)		\$ (25,000)	\$ (25,000)		(25,000)		(25,000)	-0.087%
	Total - account #5C		\$ (36,000)	\$ (36,000)	(31,214)	(36,000)	100%	(36,000)	-0.125%
5D	Health								
	Remove PH Nurse (-\$16,000)		\$ (16,000)	\$ (12,614)		(16,000)		(12,614)	-0.044%
	Software Maintenance (+\$3,000)		\$ 3,000	\$ 2,365		3,000		2,365	0.008%
	Medical Services (+\$16,000)		\$ 16,000	\$ 12,614		16,000		12,614	0.044%
	Total - account #5D		\$ 3,000	\$ 2,365	6,297	3,000	79%	2,365	0.008%

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct #	Category	Funded	Town Mgr.	Impact to	Increment	Appropriation Amount	GF %	General Fund Amount	Percentage From FY20
			Initial Recom.	General Fund	above FY20 after sal. Trans.				
6	141 Keyes Road								
	Custodial Svs (-\$4,000)		\$ (4,000)	\$ (3,645)		(4,000)		(3,645)	-0.013%
	Total - account #6		\$ (4,000)	\$ (3,645)	(4,419)	(4,000)	91%	(3,645)	-0.013%
7	Finance Committee								
	Similar to Prior Year (\$3,410)		\$ -	\$ -					0.000%
	Total - account #7		\$ -	\$ -	-		100%		0.000%
8A	Finance Administration								
	Budget Analyst Promotion (+\$6,000)		\$ 6,000	\$ 3,600		6,000		3,600	0.013%
	Citizen Survey (\$8,600)		\$ 8,600	\$ 8,600					
	Book Binding (+\$1,000)		\$ 1,000	\$ 600		1,000		600	0.002%
	Total - account #8A		\$ 15,600	\$ 12,800	3,463	7,000	60%	4,200	0.015%
8B	Treasurer / Collector								
	Lower Wages for New Hires (-\$7,000)		\$ (7,000)	\$ (3,926)		(7,000)		(3,926)	-0.014%
	Total - account #8B		\$ (7,000)	\$ (3,926)	(7,453)	(7,000)	56%	(3,926)	-0.014%
8C	Accounting								
	Vacant Ast Town Acct at Midpoint (+\$5,000)		\$ 5,000	\$ 2,654		5,000		2,654	0.009%
					-			-	0.000%
	Total - account #8C		\$ 5,000	\$ 2,654	5,679	5,000	53%	2,654	0.009%
8D	Assessing								
	Similar to Prior Year		\$ -	\$ -	-				0.000%
	Total - account #8D		\$ -	\$ -	1,198		100%		0.000%
8E	Town Clerk								
	Municipal Archivist (+\$27,000)		\$ 27,000	\$ 27,000		27,000		27,000	0.094%
	Limited Status Position (-\$4,000)		\$ (4,000)	\$ (4,000)		(4,000)		(4,000)	-0.014%
	Record Management Supplies (+\$1,500)		\$ 1,500	\$ 1,500	-	1,500		1,500	0.005%
	Conferences (+\$4,000)		\$ 4,000	\$ 4,000	-	4,000		4,000	0.014%
	Total - account #8E		\$ 28,500	\$ 28,500	30,835	28,500	100%	28,500	0.099%
9	Information Systems								
	Information Systems Technician (+\$71,000)		\$ -			71,000		60,185	0.210%
	Software Maintenance (+\$25,000)		\$ 25,000	\$ 21,192		25,000		21,192	0.074%
	Telephone (+\$7,000)		\$ 7,000	\$ 5,934		7,000		5,934	0.021%
	Total - account #9		\$ 32,000	\$ 27,126	65,387	103,000	85%	87,310	0.304%

