

TOWN OF CONCORD
TOWN HOUSE
CONCORD, MA 01742

PRESORT STANDARD
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WARRANT FOR TOWN MEETING
MONDAY, April 27, 2020
CONCORD-CARLISLE REGIONAL HIGH SCHOOL
500 WALDEN STREET

PUBLIC HEARINGS
All at 7:00 P.M.

SELECT BOARD	Town House Hearing Room	Monday, Feb. 24, 2020
PLANNING BOARD	Town House Hearing Room	Tuesday, Feb. 25, 2020
FINANCE COMMITTEE Town Budget & Articles including Capital	Town House Hearing Room	Monday, March 9, 2020
FINANCE COMMITTEE School Budgets & Articles Community Preservation Committee Articles	Town House Hearing Room	Monday, March 16, 2020
FINANCE COMMITTEE Enterprise Fund Budgets & Articles	Town House Hearing Room	Monday, March 23, 2020

In case of snow call 978-318-3006 for cancellation information.
Website notices available at www.concordma.gov

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OLD NORTH BRIDGE

TOWN OF CONCORD

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

January 28, 2020

Dear Concord Resident:

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

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

TOWN CAUCUS: Nominations of candidates for election were made at the Town Caucus which was held on Monday, January 27, 2020. Names of Caucus nominees and qualifying candidates through the nomination paper process will be on the ballot for the Town Election which will be held on Tuesday, March 31, 2020. The deadline for candidates to return nomination papers is Tuesday, February 11, 2020 at 5 p.m. The deadline for unregistered residents to register to vote at the Town Election is Wednesday, March 11, 2020.

WARRANT: The publication of the Warrant is the first event leading up to Town Meeting. The Warrant serves as the agenda for the Meeting. It is a combination of proposals by the Town's committees and professional staff and those brought by petitions signed by at least ten registered voters. Each Article on the Warrant represents a separate agenda item and describes the subject on which the voters at Town Meeting will be asked to take action. Any motion made under an Article at Town Meeting must fit within the scope of that Article as presented in the Warrant as determined by the Moderator. The phrases “**or take any other action relative thereto**” and “**or any other sum**” in a Warrant Articles signify that the motion under the Article presented at Town Meeting may vary somewhat in proposed action and dollar amount, so long as the motion remains within the scope of the Article. The motion will omit those phrases and often will be more specific. For example, estimated amounts may be replaced by more precise figures in appropriation Articles, or the details of a zoning Article may be refined as a result of discussion during the public hearing process.

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

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

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

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

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

SCHEDULE OF PUBLIC HEARINGS			
Location: Townhouse, 22 Monument Square, 2nd Floor, Public Hearing Room			
Committee	Articles	Time	Date
Select Board: SB	1, 2, 13, 15, 16, 31, 40, 45, 46, 47, 48, 49, 50	7:00 PM	Monday, February 24, 2020
Planning Board: PB	32, 33, 34, 35, 36, 37, 38, 39, 41, 42, 43	7:00 PM	Tuesday, February 25, 2020
Finance Committee: FC Town Budget, related Articles and Town Capital Articles	3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 51, 52	7:00 PM	Monday, March 9, 2020
Finance Committee: FC/SC School Budgets & Articles	24, 25, 26, 27, 28, 29, 30,	7:00 PM	Monday, March 16, 2020
Community Preservation Committee: FC/CPC	44		
Finance Committee: FC/ENT Enterprise Funds Budgets & Articles	17, 18, 19, 20, 21, 22, 23	7:00 PM	Monday, March 23, 2020

TOWN MEETING: Will begin on Monday, April 27, 2020 at 7:00 P.M. and will convene at the Concord-Carlisle Regional High School. All registered voters are eligible and encouraged to attend and vote. Residents who are not currently registered to vote must register by Tuesday, April 7, 2020 at 8:00 PM in order to participate. Attendees must check in with the Town Clerk's staff in the cafeteria. Check-in is done alphabetically by last name.

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

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

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

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

Town Meeting is an important democratic institution open to all Concord registered voters and is Concord's legislative body. The procedures are simple, and all have a right to attend and participate. On each Article you will hear a formal presentation and recommendations from citizen committees. You may speak on the issues if you wish, and then cast your vote. By this process, the decisions made are based on the collective will and wisdom of the Meeting. We encourage your active participation, particularly for those Articles that are of greatest importance to you. Town Meeting proceedings are broadcast live by MMN on cable through channel 9 and on WIQH Radio 88.3 FM, for those who cannot attend but wish to follow along from home. Instructions will appear on the broadcast screen for how to submit questions and comments by email during the proceedings. Questions and comments must include the name and address of the Concord citizen submitting them. Properly authenticated and non-duplicative questions and comments may be brought to the attention of the Meeting by the Moderator, time permitting. First priority will be given to citizens in attendance followed by questions sent from viewers at home.

If you would like to serve your community as a volunteer member of a Town Board or Committee, or on a short-term assignment, bring yourself to the attention of the appointing authorities by filling out a "Green Card" and submitting it to the Town Manager's Office in the Town House. See page 44 of this Warrant for further information and a tear-out copy of the "Green Card." Green Cards can also be filled out online. Follow the "Volunteer" choice from the home page www.concordma.gov/greencard.

Respectfully,

Mike Lawson, Chair

Linda Escobedo, Clerk

Jane Hotchkiss

Susan Bates

Terri Ackerman

SELECT BOARD

Carmin C. Reiss
MODERATOR

**THE COMMONWEALTH OF MASSACHUSETTS
WARRANT FOR THE ANNUAL TOWN MEETING 2020**

Middlesex, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Concord, qualified to vote at Town Meeting for the transaction of Town affairs, to meet at the Concord-Carlisle Regional High School at 500 Walden Street, in said town, on Monday, the twenty-seventh day of April, 2020, at 7:00 o'clock in the evening, by posting a printed copy of this Warrant by you attested, at the Town House and in at least one public location in each precinct in Concord. Further a copy thereof shall be mailed to every household at least fourteen days before the Town Meeting, then and there to act upon the following Articles:

CHOOSE TOWN OFFICERS

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

HEAR REPORTS

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

MEETING PROCEDURE

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

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

RATIFY PERSONNEL BOARD CLASSIFICATION ACTIONS

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

1. Change the title "Facilities Maintainer" in Grade TCL-3 to "Facilities/Landscape Maintainer" effective April 1, 2019.
2. Add the title "Assistant to the Town Clerk" to Grade AC-4 effective May 15, 2019.
3. Change the title "Finance Director" in Grade MP-9 to "Chief Financial Officer" effective January 9, 2020.
4. Make all other changes to the Classification and Compensation Plan voted by the Personnel Board between January 10, 2020, and April 27, 2020.

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

CLASSIFICATION & COMPENSATION PLAN FOR REGULAR-STATUS POSITIONS

ARTICLE 5. To determine whether the Town will vote to amend the Classification and Compensation Plan for regular-status Town positions by adopting the following schedules to become effective July 1, 2020, or take any other action relative thereto:

CLASSIFICATION AND COMPENSATION PLAN
Effective July 1, 2020

ADMINISTRATIVE-CLERICAL

<u>Grade Number & Class Title</u>		Minimum	Mid-Point	Maximum
AC-1 Receptionist/Clerk Recreation Clerk	Hourly	17.81	21.43	25.04
AC-2 Account Clerk Department Clerk Senior Recreation Clerk Utility Account Clerk	Hourly	19.90	23.93	27.96
AC-3 Customer Services Representative Senior Account Clerk Senior Department Clerk	Hourly	22.57	27.14	31.70
AC-4 Administrative Assistant Assistant to the Town Clerk Collections Assistant Retirement Assistant Treasury Assistant	Hourly	24.38	29.32	34.26
AC-5 Human Resources Assistant Project & Procurement Coordinator Senior Administrative Assistant	Hourly	26.07	31.33	36.59
AC-6 Finance Assistant Senior Human Resources Assistant	Hourly	26.96	32.42	37.87

TRADES-CRAFTS-LABOR

Grade Number & Class Title	Minimum	Mid-Point	Maximum
TCL-1 Building Custodian	Hourly 17.59	21.26	24.93
TCL-2 Building Maintenance Custodian	Hourly 19.86	24.01	28.16
TCL-3 Facilities/Landscape Maintainer Maintenance & Inventory Coordinator Water/Sewer System Maintainer	Hourly 21.86	26.43	31.00
TCL-4 Custodial Maintenance Supervisor Equipment/Line Operator Master Craftsperson	Hourly 24.46	29.60	34.73
TCL-5 Assistant Public Works Supervisor Crew Leader Licensed Electrician/Skilled Carpenter Senior Master Mechanic Treatment Systems Operator	Hourly 27.08	32.75	38.41
TCL-6 Senior Treatment Systems Operator	Hourly 30.42	36.79	43.16
TCL-7 HVAC Technician Public Works Supervisor	Hourly 33.74	40.82	47.89

MANAGERIAL-PROFESSIONAL

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

Grade Number & Class Title	Minimum	Mid-Point	Maximum
MP-1 Associate Engineer Engineering Technician Media Technician Recreation Supervisor Station Manager Tourism & Visitor Services Manager	Annual 48,419	60,729	73,038
MP-2 Administrative & Special Projects Coordinator Administrative Manager Administrative Systems Analyst Assistant Local Inspector Assistant Natural Resources Director Budget Analyst Energy Specialist	Annual 54,642	68,531	82,420

Environmental Health Inspector
 Environmental & Regulatory Coordinator
 Facilities Operations Coordinator
 Field Lister
 GIS Technician/Analyst
 Information Systems Technician
 Office Accountant
 Public Health Inspector
 Public Information & Communications Manager
 Water Conservation Coordinator

MP-3	Annual	64,474	80,866	97,257
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Assistant Assessor
 Assistant Human Resources Director
 Assistant Public Health Director
 Assistant Public Works Engineer
 Assistant Senior Services Director
 Assistant Town Accountant
 Assistant Town Clerk
 Assistant Treasurer
 Associate Financial Manager
 Childcare Services Manager
 Customer Service Supervisor
 Energy Conservation Coordinator
 Local Inspector
 Management Analyst
 Municipal Archivist/Records Manager
 Operations Manager
 Recreation Programs & Events Manager
 Retirement System Administrator
 Senior Budget & Operations Analyst
 Senior Environmental & Regulatory Coordinator
 Senior Information Systems Technician
 Senior Planner

MP-4	Annual	68,928	86,452	103,976
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Assistant Highway & Ground Superintendent
 Assistant Recreation Director
 Customer Service Administrator
 Environmental Services Program Administrator
 GIS & Application Integration Program Manager
 Operations Engineer
 Public Works Engineer

MP-5	Annual	74,142	92,990	111,838
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Assistant Library Director
 Assistant Town Engineer
 Budget & Purchasing Director
 Deputy Treasurer/Collector
 Director of Sustainability
 IT Services Manager
 Financial Manager/Accountant
 Natural Resources Director
 Police Lieutenant
 Public Health Director

Senior Services Director
 Town Clerk
 Town Planner

MP-6	Annual	86,092	107,977	129,861
Assistant Fire Chief				
Building Commissioner				
Facilities Director				
Highway & Grounds Superintendent				
Police Captain				
Recreation Director				
Town Accountant				
Town Assessor				
Town Engineer				
Water/Sewer Superintendent				

MP-7	Annual	93,559	117,343	141,127
Director of Planning & Land Management				
Human Resources Director				
Library Director				

MP-8	Annual	104,234	130,733	157,231
Assistant Town Manager				
Chief Information Officer				
Fire Chief				
Police Chief				
Public Works Director				

MP-9	Annual	114,235	143,278	172,321
Deputy Town Manager				
Chief Financial Officer				
Public Works & Engineering Director				

ELECTRICAL LABOR

<u>Grade Number & Class Title</u>		Minimum	Mid-Point	Maximum
EL-1	Hourly	19.38	23.44	27.50
<i>(Reserved for future use)</i>				
EL-2	Hourly	25.20	30.48	35.75
Lineworker, Grade 3				
Meter Technician				
EL-3	Hourly	31.98	36.15	40.31
Lineworker, Grade 2				
Utility Electrician				
EL-4	Hourly	39.70	44.90	50.09
Lineworker, Grade 1				
EL-5	Hourly	41.57	47.01	52.44
Lead Lineworker				

EL-6	Hourly	44.77	50.62	56.47
Line Supervisor				

ELECTRICAL MANAGEMENT

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

Grade Number & Class Title		Minimum	Mid-Point	Maximum
EM-1	Annual	66,189	79,441	92,693
Meter Supervisor Senior Engineering Technician				
EM-2	Annual	84,593	101,491	118,388
Electrical Engineer				
EM-3	Annual	90,885	109,095	127,305
Lead Electrical Engineer				
EM-4	Annual	106,190	127,408	148,625
Power Supply & Rates Administrator				
EM-5	Annual	111,500	133,778	156,056
Assistant CMLP Director				
EM-6	Annual	128,593	154,356	180,118
CMLP Director				

MEDIA SPECIALISTS

Grade Number & Class Title		Minimum	Mid-Point	Maximum
MS-1	Hourly	18.45	24.60	30.75
Education Coordinator Lead Producer				

SWIM & FITNESS

Grade Number & Class Title		Minimum	Mid-Point	Maximum
SF-1	Hourly	12.75	36.38	60.00
Swim/Fitness Specialist				

HUMAN SERVICES

Grade Number & Class Title		Minimum	Mid-Point	Maximum
HS-A	Hourly	12.75	21.38	30.00
Human Services Assistant				
HS-1	Hourly	15.63	30.32	45.00
Human Services Specialist				

HS-2	Hourly	15.63	28.82	42.00
Child Care/Education Specialist				

TELECOMMUNICATIONS TECHNICIANS

<u>Grade Number & Class Title</u>		Minimum	Mid-Point	Maximum
TT-1	Hourly	30.10	35.36	40.62
Telecommunications Technician				
TT-2	Hourly	34.40	40.44	46.47
Senior Telecommunications Technician				
TT-3	Hourly	36.12	42.46	48.80
Lead Telecommunications Technician				

TELECOMMUNICATIONS MANAGEMENT

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

<u>Grade Number & Class Title</u>		Minimum	Mid-Point	Maximum
TM-1	Annual	75,540	88,726	101,911
Network Administrator				
TM-2	Annual	86,047	101,123	116,199
Network Engineer Telecommunications Coordinator				
TM-3	Annual	99,439	116,850	134,261
Telecommunications Director				
TM-4	Annual	151,816	178,397	204,977
Chief Information & Technology Officer				

With annual adjustments and periodic comprehensive reviews, the Classification & Compensation Plan keeps Town salaries competitive in the employment market, maintains internal equity of salary ranges, maintains comparability with salaries of unionized employees, and keeps pace with changes in the cost of living. This article does not control the amount of the actual salary increases to be received by employees in FY21. Actual salary increases are made after Town Meeting, based upon the approved budget.

