



OLD NORTH BRIDGE

TOWN OF CONCORD

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

Select Board Agenda

Monday, July 22, 2024 at 5:00 PM

Town House, Select Board Room, 22 Monument Square

Join Zoom Meeting

<https://us02web.zoom.us/j/81036745756?pwd=L6JkbcOLTYbN4b5g6K9dcb5Lauv5xX.1>

Meeting ID: 810 3674 5756

Passcode: 768935

Dial In Toll-Free: 888 475 4499

#	Time*	Agenda Item
I.	5:00 PM	<u>Executive Session</u> pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation regarding Estabrook Road (<i>Town of Concord v. Rasmussen et al.</i>) and regarding 615 Lowell Road (<i>Archstone v. Town of Concord</i>) and regarding 1440 – 1450 Main Street (<i>Symes v. Town of Concord</i>) pursuant to G.L. c. 30A, § 21(6) to consider the purchase, exchange, lease or value of real property (the MCI Concord facility), as the Chair declares that an open meeting may have a detrimental effect on the litigating position of the Town.
II.	6:00 PM	Public Comment: Public Comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. Public Comment is limited to items that are not on the agenda.
III.	6:30 PM	Consent Agenda <ol style="list-style-type: none"> a. Meeting Minutes: June 17, 2024 b. Town Accountant Warrants: June 30, 2024; July 5, 2024: July 11, 2024 c. Tour Guide License: James N. Robinson d. One Day Liquor Licenses: <ol style="list-style-type: none"> i. Wines & Malt Beverages Only for Doug Mandigo of Middlebury College Football for the Middlebury College Football Alumni Golf Outing on Monday, July 29, 2024 from 12:00 PM – 8:00 PM at Concord Country Club, 246 ORNAC ii. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for a Family Party on Saturday, August 3, 2024 from 4:00 PM – 8:00 PM at Verrill Farm, 11 Wheeler Road iii. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for the Farm to Table Dinner on August 8, 2024 from 6:00 PM – 8:00 PM at Verrill Farm, 11 Wheeler Road iv. Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for

		<p>the Farm to Table Dinner on August 11, 2024 from 6:00 PM – 8:00 PM at Verrill Farm, 11 Wheeler Road</p> <p>e. Gift Acceptance from the Boston Foundation in the amount of \$7,500 to the Thomas G. Curtin – Bobby Kargula Nanae Fund</p> <p>f. Concord Middle School Building Committee Charge Draft Amendment</p> <p>g. Select Board Committee Nominations:</p> <ol style="list-style-type: none"> i. Reappointment of Laurie Klein of 15 Rollingwood Lane to the Library Committee for a second term to expire May 31, 2027 ii. Reappointment of Sara Paselle of 1712 Monument Street to the Library Committee for a second term to expire May 31, 2027 iii. John Hickling, of 111 Monument Street as a member of the Concord250 Executive Committee for a term to expire December 31, 2026 iv. Christopher Johnson of 51 Pilgrim Road as a member of the Concord250 Executive Committee for a term to expire December 31, 2026
	6:30 PM	<p>Select Board Appointments:</p> <ol style="list-style-type: none"> i. Paul Peterson to the Trustees of Town Donations for a term to expire May 31, 2027 ii. Kristen Dahlmann as an associate member of the Historic District Committee for a term to expire January 1, 2025 iii. Andrea Foncerrada to the Concord Local Cultural Council for a term to expire May 31, 2027, with an exemption from APP #10 Section 7 (c) iv. Rebecca Bears of 1295 Main Street Unit 2 to the Concord Cultural Council for a term to expire May 31, 2027 v. Glen Burlamachi of 43 Thoreau Street to the Economic Vitality Committee for a term to expire May 31, 2027
IV.	6:35 PM	Town Manager’s Report
V.	6:45 PM	Chair’s Report
VI.	6:50 PM	Select Board Liaison Reports
VII.	7:10 PM	<p>Discuss Preliminary Concept for the Concord250 Arts, Literature, and Music Subcommittee Mural Design at the Concord Visitor’s Center.</p> <p>Presenters: Mimi Graney, Economic Vitality Manager and Di Clymer, Chair of the Concord250 Arts, Literature, and Music Subcommittee</p>
VIII.	7:20 PM	<p>Discuss and Vote on the Statement of Purpose for the proposed Town 250th Gift Account</p> <p>Presenter: Gary Clayton, Chair of the Concord250 Executive Committee</p>
IX.	7:30 PM	Concord Municipal Affordable Housing Trust Annual Report Update