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct #	Category	Funded				Appropriation Amount	GF %	General Fund Amount	Percentage From FY20
			Town Mgr. Initial Recom.	Impact to General Fund	Increment above FY20 after sal. Trans.				
10	Town House								
	Reduced OT (-\$4,000)		\$ (4,000)	\$ (3,455)		(4,000)		(3,455)	-0.012%
	Fire Equipment Maintenance (+\$5,000)		\$ 5,000	\$ 4,318		5,000		4,318	0.015%
	Other Purchased Svcs (\$1,500)		\$ 15,000	\$ 12,955		1,500		1,296	0.005%
	Supplies (+\$2,000)		\$ 2,000	\$ 1,727		2,000		1,727	0.006%
	Assessor's Office Bldg (+\$2,000)		\$ 2,000	\$ 1,727		2,000		1,727	0.006%
	Total - account #10		\$ 20,000	\$ 17,274	6,682	6,500	86%	5,614	0.020%
11	Police Department								
	Lower Wages for New Lt (-\$4,000)		\$ (4,000)	\$ (3,798)		(4,000)		(3,798)	-0.013%
	Lower Wages for New Officers (-\$212,000)		\$ (212,000)	\$ (201,280)		(212,000)		(201,280)	-0.701%
	New Dispatcher (+\$40,000)		\$ 40,000	\$ 37,977	-	40,000		37,977	0.132%
	Gasoline (+\$5,000)		\$ 5,000	\$ 4,747	-	5,000		4,747	0.017%
	Total - account #11		\$ (171,000)	\$ (162,353)	(220,422)	(171,000)	95%	(162,353)	-0.566%
12	Fire Department								
	Reduced Stabilization Fund (+\$100,000)		\$ 100,000	\$ 100,000		100,000		100,000	0.348%
	Lower Wages for New Firefighters (-\$91,000)		\$ (91,000)	\$ (91,000)		(91,000)		(90,903)	-0.317%
	Promote 4 FFs to Lieutenants (+\$44,000)		\$ 44,000	\$ 44,000		44,000		43,953	0.153%
	Replacement OT (+\$26,000)		\$ 26,000	\$ 26,000		26,000		25,972	0.090%
	Staff Training (+\$8,000)		\$ 8,000	\$ 8,000		8,000		7,991	0.028%
	License Fees (+\$10,000)		\$ 10,000	\$ 10,000		10,000		9,989	0.035%
	Total - account #12		\$ 97,000	\$ 97,000	139,584	97,000	100%	97,003	0.338%
13	West Concord Fire Station								
	Lower Utility Costs (+\$4,000)		\$ 4,000	\$ 4,000	-	4,000		4,000	0.014%
	Total - account #13		\$ 4,000	\$ 4,000	(4,161)	4,000	100%	4,000	0.014%
14	Police/Fire Station (Walden Street)								
	Purchased Svcs (+\$3,000)		\$ 3,000	\$ 3,000	-	3,000		3,000	0.010%
	Total - account #14		\$ 3,000	\$ 3,000	3,796	3,000	100%	3,000	0.010%
15	Emergency Management								
	Similar to Prior Year		\$ -	\$ -	-			-	0.000%
	Total - account #15		\$ -	\$ -	(60)		100%	-	0.000%
16	Animal Control Officer								
	Similar to Prior Year		\$ -	\$ -	-			-	0.000%
	Total - account #16		\$ -	\$ -	264		100%	-	0.000%