PERSONNEL BYLAW AMENDMENT

ARTICLE 6. To determine whether the Town will vote to strike the text of the Personnel Bylaw in its entirety and replace it with the following, or take any other action relative thereto:

The Town of Concord Personnel Bylaw

1. The Town Manager shall be entrusted with the administration of the Town's personnel system.
2. The Town Manager shall adopt and may amend rules and regulations establishing a lawful, equitable, and efficient system of personnel administration for Town employees. The personnel system shall make use of modern concepts of personnel management and shall include, but not be limited to, the following elements: (i) personnel policies indicating the rights, obligations and benefits

of employees; (ii) a classification plan; (iii) a compensation plan; (iv) a method for appointing employees based on merit principles; (v) a record keeping system; and (vi) other elements that are deemed necessary. All Town agencies and positions shall be subject to the rules and regulations adopted under this section, except elected officers, employees of the school department, and as otherwise provided under chapter 150E of the General Laws. Furthermore, all compensation and benefit programs shall not exceed the limits established by appropriation.

3. The Personnel Board shall be composed of three members appointed by the Select Board for three (3) year terms.
4. The Personnel Board shall, at the request of the Town Manager, advise the Town Manager regarding his obligations under this Bylaw.

This proposed comprehensive amendment to the Personnel Bylaw would give the Town Manager authority for establishment of the Town's personnel administration system, including the classification and compensation plan. Currently, the Personnel Board oversees and Town Meeting approves the system for non-union employees, and the Town Manager has authority for union and personal contracts. Given the constantly shifting landscape of employment law and trends, the Personnel Board recommends that the Town Manager be given full authority for the Town's personnel systems. The classification and compensation plan has been addressed via the Consent Calendar for many years now, and amendments to the Bylaw have consistently been approved by Town Meeting as proposed. The proposed reassignment of authority will support a personnel system that is: (1) efficient, (2) responsive to changing operational needs, employment laws and workforce trends, (3) effective for recruitment and retention of employees, and (4) consistent with a Strong Town Manager form of government.

ACCEPTING PROVISIONS OF MASSACHUSETTS GENERAL LAWS C. 32, § 103(J), AS AMENDED BY SECTION 19 OF CHAPTER 188, TO INCREASE THE COST OF LIVING ADJUSTMENT (COLA) BASE

ARTICLE 7. To see if the Town will accept the provisions of Section 103(j) of Massachusetts General Laws Chapter 32, as amended by Section 19 of Chapter 188 of the Acts of 2010, so as to increase the Cost of Living Adjustment (COLA) base for retired members and beneficiaries of the Concord Contributory Retirement System from \$12,000 to \$14,000, or take any other action relative thereto.

By taking favorable action on this Article, the Town will accept a local option, which increases the base upon which cost of living increases may be granted to Town retirees from the first \$12,000, in effect since 1997, to the first \$14,000 of the retirement allowance. Currently, the retirement COLA, which has been factored into the systems' funding schedule, is 3% of the first \$12,000.00. The funding schedule will be revised to anticipate the possibility of a 3% COLA each year on the first \$14,000.00. The Retirement Board's actuary estimates that the amortization of this new COLA provision would add approximately \$350,000.00 per year to that schedule. The Legislature has made changes to the definition of pensionable compensation and to the retirement formula for employees hired after April 2, 2012, which will help offset any increase to the funding schedule. Over 74% of County, Regional and Municipal legislative authorities have increased the COLA base anywhere from \$13,000 to \$18,000.

USE OF FREE CASH

ARTICLE 8. To determine whether the Town will vote to transfer from free cash the sum of \$1,000,000, or any other sum, to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2021, or take any other action relative thereto.

This article seeks Town Meeting approval to allocate a portion of the available General Fund balance to support the FY21 budget. The proposed amount is consistent with the Finance Committee's FY21 Guideline Budget Plan.

FY20 BUDGET ADJUSTMENT

ARTICLE 9. To determine whether the Town will vote to amend the appropriation made under Article 6 of the 2019 Annual Town Meeting to transfer \$225,000 appropriated under line item 32, Reserve Fund, to line item 2, Legal Services, or take any other action relative thereto.

The purpose of this article would be to seek approval to transfer \$225,000 appropriated under line item 32, Reserve Fund, to line item #2, Legal Services, to cover the cost of additional legal expenses incurred by the Town in FY20. This action is sought rather than to request a supplemental appropriation as the necessary funds remain available in the Reserve Fund and there are no other known claims against the Reserve Fund.

TOWN BUDGET

ARTICLE 10. To determine whether the Town will vote to raise and appropriate or transfer from available funds, the sum of \$48,111,400, or any other sum, for the following necessary and expedient purposes of the Town for the fiscal year ending June 30, 2021:

<u>Town Government Operating Budget</u>				
Item No.	Department	Fiscal 2019 Expenses	Fiscal 2020 Appropriation	Fiscal 2021 Proposal
General Government \$4,026,648 is 8.4% of Total				
1	A. Town Manager's Office	\$ 663,080	\$ 707,891	\$ 707,457
	B. Human Resources	443,069	480,780	474,854
	C. Information Systems	872,727	1,047,888	1,088,066
	D. Town Meeting and Reports	85,247	100,250	101,225
	E. Economic Vitality & Tourism	4,519	89,238	112,400
	F. Facilities Management			
	F1. Facilities Administration	544,483	230,424	623,700
	F2. Parks and Playgrounds	-	125,294	127,560
	F3. Resource Sustainability	112,024	91,085	160,995
	F3. Town House	119,489	127,919	126,675
	F4. Visitor's Center and Restroom	7,245	18,114	29,765
	F5. 55 Church Street	56,128	104,859	109,376
	F6. 37 Knox Trail	16,261	19,581	19,991
	Subtotal	2,924,274	3,143,321	3,682,063
2	A. Legal Services	629,462	250,000	344,585
	General Government Subtotal	3,553,736	3,393,321	4,026,648
Finance \$2,373,592 is 4.9% of Total				
3	A. Finance Administration	\$ 579,739	\$ 725,917	\$ 610,697
	B. Treasurer-Collector	469,238	513,859	507,240
	C. Town Accountant	351,927	338,596	347,020
	D. Assessors	431,296	451,355	452,553
	E. Town Clerk	252,698	336,878	371,934
	F. Elections	56,017	42,653	76,176
	G. Registrars	7,421	7,374	7,971
	Finance Subtotal	2,148,336	2,416,632	2,373,592
Item No.	Department	Fiscal 2019 Expenses	Fiscal 2020 Appropriation	Fiscal 2021 Proposal
Planning and Land Management \$1,858,940 is 3.9% of Total				

4	A. Planning Administration	\$ 467,446	\$ 525,818	\$ 562,302
	B. Natural Resources	285,527	293,518	345,173
	C. Inspections	456,122	490,298	459,084
	D. Health	419,877	439,014	444,182
	E. 141 Keyes Road	38,699	56,583	48,199
	Subtotal	1,667,671	1,805,231	1,858,940

Item No.	Department	Fiscal 2019 Expenses	Fiscal 2020 Appropriation	Fiscal 2021 Proposal
Human Services \$3,535,119 is 7.3% of Total				
5	A. Library	\$ 2,181,874	\$ 2,401,494	\$ 2,380,484
	B. Senior Services			
	B1. Senior Services	410,989	624,470	663,216
	B2. Harvey Wheeler Community Ctr.	82,935	89,787	93,548
	C. Recreation Services			
	C1. Recreation Services	108,376	121,260	118,882
	C2. Hunt Recreation Center	104,683	100,805	103,628
	D. Human Services	44,526	71,535	71,084
	E. Veterans Services	96,778	88,758	74,646
	F. Ceremonies and Celebrations	22,426	19,030	29,631
	Subtotal	3,052,588	3,517,139	3,535,119
Public Safety \$10,212,263 is 21.2% of Total				
6	A. Police Department	\$ 4,453,500	\$ 4,875,035	\$ 4,624,613
	B. Animal Control	25,734	27,236	27,500
	C. Police-Fire Station	224,990	226,773	231,869
	D. Fire Department	4,692,276	5,323,470	5,291,544
	E. Emergency Management	1,884	16,060	16,000
	F. West Concord Fire Station	16,949	24,898	20,738
		Subtotal	9,415,333	10,493,472
Public Works \$4,525,953 is 9.4% of Total				
7	A. Public Works Administration	\$ 423,951	\$ 446,181	\$ 446,983
	B. Engineering	572,668	696,029	684,215
	C. Highway Maintenance	1,181,219	1,521,160	1,536,162
	D. Winter Maintenance	610,001	625,000	640,000
	E. Parks and Trees	599,668	777,045	790,881
	F. Cemetery	198,268	250,286	257,789
	G. 133/135 Keyes Road	108,824	120,490	124,923
	H. Capital Assets			
	H1. Road Improvements	-	-	-
	H2. Drainage Program	-	-	-
	H3. Sidewalk Management	-	-	-
	H4. Heavy Equipment	-	-	-
	I. Street Lighting	41,250	57,400	45,000
	Subtotal	3,735,849	4,493,591	4,525,953

Item No.	Department	Fiscal 2019 Expenses	Fiscal 2020 Appropriation	Fiscal 2021 Proposal
Unclassified \$810,000 is 1.7% of Total				
8	Employee Wellness			
	A. Unused Sick Leave	\$ 90,000	\$ 90,000	\$ 65,000
	B. Public Safety Disability	-	2,500	2,500
	C. Employee Assistance Program	7,477	7,500	7,500
	Subtotal	97,477	100,000	75,000
9	Reserve Fund*	-	225,000	225,000
* Transfers totaling \$225,000.00 were made to other accounts in Fiscal Year 2019.				
10	Salary Reserve**	262,500	307,262	500,000
** Transfers totaling \$1,145,395 in FY2019 and \$861,726 in FY2020 were made to other accounts.				
11	Land Fund	10,000	10,000	10,000
	Subtotal	369,977	642,262	810,000
TOWN GOVERNMENT SUBTOTAL Account 1-10		\$ 23,943,489	\$ 26,761,648	\$ 27,342,515
Joint (Town - CPS) \$20,768,885 is 43.2% of Total				
12	A. Group Insurance	\$ 5,374,837	\$ 5,966,069	\$ 6,622,337
	B. OPEB	1,617,000	1,697,850	1,500,000
	C. Property/Liability	275,000	288,750	300,000
	Subtotal	7,266,837	7,952,669	8,422,337
13	Unemployment/Workers' Comp.			
	A. Unemployment Comp.	83,185	110,000	110,000
	B. Workers' Comp.	126,711	100,000	110,500
	Subtotal	209,896	210,000	220,500
14	Retirement	3,777,010	3,965,861	4,084,836
15	Social Security and Medicare	816,675	800,000	866,864
16	Debt Service			
	A. Debt Within Levy Limit			
	Town Principal and Interest	3,069,031	3,450,625	
	CPS Principal and Interest	660,594	715,520	
	Subtotal	3,729,625	4,166,145	
	Interest on Notes		25,000	
	Other Debt Expense	3,915	5,000	
	Subtotal Within Levy Limit	3,733,540	4,196,145	4,137,270
	B. Excluded Debt			
	Town Principal and Interest	99,794	350,794	
	CPS Principal and Interest	3,254,356	2,870,387	
	Less: Use of Stabilization Funds	(275,000)		
	Subtotal Excluded Debt	3,079,150	3,221,181	3,037,078
	Total Debt Service	6,812,690	7,417,326	7,174,348
	Total Joint (Town - CPS)	\$ 18,883,108	\$ 20,345,856	\$ 20,768,885
	Total Appropriation	\$ 42,826,597	\$ 47,107,504	\$ 48,111,400

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

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

That the appropriation for Salary Reserve under Line Item 9 shall be transferred by the Town Manager to the various salary line items in accordance with salary levels established at July 1, 2020 and thereafter pursuant to the salary schedules adopted under Article 5, the implementation of the merit pay plan in accordance with Section 10.2 (2) of the Personnel Bylaws, and collective bargaining agreements. Any such transfer shall be reported periodically by the Town Manager to the Select Board and the Finance Committee, and a final report shall be issued when all such transfers have been completed for the fiscal year; and

That the Town authorize the funds to be expended from the Title 5 Septic Loan Betterment Reserve Account to meet the loan payments to the Massachusetts Clean Water Trust due and payable during FY2021:

<u>Amount</u>	<u>Loan Number</u>	<u>Original Loan</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Town Authorization</u>
\$ 11,049.72	T5-97-1070	\$ 200,000	12/22/99	FY21	Art. 46 (1997)
\$ 29,794.00	T5-05-1243-A	\$ 296,830	06/13/12	FY23	Art. 50 (2004)
\$ 32,471.00	T5-05-1243-B	\$ 324,715	05/22/13	FY23	Art. 42 (2009)
\$ 19,745.70	T5-05-1243-C	\$ 197,457	01/07/15	FY25	Art. 42 (2009)
\$ 33,275.00	T5-05-1243-D	\$ 665,490	10/24/19	FY40	Art. 42 (2009)

or take any other action relative thereto.

