

**TOWN OF CONCORD
SELECT BOARD
AGENDA
January 13th, 2020
6:00PM – EXECUTIVE SESSION
7:00PM – REGULAR MEETING
Select Board Room – Town House**

1.	6:00pm Executive Session for the discussion of strategy regarding Estabrook Road litigation and letter from certain Estabrook Road landowners asserting additional claims against Town.
2.	Call to Order
3.	<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes to approve: November 18, December 2, December 30 • Gift Acceptance <ul style="list-style-type: none"> - White Pond Associates, Inc. \$1,692.03 White Pond Management Plan Gift Account • One Day Special Licenses <ul style="list-style-type: none"> - The Umbrella Community Arts Center 40 Stow Street 1/21/20 6:30-10:30pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 1/23/20 6:30-10:30pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 1/24/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 1/25/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 1/26/20 2-6pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 1/30/20 6:30-10:30 Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 1/31/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/1/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/6/20 6:30-10:30pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/7/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/8/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/9/20 2-6pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/13/20 6:30-10:30pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/14/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/15/20 7-11pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/16/20 2-6pm Wines & Malt Only - The Umbrella Community Arts Center 40 Stow Street 2/11/20 6:30-10:30pm Wines & Malt Only - Saltbox Farm 40 Westford Road 2/6/20 7-10pm Wines & Malt Only - Saltbox Farm 40 Westford Road 2/12/20 6-10pm Wines & Malt Only
4.	Town Manager's Report
5.	Chair's Remarks
6.	Concord Semiquincentennial – Mike Lawson
7.	Town Meeting and Warrant Update – Mike Lawson
8.	Affordable Housing Trust Study Committee Update
9.	Review and Approve Board Schedule for FY21
10.	Transportation follow-up – Jane Hotchkiss
11.	Election Officer Appointments
12.	Committee Liaison Reports
13.	Miscellaneous/Correspondence: MMA Annual Business Meeting; Nanae Holiday Card
14.	Committee Nominations: Paul Ware of 525 Lexington Road to the Historic Districts Commission for a full member term to expire January 1, 2024.
15.	Committee Appointments:
16.	Public Comments
17.	Adjourn

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

PENDING

Monday	January 27	7 pm	Select Board Meeting	Town House
Monday	February 10	7 pm	Select Board Meeting	Town House
Monday	February 24	7 pm	Select Board Meeting	Town House
Monday	March 9	7 pm	Select Board Meeting	Town House
Monday	March 23	7 pm	Select Board Meeting	Town House
Monday	April 6	7 pm	Select Board Meeting	Town House
Monday	April 20	7 pm	Select Board Meeting	Town House
Monday	May 4	7 pm	Select Board Meeting	Town House
Monday	May 18	7 pm	Select Board Meeting	Town House
Monday	June 1	7 pm	Select Board Meeting	Town House
Monday	June 15	7 pm	Select Board Meeting	Town House
Monday	June 29	7 pm	Select Board Meeting	Town House

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

Select Board
Minutes
November 18, 2019

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on November 18, 2019 at 7PM.

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

- Town Accountant Warrants
- Minutes to approve: October 7, 2019 Executive Session Minutes (not to be released)
- Gift Acceptance
 - Trustees of Town Donations \$10,000 Silent Fund
 - Concord Free Public Library Corporation \$2,500 Library Gift Account
- Sunday Entertainment Licenses
 - 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
 - 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

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Consent Agenda as read.

3. Town Manager's Report

Town Manager Stephen Crane noted that the Town had issued a statement regarding equipment that went missing in October, which was included in the meeting materials. Mr. Crane stated that there are ongoing criminal and administrative investigations into the matter, and the Town will send out proper notification once it is known who has been impacted.

4. Chair's Remarks

Mr. Lawson stated that the Veteran's Day ceremony was successful, and thanked everyone who came and assisted in putting the event together. Mr. Lawson noted that the discussion of the Crucolo proclamation will be postponed until the December 2nd Select Board meeting. Mr. Lawson announced that in the coming weeks, the Select Board will be preparing for the 2020 Town Meeting. Mr. Lawson listed the warrant articles that he is aware of at this time, and stated that the Select Board will review these further at the December 2nd meeting. There is a Town Meeting Preview Event at 8:00 AM on December 7th at the Town House. Mr. Lawson noted that any interested citizens who want to submit a warrant article do not

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have to have the exact language for a warrant article ready at the December 7th meeting, and only need to be able to explain the general contents of the warrant article.

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

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to open the public hearing

Joe Devlin of Devlin Law Offices was in attendance to represent the 99 Restaurant. Mr. Devlin noted that there were two transactions occurring that impact all 65 restaurant locations in Massachusetts: a change of ownership interest, and a change of officer. Two people are replacing three other individuals as officers. Both of these individuals are headquartered in Nashville, Tennessee. This transaction has been reviewed and pre-approved by the Massachusetts Alcoholic Beverages Control Commission. There is no change of management or impact to the Concord location. There were no questions from the public.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to close the public hearing

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to approve the application for Change of Officers/Directors and Ownership Interest for the 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

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to open the public hearing

Lane Partridge, Town Assessor, and Tom Matthews, Chairman of the Board of Assessors, were in attendance on behalf of the Board of Assessors. 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). The Board of Assessors recommends the Select Board take the following action in adopting the FY2020 factors: a "Residential Factor of ".999903."; not to grant an Open Space discount; not to adopt a Residential Exemption; not to adopt a Small Commercial Exemption.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to close the public hearing

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Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to accept a Minimum Residential Factor of .999903 which will maintain a unified tax rate.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to maintain the Senior Means Tested Exemption limit at ½% of the Residential Levy.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: not to accept the Open Space Discount, Residential Exemption or the Small Commercial Exemption.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to accept a Minimum Residential Factor of .999903 which will maintain a unified tax rate, maintain the Senior Means Tested Exemption limit as ½% of the Residential Levy and not accept the Open Space Discount, Residential Exemption or the Small Business Exemption

7. Presentation of PEG Access Advisory Committee Survey Report by PAAC Chair

Scott Hopkinson, Chair, and Karlan Reed, Co-Chair, of PAAC attended to discuss their recent survey. Respondents were ranked the following content areas they were most interested in: 1) government, 2) public, and 3) educational. Most respondents are using Youtube rather than cable in order to watch PEG content. Mr. Hopkinson stated that the overall effectiveness of Minuteman Media Network was voted 2.27 out of 5. Respondents made the following recommendations: make it easier for people to find programming, recording more content, improving the sound quality of board and committee meetings, record local events, create professionally produced local programming, introduce school-based training, training for citizens, and create editing space outside of the school. The survey was posted online and distributed to approximately 8000 household, and received 300 responses. Ms. Reed noted that many people weren't aware of Minuteman Media Network. Ms. Reed noted that the responses may not be truly representative of what programming residents actually want. Ms. Reed stated that it may be beneficial to include demographic questions in a future survey in order to better frame and act on the responses.

The PAAC is concerned that there's not enough staff to carry out their charge and that there is too much demand being placed on current staff. Ms. Reed stated that the committee should have the ability to monitor the funding sources, funding amount, and revenues of PEG Access in order to ensure adequate funding for services. Mr. Lawson noted that he doesn't believe the current charge includes financial oversight. Mr. Hopkinson referred to their summary of what he believes the committees responsibilities to be. Mr. Hopkinson stated that the committee is seeking clarification from the Select Board in three areas: Does the committee provide any oversight on the transactions and financial aspects of Minuteman Media Network? Is it in the committees charge to advise the Select Board on technical aspects of MMN? Does the committee have any influence on the content that MMN produces? Ms. Reed and Mr. Hopkinson stated that they would like formal guidance from the Select Board on their charge. Mr. Lawson stated the PAAC should get on the agenda for a future Select Board meeting in order to discuss their charge in more detail.

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8. Review Baptist Brook Deed and Easement

Delia Kaye, Director of Natural Resources, attended on behalf of the Natural Resources Commission. In 2015 and 2016, Concord Pastures, LLC received a special permit and an order of conditions allowing the construction of a planned 22-unit residential development. Ms. Kaye provided a graphic for the Select Board to review. The deed grants nearly 29 acres of conservation land that was a condition of approval for both the special permit and order of conditions. In addition, the applicant agreed to construct a four space parking area on their common land, and provide perpetual maintenance to the area. The applicant gifted an easement over the driveway that connects to the trail at the new conservation land.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the conveyance of 28.9 acres of land for conservation purposes, exclusively and in perpetuity, in accordance with MGL Chapter 40 Section 8(c), granted by Concord Pastures, LLC on September 3, 2019 and accepted by the Natural Resources Commission on November 6, 2019, shown as the "Common Open Space Parcel" on the Plan of Land recorded at the Middlesex South Registry of Deeds as Plan 521 of 2016, and to authorize the Natural Resources Director to revise the deed if acceptable to Concord Pastures Council to remove language referencing easements and restrictions of record.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve a pedestrian and equestrian easement over the Access Easement Area and Cart Path Easement Area, granted by Concord Pastures LLC on September 3, 2019 and accepted by the Natural Resources Commission on November 6, 2019, as shown on the Plan of Land prepared by Stamski & McNary, dated February 8, 2019.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve a parking easement area for up to four vehicles, granted by Concord Pastures LLC on September 3, 2019 and accepted by the Natural Resources Commission on November 6, 2019, as shown on the Plan of Land prepared by Stamski & McNary, dated February 8, 2019.