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct #	Category	Funded	Town Mgr.	Impact to	Increment above FY20 after sal. Trans.	Appropriation Amount	GF %	General Fund Amount	Percentage From FY20
			Initial Recom.	General Fund					
17A	CPW Administration								
	Similar to Prior Year		\$ -	\$ -	-			-	0.000%
	Total - account #17A		\$ -	\$ -	263		49%	-	0.000%
17B	Engineering								
	Lower Wages for New Hires (-\$20,000)		\$ (20,000)	\$ (11,548)		(20,000)		(11,548)	-0.040%
	GIS Temporary Status Position (+\$8,000)		\$ 8,000	\$ 4,619		8,000		4,619	0.016%
	Conferences (+\$2,000)		\$ 2,000	\$ 1,155		2,000		1,155	0.004%
	Total - account #17B		\$ (10,000)	\$ (5,774)	(10,159)	(10,000)	58%	(5,774)	-0.020%
17C	Highway Maintenance								
	Solid Waste Credit (+\$5,000)		\$ 5,000	\$ 4,917		5,000		4,917	0.017%
	Purchased Svs (+\$10,000)		\$ 10,000	\$ 9,835		10,000		9,835	0.034%
	Supplies (+\$5,000)		\$ 5,000	\$ 4,917		5,000		4,917	0.017%
	Total - account #17C		\$ 20,000	\$ 19,669	20,161	20,000	98%	19,669	0.069%
17D	Parks & Trees								
	Charge to Gift Accounts (-\$25,000)		\$ (25,000)	\$ (22,476)		(25,000)		(22,476)	-0.078%
	Reduced Temporary Positions (-\$10,000)		\$ (10,000)	\$ (8,990)		(10,000)		(8,990)	-0.031%
	Tree Removal (+\$63,000)		\$ 63,000	\$ 56,640		63,000		56,640	0.197%
	Total - account #17D		\$ 28,000	\$ 25,173	28,036	28,000	90%	25,173	0.088%
17E	Cemetery								
	Similar to Prior Year		\$ -	\$ -				-	0.000%
	Total - account #17E		\$ -	\$ -	2,625		30%	-	0.000%
18	Snow & Ice Account								
	Snow and Ice (+\$15,000 to \$640,000)		\$ 15,000	\$ 15,000		15,000		15,000	0.052%
	Total - account #18		\$ 15,000	\$ 15,000	15,000	15,000	100%	15,000	0.052%
19	Street Lighting								
	Reduced Cost due to LED Lights (-\$12,000)		\$ (12,000)	\$ (12,000)	-	(12,000)		(12,000)	-0.042%
	Total - account #19		\$ (12,000)	\$ (12,000)	(12,400)	(12,000)	100%	(12,000)	-0.042%
20	CPW Equipment								
	Funded through CIP		\$ -	\$ -	-			-	0.000%
	Total - account #20		\$ -	\$ -	-		100%	-	0.000%
21	Drainage Program								
	Funded through CIP		\$ -	\$ -	-			-	0.000%
	Total - account #21		\$ -	\$ -	-		100%	-	0.000%
22	Sidewalks								
	Funded through CIP		\$ -	\$ -	-			-	0.000%
	Total - account #22		\$ -	\$ -	-		100%	-	0.000%
23	Road Improvements								
	Funded through CIP		\$ -	\$ -	-			-	0.000%
	Total - account #23		\$ -	\$ -	-		100%	-	0.000%
24	133/135 Keyes Road building:								
	Similar to Prior Year		\$ -	\$ -	-			-	0.000%
	Total - account #24		\$ -	\$ -	2,391		55%	-	0.000%

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct #	Category	Funded	Town Mgr.	Impact to	Increment above FY20 after sal. Trans.	Appropriation Amount	GF %	General Fund Amount	Percentage From FY20
			Initial Recom.	General Fund					
25	Library								
	Lower Wages for New Hires (-\$32,000)		\$ (32,000)	\$ (31,657)		(32,000)		(31,657)	-0.110%
	Custodial Svs (+\$4,000)		\$ 4,000	\$ 3,957		4,000		3,957	0.014%
	Books and Materials (+\$10,000)		\$ 10,000	\$ 9,893		10,000		9,893	0.034%
	Library Expansion Personnel (+\$62,000)		\$ -			62,000		61,335	0.214%
	Library Expansion Services (+\$25,000)		\$ -		-	25,000		24,732	0.086%
	Total - account #25		\$ (18,000)	\$ (17,807)	67,367	69,000	99%	68,259	0.238%
26A	Human Services								
	Community Chest Credit (+\$7,000)		\$ 7,000	\$ 5,674		7,000		5,674	0.020%
	Total - account #26A		\$ 7,000	\$ 5,674	7,244	7,000	81%	5,674	0.020%
26B	Senior Services								
	Community Chest Credit (+\$7,000)		\$ 7,000	\$ 5,925		7,000		5,925	0.021%
	Market Rate Salary Adj., various (+25,000)		\$ 25,000	\$ 25,000					
	Social Svs Coord from 5112 to 5115 (-\$12,000)		\$ 12,000	\$ 10,157		(12,000)		(10,157)	-0.035%
	Limited Status (5115) Positions (+\$23,000)		\$ 23,000	\$ 19,469		23,000		19,469	0.068%
	Total - account #26B		\$ 67,000	\$ 60,551	21,152	18,000	85%	15,236	0.053%
26C	Recreation Services								
	Similar to Prior Year		\$ -	\$ -	-			-	0.000%
	Total - account #26C		\$ -	\$ -	(2,378)		100%	-	0.000%
27	Harvey Wheeler								
	Similar to Prior Year		\$ -	\$ -				-	0.000%
	Total - account #27		\$ -	\$ -	2,168		96%	-	0.000%
28	Hunt Gym								
	Recreation Credit (+\$3,000)		\$ 3,000	\$ 2,604		3,000		2,604	0.009%
	Building Maintenance (-\$3,000)		\$ (3,000)	\$ (2,604)		(3,000)		(2,604)	-0.009%
	Total - account #28		\$ -	\$ -	1,532	0	87%	-	0.000%
29	Veterans								
	Reduction of Vet Benefits (-\$15,000 to \$38,000)		\$ (15,000)	\$ (15,000)	-	(15,000)		(15,000)	-0.052%
	Total - account #29		\$ (15,000)	\$ (15,000)	(14,112)	(15,000)	100%	(15,000)	-0.052%
30	Ceremonies & Celebrations								
	Misc Supplies (+\$2,000)		\$ 2,000	\$ 2,000		2,000		2,000	0.007%
	Police Detail (+\$5,000)		\$ 5,000	\$ 5,000		5,000		5,000	0.017%
	Professional Svs (+\$4,000)		\$ 4,000	\$ 4,000		4,000		4,000	0.014%
	Total - account #30		\$ 11,000	\$ 11,000	10,601	11,000	100%	11,000	0.038%