		Presenter: Keith Bergman, Chair of the Municipal Affordable Housing Trust
X.	7:50 PM	Discuss Solid Waste and Recycling Curbside Program Update Presenter: Aaron Miklosko, Highway & Grounds Superintendent; Justine S. John, Program Analyst
XI.	8:10 PM	Discuss Fiscal Year 2025 Regional Housing Services Office Intermunicipal Agreement and Vote to Authorize the Town Manager to Execute the Agreement Presenter: Liz Rust, Director of the Regional Housing Services Office
XII.		Adjournment

**Times are approximate and subject to change*

Upcoming Meetings:
Monday, August 5, 2024 Monday, August 19, 2024 Monday, September 9, 2024
Upcoming Events and Celebrations:
<ul style="list-style-type: none"> • Chamber of Commerce: Summer Sidewalk Event - Saturday, August 3, 2024 10AM – 3PM • Concord250 Event: 250 Countdown to the 250th Celebration of the American Revolution- Sunday, August 11, 2024 at the Concord Museum from 5:30 PM – 7:30 PM



The Town of Concord endeavors to make public meetings accessible to all members of the community. To request a meeting accommodation or modification, please contact our ADA Coordinator Jessica Porter at jporter@concordma.gov or at 978-318-3028. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled meeting.

Town of Concord

Select Board

Minutes

Monday, June 17, 2024

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting both in-person at 22 Monument Square on the 2nd floor in the Select Board Room and via Zoom at 6:00 PM on June 17, 2024.

Present were Mary Hartman, Chair; Mark Howell, Clerk; Terri Ackerman, Cameron McKennitt, and Wendy Rovelli. The quorum was satisfied.

Call to Order

Select Board Chair Mary Hartman called the meeting to order at 6:00 PM.

Mr. Howell confirmed that all Select Board members were present.

Public Comment

Gail Hire of 54 Nancy Road expressed concerns regarding the use of the Umbrella Arts Center for a cell tower, and that the landfill is appropriate for this site. Ms. Hire continued by commenting on additional possible impact to abutters and expanding communications efforts. She encourages the Select Board to reflect proper use of town property and the cell tower is not such a use.

Don Kupka of 39 Devens Street seconded concerns regarding placement of cell towers. Mr. Kupka also proposed options for leasing temporary solutions like Cell on Wheels, and rental towers, particularly during the Concord250 events.

Tanya Gailus of 62 Prescott Road thanked the Select Board for their efforts and commented on the Concord Middle School naming and an advisory question at the upcoming regular municipal fall election. Ms. Gailus expressed her concerns for citizens' preference in the naming choices, and opportunities for leadership to improve communications around this process.

Sorrel Sammons of 48 Academy Lane shared her surprise to hear about the Umbrella Arts Center being considered again for a cell tower. Ms. Sammons continued to encourage the town to select locations where there is a larger buffer zone, not so many residences.

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Lela Jacobson of 39 Waban Terrace further supports comments made on the process of moving forward with the RFPs and is enthusiastic that the Select Board has chosen to follow up on the Town Meeting vote for the Landfill as a site for a cell tower. Ms. Jacobson shared concerns about the selection process, and the importance of not rushing to a quick solution. Please visit the Select Board webpage for the full recording of the comments made here.