The Town Budget Article provides for all General Fund (Tax-Supported) Town operations and activities organized by Town Charter under the direction of the Town Manager. The total appropriation presented here for consideration for Town Meeting approval meets the Finance Committee's guideline set on December 5, 2019. The text above also makes certain other appropriations from Stabilization and Enterprise Funds, as well as authorizes certain other transfers. In prior years, funds to cover the cost of services provided by the General Fund to individual Enterprise Funds were made through inter-fund transfers; however, best practices are to request specific Town Meeting authorization through appropriation of these funds. As such, the table above has been updated for FY19 and FY20 to show individual line items, including both appropriation and inter-fund transfer so that a true comparison may be made.

APPROPRIATE FUNDS – CAPITAL IMPROVEMENT AND DEBT PLAN

ARTICLE 11. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow by the issuance of bonds or notes under the provisions of Massachusetts General Laws c. 44, § 7, the sums of money specified in the FY21 Capital Improvement Plan, or any other sum, to be expended under the direction of the Town Manager, and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

FY21 Capital Improvement and Debt Plan

Capital Outlay (cash)

General Government			
1C	Information Systems	Technology Upgrades	\$195,000
1G1	Facilities Administration	Building Improvements	\$79,832
1G3	Resource Sustainability	Conservation Improvements	\$155,000
Human Services			
4A	Library	Technology Upgrades	\$10,000
Public Safety			
5A	Police Department	Vehicles and Equipment	\$165,000
5D	Fire Department	Vehicles and Equipment	\$202,363
Public Works			
6B	Engineering	System Improvements	\$85,000
6C	Highway Maintenance	Highway Improvements	\$40,000
6E	Park and Trees	Park Improvements	\$90,000
6H1	Road Improvements	Road Improvements	\$100,000
6H2	Drainage Program	Drainage Improvements	\$205,000
6H3	Sidewalk Management	Sidewalk Improvements	\$125,000
6H4	Heavy Equipment	Vehicles and Equipment	\$335,000
Capital Outlay (Cash) Total			\$1,787,195

Borrowed Funds

General Government			
1G2	Parks & Playgrounds	Emerson Playground Improvements	\$200,000
1G2	Parks & Playgrounds	Gerow Improvements	\$600,000
1G2	Parks & Playgrounds	Rideout Park Improvements	\$195,000
1G2	Parks & Playgrounds	Warner's Pond Dredging	\$500,000
1G2	Parks & Playgrounds	White Pond Improvements	\$600,000
Public Safety			
5D	Fire Department	Ambulance #2 Replacement (2011)	\$275,000
5D	Fire Department	Ladder #1 Refurbishment (2012)	\$250,000
Public Works			
6A	Public Works Admin.	Road and Parking Lot Reconstruction	\$1,730,000
Borrowed Funds Total			\$4,350,000

This article authorizes the FY21 Capital Improvement and Debt Plan, all of which will be funded within the existing Levy Limit. The FY21 Capital Improvement and Debt Plan includes cash capital and capital funded through the issuance of debt.

AUTHORIZE EXPENDITURE OF REVOLVING FUNDS UNDER MASSACHUSETTS GENERAL LAWS C. 44, § 53E ½

ARTICLE 12. To determine whether the Town will vote to authorize the total expenditures for the following revolving funds pursuant to Massachusetts General Laws c. 44, §53E ½ for the fiscal year ending June 30, 2021, to be expended in accordance with the bylaw previously approved, or take any other action relative thereto.

Revolving Fund	Annual Spending Limit
Regional Housing Services	\$ 275,000
Road Repair	\$ 120,000
Senior Services	\$ 50,000
Tree Preservation	\$ 100,000

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

**GENERAL BYLAW AMENDMENT -- VOTE TO ADOPT MUNICIPAL AFFORDABLE HOUSING TRUST
BYLAWS**

ARTICLE 13. 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 Massachusetts General Laws 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 Massachusetts General Laws 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 Massachusetts General Laws c. 30A, §§ 18-25 (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 Massachusetts General Laws 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 Massachusetts General Laws 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 the Trust's funds.

The Treasurer shall invest the funds in the manner authorized by Massachusetts General Laws c. 44, § 55 (Public Funds on Deposit; Limitations; Investments,) § 55A, (Liability of Depositor for Losses Due to Bankruptcy), and § 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 Massachusetts General Laws 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 Massachusetts General Laws 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 Massachusetts General Laws 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 Massachusetts General Laws c. 268A. The Trustees shall serve without compensation.

The Trust is exempt from Massachusetts General Laws c. 59 and 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 Massachusetts General Laws c. 30B and 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 Massachusetts General Laws 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 Massachusetts General Laws 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 Massachusetts General Laws 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.

The goal of this article is to establish an Affordable Housing Trust to promote the preservation and creation of affordable housing in Concord for the benefit of low and moderate income households and for the funding of community housing. The Affordable Housing Trust would have the ability to exercise a variety of powers with the goal of preserving and increasing the affordable housing stock of the community.

APPROPRIATE FUNDS FOR AFFORDABLE HOUSING DEVELOPMENT

ARTICLE 14. To determine whether the Town will vote to raise and appropriate, or transfer from free cash, the sum of \$500,000, for the purpose of developing or supporting affordable housing within the Town, to be expended under the direction of the Town Manager on such terms and conditions as the Select Board may

determine, including transferring the funds to the Municipal Affordable Housing Trust Fund, or take any other action relative thereto.

The Affordable Housing Funding Committee has recommended in its 2018 report to the Select Board that the Town appropriate Free Cash to support affordable housing within Concord when the Town's Free Cash balance is higher than five percent of the annual operating budget. The Town's financial policies have long considered five percent to be a floor below which the Free Cash balance should not fall. The Select Board anticipates annually requesting an appropriation of Free Cash to support affordable housing until such time as other housing revenues are generated. The Affordable Housing Funding Committee's final report dated April 30, 2019 can be retrieved on the Town's website by searching for "Affordable Housing Funding Committee – Final Report."

AUTHORIZE SPECIAL LEGISLATION – SENIOR MEANS-TESTED PROPERTY TAX EXEMPTION

ARTICLE 15. To determine whether the Town will authorize the Select Board to petition the General Court for special legislation substantially in the form below, and further to authorize the Select Board to approve amendments to the bill before enactment by the General Court that are within the scope of the general objectives of the petition, or take any other action relative thereto:

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

SECTION 1. Chapter 374 of the Acts of 2016 is hereby amended by striking out Section 8 thereof.

The Town voted during Annual Town Meeting 2017 to approve Article 48 which established a Senior Means-Tested Property Tax Exemption in connection with a Special Act passed by the General Court, Chapter 374 of the Acts of 2016. The article above removes Section 8, the "sunset provision," included in the originally approved article.

APPROVAL OF TAX INCREMENT FINANCING AGREEMENT

ARTICLE 16. To see if the Town will vote, pursuant to Massachusetts General Laws, c. 40, § 59 and c. 23A, and the applicable regulations thereunder, as follows, or take any other action relative thereto:

1. Approve a Tax Increment Financing Agreement between the Town and Concord Heights ALF, Limited Partnership, substantially in the form as will be placed on file with the Town Clerk prior to the public hearing on this Article (entitled "The Junction Village Affordable Housing TIF Agreement" or as used herein the "TIF Agreement"), for property located at 6X Winthrop Street, (Assessor Parcel ID# 102672), which TIF Agreement provides for real estate tax exemptions and personal property tax exemptions at the exemption rate schedule set forth therein;
2. Approve an Economic Development Incentive Program ("EDIP") Local Incentive-Only Application submission to the Massachusetts Economic Assistances Coordinating Council (the "EACC"), substantially in the form as is on file with the Town Clerk, for the same property as described in The Junction Village Affordable Housing TIF Agreement;
3. Authorize the Select Board to execute the TIF Agreement, and any documents related thereto, and to approve submission of the TIF Agreement and the EDIP Local Incentive-Only Application, and any associated documents, to the EACC, all relating to the project as described in the TIF Agreement, and to take such other actions as are necessary or appropriate to obtain approval of the TIF Agreement and the EDIP Local Incentive-Only Application, implement those documents, and carry out the purposes of this Article.

This Article authorizes the Select Board to create an Economic Opportunity Area at 6X Winthrop Street and to offer and execute a Tax Increment Financing Plan/Agreement with Concord Heights ALF, Limited Partnership and The Grantham Group, LLC, the developer and operator of affordable assisted living facilities in Massachusetts.

The company is planning to build and operate an 83-unit affordable assisted living facility on the Concord Housing Development Corporation owned Junction Village Parcel to be known as Christopher Heights of Concord at Junction Village. The Project will entail the Company constructing an approximately 55,000 square foot building for a total investment of close to \$20 million. The company anticipates that the Christopher Heights of Concord project will create 30 full time positions and will result in creation of 83 new units of housing, 100% of which will count toward the Town of Concord's Subsidized Housing Inventory for purposes of Massachusetts General Laws C. 40B.

The Town currently does not receive any tax revenue from the Junction Village Parcel as it is owned by the non-profit Concord Housing Development Corporation. The Tax Increment Financing arrangement would provide a temporary reduction in property taxes for the amount of the increase in the value of the property resulting from its development.

This motion would require a simple majority vote.

LIGHT PLANT EXPENDITURES & PAYMENT IN LIEU OF TAXES

ARTICLE 17. To determine whether the Town will vote that the income from sales of electricity and from servicing and jobbing during the ensuing fiscal year, together with the balance of operating cash in the Light Plant Fund, be expended without further appropriation under the direction and control of the Town Manager for the expenses of the Light Plant for that fiscal year, as defined in Massachusetts General Laws c. 164, § 57; and/ or for other plant extensions, enlargements, additions, renewals and reconstruction; and further, to authorize a transfer of \$474,500 or any other sum, from the Operating Fund of the Light Plant to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2022, or take any other action relative thereto.

This article authorizes the Town Manager, as manager of the Light Plant, to expend the income received by the Light Plant from the sale of electricity along with other departmental income to be used for the purposes of operating the department for the fiscal year ending June 30, 2022. This is a routine annual action. Further, this article authorizes the transfer of \$474,500 from the operating fund of the Light Plant to the General Fund, an amount consistent with past years and designed to represent what a private utility would pay in property taxes. The amount is based on the Light Plant's sales revenue.

SOLID WASTE DISPOSAL FUND EXPENDITURES

ARTICLE 18. To determine whether the Town will vote that the income from user fees for solid waste disposal services, associated services, and jobbing services by Concord Public Works during the ensuing fiscal year, together with the balance of operating cash in the Solid Waste Disposal Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 27 of the 1989 Annual Town Meeting, or take any other action relative thereto.

Pursuant to Article 27 of the 1989 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Solid Waste Disposal Fund and user fee revenue from fiscal year ending June 30, 2021 to be used to operate the Town's "pay-as-you-throw" curbside solid waste and recycling collection and disposal program. The Program consists of two major components: curbside collection and disposal including recycling and Drop-Off Days; and the operation and maintenance of the Town's composting site including the former landfill. This has been a routine annual action.

SEWER SYSTEM EXPENDITURES

ARTICLE 19. To determine whether the Town will vote that the income from user fees, special service fees and jobbing services by the Water and Sewer Division of Concord Public Works during the ensuing fiscal year, together with the balance of operating cash in the Sewer Fund, be expended without further appropriation

under the direction and control of the Town Manager in accordance with the Motion passed under Article 37 of the 1976 Annual Town Meeting, or take any other action relative thereto.