FY21 Budget Analysis

Initial Recommendations by Departments, 11/14/19

Acct # Category	Funded	Town Mgr. Initial Recom.	Impact to General Fund	Increment above FY20 after sal. Trans.	Appropriation Amount	GF %	General Fund Amount	Percentage From FY20
31 Town Employee Benefits								
<i>Benefits (\$100,000)</i>		\$ (100,000)	\$ (100,000)				-	0.000%
Total - account #31		\$ (100,000)	\$ (100,000)	-		100%	-	0.000%
32 Reserve Fund								
<i>Reserve Fund (\$225,000)</i>		\$ -	\$ -				-	0.000%
Total - account #32		\$ -	\$ -	-		100%	-	0.000%
33 Salary Reserve								
<i>Salary Reserve (\$500,000)</i>		\$ 151,363	\$ 151,363		135,241		135,241	0.471%
Total - account #33		\$ 151,363	\$ 151,363	151,363		100%	135,241	0.471%
34 Land Fund								
<i>Land Fund (\$10,000)</i>		\$ -					-	0.000%
Total - account #34		\$ -		-		100%	-	0.000%
Capital Outlay (Various Divisions)								
<i>Capital Outlay</i>		\$ (155,305)	\$ (155,305)				-	0.000%
Total - CIP		\$ (155,305)	\$ (155,305)	234,839		100%	-	0.000%
TOTAL		\$ 697,878	\$ 667,655	1,509,301				
PRELIMINARY GUIDELINE		\$ 717,666						
SURPLUS / DEFICIT		\$ 19,788		(1,509,301)				
FY20 Appropriation								
\$28,706,648								

Adopted: 2/27/79
REVISED: 1/12/98
REVISED: 6/18/12
REVISED: 10/21/19

Town of Concord APP #10

Town Board, Committee, and Task Force Appointment Policy

The Select Board and Town Manager have jointly adopted this policy concerning the appointment of members to Town boards, committees, and task forces. Please refer to this policy when considering or suggesting an individual for appointment to a Town board, committee, or task force.

Distribution: All Department Heads
All Committee, Board and Task Force Chairs
Town Clerk

I. General

This policy has been jointly adopted by the Select Board and Town Manager, and is intended to cover all committees, boards, commissions and task forces (each, a "Committee") appointed by the Town Manager and Select Board (each, an "Appointing Authority"). This policy does not apply to Town employees.

II. Powers and Duties

Effective local government requires that all Committees respect the duties and responsibilities of other Committees and coordinate their activities to the greatest extent possible. It is in the overall best interest of the Town that each Committee carries out its responsibilities in a consistent and professional manner that is in harmony with the general policies promulgated by the Select Board.

The powers and duties of some Committees appointed by the Select Board or Town Manager are governed by State statute. These include: the Board of Appeals, Planning Board, Historic District Commission, Board of Health, Natural Resources Commission, and others. Once appointed by the Select Board or Town Manager, these Committees operate with a high degree of autonomy. However, it is in the best interests of the Town that these Committees be guided by the general policies promulgated by the Select Board to the extent possible.

Other Committees appointed by the Select Board or Town Manager serve as, among other things, advisors to the Select Board or Town Manager in the performance of their respective duties to the public. These Committees have the powers and duties delegated to them in their specific charges. Committees may be called upon to represent the Town in dealing with other local, regional, or State agencies to the extent requested by their Appointing Authority. When doing so, they shall take positions on all issues consistent with the views of the Select Board and Town Manager, and they shall keep their Appointing Authority fully informed concerning their activities.