Select Board Chair, Mary Hartman thanked the Friends of the Sleepy Hollow Cemetery for their very generous gift.

Consent Agenda

- a. Meeting Minutes: May 24, 2024p; June 3, 2024
- b. Town Accountant Warrants: June 6, 2024
- c. Tour Guide License : Jamie Jorff ; David Parry
- d. Common Victualler License for a Change of Ownership of the Cafeteria at 561 Virginia Road
- e. Gift Acceptance from the Friends of Sleepy Hollow Cemetery for the fabrication and installation of an engraved Matthews Bronze Plaque on a concrete base valued at \$3,000.00
- f. Amend the MCI Concord Advisory Board charge to increase the membership by 1 additional member to account for the Select Board member
- g. Amend the Select Board Correspondence Policy
- h. Select Board Committee Nominations:
 - i. Jill Block of 50 Everett Street to the Hugh Cargill Trust Committee for a term to expire May 31, 2027
 - ii. Dan Gainsboro of 12 Mill Run Lane and Patrick McCurdy of 1100 Monument Street as Co-Chairs to the MCI Concord Advisory Board
 - iii. Brian Waterson of the Town of Carlisle to the Financial Audit Advisory Committee for a term to expire May 31, 2025, as the Concord-Carlisle Regional School Committee Representative
- i. Town Manager with Select Board Approval Committee Nominations
 - i. Brad Dye of 1019 Main Street to the Climate Action Committee for expire May 31, 2027
 - ii. Kathryn Hopkins of 444 Strawberry Hill Road to the Climate Action Committee for a term to expire May 31, 2027

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:** to approve the Consent Agenda

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Select Board Appointments

- a. Mark Howell as the Select Board member to the MCI Concord Advisory Board for a term to expire December 31, 2025, with the option of reappointment at the discretion of the Select Board
- b. Courtland Booth 144 Wright Road of to the Financial Audit Advisory Committee for a term to expire on May 31, 2027
- c. Andrew Herchek of 12 Garland Road to the Concord Middle School Building Committee as School Committee Representative for a term to expire at the completion of the project
- d. Louis Calderella of 37 Hubbard Street as an Associate Member for the Concord Museum to the Historic Districts Commission for a term to expire January 1, 2027
- e. Noted: Withdrawn - Natalia Sternberger of 788 Strawberry Hill Road to the Diversity Equity and Inclusion Commission for a term to expire May 31, 2027
- f. Reappoint Bianca Taylor of 670 Lowell Road to the Financial Audit Advisory Committee for a term to expire May 31, 2025, as the Municipal Light Board Representative
- g. Reappoint Cynthia Rainey of 80 Hunters Ridge Road to the Financial Audit Advisory Committee for a term to expire May 31, 2025, as the Concord School Committee Representative

Town Manager with Select Board Approval Committee Appointments:

- a. Reappoint Paul Kirshen of 38 Longfellow Road to the Climate Action Committee for a term to expire May 31, 2027
- b. Reappoint Michael McDonald of 208 Wright Road to the Climate Action Committee for a term to expire May 31, 2027

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted**: move to appoint with exception to Natalia Sternberger of 788 Strawberry Hill Road who withdrew from consideration for the Diversity Equity and Inclusion Commission for a term to expire May 31, 2027

Mark Howell as the Select Board member to the MCI Concord Advisory Board for a term to expire December 31, 2025, with the option of reappointment at the discretion of the Select Board

Courtland Booth 144 Wright Road of to the Financial Audit Advisory Committee for a term to expire on May 31, 2027

Andrew Herchek of 12 Garland Road to the Concord Middle School Building Committee School Committee Representative for a term to expire at the completion of the project

Louis Calderella of 37 Hubbard Street as an Associate Member for the Concord Museum to the Historic Districts Commission for a term to expire January 1, 2027

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Reappoint Bianca Taylor of 670 Lowell Road to the Financial Audit Advisory Committee for a term to expire May 31, 2025, as the Municipal Light Board Representative

Reappoint Cynthia Rainey of 80 Hunters Ridge Road to the Financial Audit Advisory Committee for a term to expire May 31, 2025, as the Concord School Committee Representative

Town Manager with Select Board Approval Committee Appointments:

Reappoint Paul Kirsten of 38 Longfellow Road to the Climate Action Committee for a term to expire May 31, 2027

Reappoint Michael McDonald of 208 Wright Road to the Climate Action Committee for a term to expire May 31, 2027

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:** to approve the Select Board Committee appointments and reappointments.