9. Discuss Enforcement of Parking Meters During Holiday Season

Mr. Lawson stated that in previous years, the Select Board has eliminated parking meters fees on the weekends during the holiday season in order to make shopping in the downtown more accessible for residents. Ms. Escobedo noted that there has been a favorable response to this in previous years.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to eliminate parking meter fees town wide on Friday, November 29th, Saturday, November 30th, and on each Saturday during December 2019. All standard parking violations will still remain in effect.

10. Town Manager FY21 Budget Report

Mr. Crane offered update on budget, noting that they are moving closer to meeting the Finance Committee's budget guidelines. There won't be service reductions due to the upcoming budget.

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The total amount of requests for FTE's was 4.85. The Town is looking to add a Land Manager position to the Department of Planning and Land Management, a dispatcher in the Police Department, and is looking to add funds to the Visitor Center to elevate an existing position to be an Economic Vitality Coordinator. There is an increase in the legal services budget. The Town is looking to consolidate all the building lines from each department into the Facilities Department, reducing total of line items to ensure all buildings can be maintained at a lower cost. Custodial services will be maintained on each department's budget. The Fire Department is restructuring their chain of command. They are not adding new positions, but are looking to elevate a few.

The Town is seeing attrition savings from employee turnover and hiring employees who are lower on the wage scale than their predecessors. Mr. Crane stated that they are looking at the capital requests and believes that they will be able to be met. Mr. Crane stated that they will finalize the budget in December.

11. Review Appointment Policies and Procedures #10

Mr. Lawson stated that the Select Board has been reviewing the policies for committee appointments in order to improve the specificity of the language in the policy. The Select Board had reviewed this at a previous meeting, and are finalizing their review of APP #10 by revising the term of office end dates in order to correspond more effectively with follow up actions from town meeting.

The current end of terms for committees has been the month following town meeting or May 31st, whichever is later. The Select Board determined that amending the term of office to conclude at the end of the month following Town Meeting or May 31st, whichever is *earlier* would result in a more effective transition between incoming and outgoing members. Ms. Ackerman stated that there is nothing in the Massachusetts General Law or in the Town Charter that dictates May 31 as an end date for committee terms.

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

12. Committee Liaison Reports

Ms. Escobedo attended the Community Preservation Committee, where they have completed interviews with each of their applicants, and have begun the discussion period, where they are determining the awards for each application. Some individuals on the committee have filed disclosure statements and arranged to recuse themselves from this issue due to potential conflicts of interest. Ms. Escobedo also attended the Affordable Housing Trust Study Committee, which will come to Select Board on December 16th with a draft bylaw and recommendations to present to the board. Ms. Escobedo attended the MAGIC meeting, where they gave an overview of the 2050 long range plan. It was notable that some of the surrounding MAGIC communities have recently changed their regulations on accessory dwelling units at Town Meeting or are preparing to do so. The NMI Starmet Reuse Planning Committee met to summarize what had happened at forum they held previously, as well as to review some suggestions for the consent decree. At the recent Zoning Board of Approvals meeting a number of citizens attended who were concerned about potential additions to a building in their neighborhood. A decision was not made, but the ZBA gave a detailed explanation of how their decisions are made, and Ms. Escobedo noted that it was a good reminder to committees to help citizens understand the comment process. There is a Planning Board public forum on

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November 21, where proposed zoning changes for Town Meeting will be discussed. There is also the Hanscom Area Towns meeting on November 21st.

Ms. Ackerman noted that she attended the first Capital Planning Task Force meeting, where they have elected Todd Benjamin as the Chair. Ms. Ackerman also attended the Public Works Commission, where they reviewed the meteorological forecast for the winter. The prediction was large temperature swings, average precipitation, warmer than normal, with significant amounts of black ice. Public Works are preparing their plows and taking measures to prepare for winter, including communicating with businesses and the Chamber of Commerce. Ms. Ackerman attended the Minuteman High School tour on November 20th, noting the state of the art equipment and the enthusiasm amongst students and teachers.

Mr. Lawson attended the Public Ceremonies and Celebrations Committee early in the evening, where they discussed the 250th anniversary of the Battle of Lexington and Concord. Mr. Lawson also attended the School Committee meeting, where they discussed their capital plan, as well as a warrant article regarding the road in front of Beede Center and parking. Mr. Lawson attended two Finance Committee meetings, where they discussed how to attain financial sustainability in the town. Mr. Lawson attended the Concord Municipal Light Plant meeting, where they discussed their strategic plan and legislative overview. Mr. Lawson attended the Tax Fairness Committee, and reported that they are working on their warrant article to bring to Town Meeting.

Ms. Hotchkiss attended the Board of Health public hearing on vaping and tobacco products. There were 11 speakers who represented convenience stores in town or groups of convenience stores. They had a general agreement that selling vaping and tobacco products to minors is not good, but also that adults should be free to make their own choices. The proposed regulations would only allow tobacco products to be sold in adult only stores. There is legislation moving at the state at the same time. Health professionals at the public hearing noted that the injuries associated with vaping are unlike anything they have treated previously. Tobacco product sales have gone way down, while the sale of vaping products has increased. Ms. Hotchkiss noted that 96% of tobacco companies marketing budget are aimed at convenience stores. The next public hearing is on December 16th.

13. Miscellaneous/Correspondence:

The Select Board received an email from a consultant from Concord Academy wondering about cell phone service in town, and if the Police Department had any recommendations for carriers that they could use. Mr. Lawson noted that this is a public safety issue.

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.

Committee Appointments:

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Voted to appoint: Gavin Morrisey 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.

Unanimously voted

17. Public Comments

David Allen from Heath's Bridge Road stated that after the Board of Assessors presentation, he thought they might be served by trying to look forward a step or two. Mr Allen was pleased to hear that Mr. Lawson asked about using differential rates within a class. He noted that Boston Federal Reserve shows that Concord residents are cost-burdened by their housing expenses, stating that 28% of residents face financial stress from housing. Mr. Allen stated that he thinks lower-income residents should be able to pay less in property taxes.

Mary Hartman of 16 Concord Green, member of the Finance Committee, added that in their discussion on the capital budget, they wrestled with how to give visibility for total spending per project instead of just looking at our finances on an annual basis.

18. Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn the meeting.

Meeting Documents:

<https://concordma.gov/DocumentCenter/View/22326/11-18-19-Packet>

Minuteman Media Network Broadcast:

<https://www.youtube.com/watch?v=PcQvKMRUnyE&list=PL1TTzrWEKOOkHKXNLQprEz0f0ofHYKj8-&index=5>

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Minutes
December 2, 2019

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on December 2, 2019 at 7PM.

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

1. Call to Order

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

2. Consent Agenda

- Town Accountant Warrants
- Minutes to approve: November 4
- Gift Acceptance:

-Concord-Carlisle Community Chest	\$3,812.50	Volunteer Coordinator Account
-Concord-Carlisle Community Chest	\$8,686.00	Outreach Worker Account
-Concord-Carlisle Community Chest	\$5,115.50	Social Services Coordinator Account
-Concord-Carlisle Community Chest	\$291.50	Benefit Costs Account

- One Day Special Licenses

· Concord Museum	12/6/19	6-10pm	53 Cambridge Turnpike	All Alcoholic Beverages
· Concord Youth Theatre	1/4/20	7-11pm	53 Church Street	Wines & Malt Beverages Only
· Concord Film Project	12/4/19	6:30-10pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/6/19	7-11pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/7/19	7-11pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/8/19	2-6pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/12/19	6:30-10:30pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/13/19	7-11pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/14/19	2-11pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/15/19	2-6pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/17/19	6:30-10:30pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/19/19	7-11pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/20/19	2-11pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/21/19	2-6pm	40 Stow Street	Wines & Malt Beverages Only
· Concord Film Project	12/22/19	6:30-8pm	40 Stow Street	Wines & Malt Beverages Only
- Saltbox Catering	12/12/19	6-9pm	40 Westford Road	Wines & Malt Beverages Only

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Consent Agenda as read.

3. Town Manager's Report

Mr. Crane noted the Community Preservation articles are included in the packet.

In addition, he offered a brief update on the theft of IT equipment: there is work continuing to be done in order to define potential impacts for individuals. Once investigations conclude, appropriate next steps for notification of impacted parties and personnel actions will be taken.

Mr. Crane announced we the Town has received an award from Massachusetts Municipal Association for social media innovation. Mr. Crane credited Deputy Town Manager Kate Hodges and Public Information Officer Erin Stevens for their work in getting this award.

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Mr. Crane noted the passing of Concord Fire Captain Donald R. Prentiss, who had been with the Town for nearly 30 years. There will be services for him next week.

4. Chair's Remarks

Mr. Lawson noted that the Tree Lighting Ceremony on December 1st was successful.

The Town Meeting Preview Meeting is at 8:30 on Saturday, December 7th.