III. Officers of Committees, Boards, and Task Forces

Each Committee shall annually elect from among its members a Chair and a Clerk. Certain Committees may also find it desirable to elect a Vice-Chair who may act in the absence of the Chair. In the case of new Committees, or Committees that have become inactive, the Appointing Authority may appoint a chair pro-tem to serve until the Committee itself elects a Chair for the balance of the current year.

Except in unusual circumstances, the chairmanship and the clerkship should rotate yearly amongst the Committee membership.

IV. Open Meeting Law and Minutes

All Committees shall operate in accordance with the Open Meeting Law (MGL Ch. 39, sect. 23a-c) and shall keep minutes of their proceedings. Each Committee shall establish its own procedures for approval and submission of minutes to the Town House on a timely basis. Committees are strongly urged to prepare, review and approve minutes as expeditiously as possible in order to maximize the public's access to information concerning Committee activity. In most instances, Committee minutes should be reviewed and approved within six weeks of the original meeting date. All Committees shall submit electronically a copy of approved minutes to the Town Clerk and to the Select Board immediately upon approval.

Committees are reminded that "draft" copies of the Committee's minutes are considered a public record and must be made available to the public upon request, even when the Committee has not yet had the opportunity to review and adopt the minutes.

Upon the dissolution of any Committee, either by action of the Appointing Authority, or pursuant to an expiration date provided in the Committee's charge, all records, documents, correspondence and files concerning the Committee's work shall be promptly turned over to the Town Clerk for appropriate filing and archival storage.

V. Participation in Town Government

Effective Town government requires active and informed citizen participation. The work of every Committee is inter-dependent with that of others. To foster informed decision making in the Town, the Select Board and Town Manager believe it appropriate that every Committee have as full representation of its membership as possible at the following regular governmental functions:

- Town government Coordination Meetings (September & December)
- Finance Committee budget hearings
- Planning Board hearings on Town Meeting warrant articles
- Select Board's hearings on Town Meeting warrant articles
- Town Meeting

The objective is not to enforce uniformity or adherence to a majority view, but to assure understanding of all issues relating to the work of the Committee on which an individual serves and an understanding of Town government in general. Broad participation is essential to maintain an open Town Meeting and to avoid domination by those having only a limited range of knowledge or special interests.

VI. Conflict of Interest

All Committee members are subject to the requirements of Massachusetts General Laws, Chapter 268A, Conduct of Public Employees. The statute covers:

- (a) Gifts or receipt of compensation or gratuities from anyone other than the Town
- (b) Offers or promises to influence official acts
- (c) Financial interest in contracts or other particular matters
- (d) Acting as agent or attorney before a Town Committee
- (e) Unfair advantage in relation to a particular matter

If a prospective Committee member has any question concerning a potential conflict of interest under MGL ch. 268A, the member shall raise the question in advance of appointment. Those members currently serving should discuss questions of conflict with the Committee chair and the Appointing Authority as soon as possible. The State Ethics Commission is a useful resource for information concerning the application of the law, and Committee members are expected to follow guidance provided by the State Ethics Commission. Subject to review by the State Ethics Commission, the Appointing Authority will make the final determination concerning conflict of interest, with the assistance of Town Counsel as appropriate.

In addition, all Committee members must avoid the appearance of conflict of interest in all matters coming before the Committee. Committee members shall seek guidance from the State Ethics Commission as appropriate, and file with their Committee chair and the Appointing Authority written notice of facts potentially creating the appearance of a conflict of interest as required.

VII. Appointment Policy and Procedures

(a) General

It is the policy of the Select Board and Town Manager to seek the best qualified persons to serve on each Committee. The Select Board and Town Manager will endeavor to develop a pool of persons interested in serving on each such Committee from at least the following sources:

1. Green cards on file
2. Personal knowledge
3. Recommendations from Town organizations or individuals
4. Suggestions from the Committee having a vacancy
5. Suggestion by prospective appointee(s)
6. Research of skills available in Town
7. Individual responses to publicity regarding vacancies (new green cards)

It is the policy of the Select Board and Town Manager to enlarge the general pool of applicants through active solicitation of Town organizations and through publicity in the press and on community access television. The timing and extent of specific active solicitations shall be determined by the Appointing Authority based on its judgment as to appropriateness and need.