Disclosure by Non-Elected Municipal Employee of Financial Interest as required by M.G.L. c. 268A, Section 19

Tammy Rose introduced herself and presented the Financial Disclosure she submitted. Ms. Rose stated that she would like to be able to sell tickets to her project, as a member of the Concord250 Arts, Literature, and Music Subcommittee. To avoid conflict of interest she was advised to file a financial disclosure form. Her intention is to produce the project using her own funds and sell tickets. Requesting to strike the request of a grant from the disclosure form.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:** to tentatively approve the disclosure with the agreement that an updated form would be submitted, and full approval would be granted at that time.

Ms. Ackerman stated that if anything changes in these processes, check back with the Ethics Dept/and Select Board

Town Manager's Report

Town Manager, Kerry Lafleur presented the Weekly Operations' report for the week ending June 14th. The full Weekly Operations report is available on the Town Manager's webpage on the Town website here: [Town Manager's Weekly Report](#)

Kerry Lafleur reported on recruiting initiatives for the Concord Municipal Light Plant are ongoing for the Director position, launching that by end of the day tomorrow, which is exciting. Still in a Level One water restriction, asking citizens to water once per week, and targeting that to when your trash is collected. Further updates included the confirmation of the flag raising on June 19th in celebration of the Juneteenth state holiday. Additional information is listed on the website with links to Town sponsored and Visitor Center sponsored activities, beginning with a flag raising ceremony. Also mentioned is the first Sustainability Roundtable next week, Tuesday June 25th at 6:30 PM at the library, hoping this will be the first of many. She also mentioned the

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Gerow Park update will be placed on the July 22nd Select Board agenda and highlighted that the restrooms are currently open. Questions were raised regarding the weather advisory and the need for Cooling Stations and information regarding their locations. The Town Manager assured us that there is a plan being reviewed and location details will be provided and forthcoming.

Chairs Report

Select Board Chair, Mary Hartman stated that the Select Board continues to meet through the summer. The schools have wrapped up for the year and there is a heat wave coming. Ms. Hartman noted that she plans to have joint meetings with FinCom and School Committees during the summer. FinCom is slated to be on the agenda for the Select Board meeting on Monday, July 8, 2024. Ms. Hartman also mentioned that any forums that we're planning that would involve more community input will be moved back to scheduling into the Fall, around the September timeframe. One of the topics that hearing input from the town residents could be for MCI Concord and one could be for the Residential Tax Exemption for the Assessor's Office to give information to the Town and for residents to provide comment and input. Ms. Hartman would prefer to use the Chairs Report to provide updates on legislation such as the Governor's budget bill moving through now with MCI Concord information with potential funds for the Town to use which will require it to be used by June 30, 2025.

Ongoing work to reconcile is ongoing and hiring consultants to assist with the closing process and proceed with RFPs. Legislature impact on the Affordable Homes Act, was missing the option for Real estate transfer fee which has been removed by the House, lobbying is taking place to include Municipal Empowerment Act option to increase some local taxes (meals, hotel room, vehicle excise tax). This would be something that would be enabled through legislation but is moving slowly.

Ms. Ackerman requested clarification for the FinCom or School Committee joint meetings, for FinCom is on the agenda for July 8th with topics to include Recreation budget, Revenue Generating, and Real Estate Disposition to have a conversation on mutual interest and ways to work together.