Pursuant to Article 37 of the 1976 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Sewer Fund and fiscal year 2021 revenue for the operation and maintenance and improvement of the Town's sewer system. The Sewer Fund is an enterprise fund similar to the Town's Water and Light Plant Funds. The entire cost of operations, maintenance, and capital replacement and renewal is funded by user fees. At the present time approximately one-third of Concord's residences and many businesses and institutions are connected to the Town's municipal sewer system. This has been a routine annual action.

SEWER IMPROVEMENT FUND EXPENDITURES

ARTICLE 20. To determine whether the Town will vote that the income from sewer improvement fees during the ensuing fiscal year, together with the balance of operating cash in the Sewer Improvement Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 25 of the 1989 Annual Town Meeting and applicable state enabling statutes, or take any other action relative thereto.

Pursuant to Article 25 of the 1989 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Sewer Improvement Fund (a sub-fund within the Sewer Fund) and fiscal year 2021 fees for constructing and expanding the Town's sewer lines and treatment facility capacities. Sewer improvement fees are charged to certain properties connecting to the sewer system. This has been a routine annual action.

WATER SYSTEM EXPENDITURES

ARTICLE 21. To determine whether the Town will vote that the income from user fees, special service fees, and jobbing services by the Water and Sewer Division of Concord Public Works during the ensuing fiscal year, together with the balance of operating cash in the Water Fund, be expended without further appropriation under the direction and control of the Town Manager in accordance with the Motion passed under Article 38 of the 1974 Annual Town Meeting; or take any other action relative thereto.

Pursuant to Article 38 of the 1974 Annual Town Meeting, this article authorizes the Town Manager to use cash on hand in the Water Fund and fiscal year 2021 revenue for the operation and maintenance and improvement of the Town's water system. Similar to the Town's Sewer and Light Plant Funds, the Water Fund is an enterprise fund. The entire cost of operations, maintenance, and capital replacement and renewal is funded by user fees. Almost all of Concord's residences and businesses/institutions are connected to the Town's municipal water system. This has been a routine annual action.

AUTHORIZE EXPENDITURE FROM PEG ACCESS & CABLE-RELATED FUND

ARTICLE 22. To determine whether the Town will vote to raise and appropriate, or transfer from the PEG Access and Cable-Related Fund the sum of \$376,934, or any other sum, to be expended during the fiscal year ending June 30, 2021 under the direction of the Town Manager for necessary and expedient cable-related purposes consistent with the Town's license agreement with Comcast, or take any other action relative thereto.

The Town currently receives 4.8% of all revenue generated by Comcast from the company's Concord customers. This article proposes that the revenue from Comcast received during calendar year 2020 be appropriated, to be used only for cable-related purposes in accordance with the Town's license agreement, of which \$72,450 shall be reserved for capital improvements needed to enhance PEG access services. PEG Access services are Public, Educational and Governmental local cable television channels. The fund balance as of June 30, 2019 is \$1,239,385.

BEEDE SWIM & FITNESS CENTER ENTERPRISE FUND EXPENDITURES

ARTICLE 23. To determine whether the Town will vote to appropriate the amount required for the total expenses of the Community Pool Enterprise Fund for the fiscal year ending June 30, 2021 for the operation of the Community Pool, in accordance with Massachusetts General Laws, c. 44, § 53F ½, to be expended under the direction of the Town Manager; or take any other action relative thereto.

The 2019 Annual Town Meeting appropriated a fiscal year 2020 Beede Center operating budget of \$2,471,594 funded from estimated revenues and a capital budget of \$325,000 funded from retained earnings, for a total FY20 appropriation of \$2,796,594. The FY21 budget will be submitted by the Town Manager and reviewed at a public hearing on March 23, 2020.

MINUTEMAN REGIONAL TECHNICAL HIGH SCHOOL DISTRICT BUDGET

ARTICLE 24. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1,258,898, or any other sum, for the following necessary and expedient purposes of the Minuteman Regional Technical High School District for the fiscal year ending June 30, 2021, or take any other action relative thereto.

MINUTEMAN REGIONAL TECHNICAL HIGH SCHOOL DISTRICT BUDGET			
Department/ Description	Fiscal 2019 Adopted	Fiscal 2020 Adopted	Superintendent's Proposed Budget & Fiscal 2021 Assessment*
Minuteman Regional High School Budget	\$ 21,331,204	\$ 22,768,830	\$ 26,101,238
Concord's Assessment	\$ 752,938	\$ 1,073,368	\$ 1,258,898

* Includes \$904,576 for Operations and \$354,322 for shared debt and capital.

This article provides Concord's assessed share of the annual operating budget for the Minuteman Regional Technical High School District. Concord's assessment increase is due in part to an increased enrollment share, but also because of increased debt service due in FY21 for costs associated with the new high school building project, now nearing completion. Each of the member town assessments is calculated by a formula established pursuant to the regional agreement. Concord's enrollment at Minuteman was unchanged at 25 regular high school students and 0 postgraduate from the fall of 2018 to the fall of 2019. The formula for assessments relies in part upon a rolling 4-year average of enrollment for member communities.

CONCORD PUBLIC SCHOOLS BUDGET

ARTICLE 25. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$40,782,874, or any other sum, for the following necessary and expedient purposes of the public schools of the Town for the fiscal year ending June 30, 2021, or take any other action relative thereto:

SCHEDULE A - PUBLIC SCHOOL BUDGET			
Department	Fiscal 2019 Adopted	Fiscal 2020 Adopted	Fiscal 2021 School Committee Vote of Dec. 11, 2019
Concord Public Schools Budget/Appropriation	\$38,246,895	\$39,390,163	\$40,782,874

This article provides the annual operating budget for the Concord Public Schools. The appropriation presented for Town Meeting approval is above the spending guideline set by the Finance Committee in November 2019 in the amount of \$100,488, but can be funded without a Proposition 2-½ Override. The appropriation to be presented for Town Meeting approval of \$40,782,874 is at the Concord School Committee Adopted Budget level voted on December 10, 2019.

CONCORD PUBLIC SCHOOLS CAPITAL PROJECTS

ARTICLE 26. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow money by the issuance of bonds or notes under the provisions of Massachusetts General Laws c. 44, the sum of \$900,000, or any other sum, to be expended under the direction of the School Committee for remodeling, construction, reconstructing or making extraordinary repairs, including original equipment and related work at various Concord Public School buildings, and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

This article authorizes the Treasurer to borrow \$900,000 for a retrofit and/or replacement of broken Energy Recovery Units at Alcott Elementary School and Willard Elementary School, an integrated playground at Thoreau Elementary School, chiller and exhaust repairs, mechanical repairs, and related work at various Concord Public School facilities. This borrowing is part of the Town Manager’s five-year Capital Plan, with the debt service cost to be funded within the Levy Limit.

CONCORD-CARLISLE REGIONAL HIGH SCHOOL BUDGET

ARTICLE 27. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, a sum of \$24,057,968, or any other sum, for the following necessary and expedient purposes of the Concord-Carlisle Regional School District for the fiscal year ending June 30, 2021, or take any other action relative thereto.

SCHEDULE A – CONCORD-CARLISLE REGIONAL HIGH SCHOOL BUDGET			
Department	Fiscal 2019 Adopted	Fiscal 2020 Adopted	Fiscal 2021 School Committee Vote of Dec. 11, 2019
Concord-Carlisle Regional High School Budget	\$33,749,420	\$34,687,733	\$35,444,885
Concord’s Assessment	\$22,654,028	\$23,344,987	24,057,968*

*includes \$20,746,322 assessment for operating budget and \$3,311,646 assessment for debt.

This article provides Concord’s share of the annual operating budget for the Concord-Carlisle Regional High School. The appropriation presented for Town Meeting approval is at the revised guideline set by the Finance Committee in December 2019.

CONCORD-CARLISLE REGIONAL HIGH SCHOOL CAPITAL PROJECTS

ARTICLE 28. To determine whether the Town will vote to approve \$848,410, or any other sum, of debt authorized by the Concord-Carlisle Regional School Committee for design and construction of the parking lot; provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Massachusetts General Laws c. 59, § 21C(k) to exempt the Town’s allocable share of the

amounts required for the payment of interest and principal on that borrowing, or take any other action relative thereto.

This article provides Concord's share of the cost for the design and construction of a parking lot on Concord-Carlisle Regional School District land. It is anticipated that that the Town of Carlisle will vote on its share of the cost at its Annual Town Meeting on April 27, 2020. These costs will be assessed annually over a period of years consistent with the term of bonds to be issued by the District with debt service expected to commence in FY22.

MIDDLE SCHOOL STABILIZATION FUND

ARTICLE 29. To determine whether the Town will vote to establish a Middle School Building Stabilization Fund as authorized by Massachusetts General Laws c. 40, § 5B, and to transfer the sum of \$2,000,000, or any other sum, from Free Cash to the Middle School Building Stabilization Fund, or take any other action relative thereto.

This article requests that a Stabilization Fund be created, and funds transferred, for the purpose of deferring potential future property tax increases related to, or caused by, a new Middle School Building Project. This fund may only be used for the purposes stated above and requires a two-thirds vote of Town Meeting in order to spend the funds amassed within.

BY PETITION: HEALTHY SCHOOL BUSES FOR STUDENTS

ARTICLE 30. To determine whether the Town will vote to raise and appropriate or transfer from available funds, a sum of money not to exceed two hundred thousand dollars (\$200,000), or any other sum, to be expended under the direction of the Town Manager, to supplement the cost of two electric school buses and fueling infrastructure, or take any other action relative thereto.

The 2020 VW program offers an 80% funding match capped at \$500,000. For one electric school bus and the associated infrastructure, the 80% funding match will keep the purchase price below the budgeted purchase price of a diesel school bus. For two electric school buses and the associated infrastructure, the \$500,000 cap will be reached, causing the total purchase price to be higher than that currently budgeted.

Passage of this article will avoid diverting educational funds to cover the funding gap created by the VW program's \$500,000 cap, enabling Concord Public Schools to apply for two electric school buses this year. If this article fails to pass, Concord Public Schools can still apply for a single electric school bus in the 2020 VW program without affecting educational funding.

This article will accelerate Concord's transition to a clean and healthy school bus fleet but does not prohibit the purchase of new diesel school buses to meet service needs. Fully funded educational programs and safe, reliable student transportation remains Concord's priority while moving forward on our clean transportation goals.

BY PETITION: MUNICIPAL FLEET ELECTRIFICATION REPORT

ARTICLE 31. To determine whether the Town will vote to urge the Select Board to create a committee with the goal of producing a report which will:

- Establish a baseline assessment of related Town policies and goals and list all municipal vehicles, supporting infrastructure, fuel procurement processes and greenhouse gases.
- Identify potential electric vehicle alternatives for Concord's municipal fleet.
- Assess Town infrastructure needs related to electric municipal vehicle management.
- Identify potential funding opportunities.
- Identify barriers related to prospective fleet transitions and suggest a comprehensive outline of potential solutions to those barriers.

- Conclude with a transition path for Concord's municipal vehicle fleet which aligns with the Town's environmental and financial sustainability goals.

or take any other action relative thereto.

With passage of this article, Town Meeting will urge the Select Board to create a report which lays out a vision of what Concord's electric municipal vehicle fleet and fueling infrastructure will look like, concluding with a detailed, actionable path forward on this vision. Ideally this committee would be composed primarily of staff from Town departments currently operating many vehicles with representation from a few key Town committees like the Municipal Light Board, School Committee, Select Board, Climate Action Advisory Board, Public Works Commission and Finance Committee.

Many past Town reports and pilot projects have already established the benefits and obstacles related to electric vehicles. A report written with primarily input from Town staff on how Concord will transition to a fully electric fleet will create an actionable resource for use in meeting the Town's environmental and fiscal sustainability goals.

ZONING BYLAW AMENDMENT -- ADDITIONAL DWELLING UNIT

ARTICLE 32. To determine whether the Town will vote to amend the **Zoning Bylaw Section 4.2.2.2 Two-family or additional dwelling unit** to delete Section 4.2.2.2 entirely and adopt a new Section 4.2.2.2 that reads as follows:

4.2.2.2 For the purpose of providing small additional dwelling units to rent in the Town that will not substantially alter the appearance of the Town or for the purpose of enabling owners of single-family dwellings larger than required for their present needs to share space and the burdens of homeownership, a building permit may be granted for one additional dwelling unit in a single-family dwelling or detached accessory structure, provided that:

- (a) The area of the lot on which the single-family dwelling and additional dwelling unit is located shall not be less than the required minimum lot size for the applicable Zoning District;
- (b) The additional dwelling unit shall occupy no more than 750 square feet of gross floor area of the single-family dwelling or detached accessory structure;
- (c) No more than one such additional dwelling unit shall exist on the lot;
- (d) Either the additional dwelling unit or the single-family dwelling shall be occupied by the owner of the property except for bona fide temporary absences;
- (e) Dimensioned floor plans of the additional dwelling unit shall be filed with the building permit or special permit application;
- (f) No use or occupancy of the additional dwelling unit shall be allowed prior to the issuance of a certificate of occupancy by the Building Inspector;
- (g) The additional dwelling unit shall meet the required setbacks for the primary structure of the applicable Zoning District and a site plan, at a measurable scale, shall be submitted with the application to the Building Inspector showing the location of the additional dwelling unit, and the location and arrangement of parking spaces on the property;
- (h) One parking space shall be provided for the accessory dwelling unit;
- (i) The property is served by Town sewer or, alternatively, the on-site subsurface disposal system is adequate to accommodate any increased flows generated by the additional dwelling unit;
- (j) The additional dwelling unit shall not be legally separated or sold apart from the single family dwelling;
- (k) The additional dwelling unit shall meet the height restrictions for primary and accessory structures in the applicable Zoning District as required in Section 6.2.11;
- (l) The total gross floor area of all buildings on the lot shall conform to the maximum floor area ratio as required in Section 6.2.13, and;

(m) The single family dwelling or the additional dwelling unit shall not be used for a bed and breakfast under Section 5.3.15.