In accordance with the vote on Article 47 of the 1978 Annual Town Meeting, the Select Board and Town Manager shall make a special effort to seek out roughly equal numbers of women and men as candidates for appointments over which they have authority, and will make appointments in accordance with the Massachusetts Equal Rights Amendment which states, in part, that "Equality under the law shall not be denied or abridged because of sex, race, color, creed, sexual orientation or national origin."

Term of Office

8. Unless otherwise prescribed by statute, Town Meeting vote, or specific Committee charge, three years shall be the standard term of office for Committee members.
9. Except as provided in section VII(c) below, those appointed to a three-year term as a full member of a Committee shall be limited to two (2) full consecutive terms.
10. Except as provided in section VII(c) below, those appointed to a full-member Committee term of five (5) years or longer shall be limited to one (1) full term.
11. A partial term to fill a vacancy shall not be considered to be a full term.
12. Before reappointment to a second term, the individual contribution of the member's value to the Committee and his or her attendance record shall be reviewed by the Committee chair. Attendance of less than 75% of all Committee meetings shall prejudice reappointment.
13. All terms, unless prescribed by statute, shall terminate at the end of the month following Town Meeting, or May 31st, whichever is ~~later~~ earlier.
14. The terms of office on Committees shall be set on a staggered basis in the interest of fostering continuity of knowledge and experience on all Committees. The Appointing Authority shall determine the year in which a given term expires at the time of appointment.
Exception: *Ad hoc* committees appointed for a specific responsibility, at which time the charge to the Committee should include a specific time frame for submission of the Committee's final report and dissolution of the Committee.
15. With the consent of the Committee chair, a Committee member may take a leave of absence from Committee meetings and responsibilities not to exceed 90 days. For an absence longer than 90 days, the Committee member should resign and otherwise face removal under section VII(l) below.
16. Each Committee member shall hold office until his or her successor has been appointed and qualifies, unless his or her office shall become vacant by reason of resignation or removal.

(b) Appointments for Additional Terms

Members who have served a three-year term on the Records & Archives Committee may be re-appointed to additional terms indefinitely. For other Committees, the Appointing Authority may re-appoint a Committee member to serve one or more terms on the Committee beyond what is permitted under section VII(b) above where one or more of the following obtains:

1. Through service on the Committee, the member has developed extensive and valuable background knowledge and experience concerning specific matters before the Committee that are expected to be ongoing Committee matters in the future and which will be difficult adequately to pass on to new members.
2. A Committee member has skills and expertise, (such as an uncommon advanced degree in a field directly relevant to the Committee's charge) that make the member's continued service on the Committee of special value to the Town.
3. The departure of the member from the Committee will result in an absence of important institutional knowledge or know-how regarding the ongoing activities of the Committee that will not be furnished by other Committee members, such as where all members of the Committee would be new appointees if the member in question is not reappointed.

It is intended that re-appointments under this section VII(c) shall be rare. In each such case, the appointment shall specifically reference this section of this Appointment Policy.

(c) Dual Committee Appointments

In general, individuals shall be limited to service on only one Committee at a time, especially in the case of a statutory or regulatory Committee. Exceptions shall be made for instances in which, by law or specific Committee charge, a Committee member serves as a representative on another Committee (e.g. the Board of Health representative on the Council on Aging), or serves on a joint Committee formed from other Committees.

(d) Committee Transfers

In general, a member of one Committee shall only be considered for appointment to another Committee upon completion of the current Committee term of office.

(e) Eligibility for Appointment

All residents of the Town of Concord aged 18 and over are eligible for appointment, except the following:

1. Town employees whose service on a given Committee, in the judgment of the Appointing Authority, would create the appearance of a conflict of interest. Example: an employee of the Public Works Department should not be appointed to the Public Works Commission, but may, however, be appointed to the Council on Aging, Recreation Commission, or other Committee where appointment would not create an appearance of conflict.
2. The Town Manager, Concord Public School and CCRHS Administrators, and Town department heads (these individuals exert a significant influence over public policy by virtue of their positions, but may be eligible for ad hoc Committees where such representation is required by the charge). **Additionally, municipal officials may serve on a committee where their office is specified as a member by the committee charge.**
3. Elected Municipal Officials (Select Board, School Committee members, Town Moderator, Housing Authority Commissioners), except that elected officials may serve on temporary, ad hoc Committees. ~~Additionally, municipal officials may serve on a committee where their office is specified as a member by the committee charge.~~
4. Relatives, spouses, or business associates of existing Committee members whose appointment, in the judgment of the Appointing Authority, would create the appearance of a concentration of power or viewpoint or a conflict of interest.