5. 7:10 p.m. Public Hearing – Change of Manager Trails End Cafe, LLC d/b/a Trails End Cafe, located at 97 Lowell Road

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing

Jim White and Elizabeth Elkhurst-Moore, owners of the Trails End Café, were in attendance. They are requesting for Marisa Limoli to become Manager, noting that she has been an employee for years and is qualified to serve in the role. There were no comments or questions from the public.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application for Change of Manager for Trails End Café, LLC d/b/a Trails End Cafe, located at 97 Lowell Road

6. 7:15 p.m. Public Hearing – Change of Manager Concord Market, LLC d/b/a Concord Market, located at 77 Lowell Road

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing

Jim White and Elizabeth Elkhurst-Moore, also owners of Concord Market, were in attendance to request for Manny Rodriguez to become the Manager, noting his qualifications and experience to serve in this role.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application for Change of Manager for Concord Market, LLC d/b/a Concord Market, located at 77 Lowell Road

7. Discussion of Crucolo Day Proclamation

Mr. Lawson invited individuals to speak on the Crucolo Day proclamation. Peter Louvis, owner of Concord Cheese Shop, introduced himself and described the event. He stated that the event attracts individuals to Concord and that the Cheese Shop adds to the cultural and economic

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vitality of the community. Ms. Ackerman asked if the Town pays for the police detail, and Mr. Louvis stated that the Cheese Shop pays for it.

Upon a motion duly made and seconded, four (4) yea and one (1) nay:

VOTED: to issue the proclamation as stated for Crucolo Day,

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

VOTED: to allow the Town Crier to read the proclamation at the Crucolo Day Parade

9. Review 2019 Town Meeting – Town Moderator

Carmen Reiss, Town Moderator, was in attendance. Ms. Reiss summarized 2019 Town Meeting based on the surveys conducted afterwards. The survey had been taken by 21% of the individuals who attended Town Meeting. Ms. Reiss stated that the purpose of survey was to get a sense of how the meeting was conducted, and to see how it could be better conducted in the future.

Ms. Reiss stated that she does not see a reason to change the start time of Town Meeting from 7:00pm. There were lots of comments that pointed out that 7:00pm would be a great start time if the meeting actually started at 7:00pm, which Ms. Reiss said was a point well taken. Survey respondents stated that there was too much time given to tributes in the past. The question of whether or not there would be new business until after 10:00pm was controversial in the survey. Ms. Reiss recommended to move no new business until after 10:15, stating that this is a compromise between people not wanting to go for a fourth night of Town Meeting, and those who are frustrated with how late items have taken at Town Meeting in the past. Ms. Hotchkiss noted that there are special circumstances that cannot be foreseen from year-to-year, and if everyone was educated at Town Meeting that they could make a motion to extend the amount of time at the meeting. Ms. Reiss noted that having a hard stop time is important to individuals for planning their schedules, and that this is a policy decision for the Select Board to make.

Ms. Reiss noted that there were several questions for the Select Board to consider regarding electronic voting. There was a small majority of people who said they would like electronic voting for votes that would otherwise call for a manual count. A quote from a company to help with electronic voting for Town Meeting stated that the cost of troubleshooting is \$11,400, or just under \$8,000 for the rental of the clickers. Ms. Reiss noted that there were strong and divided responses on electronic voting. However, there was a resounding “no” to never using electronic voting.

Ms. Escobedo asked if a second year of electronic voting would be a better pilot to determine if it is something the town should keep moving towards for future Town Meetings, citing the potential for increased engagement among voters. Ms. Ackerman seconded it would be good to try it again for a second night, noting the potential for increased efficiency with electronic voting. Ms. Reiss noted that last year we received a free demonstration, and that we wouldn't be able to get it for free this year and would have to pay the full cost for electronic voting. Ms. Reiss noted we could pay for one night instead of all four as a trial to see how it goes. Ms. Bates noted that she believes two nights would be a better trial, as the high interest items tend to be on the second night. Mr. Crane noted that we are not bound by what is in the FY21 budget proposal because this event will take place during FY20. Ms. Reiss noted citizen concerns on how electronic voting would impact the character and feel of Town Meeting. Mr. Lawson closed the discussion by stating that they would make a decision at a future Select Board meeting.

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10. Concord Housing Authority Request

Marianne Nelson, Director of the Concord Housing Authority, and Rick Eifler, Chair of the Concord Housing Authority, were in attendance. Ms. Nelson noted an appropriation from 2019 Town Meeting for free cash to be used for affordable housing. They are looking for the Select Board to approve a warrant article for additional cash appropriation for affordable housing. Mr. Lawson noted that they should come back to a future meeting with a formal request, but the Select Board will put in a placeholder to discuss this proposed warrant article in their discussion later in the evening.

11. Grant of Easement by MassDOT for Bruce Freeman Rail Trail

Director of Planning and Land Management, Marcia Rasmussen, was in attendance. She explained that the State of Massachusetts has to grant us an easement over Route 2 in order to connect the Concord and Acton portions of the Bruce Freeman Rail Trail. The draft easement has been reviewed by DPLM and Town Counsel, and has been revised. It reflects all the requested changes by Town Counsel, and the Select Board is being asked to endorse this easement.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to accept Grant of Easement by the Massachusetts Department of Transportation for use of highway property in Concord in connection with Bridge No. C-19-039 crossing Union Turnpike (Routes 2 and 111) as further specified in the document titled "The Massachusetts Department of Transportation Grant of Easement For use of Highway Property in Concord" by and between the Massachusetts Department of Transportation and the Concord Select Board.

12. Review Potential Warrant Articles for 2020 Town Meeting

Mr. Lawson read the warrant articles that they are aware of, and stated that the Select Board would be able to review the articles in more detail and vote on whether or not to endorse the articles on December 30th.

1. Stabilization Fund for the Middle School Project
2. Pollinator bill banning neonicotinoids on any new lease town land
3. Special Liquor Licenses
4. Means Tested Property Tax Exemption
5. Prohibition on Expansion of Fossil Fuel Infrastructure for New Construction and Significant Rehabilitation
6. Free Cash Allocation to the Affordable Housing Trust
7. Reaffirm Article 25 from 2019 Town Meeting
8. Reaffirm Article 26 from 2019 Town Meeting
9. Reaffirm Article 18 from 2018 Town Meeting
10. Affirm Senate Bill S.2317 – Building Permit Surcharge
11. Affirm Senate Bill S.2318 – Real Estate Transfer Fee
12. Affirm House Bill H.663 – Allowing 17 Year Olds to Vote
13. Municipal Affordable Housing Trust Bylaw

Mr. Lawson noted that on the meeting on the 16th and 30th the Select Board will have a more in depth discussion of the articles. The text of the articles can be found in the attached meeting documents.

Select Board
Minutes
December 2, 2019

14. Committee Liaison Reports

Ms. Ackerman stated that on December 13th, the library will have a reception for the new Curator that they have hired. Additionally, there are a number of events at the library for Little Women Week. The Cultural Council seeking input on projects they are considering, and there is a community input section on December 13th from 5:30-7:00 at the Hunt Gym.

Ms. Hotchkiss stated that on December 11th there will be a public dialogue session with the consultants hired by the Climate Action Advisory Board to help with the Municipal Vulnerability Preparedness grant, and this session will help feed into our Climate Action Report.

15. Miscellaneous/Correspondence

Mr. Lawson received a message Ryan Carney, a General Counsel for the Retailers Association of Massachusetts, voicing his opposition to the proposed Board of Health.

16. Committee Nominations: none

17. Committee Appointments:

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to appoint 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.

18. Public Comments

19. Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adjourn the meeting

Meeting Documents:

<https://concordma.gov/DocumentCenter/View/22484/12-2-19-Packet>

Minuteman Media Network Broadcast:

<https://www.youtube.com/watch?v=SuuHuzmegBs&list=PL1TTzrWEKOOKHKXNLQprEz0f0ofHYKj8-&index=3>

Select Board
Minutes
December 30, 2019

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in the Select Board Room of the Town House on December 30, 2019 at 7PM.

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

1. Call to Order

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

2. Consent Agenda

- Town Accountant Warrants
- Minutes to approve: November 25
- Gift Acceptance
- MassTrails Conference Raffle \$1,155 Trails Committee Account
- Alcott School Parent Teacher Group \$1,117.55 Recreation Scholarship Fund
- One Day Special Licenses
 - Saltbox Catering 40 Westford Road 1/7/20 6-9pm Wines & Malt Beverages Only
 - Saltbox Catering 40 Westford Road 1/13/20 4-7pm Wines & Malt Beverages Only
 - Saltbox Catering 40 Westford Road 1/16/20 5:30-8:30pm Wines & Malt Beverages Only
 - Saltbox Catering 40 Westford Road 1/21/20 5-9pm Wines & Malt Beverages Only
 - The Nature Connection 54 Walden St 2/13/20 6-9pm Wines & Malt Beverages Only

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the Consent Agenda as read.

3. Town Manager's Report

Town Manager Stephen Crane noted that some town offices may be closing early on December 31st due to staff shortages, and advised residents to call ahead if they were planning on visiting the Town House in the late afternoon.

Mr. Crane extended his gratitude to the first responders for their assistance in fighting the fire at 240 Fairhaven Hill Road on December 27. The State Fire Marshal determined that [the cause was an accidental chimney fire.](#)

4. Chair's Remarks

Chair Michael Lawson wished the community a happy New Year, and stated that he would limit his remarks tonight given the agenda.