The Board may grant a Special Permit for relief for an additional dwelling unit located on a lot with less than the required minimum lot size for the applicable Zoning District, and/or an additional dwelling unit up to 1,000 gross square feet, and/or a reduction in the required setbacks for a detached additional dwelling unit, provided that the desired relief may be granted without substantial detriment to the neighborhood and without derogating from the intent and purpose of this Bylaw.

or take any other action relative thereto.

The 2018 Envision Concord Comprehensive Long Range Plan Housing Goal #5 states: "Encourage renovation of existing single family homes (in all zoning districts), and identify the opportunities to create accessory dwelling units within existing structures in all zoning districts, and allow cluster development and cohousing in designated areas." and the subsequent Action Item to achieve this goal is to look at amending the two-family or additional dwelling unit bylaw.

This proposed amendment is intended to provide a wider range of housing choices, in response to resident survey results and in accordance with the Envision Concord Plan vision to broaden the diversity of Concord's population and housing stock. The proposed new Bylaw would allow for the development of smaller and more affordable living spaces to meet the needs of Concord residents. During the long range planning process, housing for down-sizing seniors was mentioned as a high priority as well as "workforce" housing for those of moderate incomes.

The Planning Board believes this Bylaw will encourage development that offers more housing choice for our current and future residents, while preserving the appearance of the Town.

Due to the number of amendments required throughout the entire Bylaw, the Bylaw is being replaced in its entirety for ease of reading.

ZONING BYLAW AMENDMENT -- TWO-FAMILY DWELLING UNIT

ARTICLE 33. To determine whether the Town will vote to amend the **Zoning Bylaw Section 4.2.2.1 Two-family or additional dwelling unit** to add a new paragraph so that the Section reads as follows (*changes are shown in bold italics for emphasis only*):

4.2.2.1 The Board may grant a special permit for the alteration and use of a building existing at the time its lot is placed in a single residence district for not more than two (2) dwelling units, provided the gross floor area, excluding basements, open or screened porches, and decks, of any additions shall not exceed in all one-fifth of the gross floor area, excluding basements, open or screened porches, and decks, of the existing building. Any additions to create an additional dwelling unit pursuant to this section shall be integral to and part of the existing building, without use of a tunnel or pergola, and share a common wall or floor with the existing building.

In the Residence C Zoning District, the Board may grant a special permit for the construction of a new two-family dwelling or alteration of an existing single family dwelling into a two-family dwelling. The dwelling units or any additions to create an additional dwelling unit in an existing single family dwelling shall share a common wall or floor, without use of a tunnel or pergola.

or take any other action relative thereto.

The 2018 Envision Concord Comprehensive Long Range Plan Housing Goal #5 states: "Encourage renovation of existing single family homes (in all zoning districts), and identify the opportunities to create accessory dwelling units within existing structures in all zoning districts, and allow cluster development and cohousing in designated areas." and the subsequent Action Item to achieve this goal is to look at amending the two-family or additional dwelling unit bylaw.

This Zoning Bylaw amendment will allow a two-family dwelling by Special Permit in the Residence C Zoning District, which the Planning Board believes will:

- Produce incremental units of housing that match future needs.*
- Create smaller average household sizes.*
- Allow greater options to "Age in place".*

- Provide flexibility for extended families.
- Implement “Smart growth”: greater density near shopping, transit and cultural resources.
- Provide less expensive (“moderately affordable”) housing options without subsidies.
- Maintain existing dimensional requirements (height, setbacks, FAR).
- Require special permits to help protect neighborhood character and reduce the risk of disruption to the neighborhood.

ZONING BYLAW AMENDMENT -- PLANNED RESIDENTIAL DEVELOPMENT
& TABLE I PRINCIPAL USE REGULATIONS

ARTICLE 34. To determine whether the Town will vote to amend the **Table I Principal Use Regulations 4.2.7 Planned Residential Development** to change Site Plan Approval from NR (Not Required) to R (Required) and to amend certain sections of **Zoning Bylaw Section 10 Planned Residential Development** so that the following Sections read as follows (*changes are shown in bold italics and strikeout for emphasis only*):

Table I – Principal Use Regulations

	Principal Use	Residential Districts				Commercial Districts					Industrial Districts					Site Plan Approval
		R A A	R A A	R B B	R C C	WC V	B CCB TDB NAC B	WC B	L B	M P	WC I	I	IP A	IP B	LIP#1 LIP#2	
4.2.7	Planned Residential Development	S P	S P	S P	S P	no	SP	no	n o	no	no	n o	no	no	no[SP ♦ ♦]	RNR

10.1 Purpose

Planned Residential Development allows by special permit from the ~~Board~~ **Planning Board** an alternative pattern of residential land development. It is intended to encourage the conservation of open space, while at the same time providing for a mixture and diversity of housing types in the Town at somewhat greater dwelling unit densities than is otherwise permitted without a significant increase in Town-wide population density. In a PRD, dwelling units should be constructed in appropriate clusters that are harmonious with neighborhood development and will not detract from the ecological and visual qualities of the area **and incorporate Low Impact Development for stormwater design and green building practices**. The overall site design and amenities should enhance the quality of living for the residents of the development, the immediate neighborhood and the Town generally. Attention, however, shall be given by the ~~Board~~ **Planning Board** as to whether the proposed site design, development layout, number, type and design of housing constitute a suitable development for the neighborhood within which it is to be located.

[10.2, 10.2.1, 10.2.2: No Change]

10.2.2.1 Basic density: The basic density of the PRD shall not exceed the number of units obtained by applying the following calculation:

The number of dwelling units obtained by dividing the sum of (1) the area of the tract exclusive of land situated within the Flood Plain or ~~Wetlands~~ Conservancy districts **or Federal, State or local regulated wetlands**, and (2) twenty-five percent (25%) of the area of land situated within the Flood Plain or ~~Wetlands~~ Conservancy districts **or Federal, State or local regulated wetlands** by the minimum lot size permitted in the zoning district(s) within which the tract is located. In the Limited Industrial Park #1 district the maximum permissible density shall be obtained by dividing the aforesaid sum by 40,000 square feet.

[10.2.2.2: No Change]

10.2.3 Diversity of Dwelling Units: A mix of diverse housing opportunities shall be provided in all Planned Residential Developments. Such diversity shall consist of the following mix:

- (a) the number of bedrooms available;
- (b) the price or rental rates of the units; and
- (c) two of the three styles of units: single-family, two-family or multi-family.

~~If all the units proposed in the Planned Residential Development are market-rate units, then only the basic density shall be permitted. Increases beyond the basic density within the Planned Residential Development may be authorized by the Board only if at least ten percent (10%) of the units are made available as described in subsection 10.2.3.1 and 10.2.3.2. If only one unit is required, it shall be made available as described in subsection 10.2.3.1, and if two or more units are required, then at least 50% of the affordable units shall be made available as described in subsection 10.2.3.1. Any increases in density permitted by the Board shall not exceed the limits contained in subsection 10.2.2 and shall be based upon the degree to which the proposed PRD provides a range of low income and affordable dwelling units, in addition to the mix of diverse housing opportunities.~~

10.2.3.1 Low income dwelling units are those units made available to the Concord Housing Authority, or other entity as the ~~Board~~ **Planning Board** may direct, either for purchase within the cost limits allowed by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD), or for lease under federal or state rental-assistance programs, or through a long-term contractual agreement; which can be counted toward the DHCD's Subsidized Housing Inventory.

[10.2.3.2, 10.2.3.3, 10.2.3.4: No Change]

10.2.3.5 Long-term availability: The ~~Board~~ **Planning Board**, as a condition of a special permit, shall impose appropriate limitations and safeguards to insure the continued availability of the below market-rate units for a minimum of forty (40) years. Such limitations and safeguards may be in the form of deed restrictions, resale monitoring, requirements for income verification of purchasers and/or tenants, rent level controls or other method as the ~~Board~~ **Planning Board** may direct.

10.2.3.6 Density Bonus: Increases beyond the basic density within the Planned Residential Development may be authorized by the Planning Board based upon one or more of the following:

- a) If at least ten percent (10%) of the units are made available as described in subsection 10.2.3.1 and 10.2.3.2. If only one unit is required, it shall be made available as described in subsection 10.2.3.1, and if two or more units are required, then at least 50% of the affordable units shall be made available as described in subsection 10.2.3.1.**
- b) If 50% of the units are less than 2,500 gross square feet with a one car garage;**
- c) If 50% of the units are zero step entry with master bedroom and full bathroom on the first floor;**

Any increases in density permitted by the Planning Board shall not exceed the limits contained in subsection 10.2.2 and shall be based upon the degree to which the proposed PRD provides a range of low income and affordable dwelling units, in addition to the mix of diverse housing opportunities.

[10.2.4, 10.2.4.1, 10.2.4.2, 10.2.5, 10.2.6: No Change]

10.2.7 Height: The maximum permitted height of any structure within a PRD shall be thirty-five (35) feet. **The Board may grant relief from the maximum height of a building provided the Board finds that the desired relief may be granted without substantial detriment to the neighborhood and without derogating from the intent and purpose of this Bylaw.**

[10.2.8: No Change]

10.2.9 Common Open Space: All land within the PRD tract which is not covered by buildings, roads, driveways, parking areas or service areas, or which is not set aside as yards, patios, gardens, or similar areas for exclusive or shared use by the residents, shall be common open space. The area of the common open space shall equal at least ~~thirty-five~~ **thirty-five** ~~twenty-five~~ **(35)** percent of the total area of the PRD tract. At least 50% of the area of common

open space shall be upland (land that is not within the Flood Plain Conservancy District or freshwater wetlands as defined under **the Clean Water Act**, the Wetlands Protection Act ~~and~~ **or** the Town's Wetlands Bylaw).

10.2.9.1 The common open space shall have a shape, dimension, character and location suitable to assure its use for park, recreation, conservation, or agricultural purposes by at least all the residents of the Planned Residential Development. In determining whether the intent of this section has been satisfied, the ~~Board~~ **Planning Board** shall consider the extent to which land having one or more of the following characteristics is included in the proposed open space:

- (a) Land abutting the Concord, Assabet or Sudbury Rivers, their tributaries, Elm Brook, or ponds of significant public interest, which enhance or protect wetlands or flood plain, or which provide public access to the water body, or which enhance or provide significant scenic vistas or views, or which provide water- related recreational opportunities;
- (b) Land which currently is in agricultural use or land which is suitable in size, location and soil characteristics for agricultural use;
- (c) Land which provides a significant wildlife habitat or which is a unique natural area;
- (d) Land which provides recharge to Concord's current or future municipal wells and highly favored aquifer areas;
- (e) Land which is to be developed for active recreational use including playing fields, boat launching areas, playgrounds, and neighborhood parks;
- (f) Land which preserves existing trail networks or land on which new trails will be developed as part of the PRD for integration into an existing trail network;
- (g) Land which enhances scenic views;
- (h) Land providing desirable public access to existing Town or State recreational or conservation land.

10.2.9.2 Provision shall be made so that the common open space shall be readily accessible to at least all of the owners and occupants of the units in the Planned Residential Development, and owned by:

- (a) a membership corporation, trust or association whose members are all the owners and occupants of the units;
- (b) by the Town; or
- (c) otherwise as the ~~Board~~ **Planning Board** may direct.

10.2.9.3 In all cases, a perpetual restriction of the type described in G.L. c. 184, sec. 31 (including future amendments thereto and corresponding provisions of future laws) running to or enforceable by the Town shall be recorded in respect to such land. Such restriction shall provide that the common open space shall be retained in perpetuity for one or more of the following uses: conservation, agriculture, recreation, or park. Such restriction shall be in such form and substance as the ~~Board~~ **Planning Board** shall prescribe and may contain such additional restrictions on development and use of the common open space as the ~~Board~~ **Planning Board** may deem appropriate.

[10.2.10: No Change]

10.2.11 Sustainable Design Requirement

The proposal for the built environment should reflect thoughtful consideration of a broad range of sustainability goals. Such design should be consistent with and further the goals of the Town. In determining whether the intent of this Section has been satisfied, the Planning Board shall consider the extent to which the design plan incorporates the following:

- (a) Low Impact Development for Stormwater Design. Low impact development relies on natural features (indigenous to the site or bio-designed) to protect water quality and encourage on-site infiltration of stormwater. Such measures may include use of natural drainage flow paths, minimization of land clearance, incorporation of bioretention features/raingardens, and minimization of the creation of***

impervious surfaces (through building clustering, minimizing size and footprint of buildings and paved areas, use of pervious surfaces where practical).