Select Board Liaison Report

Mr. Howell reported on:

- A summary of the Warner's Pond Task Force Thursday, 20th, Public Forum where people can make suggestions for what visions they have in mind, and what it means to West Concord and how it might interact with the MCI.
- They conducted a walk around the park on Saturday morning, which included Gerow. Parking was observed and was full, there was activity at the new restrooms. Also, the plantings were looking great.

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-Mr. Howell acknowledged the hard work of the Personnel Board which has completed their review of all job descriptions in the Class and Comp Plan. Thanks to Jess Porter, Kimberly Crum, and other HR staff. An additional meeting this week is being planned to look at the salaries. A small delay in annual increases this year was noted.

-MCI Concord Advisory Board is having its next Monday at 6PM and then regular bi-weekly meetings at the Town House at 12PM. July 8th and 22nd, hybrid through the summer.

-A reminder of the Special Election next Tuesday with a special question on the ballot - for the senior means tax exemption. For families who need relief the most. Mr. Howell continued with his update for the Middle School Building Committee which is on track with furniture, fixtures, and equipment going out to bid with small increase due to inflation but covered in the contingency funds.

-There is a Juneteenth celebration on Wednesday morning beginning with the flag raising at 9AM, and looking forward to the Concord Pride Fest also organized by the DEI Commission this weekend

Mr. McKennitt reported on:

-Participation and the reading of the proclamation for Race Amity Day, a very nice event. Mr. McKennitt stated that he has been moving forward for a tour of the Light Plant with Jason as well as time with the Library Committee and Historical Commission have upcoming appointments and reappointments.

Ms. Rovelli provided an update on:

-The Concord Public Schools Facilities Assessment Study presented last Tuesday as a preliminary report – highlights: Alcott, Thoreau and Willard are about 20 years old when the wear and tear is beginning to kick in. The total projected potential investment needed is 29M, with 22M needed in 1-5 years. Also noted, Ripley School needs major updates, architecture, roof, HVAC. Ripley was originally built in 1957 and expanded in 1968 with what now houses the school administration staff. The School Committee and Administration needs to review the details behind the reports. It is a great precursor to the capital planning process with the School Committee. Next steps include discussions of capital planning with the Town Manager and Finance Leadership.

Mr. Howell asked if the Peabody building was included in the assessment, as it may become surplus soon, and noted that the assessment also did not include the high school.

-The Planning department hired consultants to work on the Parking and Zoning bylaws, joint parking and transportation demand management. The process has started.

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-Hugh Cargill Trust Committee, a thank you was extended to that individual who donated \$20,000 to the Trust.

-Climate Action Committee has started projects for the upcoming year; Another green home tour and working with CMLP on EV events. They are struggling with finding ways to get younger families involved in some of these projects. The Sustainability Roundtable coming up should be a very collaborative meeting. Ms. Hartman asked if they are working with Mothers Out Front at all? Ms. Rovelli confirmed that they were mentioned.

-Assessors meeting, Assessors are evaluating properties related to new growth, and 150 properties that are classified as exempt

-West Concord Advisory Committee digging into the West Concord Master Plan that included 80 items. The plan is to evaluate and document the status of the items.

Ms. Hartman revisited Planning and Parking for clarification, parking for specific purposes. Ms. Rovelli indicated that they are looking at aspects of demand management that that improve transportation, not just parking.

Ms. Ackerman suggested working closely with the Transportation Advisory Committee, who have also investigated that

Ms. Ackerman reported on:

-The 2229 Main Street Task Force we will hear from them that they had a very successful Public Forum on June 4 and about 50 people attended. As for the 2229 Main St. Oversight Committee – looking for technical aspects of the cleanup, they are looking for new members – engineers and younger people. If you are interested, please let us know. Please go on the website “how do I” to volunteer and fill out a volunteer card.

-Additional updates were provided on Democracy Festival and the Porchfest, both very well-attended. The parking lot was jammed because of successful attendance.