5. 7:05 PM Public Hearing: Change of Officers/Directors at Nashawtuc Country Club, located at 1861 Sudbury Road

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing

Select Board
Minutes
December 30, 2019

A representative from Nashawtuc Country Club was unable to attend. Senior Administrative Assistant Jeremy Romanul noted that Nashawtuc submitted an updated list of Officers as a correction to a list the board previously approved, but the state rejected because the list was incomplete. Nashawtuc completed all the required steps to update their list of Officers. There were no comments from the public.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application dated December 10 for Change of Officers/Directors at Nashawtuc Country Club, located at 1861 Sudbury Road

6. 7:10 PM Public Hearing: Extension of Hours on December 31st from 11:00pm until 12:00am at Adelita, located at 1200 Main Street

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing

Adelita General Manager Andrew Rich was in attendance. Mr. Rich explained that they were looking to extend their hours on New Year's Eve in order to accommodate the public for the holiday. There were no comments from the public.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application for Extension of Hours on December 31st from 11:00pm until 12:00am at Adelita, located at 1200 Main Street

7. 7:15 PM Public Hearing: Extension of Hours on December 31st from 11:00pm until 12:00am at Woods Hill Table, located at 24 Commonwealth Avenue

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing

Woods Hill Table General Manager Andrew Rich was in attendance. Mr. Rich explained that they were looking to extend their hours on New Year's Eve in order to accommodate the public for the holiday. There were no comments from the public.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing

Select Board
Minutes
December 30, 2019

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application for Extension of Hours on December 31st from 11:00pm until 12:00am at Woods Hill Table, located at 24 Commonwealth Avenue

8. 2020 Seasonal Population Increase Estimate for Alcoholic Beverages Control Commission

Senior Administrative Assistant Jeremy Romanul noted that as part of the annual liquor license renewal process, municipalities are required to submit a seasonal population increase estimate for the summer months to the Massachusetts Alcoholic Beverages Control Commission. Mr. Romanul spoke with the Town Clerk and the Visitor Center Director in order to see if they were aware of any seasonal population increase during these months, which they were not. Mr. Romanul recommended that the Select Board estimate that there is no known increase in seasonal population.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to estimate that the temporary increased resident population of Concord, as of July 10, 2020 will be no known increase.

9. Review and approve 2020 Town Meeting Warrant Articles

Mr. Lawson noted that the Select Board has to approve the Warrant Articles that go to Town Meeting. In the last two meetings, the Select Board has reviewed articles for submission to the warrant. Mr. Lawson noted that the Select Board will not take formal positions on the articles until after the public hearings and before Town Meeting, and that the purpose of this meeting is solely to submit the warrant articles to be considered at Town Meeting.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to reaffirm articles 25 and 26 from the 2019 Town Meeting, to reaffirm article 18 from the 2018 Town Meeting, to affirm Senate Bill 2317, to affirm Senate Bill 2318, and to affirm House Bill 663 for the town warrant

The Tax Increment Financing (TIF) Warrant Article

The Junction Village project the Select Board took up previously had a provision that they would pay the Town a total of \$75,000 for taxes annually. If the town approves this article, Christopher Heights (formally referred to as Junction Village) will be able to apply for the project to be designated under the Economic Development Incentive Program in order to adjust the tax liability. The warrant article would allow the Select Board to execute the TIF agreement. If the Select Board takes this off the

Select Board
Minutes
December 30, 2019

warrant, it could be submitted as a citizen petition and require a Special Town Meeting.

Ms. Ackerman voiced her discomfort with the article, citing the Select Board's last minute receipt of the request. Ms. Bates echoed this sentiment, stating that she didn't know enough about the article at this time to make a decision. Ms. Escobedo shared her hesitancy, stating that she would like to hear more details about this article from Town Assessor Lane Partridge. Ms. Escobedo noted that we do have the ability to accommodate a special town meeting if necessary. Ms. Hotchkiss stated that she isn't ready to voice her approval or support of the project, but is less concerned about including this article in the warrant for further investigation. Mr. Lawson pointed out that the town voted for this project and has committed a significant amount of money for it, and stated that if this isn't approved, then the project may not go forward. Ms. Ackerman and Ms. Bates questioned whether or not \$75,000 would make or break and \$18,000,000 or \$19,000,000 project. Mr. Lawson stated that residents will have to make a determination on this project whether it is at Town Meeting, or a Special Town Meeting.

Upon a motion duly made and seconded, three (3) yea and two (2) nay
VOTED: to approve the warrant article approval of Tax Increment Finance Agreement to be placed on the warrant.

Pollinator bill banning neonicotinoids on any new leased town land

Ms. Hothckiss stated that she feels very comfortable supporting this warrant article to move forward. Ms. Ackerman and Ms. Escobedo seconded this sentiment.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to place on the warrant the pollinator bill banning neonicotinoids on any new leased town land.

Prohibition on Expansion of Fossil Fuel Infrastructure for New Construction and Significant Rehabilitation

The Comprehensive Sustainability and Energy Committee has submitted this article and is asking the Select Board to sponsor it. Ms. Bates was happy to see that Alice Kaufman had followed up on the Select Board's request that they include special considerations for affordable housing projects in the article. Ms. Escobedo and Ms. Hotchkiss voiced their approval for the Select Board to submit this article

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to be placed on the warrant the article of Prohibition on Expansion of Fossil Fuel Infrastructure for New Construction and Significant Rehabilitation

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December 30, 2019

10. Discuss Parking Meter Management

Chief of Police Joseph O'Connor was in attendance to brief the Select Board on new initiatives intended to improve the town's parking meter management system. Chief O'Connor recognized his officers and public safety dispatchers for their great work throughout the year. Mr. Lawson extended his best wishes and gratitude for the Police Department's work.

Chief O'Connor noted that parking is important to the economic development, sustainability, and quality of life goals of the town. In 2012, the Police Department began the Comprehensive Parking Plan, and has been working on implementation since then. The town hired IPS in July in order to maintain the meters on a daily basis, which has freed officers up to take on other responsibilities. Chief O'Connor noted that the Police Department has received less complaints about parking in recent years. The primary issue the town has in relation to parking is the lack of cell service. Cell service is an issue because it inhibits people's ability to be able to pay with as many methods as possible. In addition, the batteries on the meters last longer when they have better cell service, because they are constantly looking for cell service when they do not have it. The meters in West Concord have functioned better as a result of the superior cell phone service in that area. Chief O'Connor said that the lack of cell phone service downtown is a public safety issue. Chief O'Connor stated that if a meter has good cell service, it can last up to two years, but the ones with the worst cell service here need to be changed almost monthly.

Since June 2018, the town has installed pay-by-phone meters at Concord Academy and by the library. The town is evaluating the possibility of implementing a pay station at Crosby's market for commuters and other businesses. The town had previously discussed putting pay stations or meters at Keyes Road, although that is not something that is on their radar at this time. Chief O'Connor stated that a goal of the Police Department is to determine where additional charging stations should go, as the ones around town are currently being used heavily. Ms. Hotchkiss noted satisfaction amongst business owners she has spoken with in regards to the turnover and convenience that the parking meters has created in the downtown.

11. Annual License Renewals

Senior Administrative Assistant Jeremy Romanul reported that the license renewal applications for the licensees on the agenda were complete, and recommended the board renew these licenses.

Upon a motion duly made and seconded, it was UNANIMOUSLY

Select Board
Minutes
December 30, 2019

VOTED: to approve 2020 Annual License Renewals as listed on memo dated December 27, 2019.

12. Committee Liaison Reports

Ms. Bates reported that the Middle School Building Committee met on December 19th, and they have been working on the project charter, which is a reference document for what the priorities are for the project. The goal of the committee is to create a learning environment that is sustainable and meets the needs of this century's learning. Ms. Bates recommended that the board and public look at the CPS website for additional info. Ms. Bates also watched the Planning Board meeting, where they made a recommendation on 1440 Main Street to go to the ZBA, which is contingent upon decreasing impervious surfaces, a 10-15 wildlife corridor, and that there won't be any fossil fuel use in this construction. The Planning Board also reviewed their warrant articles at the meeting, and determined that they would drop the article for allowing a grocery store of no more than 10,000 square feet due to traffic concerns.

Ms. Hotchkiss attended the Natural Resources Commission and the Agriculture Committee. The Agriculture Committee discussed the impact of the discussion and publicity on Millbrook Farm this Christmas season. The White Pond Advisory Committee is working on their recommendations to the Select Board.

Mr. Lawson attended the chairs breakfast on December 18th. Additionally, he met with the Joint School Committee meeting on December 18th, where they approved the school budget. They also had a split vote on whether or not to go forward with a parking issue, which they will revisit.

13. Miscellaneous/Correspondence

The Finance Department received the Distinguished Budget Presentation Award by the Government Finance Officers Association.

Dori Kehoe wrote the Select Board with a concern regarding the TIF warrant article.

Mr. Lawson received an email from Beth Davis in regards to a freedom of information request she had made to the town, and doesn't believe she received a response.

14. Committee Nominations: There were no committee nominations.

15. Committee Appointments:

Select Board
Minutes
December 30, 2019

VOTED: to appoint Marcia Rasmussen (Planning representative, per committee charge), Jennifer Schunemann of 63 Cedar Way and Jan Turnquist of 106 Kenny Lane to the Economic Vitality Committee for terms to expire April 30, 2022. Melinda Shumway of 365 Garfield Road, HDC Associate Member, to the Historic Districts Commission to serve the remainder of a full term set to expire January 1, 2021. Rebecca Lemaitre of 3 Abbott Lane to the Historical Commission to serve as an Associate member for a term to expire April 30, 2021. Geoffrey Walton of 42 Buckmaster Drive to the West Concord Advisory Committee for a term to expire April 30, 2022.

16. Public Comments

There were no public comments.

17. Executive Session for the purpose of discussing complaints brought against an employee, pursuant to MGL Chapter 30A, Section 21(a)(1).

Upon a motion duly made and seconded, it was:

VOTED: that the Board go into executive session not to return to open session to discuss complaints brought against an employee and to consider what action to take on such complaints pursuant to MGL Chapter 30A, Section 21(a)(1).