(b) Energy Efficiency and Clean Energy Usage. Use of energy efficient appliances and HVAC systems is desired. All-electric buildings, with no fossil-fuel usage, and the use of more sustainable forms of energy production, such as geothermal and solar, are encouraged.

(c) Energy Efficient Building Design. The building envelope and components (Building framing, insulation, windows, HVAC systems) should be designed to maximize energy conservation.

(d) Building Layout. The arrangement of building on the site and the accompanying infrastructure minimizes impervious surface area and maximizes contiguous open space for both residents and wildlife.

(e) Ways to Minimize Greenhouse Gas Emissions. Maintaining or proposing new vegetation to maximize carbon sequestration on site. Selection of HVAC systems and appliances to encourage use of renewable energy sources. Construction design to minimize emissions from construction vehicles.

(f) Other green building, energy efficiency, sustainability measures. The applicant may propose other measures that fit within the broad rubric of sustainable site planning, design and construction.

10.3.1 Special Provisions for the Concord Housing Authority and Town of Concord Projects: Except as provided for in subsection 10.2.6 and 10.2.7 above, the limitations contained in subsection 10.2 shall not apply to a PRD application submitted by the Concord Housing Authority or to a PRD application submitted by the Concord Board of Selectmen in which seventy-five percent (75%) of the units will be of the type described in subsection 10.2.3.1 and 10.2.3.2 provided that the ~~Board~~ **Planning Board** shall find that the proposed design is generally in keeping with the purposes of this Bylaw and with Town of Concord Housing Partnership Guidelines and Procedures as in effect from time to time.

10.3.2 Special Provisions for Non-profit entity: Except as provided for in subsection 10.2.6 and 10.2.7 above, the limitations contained in subsection 10.2 shall not apply to a PRD application submitted by a Non-profit entity in which seventy-five percent (75%) of the units will be of the type described in subsection 10.2.3.1 and 10.2.3.2 provided that the ~~Board~~ **Planning Board** shall find that the proposed design is generally in keeping with the purposes of this Bylaw.

10.3.3.3 Not later than twenty-four (24) months from the date of Town Meeting approval, an application for a special permit shall be submitted to the ~~Board~~ **Planning Board** for the PRD Conversion in accordance with the procedures for approval set forth in Subsection 10.4 below. A special permit shall be issued only if the ~~Board~~ **Planning Board** shall find that the plans submitted to it for the PRD Conversion conform substantially to the terms of the approval granted by the Town Meeting and provided further that such permit shall be issued in conformance with the provisions of Subsection 10.4.4. The ~~Board~~ **Planning Board** may, in its discretion, permit minor deviations from the Application as approved by the Town Meeting, so long as it finds that such deviations are not substantially inconsistent with the Town Meeting approval.

[10.3.3.1, 10.3.3.2, 10.3.3.3: No Change]

10.3.4 Special Provisions for an Alternative PRD to be submitted to and approved by a two-thirds (2/3) vote of Town Meeting – In the Limited Industrial Park (LIP) District, the limitations contained in Subsection 10.2 above shall not apply to any PRD submitted to and approved by a two-thirds (2/3) vote of Town Meeting prior to application for a special permit from the ~~Board~~ **Planning Board** all in accordance with the following procedures (herein an “Alternative PRD”):

10.3.4.1 Purpose: The provisions applicable to an Alternative PRD are intended to:

(a) Permit an applicant to propose and for the Town to vote on a Preliminary Site Development and Use Proposal unique to a particular location;

(b) Permit flexibility in the development of specific site by requiring few predetermined standards;

(c) Encourage proposals responsive to the Town's housing goals including housing types which increase diversity and affordability; and

(d) Enable the ~~Board~~ **Planning Board** to require adherence to the Primary Site Development and Use Proposal approved by Town Meeting in the granting of a special permit.

[10.3.4.2, 10.3.4.3: No Change]

10.3.4.4 Alternative PRD Application for Special Permit; Reports and Recommendations; and Issuance of a Special Permit by the ~~Board~~ **Planning Board**: Generally, the application of a special permit, the Planning Board's and Natural Resources Commission's report and recommendations and issuance of a special permit by the ~~Board~~ **Planning Board** shall follow the requirements of Section 10.3 provided however that in addition to the provisions contained in Section 10.3.4 the ~~Board~~ **Planning Board** shall find:

(a) The proposed Alternative PRD is substantially consistent with the Preliminary Site

Development and Use Proposal approved by Town Meeting;

(b) The minimum frontage, front yard, side yard and rear yard shall not be less than the minimum permitted in the Zoning District in which the Alternative PRD is located;

(c) The maximum permitted height of any structure shall not exceed the height permitted in the Zoning District in which the Alternative PRD is located.

(d) The maximum gross floor area permitted shall not exceed the gross floor area permitted in the Zoning District in which the Alternative PRD is located provided however that the gross floor area of any (i) low income or affordable dwelling units (ii) enclosed parking (iii) enclosed trash/recycling area and (iv) any basement area and unfinished attic area shall not be included in determining the maximum gross floor area as defined and permitted in accordance with this Bylaw

(e) The minimum Common Open Space shall be equal to at least fifty (50) percent of the total area of the PRD Tract; the Common Open Space shall be subject to a perpetual restriction of the type described in G.L.C. 184 Section 31 and the Common Open Space shall be owned by a membership corporation, trust or association whose members are all the owners of the units or owned by the Town or otherwise owned as the ~~Board~~ **Planning Board** may direct;

(f) The special permit shall be granted within two (2) years of the date of the Town Meeting vote which approved the Preliminary Site Development Use Proposal. Said two (2) years shall not include any time required to pursue or await determination of any appeal applicable to the Alternative PRD.

10.4.1 Application: Any person who desires a special permit for a PRD shall submit an application in writing in such form as the ~~Board~~ **Planning Board** may require which shall include the following:

[10.4.1.1: No Change]

10.4.1.2 Development plans consisting of:

(a) Site plans meeting, to the extent applicable, the requirements set forth for a Definitive Plan in the Subdivision Rules and Regulations of the Planning Board;

(b) Building elevations;

(c) Floor plans;

(d) Detailed plans for disposal of sanitary sewage; ~~and~~

(e) Landscape plan and details;

(f) Low Impact Design for stormwater drainage;

(g) Energy calculation for the proposed project, and;

(h) A Tree Protection and Mitigation Plan as required under the Tree Preservation Bylaw.

10.4.1.3 Low income and affordable dwelling unit marketing program including anticipated:

- (a) Income range (using ranges established by the appropriate state or federal agencies as acceptable to the **Board Planning Board**) of family households or single individual residing in each low income or affordable dwelling unit;
- (b) Methods for attracting residents of diverse income and ethnic backgrounds.
- (c) Pre- and post-construction management methods concerning the maintenance of the low income and affordable dwelling units including supporting documents and contracts; and
- (d) Proposed methods of ensuring long-term availability for the low-income and affordable dwelling units, including supporting documents and restrictions.

10.4.1.4 Such additional information as the **Board Planning Board** may determine.

10.4.2 **Town Planner** ~~Planning Board~~ Report and Recommendations: The Town Planner shall distribute to various applicable Town Departments the development statement and plans for review and comment. ~~Planning Board~~ **The Town Planner** shall review the development statement and plans and shall submit in writing to the **Board Planning Board** a report and recommendations upon the technical quality of the proposed development, and at least the following:

[10.4.2.1, 10.4.2.2: No Change]

10.4.2.3 An evaluation and opinion upon the degree to which the proposed PRD provides a range of diversity and the size of the units as it relates to increased density that may be permitted by the **Board Planning Board**.

[10.4.2.4: No Change]

10.4.2.5 ~~An~~ **its** opinion as to whether the proposed site design, development layout, number, type and design of housing constitute a suitable development for the neighborhood within which it is located.

10.4.2.6 An evaluation and opinion upon the degree to which the proposed PRD meets the Sustainability Design Requirements.

10.4.2.7~~6~~ Recommendations for the granting or denial of the special permit, including recommendations for modifications, restrictions or requirements to be imposed as a condition of granting the special permit.

10.4.3 Natural Resources Commission's Report and Recommendations: The Natural Resources Commission shall review the development statement and plans and shall submit in writing to the **Board Planning Board** its report and recommendations upon the degree to which the proposed development enhances the protection of environmental qualities including at least:

[10.4.3.1, 10.4.3.2, 10.4.3.3: No Change]

10.4.4 **Board Planning Board** Issuance of Special Permit: A special permit shall be issued under this section only if the **Board Planning Board** shall find that the PRD is in harmony with the general purpose and intent of this section and that the PRD contains a mix of residential, open space, or other uses in a variety of buildings to be sufficiently advantageous to the Town to render it appropriate to depart from the requirements of this Bylaw otherwise applicable to the district(s) in which the PRD tract is located. If a special permit is granted the **Board Planning Board** shall impose as a condition thereof that the installation of municipal services and construction of interior drives within the PRD shall comply with the Subdivision Rules and Regulations of the Planning Board to the extent applicable, shall require sufficient security to insure such compliance and the completion of planned recreational facilities and site amenities, and may impose such additional conditions and safeguards as public safety, welfare and convenience may require, ~~either~~ as recommended by the ~~Planning Board~~ and Natural Resources Commission or upon its own initiative. The **Board Planning Board** shall give due consideration to the reports of the ~~Planning Board~~ and Natural Resources Commission and where the decision of the **Board Planning**

Board differs from the recommendations of the ~~Planning Board~~ or Natural Resources Commission, the reasons therefor shall be stated in writing.

or take any other action relative thereto.

The provision of the existing zoning bylaw allows for Planned Residential Development (PRD) as an alternative pattern of residential land development, by special permit, from that which is allowed as-of-right. The Planning Board recommends certain updates to the bylaw. The proposed amendments accomplish a variety of goals:

They will change the Permit Granting Authority from the Zoning Board of Appeals (ZBA) to the Planning Board. The Planning Board and the ZBA believe that the authority to review and decide upon a PRD application is more appropriate suited for the Planning Board, since they have more expertise and knowledge of the requirements for the creation of buildable lots through Subdivision Review process and are the permit granting authority for Residential Cluster and Residential Compound Special Permits.

1. *They will make PRDs subject to Site Plan Review by the Planning Board. This will require the Planning Board to more formally consider such factors as impacts on adjacent properties, impact on traffic and to Town infrastructure, and natural resource preservation and enhancement.*
2. *They will increase housing diversity proposed on PRDs by providing incentives for creation of diverse housing including: (1) affordable units, (2) smaller sized units (less than 2500 square feet), and (3) units for those of limited mobility (zero-step entry, master bedroom and full bathroom on first floor).*
3. *They will facilitate the alignment of PRD developments with Town goals by adding a “sustainable design criterion” in the site design criteria listed in the PRD provisions of the Bylaw to encourage such measures as energy efficiency, green building and low impact design. It also requires applicants to provide calculations of energy efficiency.*
4. *They will clarify the definition of “wetlands” for the purposes of the calculation of open space requirements and density allowance.*
5. *They will require an applicant to submit a Tree Protection & Mitigation Plan as required under the Tree Preservation Bylaw.*

ZONING BYLAW AMENDMENT - HAMMERHEAD LOT

ARTICLE 35. To determine whether the Town will vote to amend the **Zoning Bylaw Section 6.3.2 Hammerhead lots and Section 6.3.2.2** to add the word **Planning** before the word **Board** so that the sentence reads as follows (*changes are shown in bold italics for emphasis only*):

6.3.2 *Hammerhead lots:* In the residential districts, the ***Planning*** Board by special permit may authorize hammerhead lots in accordance with the following:

6.3.2.2 A special permit shall be granted under this section only if the ***Planning*** Board shall find:

or take any other action relative thereto.

This proposed amendment will change the Permit Granting Authority for a Hammerhead Lot Special Permit application from the Zoning Board of Appeals (ZBA) to the Planning Board. The Planning Board and the ZBA believe that the authority to review and decide upon hammerhead lot application is more appropriate suited for the Planning Board, since they have more expertise and knowledge of the requirements for the creation of buildable lots through Subdivision Review process and are the permit granting authority for Residential Cluster and Residential Compound Special Permits.

ZONING BYLAW AMENDMENT -- RELIEF FROM PARKING REQUIREMENTS

ARTICLE 36. To determine whether the Town will vote to amend the **Zoning Bylaw Section 7.7.2.12 Relief from parking requirements** to add a new paragraph with criteria so that the Section reads as follows (*changes are shown in bold italics for emphasis only*):

7.7.2.12 *Relief from parking requirements:* The Board may, upon advice of the Planning Board, grant relief from the parking and loading requirements in Section 7.7.2 provided the Board finds that a literal application of such requirements would be unreasonable and that the desired relief may be granted without substantial detriment to the neighborhood and without derogating from the intent and purpose of this Bylaw. The Board may require the applicant to submit a written report, prepared by a qualified parking consultant, defining and evaluating the nature and impact of the requested relief.