-For the 250th Events Planning, Ms. Ackerman attended the regional meeting in Lexington with the IMA towns; there will be a Ken Burns film shown about Lexington and Concord and they have invited a lot of very high-profile public and political figures. Invitations to dignitaries will not respond yes or no until days before the event due to secret service. There will be a Family Music Festival on April 19 maybe with fireworks. We also heard a very good presentation from the Boston Tea Party who had the first formal event for the 250th had a much larger crowd than anticipated; Requests have been made for “No Fly Zone” to Mass Port FAA and appropriate process to request no fly zone for April 19 specifically. A letter signed by the Select Board may be necessary.

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-PEG Access, for Minute Man Media Network is co-promoting the 250th Celebrations on their social media and they are now training students to film events for the 250th days of activities and events.

Ms. Hartman followed up with clarification on the approved charge on 250th Executive Committee, we are expecting a monthly report to be submitted for July 8th for them to either attend or submit for the Select Board packet a budget update, and activities update if they prefer. It is up to the Executive Committee.

Ms. Hartman provided updates on:

-The Concord Housing Development Committee there are three affordable units being built off Upland Road, a new road is being installed and a naming contest. Nominations are due August 1 to Liz Rust. The submissions should be for someone who has made significant contributions to affordable housing. Actively looking for vendors to build the three new homes and are moving forward.

-The Community Preservation Committee has been tightening up the verbiage in the MOUs for projects. A positive success story, approval for \$30,000 for A pods, they are working beautifully. White pond is in great shape.

Deputy Town Manager, Megan Zammuto provided clarification that Walden Pond is closed for different reasons than the A-pod technology issue.

We do have water quality information about our ponds, there is a wealth of information on the Town Website.

-The Agriculture Committee is preparing for AG Day in September and getting the word out to the Concord Community about the importance of agriculture. Also, getting information out and starting a quarterly article The Bridge, written by a local farmer. We have an intern working for Ms. Graney researching and writing a paper on our Farms, and how they impact our economy, who we are, and the challenges that they face.

-Pride Flag Request for Monument Square. Ms. Hartman would like to untangle flying this year versus the policy in the books right now, giving the Board complete discretion on flag requests. Also cited city of Boston flag case, where the policy was challenged and cost the city of Boston millions of dollars. Recommendations from the Supreme Court that recognizes the sentiment of the citizens of Concord and not run afoul. A task force request was made for two Select Board members; Wendy Rovelli and Cameron McKennitt to consider a subcommittee to review and revise the Town's current flag policy.

Ms. Rovelli stated that she initially was focused on the current policy at the last meeting and that the Select Board has already issued the proclamation for pride. With positive feedback from the community, one day flag flying is fair.

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Ms. Ackerman expressed concern about precedent and was pleased this is being investigated. We have received lots of emails that were thoughtful and persuasive and going to support a vote for flying the flag for one day.

Mr. McKennitt stated that he tried to research and have conversations and found that other towns are either saying they're going to be very restrictive, or they are using discretionary policy decisions. Mr. McKennitt continued, we can look at the choices, including the Supreme Court findings and town policy to consider updates where necessary. Also keeping in mind that there can be some clear discretion in the middle of these options. Currently, it may create unintended consequences and not reflect our sentiment accurately.

Ms. Rovelli commented that multiple towns have many flags, ceremonial and commonwealth flags and town flags as well.

Mr. Howell expressed that he is looking forward to this work and thanked the residents for their thoughtful letters over the past weeks. Mr. Howell stated that whether it was intended or not, unintentionally the Board may have disturbed some members of the community by the process conversation held over the flag. This flag is a symbol of inclusivity, and we should move forward with this flag flying and not delay any further. Mr. Howell extended an apology for those who may have felt this way.

Ms. Ackerman seconded these comments and offered her support as well.