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

Meeting Documents:

<https://www.concordma.gov/DocumentCenter/View/23328/12-30-19-Packet>

Minuteman Media Network Coverage:

<https://www.youtube.com/watch?v=rlzvcNTQMyQ>

Town of Concord
Finance Department
memorandum

TO: Stephen J. Crane, Town Manager
FROM: Jon Harris, Acting Finance Director
SUBJ: White Pond Management Plan
DATE: January 9, 2020

Please place on the Select Board's agenda the following donation to the White Pond Management Plan gift account.

White Pond Associates, Inc. P.O. Box 1136 Concord, MA 01742	\$1,692.03
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0023-180-171-0211-4850-0000

Accepted: _____
Clerk

Date: _____



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

Memo

To: Stephen Crane, Town Manager
From: Kaari Mai Tari, Town Clerk
Date: January 13, 2020
Re: Census 2020 Update

The Census Bureau works closely with local governments to ensure that the invitation to respond to the census that is mailed out in March reaches everyone where they live. In 2019, the GIS Division finalized the address listing for Concord. Census canvassers then took to the streets to verify any buildings that were in question from aerial photos. Since this is a physical count, it is important to identify all potential dwelling areas.

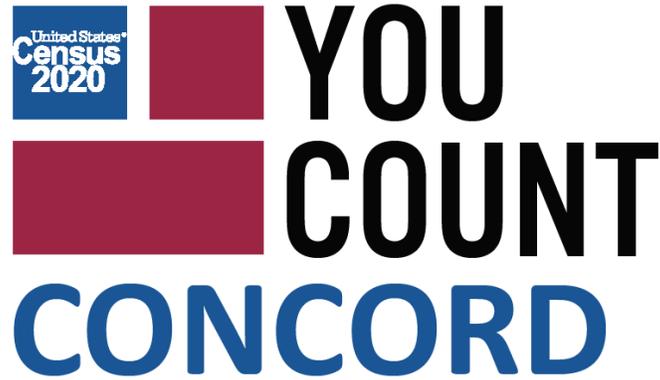
In late December, a Census Newsletter was mailed to every household with the annual Town Census reminding residents that it is important to respond to both the Town and Federal Censuses.

The Town Clerk's Office has been working with the League of Women Voters of Concord/Carlisle and our area Census Bureau Partnership Specialist on outreach efforts to encourage a high response rate.

We are co-sponsoring a workshop on January 26th to provide community leaders and advocates with tools and resources to reach undercounted populations. The workshop will include large and small group activities to help everyone focus on who might be the undercounted populations and develop a fact sheet that addresses their concerns directly.

We would be honored to have you or a Select Board member say a few words in greeting at the beginning of the workshop. We are also asking our State Legislators to attend and speak for a few minutes on the importance of the Federal Census in 2020 from their perspectives.

I've attached a workshop flyer.



Census 2020 Workshop for Community Leaders and Advocates

Sunday, January 26, 2020
Harvey Wheeler Community Center
1276 Main St., West Concord
2:00pm – 4:00pm
R.S.V.P. Census2020@lwwcc.org

All are welcome! Come and join a growing group of leaders and advocates to learn more about the 2020 Census. Attendees will leave with materials and resources to share with their community group to encourage full participation in the 2020 Federal Census.

Census 2020 recruiter will be onsite for anyone wishing to work for the Census.

Light refreshments will be available.

This workshop is co-sponsored by the Town of Concord, League of Women Voters and the Federal Census Bureau



TOWN OF CONCORD
 2019 – 2020 Annual Town Meeting & Election Calendar
 For Annual Town Meeting Beginning April 27, 2020

MEETINGS & DEADLINES		
EVENT	DATE/TIME	LOCATION
JOINT MEETING – CONCORD AND CARLISLE SELECT BOARDS, SCHOOL COMMITTEES, FINANCE COMMITTEES	THURSDAY, SEPTEMBER 19, 2019	TOWN HOUSE - HEARING ROOM
TOWN MEETING PREVIEW MEETING	SATURDAY, DECEMBER 7, 2019	TOWN HOUSE - HEARING ROOM
TOWN MEETING WARRANT INFORMATION		
OPEN WARRANT AT TOWN MEETING PREVIEW MEETING	SATURDAY, DECEMBER 7, 2019	TOWN HOUSE
DRAFT WARRANT ARTICLES DUE	MONDAY, DECEMBER 16, 2019	TOWN HOUSE
WARRANT CLOSURES	FRIDAY, JANUARY 10, 2020, 4 P.M.	TOWN MANAGER'S OFFICE
TARGET DATE FOR MAILING OF TOWN MEETING WARRANT TO RESIDENTS (AT LEAST 10 DAYS PRIOR TO PUBLIC HEARING)	FRIDAY, FEBRUARY 7, 2020	
PUBLIC HEARINGS: ALL HEARINGS START AT 7:00 PM		
SELECT BOARD	*MONDAY, FEBRUARY 24, 2020	TOWN HOUSE - HEARING ROOM
PLANNING BOARD	**TUESDAY, FEBRUARY 25, 2020	TOWN HOUSE - HEARING ROOM
FINANCE COMMITTEE – TOWN BUDGET & ARTICLES INCLUDING CAPITAL	***MONDAY, MARCH 9, 2020	TOWN HOUSE - HEARING ROOM
FINANCE COMMITTEE – SCHOOL BUDGET & ARTICLES COMMUNITY PRESERVATION COMMITTEE ARTICLE(S)	****MONDAY, MARCH 16, 2020	TOWN HOUSE - HEARING ROOM
FINANCE COMMITTEE – ENTERPRISE FUND BUDGETS & ARTICLES	*****MONDAY, MARCH 23, 2020	TOWN HOUSE - HEARING ROOM
* ** *** **** *****	THE SNOW DATE FOR THESE DATES WILL BE WEDNESDAY, FEBRUARY 26, 2020 THE SNOW DATE FOR THIS DAY WILL BE THURSDAY, FEBRUARY 27, 2020 THE SNOW DATE FOR THIS DAY WILL BE TUESDAY, MARCH 10, 2020 THE SNOW DATE FOR THIS DAY WILL BE TUESDAY, MARCH 17, 2020 THE SNOW DATE FOR THIS DAY WILL BE TUESDAY, MARCH 24, 2020	

EVENT	DATE	LOCATION
FINANCE COMMITTEE REPORT INFORMATION		
TARGET DATE FOR MAILING OF FINANCE COMMITTEE REPORT TO RESIDENTS (AT LEAST 10 DAYS PRIOR TO TOWN MEETING)	MONDAY, APRIL 13, 2020	
ANNUAL TOWN MEETING – ALL SESSIONS START AT 7:00 PM		
	MONDAY, APRIL 27, 2020 TUESDAY, APRIL 28, 2020 WEDNESDAY, APRIL 29, 2020 THURSDAY, APRIL 30, 2020	CONCORD-CARLISLE REGIONAL HIGH SCHOOL
ELECTION SCHEDULE		
PRESIDENTIAL PRIMARY	TUESDAY, MARCH 3, 2020	VARIOUS
TOWN CAUCUS – 7:30 PM	MONDAY, JANUARY 27, 2020 SNOW DATE: TUESDAY, JANUARY 28	TOWN HOUSE
TOWN ELECTION	TUESDAY, MARCH 31, 2020	VARIOUS
HOLIDAYS RELEVANT TO THIS SCHEDULE		
ROSH HASHANAH	SUNSET SEPTEMBER 29 TO NIGHTFALL ON OCTOBER 1, 2019	
YOM KIPPUR	SUNSET OCTOBER 8 TO NIGHTFALL ON OCTOBER 9, 2019	
COLUMBUS DAY OBSERVED	MONDAY, OCTOBER 14, 2019	
VETERANS' DAY OBSERVED	MONDAY, NOVEMBER 11 2019	
THANKSGIVING DAY	THURSDAY, NOVEMBER 28 INCLUDING NOVEMBER 29, 2019	
HANUKKAH	SUNSET DECEMBER 22 TO NIGHTFALL ON DECEMBER 30, 2019	
CHRISTMAS DAY	WEDNESDAY, DECEMBER 25, 2020	
NEW YEAR'S DAY	WEDNESDAY, JANUARY 1, 2020	
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 20, 2020	
PRESIDENT'S DAY	MONDAY, FEBRUARY 17, 2020	
SCHOOL VACATION	FEBRUARY 17 – 21, 2020	
ASH WEDNESDAY	WEDNESDAY, FEBRUARY 26, 2020	
GOOD FRIDAY	FRIDAY, APRIL 10, 2020	
PASSOVER	SUNSET APRIL 8 TO NIGHTFALL ON APRIL 16, 2020	
EASTER	SUNDAY, APRIL 12, 2020	
SCHOOL VACATION	APRIL 20 – 24, 2020	
PATRIOTS' DAY OBSERVED	MONDAY, APRIL 20, 2020	

WARRANT ARTICLE: To determine whether the Town will vote to adopt the Town of Concord Municipal Affordable Housing Trust Bylaw as follows, or take any other action relative thereto.

Town of Concord
Municipal Affordable Housing Trust Bylaw

Pursuant to a vote on Article 24 of the 2019 Annual Town Meeting, the Town accepted the provisions of Massachusetts General Laws c. 44, ~~s. §~~ 55C and authorized the creation of a Municipal Affordable Housing Trust Fund to support the development of affordable housing in Concord.