In addition to any other specific factors that may be set forth in this Bylaw, the determination shall include consideration of each of the following:

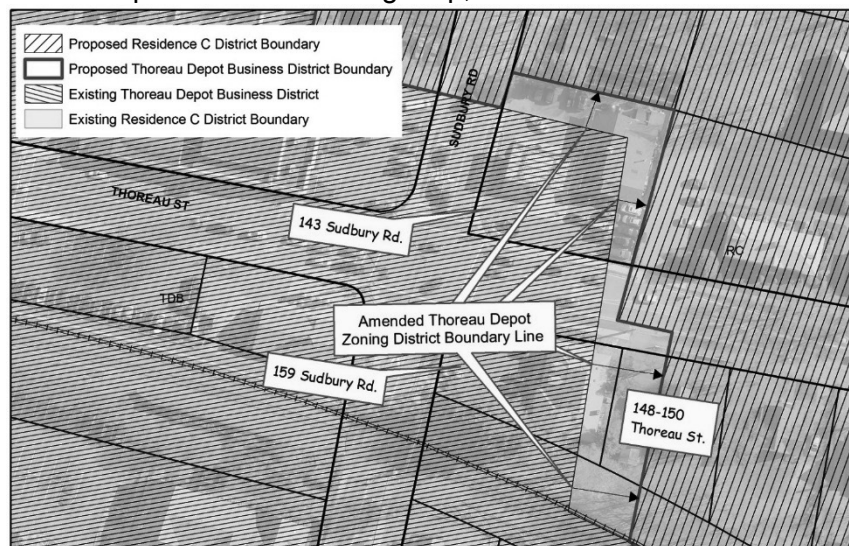
- (a) Documentation from parking studies and/or transportation industry publications that show the parking ratios required in the Zoning Bylaw for the proposed use is not aligned with current industry standards;***
- (b) How the proposed use is beneficial and/or contributes to the other nearby businesses, village center and neighborhood, as applicable;***
- (c) The distance and availability of on-street parking, public parking facilities and alternative transportation;***
- (d) The intensity of the use and the number of employees;***
- (e) Alternative provisions for off-site parking for employees, and;***
- (f) The availability of convenient bicycle parking.***

or take any other action relative thereto.

Since June 2016, the Planning Board has used these six criteria as a method of establishing a more deliberate process for the evaluation of granting relief from the parking requirements when providing a recommendation to the Zoning Board of Appeals (ZBA). Both the Planning Board and the ZBA believe that incorporating these six evaluation criteria into the Zoning Bylaw requires an applicant seeking relief from the parking requirements to provide a more informative basis for the request and incorporate alternative transportation options into their project from the beginning.

ZONING MAP AMENDMENT -- THOREAU DEPOT BUSINESS & RESIDENCE C ZONING DISTRICT BOUNDARY

ARTICLE 37. To determine whether the Town will vote to amend **Zoning Bylaw Section 2.2 Zoning Map** by expanding the Thoreau Depot Business Zoning District boundary and reducing the Residence C Zoning District boundary on Assessor Parcels #0180 (143 Sudbury Rd.), #0368 (159 Sudbury Rd.), and #0366 (148-150 Thoreau St.) as shown on the “Zoning Map” consisting of one sheet on file with the Town Clerk, and as follows in Exhibit A, Thoreau Depot Business Zoning Map,



or take any other action relative thereto.

The property owner of 159 Sudbury Road and 148-150 Thoreau Street has acquired an easement from the MBTA to allow for a change in the traffic pattern for the site at 159 Sudbury Rd. (aka Starbucks) that would create a one-way driveway into the site, which is now a two-way, a single traffic lane “behind” the building over a 835 sf area of the MBTA property via an easement area, and a new one-way only exit to be located 113 feet further south on Thoreau Street. This “one way” flow would substantially improve traffic and safety and is supported by the Fire Chief and Police Chief. To accomplish this project, the existing Thoreau Depot Business Zoning District boundary line needs to be shifted to the east. The existing TDB Zoning District boundary was laid out as Business District as an offset from the road right-of-way in 1928. It was not established based on property lines or existing uses. As part of this proposed Zoning Map amendment to the TDB Zoning District boundary, the Board is also amending the TDB Zoning District boundary line at 143 Sudbury Road (Mobil gas station) so that it coincides with the existing property line, which simplifies the permitting process for any future improvements to the properties.

ZONING BYLAW AMENDMENT -- FAIRS, BAZAARS, ANTIQUE SHOWS, SUPPERS AND DANCES

ARTICLE 38. To determine whether the Town will vote to amend the **Zoning Bylaw Section 5.4.5 Fairs, bazaars, antique shows, suppers and dances** so that the Section reads as follows (*changes are shown in bold italics for emphasis only*):

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

or take any other action relative thereto.

The Town of Concord has a number of philanthropic not-for-profit organizations (e.g. museums, historic properties, community and environmental organizations) that often hold outdoor events. This is Zoning Bylaw amendment brings the review of these various events and site logistics, such as number of people and parking, into a permitting review process. This coordinated review process helps to address and mitigate potential impacts to the community.

ZONING BYLAW AMENDMENT -- PROHIBITED USES

ARTICLE 39. To determine whether the Town will vote to amend the **Zoning Bylaw Section 4.7.1 Prohibited Uses** so that the Section reads as follows (*changes are shown in bold italics and strikeout for emphasis only*):

4.7.1 Prohibited uses: Salvage yard, junk yard, and all open-air storage of junk, waste products and salvage materials (including non-operable automobiles) are expressly prohibited in all zoning districts of the Town as are trailer ***without a valid registration, trailer used for habitation on the property,*** and mobile home, trailer camp, mobile home park, trailer and mobile home sales and service, billboard, outdoor movie theater, commercial dump, slaughterhouse, rendering plant, fertilizer plant, race track, commercial extraction of sand, gravel or minerals and all other uses which would be obnoxious, hazardous or injurious to the neighborhood or to property in the vicinity are expressly prohibited in all zoning districts in the Town as are all uses not specifically permitted by this Bylaw.

or take any other action relative thereto.

This Zoning Bylaw amendment clarifies the Prohibited Use is for the keeping of an unregistered trailer or using a trailer for habitation on the property. The current Bylaw is not intended to prohibit a property owner from parking a registered landscape trailer, camper trailer, horse trailer or other similar registered, non-residential trailer on the property.

GENERAL BYLAW AMENDMENT – FOSSIL FUEL INFRASTRUCTURE

ARTICLE 40. To determine whether the Town will vote to amend the General By-Laws by adding a By-Law prohibiting expansion of fossil fuel infrastructure for new construction and significant renovation as follows:

Section 1. Purpose

This By-Law is adopted by the Town of Concord, under the authority granted by Article 89, § 6, of the Amendments to the Massachusetts Constitution, and by Massachusetts General Laws, c. 40, § 21(1) and (18), § 21D, and c. 43B, § 13, to protect the health, safety and welfare of the inhabitants of the Town from the effects of air pollution, including greenhouse gas emissions that are contributing to climate change, and from fuel leaks and explosions that threaten the Town and its inhabitants.

Section 2. Limitation on the Issuance of Town Permits

No building permits shall be issued by the Town for the construction of New Buildings, or Significant Renovations that include the installation of On-Site Fossil Fuel Infrastructure, except as otherwise provided in Section 4.

Section 3. Definitions

“On-Site Fossil Fuel Infrastructure” is defined as fuel gas or fuel oil piping that is in a building, in connection with a building, or otherwise within the property lines of premises, extending from a supply tank or from the point of delivery behind a gas meter.

“New Building” is defined as a new building or new accessory building (a building devoted exclusively to a use accessory to the principal use of the lot) that is associated with a valid building permit application on or after the effective date of this article.

“Significant Renovation” is defined as an addition or expansion that is 50% or greater of the gross floor area of the existing building and that is associated with a valid building permit application on or after the effective date of this article.

“Reviewing Agent” is an agent delegated in writing by the Town Manager to administer and implement the requirement that new construction be fossil fuel free.

Section 4. Applicability and Exemptions

- A. The requirements of this article shall apply to all permit applications for New Buildings and Significant Renovations proposed to be located in whole or in part within the Town.
- B. An exemption in part or whole may be granted by the Reviewing Agent for a project as listed below, or another project, that has demonstrated technical or economic hardship in meeting the intent of the bylaw.
 - i. The requirements of this article shall not apply to the development of new affordable housing, after demonstration to the Reviewing Agent that the project would be infeasible due to technical limitations or economic hardship.

- ii. The requirements of this article shall not apply to cook stoves and ovens used in restaurants or commercial kitchens after demonstration to the Reviewing Agent that the project would be infeasible due to technical limitations or economic hardship.
- C. The requirements of this article shall not apply to fuel pipes whose exclusive purpose is to fuel backup electrical generators.
- D. The requirements of this article shall not apply to utility service pipe connecting the grid to a meter, or to a gas meter itself.
- E. The requirements of this article shall not apply to the use of portable propane appliances such as those used for outdoor cooking or heating.

Section 5. Administration

Section 5.1 Enforcement:

The Building Commissioner is hereby authorized to enforce all of the provisions of the requirement of this bylaw requiring that new construction be fossil fuel free per x.xx.3.

Section 5.2 Appeals:

Any person who has been aggrieved by refusal, order, or decision of the Reviewing Agent or Building Commissioner, may appeal to the person or entity established by the Town Manager to hear and resolve complaints of decisions made with regards to this bylaw within 20 days from the date of such refusal, order, or decision.

Section 6. Severability

Each provision of this by-law shall be construed as separate to the extent that if any section, sentence, clause or phrase is held to be invalid for any reason, the remainder of the by-law shall continue in full force and effect. Or act on anything relative thereto.

The purpose of this article is to protect the health, safety and welfare of Town residents from the effects of air pollution, including greenhouse gas emissions that are contributing to climate change, and from fuel leaks and explosions that threaten the Town and its residents.

This article seeks Town Meeting approval to establish a new Town Bylaw that would require that all new construction and large additions to existing buildings be fossil fuel free unless the proponent can demonstrate financial or technical hardship that would make the project infeasible. The bylaw requests the Town Manager to identify a person or department to serve as the project Reviewing Agent with authority to administer and implement the bylaw. Further, the Town Manager is to identify a person or entity to hear and resolve complaints of a decision issued by the Reviewing Agent.

BY PETITION: ON-SITE COMMUNITY NOTICE OF PRD APPLICATION

ARTICLE 41. To determine whether the Town will vote to amend the Zoning Bylaw Section 10.4 by adding an item “10.4.1.5. Detail of a Sign to be installed at Property within five calendar days following submission of Application and to remain on site until approval or denial of a permit, which sign shall include the words ‘Planned Residential Development Special Permit Application Submitted’ in a manner legally visible from the nearest Public Right of Way”, or take any other action relative thereto.

This Article, if passed, will require applicants of a Special Permit for a Planned Residential Development to install a sign at the site of the property within five calendar days of submitted application and informing the public that a Special Permit Application for a Planned Residential Development has been submitted for the site. The intention is to inform neighborhood residents and other community members of the Application and to do so early in the process. Even abutters will be, in most cases, informed earlier than their legally required individual notice letter in advance of public hearings. Such a sign will enable and encourage interested parties to become engaged early in the process. This Article does not

interfere with the Planning Board's proposed amendments to the Section 10 of the Zoning Bylaw. It would be in effect whether the Planning Board's endeavor is approved or not.

BY PETITION: AMEND SIGN BYLAW TO ALLOW ON-SITE POSTING OF NOTICE OF PRD APPLICATION

ARTICLE 42. To determine whether the Town will vote to amend the Sign Bylaw by adding to Section 5 an item “5.j. Notice of Proposed Planned Residential Development. A temporary sign notifying the public that an Application for a Planned Residential Development Special Permit has been submitted for that site”; or take any other action relative thereto.

This Article amends the Sign Bylaw so that the Bylaw allows the placement of a sign where a Planned Residential Development has been proposed, announcing that a Special Permit Application for a Planned Residential Development has been submitted for the site. It is intended to accommodate the sign mentioned in the previous Article, thus enabling the implementation of the previous Article; however it can also be considered on its own, even if the previous Article does not pass, in order to allow any future similar endeavors.

BY PETITION: ONE-YEAR MORATORIUM ON ZONING BYLAW SECTION 10 PRDs

ARTICLE 43. To propose a moratorium on the approval of **Zoning Bylaw Section 10 - Planned Residential Developments** within the Town of Concord for One (1) year, effective immediately. The existing PRD development bylaws are not consistent with the Town's future vision reflected in the Envision Concord-Bridge to 2030: Comprehensive Long-Range Plan. This moratorium will provide the Planning Board adequate time to update Zoning Bylaw Section 10 language and provide the consistency.

The Envision Concord 2030 document was adopted by the Concord Planning Board on July 24, 2018 and accepted and passed by the Concord Select Board on July 30, 2018. The Zoning Bylaw Section 10 - Planned Residential Developments has now become outdated and exposes the Town to unnecessary legal challenges due to the inconsistent language contained in each individual document. Updated language for Section 10 PRDs will be made consistent, closing loopholes and better reflecting the intent of the Envision Concord 2030 document adopted by the Town's citizens.

The language updates will include all elements of the built environment, including land-use, transportation, housing, energy and infrastructure and must reflect the Town's commitment to sustainable, green places for living, working and recreating with a high quality of life.