Chair opens for Public Comment

-Jennifer Kelly of 377 Main Street with husband Tucker and daughter Claire – we listened to the meeting last week and it was extremely disappointing, and the conversation last week did not show support for the community. This is tremendously important to her and her family. But the policy is in keeping with the supreme court decision mentioned earlier. I'm delighted to hear more support and your decisions on this topic.

-Pamela Dritt of 13 Concord Greene expressed her support for flying of the flag and understand that it's uncomfortable to have vague policy using discretion but wonder if it's a policy change that is causing a problem that does not need to be solved.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:** to approve the request flying the Pride Flag on June 22, 2024.

Mr. McKennitt noted a policy item that the town condition shall acquire and retain ownership of all flags. A procedural process and policy should be followed. The Juneteenth flag was maintained and raised by the fire department.

Ms. McAndrew provided an update regarding the Annual Town Meeting Calendar. Dates in May would create hardship for scheduling. Targeting Monday, June 2nd as the appropriate date, with

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the Warrant opening Jan 22nd and closing Feb 19th. Shifting about a month from where it had been previously. A public hearing is scheduled to take place after the Concord 250 Celebrations. Carmin confirmed it is in line with past schedules.

Mr. Howell commented that the FinCom schedule may be impacted by this, and the calendar should be accommodating to all budgeting processes. More to follow on this at the July 8th Select Board joint FinCom meeting.

Ms. Ackerman pointed out that the warrant closing dates are during school vacation week, that allows a month to get warrant articles submitted. Also, warrant articles could be sent the week before. Also recommending adding back on the calendar the Joint Capital Meeting. A draft idea was created to discuss these dates, while others gather preferences.

Also suggested that the October meeting be joint between the Select Board and School Committee, to agree on the years' plan and template with dates. Tier I or Tier II, and to look at the draft plans, to avoid any confusions.

Ms. Hartman proposed talking about this during the summer with the FinCom Committee. Ms. Ackerman suggests a check point in October with August meeting jointly too, instead of altering the calendar. More discussions in August will take place. The Town Clerk wanted to note the voter registration deadline is Friday May 23rd. Should be amended in the Town Meeting 2025 Calendar.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted**: to approve the Annual Town Meeting 2025 Calendar with one change to the Voter Registration deadline.

Ms. Rovelli commented about the July 8th meeting asked that discussion and clarification on the threshold for Tier 2 be included since it can impact what is included operating budgets

Ms. Hartman confirmed that at the Joint FinCom meeting topics to discuss, Recreation Plan, Revenue Generation, and Tier clarification.

Mr. Ansaldi stated being prepared for the short-term and would make better decisions in August. These discussions are for Capital projects approved last year. Continuing to clarify that they are ready to issue BANS (Bond Anticipation Note Sale), not bonds.

Mr. Howell asked for clarification if we are committed to scheduling the middle school financing. Mr. Ansaldi offered clarification of the terms and assets.

The Town Manager, Ms. Lafleur, confirmed that this is a very small piece, and Mr. Ansaldi elaborated that this process is to close out the fiscal year. And further confirmed that we cannot close our fiscal year with what would be deficits in capital projects. Close those deficits through

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a short-term solution. These are debt-financed projects. Ms. Lafleur commented that there has been no commitment to any 30-year debt issuances. Middle School debt is for 25- year bonds.

Mr. Ansaldi is looking into changes to reduce some of the fixed costs that affect the budget.

Ms. Ackerman confirmed that Free Cash would be certified earlier, and Mr. Ansaldi confirmed his plan and expectations in being prepared to build up reserves and best practices, by hitting deadlines.

Upon a motion duly made and seconded, it was **UNANIMOUSLY voted:**
to approve MOTION ATTACHED as written and read during the meeting.

Paul Boehm, Chair of 2229 Main Street Advisory Task Force reported on some of the background of the Task Fore. Providing progress updates to advise the Select Board and Town on what to do with the property. Mr. Boehm continued that from 1958-2011, the site was active. This site was abandoned in 2011. From the 1980's going forward the Mass DEP worked to start cleaning up the site. Ongoing considerations include legal, safety and risk, property reuse options, and operations and ownership.