SECTION 1. MUNICIPAL AFFORDABLE HOUSING TRUST.

There shall be in the Town of Concord an Affordable Housing Trust created pursuant to the authority set forth in G.L. c. 44, ~~s. §~~ 55C.

SECTION 2. NAME of the TRUST

The Trust shall be called the "Concord Municipal Affordable Housing Trust", ~~herein referred to as~~ (the "Trust").

SECTION 3. PURPOSE

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Concord for the benefit of low and moderate income households and for the funding of community housing, as defined in ~~and in accordance with the provisions of~~ G.L. c. 44B (the "Community Preservation Act").

SECTION 4. TRUSTEES

There shall be a Board of Trustees, ~~called~~ (the "Board"), which shall include no less than 5 Trustees and no more than 7 Trustees, including one member of the Select Board, each of whom, ~~who~~ to the extent possible, shall have a background or interests in affordable housing, and ~~in financial~~ finance, ~~legal~~ law, real estate or real estate development expertise.

All Trustees shall be appointed by majority vote of the Select Board.

Trustees shall serve for a term of two (2) years, except that one less than a majority of the initial Trustee appointments shall be for a term of one (1) year. Trustees may be reappointed for up to two (2) additional terms ~~consistent with local policy and practice~~.

Nothing in this subsection shall prevent the Select Board from appointing the Town Manager as a ~~member of the Board~~ Trustee.

Only persons who are residents of Concord shall be appointed as a Trustee. Any Trustee who ceases

to be a resident of the Concord shall cease to be a Trustee hereunder and shall promptly provide a written notification of change in residence to the Board and to the Town Clerk. The Town Manager, if appointed as a Trustee, need not be a resident of Concord.

A Trustee may be removed by the Select Board for cause. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. Vacancies shall be filled by the Select Board for the remainder of the unexpired term.

If any Trustee is absent from five (5) consecutive, regularly-scheduled meetings of the Trust, except in the case of illness, such Trustee's position shall be deemed vacant and shall be filled with a new appointment as set forth above.

The Trustees shall elect officers annually consisting of a Chair, Vice Chair and Clerk. The Trustees may establish subcommittees ~~and~~ or ad hoc related committees to carry out the purpose of the Trust.

A majority of Trustees then serving may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

No Trustee shall be liable for the acts, negligence, or defaults of any other Trustee or any employee, agent, or representative of the Trustees selected with reasonable care, not for errors in judgment, nor mistakes of law or facts made in good faith, nor in reliance in good faith on advice of counsel, nor any other acts or omissions in good faith.

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Concord.

SECTION 5. MEETINGS OF THE TRUST

The Trust shall meet at least quarterly at such time and at such place as the Trustees shall determine.

The Trust is a governmental body for purposes of G.L. c. 30A, ~~ss- §§~~ 18 through 25 (the "Open Meeting Law"). Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, as may be amended from time to time, including provisions regarding remote participation.

The Clerk shall prepare minutes of meetings of the Trust and shall maintain records thereof.

A quorum at any meeting shall be a simple majority of the Trustees then serving.

SECTION 6. POWERS OF THE TRUSTEES.

The powers of the Board, all of which shall be carried ~~on-out~~ in furtherance of the purposes set forth herein, shall include the following powers, except that the Board shall require prior approval of the Select Board: to borrow money; to mortgage or pledge trust assets; or to purchase, accept, sell, lease, exchange, transfer, abandon, or convey any interest in real, personal, or mixed property.

1. to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any

bylaw or any general or special law or any other source,- including money from G.L. c. 44B; ~~provided, however, that any such money received from G.L. c. 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided further, that at the end of each fiscal year, the Trust shall ensure that all expenditures of funds received from said G.L. c. 44B are reported to the Community Preservation Committee for inclusion in the Community Preservation Initiatives Report, Form CP-3, to the Department of Revenue;~~

2. to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
3. to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable notwithstanding the length of any such lease or contract;
4. to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust;
5. to employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary; ~~notwithstanding administrative and technical support provided through Finance, Treasurer, and accounting departments and that which may be provided by Town staff in various departments, including but not limited to Planning, Inspection Services and Natural Resource Commission;~~
6. to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
7. to apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
8. to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
9. to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board may deem necessary and appropriate;
10. to carry property for accounting purposes other than acquisition date values;
11. to borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge Trust assets as collateral, but any mortgage or pledge of assets as collateral greater than the extent of the Trust's assets requires approval by a two-thirds vote of an Annual or Special Town Meeting;
12. to make distributions or divisions of principal in kind;

13. to compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this ~~Trust~~, to continue to hold the same for such period of time as the Board may deem appropriate;
14. to manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;
15. to hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate;
16. to extend the time for payment of any obligation to the Trust;
17. to make recommendations on proposals to Town Meeting when such proposals create or support affordable housing for low- and moderate-income households.
18. to develop policy goals and statements, consistent with the Town's adopted housing goals, and subject to approval by the Select Board, to serve as guidelines for the Trust; and
19. to exercise such additional powers consistent with the provisions of this bylaw and G.L. c. 44, ~~s-~~ § 55C, as may be amended from time to time.

20. to compensate Town employees for services provided to the Trust in connection with the Trust's activities, including but not limited to dedicated staff to Trustees, engineering support for project-specific activities, and other Town services, as requested by the Trustees to the Town Manager and authorized by the Town Manager;

21. to establish criteria and qualifications for recipients and expenditures in accordance with Trust's stated purposes;

22. to serve as a lottery and monitoring agent for affordable housing, and to accept compensation for providing such services into the Trust.

~~19-~~

~~Notwithstanding anything to the contrary herein, Select Board approval shall be required for any of the following actions:~~

- ~~a) to purchase or accept real or personal property;~~
- ~~b) to sell, lease, exchange, transfer or convey any personal, mixed, or real property; and~~
- ~~e) to borrow money, or to mortgage or pledge Trust assets as collateral to the extent of the Trust's assets.~~

~~Notwithstanding anything to the contrary herein, the Trustees may not borrow, mortgage or pledge greater than the current Trust assets unless approved by the Select Board and by a two-thirds vote at any Annual or Special Town Meeting.~~

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any ~~zoning-Town~~ bylaw, ~~exaction fee or regulation~~, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and to be expended these funds need not be further appropriated. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within 1 year of the date they were appropriated

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into the trust, remain Trust property.

SECTION 7. TREASURER/~~COLLECTOR~~ AS CUSTODIAN OF FUNDS

The Town of Concord Treasurer/~~Collector~~ shall be the custodian of the Trust's funds ~~who and~~ shall maintain separate accounts and records for said funds.

The Treasurer/~~Collector~~ shall invest the funds in the manner authorized by G.L. c. 44, Section 55 (Public Funds on Deposit; Limitations; Investments,) Section 55A, (Liability of Depositor for Losses Due to Bankruptcy), and Section 55B (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.

Expenditures by the Trust shall be processed through the Town's payment warrant but shall be ~~controlled by~~ subject to the provisions of G.L. c. 44, ~~s. §~~ 55C. The ~~yearly Trust's~~ approved annual budget, and any approved budget revisions, shall be submitted to the Select Board.

As custodian, the Treasurer/~~Collector~~ shall issue checks as directed by the Trustees. In accordance with G.L. c. 44, ~~s. §~~ 55C, the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. Upon receipt of the audit by the Board, a copy shall be provided forthwith to the Select Board.

The Trustees shall keep a record of its activities and at the close of every fiscal year, shall make a report thereof to the Select Board. The report shall include a description and source of funds received and expended and the type of affordable housing programs or properties assisted with the funding.

SECTION 8. MISCELLANEOUS

The Trust is a public employer and the members of the Board are public employees for purposes of G.L. c. 258 (~~Indemnification~~).

Trustees are designated as public agents for purposes of the constitution of the Commonwealth.

The Trust shall be considered a municipal agency and the Trustees shall be considered special municipal employees and shall be subject to the provisions of G.L. c. 268A (~~Conflict of Interest Law~~). The Trustees shall serve without compensation.

The Trust is exempt from G.L. c. 59 (~~tax assessment~~) and G.L. c. 62 (~~personal income tax~~), and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any political subdivision thereof.

The Trust is a Board of the Town for purposes of procurement under G.L. c. 30B and G.L. c. 40-~~s. §~~ 15A; but agreements and conveyances between the Trust and agencies, Boards, commissions, authorities, departments and public instrumentalities of the Town of Concord shall be exempt from said G.L. c. 30B.

Trustees shall not receive a salary, stipend, bonus or other means of compensation for their service as a Trustee, nor shall they be eligible for any benefits from the Town of Concord. Trustees may be compensated for reasonable out-of-pocket expenses for travel and other Trust-related expenses. All such out-of-pocket expenses shall be fully documented with receipts for expenses prior to payment by the Trust.

SECTION 9. RECORDINGS; AMENDMENTS

The Trustees are hereby authorized to record a Declaration of Trust and a Certificate of Trustees for the Trust with the Middlesex South District Registry of Deeds and the Registered Land Division of the Land Court Registration Office. The Declaration of Trust may be amended from time to time except as to those provisions specifically required under G.L. c. 44, ~~s. §~~ 55C, by an instrument in writing signed by all of the Trustees then serving and approved at a meeting called for that purpose, and approved by the Select Board provided that in each case, a certificate of amendment shall be recorded with the Middlesex South District Registry of Deeds and, if necessary, the Registered Land Division of the Land Court.