(f) Criteria for Selection

Actual appointments from the pool of applicants shall be made by the Select Board and Town Manager on the basis of:

1. the level of applicant's interest in serving and interest in the work of the Committee;
2. the need for diversity on the Committee, taking into account the educational and professional background of the applicant, as well as the need for diversity among all committee members in terms of neighborhood representation, gender, age, and other demographic characteristics.
3. special skills needed by a particular Committee.

(g) Residency

In most instances, Committee members should be residents of the Town of Concord. There may be occasional exceptions when an individual's unique skill or experience supports the appointment of a non-resident and would be beneficial to the Committee's work; however, this should be relatively rare. Non-residents shall not be eligible for appointment to any Committee responsible for exercising statutory or regulatory authority.

In the event a Committee member becomes a resident of another community, the member or the Committee chair shall promptly notify the Appointing Authority. The Appointing Authority may, upon the request of the Committee chair, permit the non-resident member to continue to serve until the subsequent May 31, except in the case of statutory and regulatory Committees.

(h) Role of Committee in Appointments

Each Committee is expected to:

1. Encourage individuals to complete green cards
2. State the qualifications they are looking for in appointments
3. Make suggestions to the Appointing Authority on potential members

Committees may invite prospective members to attend meetings to familiarize themselves with the work of the Committee. Committees shall not make any representation to candidates concerning the likelihood of appointment nor provide their suggestions on candidates to the Appointing Authority with any rank order, nor take any vote with respect to candidates.

(i) Selection Procedures

1. The individual member and the Committee chair shall notify the Appointing Authority in writing as soon as a vacancy occurs.
2. A notice will be prepared for release to the press and for public posting pursuant to the 1996 Town Meeting vote under Article #12.
3. No action will be taken on a vacancy for at least two weeks after the announcement of the vacancy.
4. For Select Board appointments, nominations shall be made at one Board meeting, and formal action will not be taken until a subsequent Board meeting.
5. For Town Manager appointments that are approved by the Select Board, the request for appointment shall be made at one Board meeting, and action on the request shall be taken not later than the next Board meeting.
6. Except in unusual circumstances, the Appointing Authority shall endeavor to make appointments within two months of the announcement of a vacancy.

(j) Orientation Procedure

Upon appointment, all Committee members shall present themselves at the Town Clerk’s office in order to take the oath of office. The Town will provide the new Committee member with an informational packet referred to as the “Committee Handbook” which shall include: a copy of the Committee charge or relevant administrative code, and copies of the Open Meeting, Public Records, and Conflict of Interest laws.

It shall be the responsibility of the Committee chair to provide for the orientation of new members to familiarize them with the work of the Committee, current projects, and Town government operations in general as they may impact the Committee’s work.

(k) Removal from Committees

As provided in the Town Charter, the Select Board may remove, after such hearing as the Select Board deem advisable, any Committee members appointed by the Board. Further, the Town Manager may remove any Committee member appointed by the Town Manager for cause, with or without a hearing. “Cause” shall include, for example, the repeated failure to attend Committee meetings, the commission of an ethical violation as found by the State Ethics Commission or a violation of the Open Meeting Law, as found by the Office of the Attorney General, if the Town Manager believes such action to be necessary to preserve public confidence in Town government.

VIII. Conflicts with Law

In case of a conflict between any provision of this Appointment Policy and the laws of The Commonwealth of Massachusetts or the Town Charter, Massachusetts law or the Town Charter, as the case may be, shall take precedence.

From: Scott Lincoln [mailto:sllincoln@ounceit.com]

Sent: Monday, November 11, 2019 2:07 PM

To: Concord Public Info

Subject: Concord Cell Phone Reception

Hello,

My name is Scott and I'm one of the IT Consultants here at Concord Academy. We have a Verizon business account here at CA and our faculty/staff have trouble receiving and making cell phone calls which has become a safety concern. Does the police department have any suggestions for cell phone carriers here in Concord? Is one cell phone carrier better than another?

Thanks for any recommendations you can provide us.