*This article places a one-year moratorium on the approval of **Zoning Bylaw Section 10- Planned Residential Developments**. The Planning Board will not accept or review any new PRD submissions until the bylaw language is updated to include and reflect the vision and goals set- forth in the Envision Concord - Bridge to 2030: Comprehensive Long-Range Plan. Zoning Bylaw Section 10 requires language updates and wording changes to be made to provide consistency across both documents. These updates will reduce the Town of Concord's legal exposure by developers and better reflect the Town's future vision.*

COMMUNITY PRESERVATION COMMITTEE APPROPRIATION RECOMMENDATIONS

ARTICLE 44. To determine whether the Town will vote to appropriate the sum of \$1,960,000, or any other sum, from the Concord Community Preservation Fund, of which up to \$244,223 shall be appropriated from the prior year undesignated fund balance as of June 30, 2019; and up to \$1,715,777 shall be appropriated from projected Fiscal Year 2021 Fund Revenues, in accordance with Massachusetts General Laws, c. 44B to be expended under the direction of the Town Manager as follows:

Item	Project/Description	Category	Sources		Total Amount Recommended
			Prior Year Undesignated Fund Balance	FY21 CPA Fund Revenues	
A	Concord Housing Authority – Commonwealth Avenue Project	Community Housing		\$300,000	\$300,000
B	Town of Concord – Regional Housing Services Program	Community Housing		\$20,000	\$20,000
C	First Parish in Concord – Restoration and Repaint and Gild Belfry	Historic Preservation		\$75,000	\$75,000
D	Holy Family Parish – Holy Family Parish Rectory Renovation	Historic Preservation		\$75,000	\$75,000
E	Friends of Minute Man National Park – Buttrick House Gardens Hardscape Rehabilitation	Historic Preservation		\$100,000	\$100,000
F	Town of Concord – Gerow park Improvements Phase I	Open Space	\$244,223		\$500,000
		Recreation		\$255,777	
G	Town of Concord – Warner's Pond Dredging Project	Open Space		\$250,000	\$500,000
		Recreation		\$250,000	
H	Town of Concord – Assabet River Pedestrian Bridge Construction Drawings and Permitting	Open Space		\$125,000	\$250,000
		Recreation		\$125,000	
I	Minute Man Arc for Human Services, Inc. – Accessible Outdoor Oasis Recreation Park for People with Disabilities	Recreation		\$100,000	\$100,000
J	Staff and Technical Support	Administration		\$40,000	\$40,000
			\$244,223	\$1,715,777	\$1,960,000

or take any other action relative thereto.

This article authorizes the appropriation of funds from the Community Preservation Fund for the completion of specific projects as listed in the above chart and allowed under the Community Preservation Act. These projects will expend a total of \$320,000 for Community Housing, \$250,000 for Historic Preservation, \$619,223 for Open Space, \$730,777 for Recreation, and \$40,000 for Administration. Town Meeting may reduce or reject but may not increase the appropriation from the Community Preservation Fund for any item proposed by the Committee.

BY PETITION: ELECTRONIC RECORDING OF SELECT BOARD EXECUTIVE SESSIONS

ARTICLE 45. To determine whether the Town will vote to urge the Select Board to audio record or audio-visual record its executive sessions, and retain and make publically available the unredacted portions of these recordings for at least three years after the minutes of the recorded meetings are released to the public.

Between the beginning of 2016 and the end of 2018, at least 20 Select Board executive sessions had gone at least one year without the minutes being finalized and approved according to published non-executive session minutes. Some executive sessions have gone more than three years without being finalized and approved. Many or most of the Select Board members involved in these meetings have left the board, calling into question the quality of information which will ultimately be retained by the Town for these meetings. Requiring audio and/or video recording of these meetings will insure a high quality record remains even if the Select Board continues to fail to promptly finalize and approve executive session minutes as required by statute.

BY PETITION: PUBLIC POSTING OF OPEN MEETING LAW COMPLAINTS

ARTICLE 46. To determine whether the Town will vote to urge the Town Manager and Select Board to post Open Meeting Law complaints on the Town’s webpage for the committee or board to which the complaint refers when such posting is requested by the complainant, and to leave complaints posted until they are resolved to the satisfaction of the complainant, or the complainant reaches the end of the complaint appeal process.

A number of OML (Open Meeting Law) complaints filed against the Select Board in the last two years did not have the legally mandated discussion of the complaints noticed on the meeting agendas where they were discussed, nor was the discussion of those complaints mentioned in the minutes of those meetings. Copies of the complaints were also omitted from the supporting materials packages for the meetings in which they were discussed. Such a failure of public information posting makes it essentially impossible for interested members of the public to know that OML complaints have been filed against a board or committee unless they file continuous, repeated public records requests to inquire if any such complaints have been filed. Requiring prominent posting of OML complaints on the Town’s website will insure the public has access to this important information without burdening the Town with repetitive public records requests.

BY PETITION: INVESTIGATION AND AMENDMENT TO THE TOWN COUNSEL BYLAW

ARTICLE 47. To determine whether the Town will vote to urge the Select Board to appoint a committee whose purpose will be to investigate the reasons for numerous recent violations of the Town Counsel Bylaw, and then recommend amendments to the bylaw which will allow the Town to return to compliance with it.

Since about 2016 the Town has substantially disregarded the Town Counsel Bylaw. The lawyer introduced as “Town Counsel” at the last 6 consecutive Town Meetings has not been the appointed Town Counsel. The bylaw requires that a specific lawyer be appointed Town Counsel, but in 2017 a law firm, rather than an individual, was appointed Town Counsel. The 2018 Annual Town Report “Town Counsel” page is authored by a person other than the appointed Town Counsel. The Town does not have a signed oath of office document on file for the Town Counsel appointed in 2016, 2017, or 2018. The Town’s many recent failures to comply with the Town Counsel Bylaw need to be investigated to understand why it is not being complied with, and the bylaw amended so that the Town no longer needs to substantially ignore it in order to conduct its business.

BY PETITION: HISTORIC DISTRICTS BYLAW NOMINATING ORGANIZATIONS

ARTICLE 48. To determine whether the Town will vote to authorize the Select Board to petition the General Court for an act to amend Chapter 345 of the Acts of 1960 relating to the establishment of the Historic Districts Commission in order to change the organizations that nominate members to the Commission. In Section 4 of the Bylaw replace references to “Concord Antiquarian Society, doing business as The Concord Museum” with “Concord Historical Commission” and replace references to “Trustees of the Concord Free Public Library Corporation” with “Concord Local Cultural Council”, or take any other action relative thereto.

NEONICOTINOIDS PROHIBITION ON TOWN AGRICULTURAL LAND

ARTICLE 49. To determine whether the Town will vote to ensure that any new leases or license agreements (not including renewals) entered into by the Town for agricultural or retail use on Town-owned land will prohibit the use of neonicotinoids, including neonicotinoid-coated seed, or take any other action relative thereto.

This article is a proposal recommended by the Pollinator Health Advisory Committee, which is concerned about the use of neonicotinoids in our community. Neonicotinoids, such as acetamiprid, clothianidin, dinotefuran, imidacloprid and thiamethoxam are systemic pesticides which are absorbed by plants by way of the vascular system and can end up in the soil and waterways, all to the detriment of the health of pollinators.

AUTHORIZE SPECIAL LEGISLATION – ADDITIONAL LIQUOR LICENSES

ARTICLE 50. To determine whether the Town will authorize the Select Board to petition the General Court for special legislation substantially in the form below that that would provide for additional liquor licenses, or take any other action relative thereto:

A PROPOSED HOME RULE PETITION TO GRANT ADDITIONAL LIQUOR LICENSES FOR THE SALE OF WINES AND MALT BEVERAGES TO BE DRUNK ON THE PREMISES

SECTION 1. (a) Notwithstanding sections 11 and 17 of chapter 138 of the General Laws, the licensing authority of the town of Concord may grant not more than six (6) general on-premises licenses for the sale of wines and malt beverages pursuant to section 12 of chapter 138. The licenses shall be subject to prior approval of the Alcoholic Beverages Control Commission. The licenses shall be subject to all of chapter 138, except section 17.

(b) Notwithstanding any general or special law to the contrary, the licensing authority shall not approve the transfer of the licenses after they are granted to any other location but it may grant any of the licenses to a new applicant at the same location as the original license if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the applicant is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If a license granted pursuant to this act is cancelled, revoked, or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges, and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant under the same conditions as specified in this act.

SECTION 2. This act shall take effect upon its passage.

The Town of Concord receives over 100 requests for one-day liquor licenses annually. Municipalities can only issue up to 30 of these licenses to an establishment per year. There are a handful of businesses who request over 30 one-day licenses but do not need a full liquor license. The goal of this article is to limit the administrative burden of processing these licenses, and to increase the economic vitality of the community by obtaining additional liquor licenses.

UNPAID BILLS

ARTICLE 51. To determine whether the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to pay the unpaid bills of prior fiscal years; or take any other action relative thereto.

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

DEBT RESCISSION

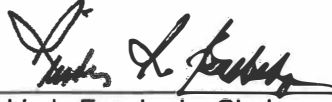
ARTICLE 52. To determine whether the Town will vote to rescind unused borrowing authorizations; or take any other action relative thereto.

If needed, this action would authorize the rescission of debt authorizations made in prior years that are no longer needed.

Hereof fail not and make due return of this Warrant with your doings thereon, to the Town Clerk, at or before the time of meeting aforesaid. Given under our hands this 27th day of January in the year two thousand-twenty.



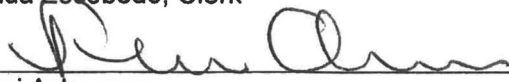
Michael Lawson, Chair



Linda Escobedo, Clerk



Jane Hotchkiss



Terri Ackerman



Susan Bates

SELECT BOARD

Commonwealth of Massachusetts Middlesex, ss.

Concord: February 5, 2020
Date

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


Constable of Concord

GET INVOLVED!
FILL OUT YOUR GREEN CARD TODAY

The Town of Concord depends upon the immense talent pool possessed by our residents and we are always seeking interested townspeople to serve on boards and committees, and also to carry out short-term projects. If you are willing to serve your Town on a voluntary basis and desire to participate in shaping the Town's future, please indicate your interest by filling out a "Green Card". Green cards are short forms for listing your areas of interest and any skills relevant to committee or project participation. The form is reproduced on the following page. You may fill it out, and return it to the Town Manger's Office in the Town House. Additional copies of the form are also available at the Town House, or on our website www.concordma.gov/greencard.

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

For a list of committees please contact the Town Manager's Office at (978) 318-3000.

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

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

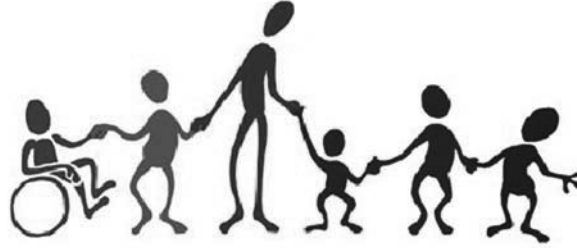
ADDITIONAL COMMENTS:

CARDS WILL BE IN ACTIVE FILE FOR 5 YEARS.

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

NEED A HELPING HAND?

We want to make town meeting accessible to you!



Do you need child care? Concord's Recreation Department is offering programming from 6:30 p.m. to 9 p.m. each night of Town Meeting at the Concord-Carlisle Regional High School. Reserve a spot by calling 978 287-1050.

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

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

Do you want to follow Town Meeting from home? Town Meeting proceedings are broadcast live by MMN on cable through channel 9 and on WIQH Radio 88.3 FM. Instructions will appear on the broadcast screen for how to submit questions and comments by email during the proceedings. Questions and Comments must include the name and address of the Concord citizen submitting them. Properly authenticated and non-duplicative questions and comments may be brought to the attention of the Meeting by the Moderator, time permitting. First priority will be given to citizens in attendance followed by questions sent from viewers at home.

The Town of Concord is an equal opportunity provider.



Town Meeting can be viewed LIVE on TV through
Minuteman Media Network (MMN) on the Government Channel, channel 9.

You can also watch online by visiting minuteman.media or concordma.gov/TM2020

Ask questions from home by emailing publicinfo@concordma.gov
with your name and address.

Follow the proceedings through social media!

@TownofConcordMA



TOWN ELECTION*

Tuesday, March 31, 2020

POLLS OPEN 7AM TO 8PM

**Election Warrant to be posted separately*

In addition to regular office hours (Mondays-Fridays, 8:30 am to 4:30 pm), the Town Clerk's Office will hold a special evening voter registration session on Wednesday, March 11th from 4:30 to 8:00 pm at the Town Clerk's Office, 22 Monument Square.

Voter registration may be done online, by mail or in person.

For online registration or to download a mail-in registration form, visit www.RegisterToVoteMA.com or call the Town Clerk's office and ask that a form be mailed.

For in-person registration, visit the Town Clerk's office at the Town House
22 Monument Square – (978) 318-3080.

**The deadline for unregistered residents to register to vote at the
Annual Town Election, is March 11, 2020 at 8 p.m.**

TOWN MEETING

Begins Monday, April 27, 2020

7:00 PM

Concord-Carlisle Regional High School
500 Walden Street

Adjourned sessions start at 7:00 PM - if necessary

Tuesday	April 28, 2020
Wednesday	April 29, 2020
Thursday	April 30, 2020

**The deadline for unregistered residents to register to vote at the
Annual Town Meeting is April 7, 2020 at 8 p.m.**