SECTION 10. DURATION OF THE TRUST

~~This~~The Trust shall continue so long as authorized under the Laws of the Commonwealth of Massachusetts. Notwithstanding the foregoing, The Trust may be terminated by a majority vote of the Town Meeting in accordance with G.L. c. 44, ~~s. §~~ 55C, provided that an instrument of termination together with a certified copy of the Town Meeting vote are duly recorded with the Middlesex South District Registry of Deeds and, if necessary, the Registered Land Division of the Land Court.

Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Select Board for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Select Board, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the Trust's assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

SECTION 11. RECORD TO BE CONCLUSIVE, CERTIFICATE AS TO FACTS

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees then serving as appears from instruments or certificates recorded with the Registry of Deeds and Registered Land Division of the Land Court to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that instruments of amendment pursuant to Section 9 and an instrument of termination pursuant to Section 10 hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees then serving. Any person dealing with the Trust property or the Trustees may ~~always~~ rely on a certificate signed by any person appearing from instruments or certificates so recorded to be a Trustee hereunder as to the identity of the then current serving Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

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WARRANT ARTICLE: To determine whether the Town will vote to adopt the Town of Concord Municipal Affordable Housing Trust Bylaw as follows, or take any other action relative thereto.

Town of Concord
Municipal Affordable Housing Trust Bylaw

Pursuant to a vote on Article 24 of the 2019 Annual Town Meeting, the Town accepted the provisions of Massachusetts General Laws c. 44, § 55C and authorized the creation of a Municipal Affordable Housing Trust Fund to support the development of affordable housing in Concord.

SECTION 1. MUNICIPAL AFFORDABLE HOUSING TRUST.

There shall be in the Town of Concord an Affordable Housing Trust created pursuant to the authority set forth in G.L. c. 44, § 55C.

SECTION 2. NAME of the TRUST

The Trust shall be called the "Concord Municipal Affordable Housing Trust" (the "Trust").

SECTION 3. PURPOSE

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Concord for the benefit of low and moderate income households and for the funding of community housing, as defined in G.L. c. 44B (the "Community Preservation Act").

SECTION 4. TRUSTEES

There shall be a Board of Trustees (the "Board"), which shall include no less than 5 and no more than 7 Trustees, including one member of the Select Board, each of whom, to the extent possible, shall have a background or interest in affordable housing, and in finance, law, real estate or real estate development.

All Trustees shall be appointed by majority vote of the Select Board.

Trustees shall serve for a term of two (2) years, except that one less than a majority of the initial Trustee appointments shall be for a term of one (1) year. Trustees may be reappointed for up to two (2) additional terms.

Nothing in this subsection shall prevent the Select Board from appointing the Town Manager as a Trustee.

Only persons who are residents of Concord shall be appointed as a Trustee. Any Trustee who ceases to be a resident of the Concord shall cease to be a Trustee hereunder and shall promptly provide a written notification of change in residence to the Board and to the Town Clerk. The Town Manager, if appointed as a Trustee, need not be a resident of Concord.

A Trustee may be removed by the Select Board for cause. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. Vacancies shall be filled by the Select Board for the remainder of the unexpired term.

If any Trustee is absent from five (5) consecutive, regularly-scheduled meetings of the Trust, except in the case of illness, such Trustee's position shall be deemed vacant and shall be filled with a new appointment as set forth above.

The Trustees shall elect officers annually consisting of a Chair, Vice Chair and Clerk. The Trustees may establish subcommittees or ad hoc related committees to carry out the purpose of the Trust.

A majority of Trustees then serving may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

No Trustee shall be liable for the acts, negligence, or defaults of any other Trustee or any employee, agent, or representative of the Trustees selected with reasonable care, not for errors in judgment, nor mistakes of law or facts made in good faith, nor in reliance in good faith on advice of counsel, nor any other acts or omissions in good faith.

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Concord.

SECTION 5. MEETINGS OF THE TRUST

The Trust shall meet at least quarterly at such time and at such place as the Trustees shall determine.

The Trust is a governmental body for purposes of G.L. c. 30A, §§ 18 through 25 (the "Open Meeting Law"). Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, as may be amended from time to time, including provisions regarding remote participation.

The Clerk shall prepare minutes of meetings of the Trust and shall maintain records thereof.

A quorum at any meeting shall be a simple majority of the Trustees then serving.

SECTION 6. POWERS OF THE TRUSTEES.

The powers of the Board, all of which shall be carried out in furtherance of the purposes set forth herein, shall include the following powers, except that the Board shall require prior approval of the Select Board: to borrow money; to mortgage or pledge trust assets; or to purchase, accept, sell, lease, exchange, transfer, abandon, or convey any interest in real, personal, or mixed property.

1. to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any bylaw or any general or special law or any other source, including money from G.L. c. 44B;
2. to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

3. to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable notwithstanding the length of any such lease or contract;
4. to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust;
5. to employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
6. to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
7. to apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
8. to participate in any reorganization, recapitalization, merger or similar transaction; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
9. to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board may deem necessary and appropriate;
10. to carry property for accounting purposes other than acquisition date values;
11. to borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge Trust assets as collateral, but any mortgage or pledge of assets as collateral greater than the extent of the Trust's assets requires approval by a two-thirds vote of an Annual or Special Town Meeting;
12. to make distributions or divisions of principal in kind;
13. to compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this Trust, to continue to hold the same for such period of time as the Board may deem appropriate;
14. to manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;
15. to hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate;
16. to extend the time for payment of any obligation to the Trust;
17. to make recommendations on proposals to Town Meeting when such proposals create or support affordable housing for low- and moderate-income households.

18. to develop policy goals and statements, consistent with the Town's adopted housing goals, and subject to approval by the Select Board, to serve as guidelines for the Trust; and
19. to exercise such additional powers consistent with the provisions of this bylaw and G.L. c. 44, § 55C, as may be amended from time to time.
20. to compensate Town employees for services provided to the Trust in connection with the Trust's activities, including but not limited to dedicated staff to Trustees, engineering support for project-specific activities, and other Town services, as requested by the Trustees to the Town Manager and authorized by the Town Manager;
21. to establish criteria and qualifications for recipients and expenditures in accordance with Trust's stated purposes;
22. to serve as a lottery and monitoring agent for affordable housing, and to accept compensation for providing such services into the Trust.

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any Town bylaw or regulation, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and to be expended these funds need not be further appropriated. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within 1 year of the date they were appropriated into the trust, remain Trust property.

SECTION 7. TREASURER AS CUSTODIAN OF FUNDS

The Town of Concord Treasurer shall be the custodian of the Trust's funds and shall maintain separate accounts and records for said funds.

The Treasurer shall invest the funds in the manner authorized by G.L. c. 44, Section 55 (Public Funds on Deposit; Limitations; Investments,) Section 55A, (Liability of Depositor for Losses Due to Bankruptcy), and Section 55B (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.

Expenditures by the Trust shall be processed through the Town's payment warrant but shall be subject to the provisions of G.L. c. 44, § 55C. The Trust's approved annual budget, and any approved budget revisions, shall be submitted to the Select Board.

As custodian, the Treasurer shall issue checks as directed by the Trustees. In accordance with G.L. c. 44, § 55C, the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. Upon receipt of the audit by the Board, a copy shall be provided forthwith to the Select Board.

The Trustees shall keep a record of its activities and at the close of every fiscal year, shall make a report thereof to the Select Board. The report shall include a description and source of funds received and expended and the type of affordable housing programs or properties assisted with the funding.

SECTION 8. MISCELLANEOUS

The Trust is a public employer and the members of the Board are public employees for purposes of G.L. c. 258.

Trustees are designated as public agents for purposes of the constitution of the Commonwealth.

The Trust shall be considered a municipal agency and the Trustees shall be considered special municipal employees and shall be subject to the provisions of G.L. c. 268A. The Trustees shall serve without compensation.

The Trust is exempt from G.L. c. 59 and G.L. c. 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any political subdivision thereof.

The Trust is a Board of the Town for purposes of procurement under G.L. c. 30B and G.L. c. 40 § 15A; but agreements and conveyances between the Trust and agencies, Boards, commissions, authorities, departments and public instrumentalities of the Town of Concord shall be exempt from said G.L. c. 30B.

Trustees shall not receive a salary, stipend, bonus or other means of compensation for their service as a Trustee, nor shall they be eligible for any benefits from the Town of Concord. Trustees may be compensated for reasonable out-of-pocket expenses for travel and other Trust-related expenses. All such out-of-pocket expenses shall be fully documented with receipts for expenses prior to payment by the Trust.

SECTION 9. RECORDINGS; AMENDMENTS

The Trustees are hereby authorized to record a Declaration of Trust and a Certificate of Trustees for the Trust with the Middlesex South District Registry of Deeds and the Registered Land Division of the Land Court Registration Office. The Declaration of Trust may be amended from time to time except as to those provisions specifically required under G.L. c. 44, § 55C, by an instrument in writing signed by all of the Trustees then serving and approved at a meeting called for that purpose, and approved by the Select Board provided that in each case, a certificate of amendment shall be recorded with the Middlesex South District Registry of Deeds and, if necessary, the Registered Land Division of the Land Court.

SECTION 10. DURATION OF THE TRUST

The Trust shall continue so long as authorized under the Laws of the Commonwealth of Massachusetts. Notwithstanding the foregoing, The Trust may be terminated by a majority vote of the Town Meeting in accordance with G.L. c. 44, § 55C, provided that an instrument of termination together with a certified copy of the Town Meeting vote are duly recorded with the Middlesex South District Registry of Deeds and, if necessary, the Registered Land Division of the Land Court.

Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Select Board for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Select Board, sell all or any portion of the

Trust property and distribute the net proceeds thereof or they may distribute any of the Trust's assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

SECTION 11. RECORD TO BE CONCLUSIVE, CERTIFICATE AS TO FACTS

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees then serving as appears from instruments or certificates recorded with the Registry of Deeds and Registered Land Division of the Land Court to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that instruments of amendment pursuant to Section 9 and an instrument of termination pursuant to Section 10 hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees then serving. Any person dealing with the Trust property or the Trustees may rely on a certificate signed by any person appearing from instruments or certificates so recorded to be a Trustee hereunder as to the identity of the then current serving Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

Charge

Transportation Advisory Committee
January 13, 2019

Background

The long-range plan- *Envision Concord Bridge to 2030* lists as Big Idea 3, 'a strong need to increase the physical and social connectivity of isolated residents, including seniors, and those living in denser housing areas outside of easy walking distance (1/2 mile) of the village centers. There is also a need to expand non-automobile options for students and teens to get around town to reduce congestion and carbon emissions while increasing their connection to the town's cultural, recreational, and commercial resources. The decentralization of residents, the need to support the village centers to retain independent businesses, and the desire to provide environmentally sustainable low-carbon mobility choices for residents and visitors all create opportunities to consider transportation across multiple needs and strategies. Innovative mobility solutions may also address transportation needs of visitors to Concord and the increased congestion and parking demand resulting from visitors and through-town commuter traffic. Town-owned vehicles could be multi-purpose serving different needs and different segments of the population at different times. (Envision Concord, pages 79-81)

Transportation is a federal, state, regional and local issue, and all have impact on Concord, however, this Committee is a local sustainable transportation policy committee. As such it will be a Transportation Advisory Committee (TAC) to the Select Board working closely with the Town Manager and Superintendent of Schools. The TAC will continuously collect the data available in town and school departments and town committees and boards, developing a long-range plan which includes an annual set of recommendations for policies and actions. The TAC will incorporate the goals of the CAAB, the CLRP and the Complete Streets recommendations, and produce a potential budget and timeline for implementation.

In addition to plan development, this committee may develop and reflect the input of subcommittees on growing areas of local transportation, such as traffic and bicycling, including recreational and commuter bike-path planning, roadway bicycle use, and other bicycle access issues. Pedestrian issues, will also be addressed including sidewalk planning and priorities, creating pedestrian-friendly areas, reflecting the needs of students, seniors and those with disabilities.

As a first step in this process, the Select Board suggests the formation of a Transportation Advisory Committee (TAC) to

- 1) Define the range of issues which are included in local transportation by reviewing and summarizing all local transportation efforts in Concord, including but not limited to issues identified by existing town departments and committees

- 2) Overlay this summary with Envision Concord Goals (See Section 3, pages 80-81 <https://concordma.gov/DocumentCenter/View/15250/Final-Envision-Concord-Plan-7-30-18-Full-Version-79MB>)
- 3) Explore and recommend revenue sources such as state, regional and federal funds, public-private partnerships, grants, etc.
- 4) Make recommendations as to how the Town can support local transportation policies and actions with existing resources
- 5) Explore ways to benefit from neighboring communities, regional and state approaches to achieve similar goals.
- 6) Balance the opportunities for transportation throughout Concord with our goals for, environmental sustainability, stewardship of town historic and cultural resources, support for economic vitality, and the needs of a population of diverse incomes and ages, including public and private school communities.

Membership

The Transportation Advisory Committee shall be comprised of (11?) members appointed by the Select Board. The term of office shall be three years. Membership shall be as follows:

- Town Manager or his designee
- School Superintendent or her designee
- Director of planning or her designee
- Town Traffic Committee member
- Public Works
- Public Safety
- COA
- HDC?
- Member(s) of the bicycling community
- Town Residents

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

Duties and Responsibilities: Analyze goals and report to Select Board with specific recommendations that can be implemented to support the goals. Report progress with a ~~draft~~ report to Select Board in November 2020 and annually thereafter.

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

Town of Concord
SELECT BOARD'S OFFICE

Memorandum

DATE: January 10, 2020
TO: Concord Select Board
FROM: Jeremy Romanul, Senior Administrative Assistant
SUBJECT: FY21 Select Board Meeting Schedule

I have drafted two bi-weekly FY21 meeting schedules for the Select Board to consider. Please review the suggested meeting dates on the follow page. For dates where there are conflicts, the Select Board could consider meeting on either a different day that same week, or during an alternate week.

Sincerely,

Jeremy Romanul
Senior Administrative Assistant

Draft FY21 Select Board Meeting Schedule Options

Option 1 Meeting Dates	Conflicts	Option 2 Meeting Dates	Conflicts
7/13/2020		7/20/2020	
7/27/2020		8/3/2020	
8/10/2020		8/17/2020	
8/24/2020		8/31/2020	
9/7/2020	Labor Day	9/14/2020	
9/21/2020		9/28/2020	
10/5/2020		10/12/2020	Columbus Day
10/19/2020		10/26/2020	
11/2/2020		11/9/2020	
11/16/2020		11/23/2020	
11/30/2020		12/7/2020	
12/14/2020		12/21/2020	
12/28/2020		1/4/2021	
1/11/2021		1/18/2021	MLK Day
1/25/2021		2/1/2021	
2/8/2021		2/15/2021	Presidents Day
2/22/2021		3/1/2021	
3/8/2021		3/15/2021	
3/22/2021		3/29/2021	
4/5/2021		4/12/2021	
4/19/2021		4/26/2021	
5/3/2021		5/10/2021	
5/17/2021		5/24/2021	
5/31/2021	Memorial Day	6/7/2021	
6/14/2021		6/21/2021	
6/28/2021			



Memo

To: Select Board
Cc: Stephen Crane, Town Manager
Kerry Lafleur, Finance Director
From: Kaari Mai Tari, Town Clerk
Date: January 7, 2020
Re: Election Officer Appointments

Pursuant to MGL Chapter 54: Section 12, I would like to request, on behalf of the Board of Registrars, appointment of the following **12** voters as Election Officers for terms to expire July 31, 2020.

Appointments: 9
Reappointments: 3

Party distribution among 64 Election Workers
Democrat: 25 (40%)
Republican: 7 (10%)
Unenrolled: 32 (50%)

Thank you for your consideration.

Kaari

Appointment List (all Concord residents)

Party	Name	Address	Precinct
U	Dee Allen	100 Keyes Rd, Apt. 234	1
U	David Bell	1657 Monument Street	5
D	Christine Diaz	1341 Main Street	2
D	Devra Feshbach-Meriney	208 Old Marlboro Road	3
U	Barbara Harrington	296 Old Bedford Road	4
D	Bernadean Jenkins	32 Staffordshire Lane	
U	Juliana Melly	3 Concord Greene # 3	
U	Robert Miner	76 Chestnut Street	4
U	Jean Olson	8 Wright Farm	5
R	Carolie Owens	80 Black Horse Place	5
U	Nicki Richards	1755 Monument Street	5
D	Janet Walker	20 C Westvale meadow	

Dear Friends in Concord,

Thank you so much for welcoming the Nanae delegation this fall with your generous warmth and hospitality. The delegation had a wonderful time and speaks fondly of the delicious local food, the classes at CCHS, the tours of Concord and Boston, the Potluck and Ika Dance performance, and, of course, the amazing opportunity to homestay with a Concord family. We sincerely thank you for giving the delegates memories they will treasure for the rest of their lives.

This past April the CCHS Concert Band came to Nanae for the first time in nine years, and it was a pleasure to meet them and to host them. Watching students from two different countries communicate through music and perform onstage together was a very special experience. The sister city song, the 42nd North Parallel March, moved us all.

We thank you for your continued support and your tireless work that makes this friendship possible. We look forward to the Sci-Fi clubs upcoming trip in April.

From everyone in the town office we wish you a wonderful holiday season and a very happy New Year!

Sincerely yours,

Mayor of Nanae Yasukazu Nakamiya



Best wishes for a
beautiful
Holiday Season

and a New Year
of Peace and
Happiness!





January 3, 2020

Dear Local Official,

The Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:15 to 11:50 a.m., on Saturday, January 25, 2020, in Ballroom A at the Hynes Convention Center in Boston.

This letter outlines the voting procedures at the Annual Business Meeting. Each MMA member city or town is entitled to **ONE** vote. In order to vote at the meeting, a local official must be:

- The Mayor in a member city;
- The Chair of the Board of Selectmen or the Chair of the Town Council in a member town;

If an official from one of these categories cannot attend the January 25th business meeting, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the Mayor or Chair of the Board of Selectmen or Town Council.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman."

Eligible voters must pick up a single vote card in order to cast votes at the MMA Annual Business Meeting. Only one vote card will be issued per community. Vote cards will be available at a station outside of the Annual Business Meeting.

Those officials who cannot attend the Annual Business Meeting, and who wish to designate someone else to take their place, must send in written authorization beforehand to the MMA, c/o Alandra Champion, achampion@mma.org or One Winthrop Square, Boston, MA 02110. We must receive these designation forms by Monday, January 13th at the latest. Please remember to include your signature when filling out the enclosed form.

Thank you very much -- we look forward to seeing you in January at Annual Meeting!

Sincerely,

Geoffrey C. Beckwith
Executive Director