Mr. Boehm was able to provide details around the \$9.2 million that was borrowed, but do not know what remains on the loan and would be able to investigate that.

Mr. McKennitt voiced curiosity as to scenarios of purchasing vs not purchasing this site. Mr. Boehm stated that there are certain obligations when purchasing a superfund site; it would be the same as if the town said no, same processes with EPA and DOJ. Chris Carmody looking into insurance coverage options.

As the discussion continued with Mr. McKennitt asking if the property could be split, Mr. Boehm shared that that is not being considered by EPA, but maybe it could be negotiated. Please see the full recording and other materials available on the Select Board Meeting Recording of June 17th meeting.

Ms. Hartman opened the review of the FY2025 Select Board Goals. Review of each member's goal ideas, with the SMART goal approach in mind will help with this process. Ms. Ackerman mentioned Capital planning as an item of commitment, some duplications would need to be further consolidated. Thank you to the Staff and Committees in putting this together.

Mr. McKennitt appreciated the structure and reviewing the priorities, acknowledging that there is a long list of priorities.

Ms. Hartman has edited the bullet point about Town Meeting process, which is not on the purview of the select Board but reports to Town Meeting, not Select Board and will be removed.

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Ms. Ackerman clarified some of the goals are multi-year goals. And Ms. Rovelli continued regarding the process for establishing the categories, is there a standard for category setting. The goals from previous years were used as the standard for setting the categories, using short term vs ongoing. With further review going forward. Each Select Board member will send the Chair further edits on this next 2025 Select Board Goals DRAFT.

Ms. Hartman has requested that the members submit their items a week from today, Mr. Howell has further clarified what each member has as first priorities or suggestions for their top three topics to focus on.

Chair Open Public Comment

-Mark Gailus 62 Prescott Road pointed out two open meeting law items. The Open Meeting Laws should be taken into consideration as far as opinions being shared which are considered deliberations, but using a staff member for gathering may allow separation but should be clarified with the Town Clerk's Office. The other item was that a two-person sub-committee may have been created – assigning two people vs one person is assigned and one volunteer would need the office of open government may need to provide an opinion.

Adjournment 8:44 PM

Meeting Materials:

Select Board June 17, 2024 Packet

Select Board June 17, 2024 Recording



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: July 22, 2024

Re: Tour Guide License Applications

Included in your meeting packet is a new Tour Guide License application for James N. Robinson. This application has been reviewed and is complete with payment.

Each spring, the Concord History Course offered by the Concord-Carlisle Adult and Community Education and taught by Victor Curran is held, which is a requirement of the Tour Guide License application. Following the conclusion of the course, Victor shares with me a list of participants who pass the course, further making them eligible for a Tour Guide License. Following receiving this list, the Town Manager's Office typically receives a handful of new applications.

TOWN OF CONCORD
Application For Tourist Guide License

To offer Guide Service within Concord

License Fee \$50.00

The undersigned hereby applies for a TOURIST GUIDE LICENSE in accordance with the provisions of the Town of Concord bylaw *Article 16 (Sub-Article 9)*

Name: James N. Robinson
Address: 22 Grove Hill Rd., Apt A6
Company or companies employed with: _____
Website Address: _____
Telephone Number: (978) 793-2464
Email Address: mkhusbandjr@gmail.com
Year Concord History Course Taken: 2024
Signature: James Robinson
RJ

This application also requires a copy of a valid state issued identification card or driver's license and a Criminal Offender Record Information (CORI) Acknowledgement Form.

I agree by to comply with any and all Town of Concord Regulations.

Office Use Only

Paid: Check Cash
Date: 6/17/2024

Check# **131**

License expires on December 31, 2024

(OVER)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: July 22, 2024

Re: One Day Liquor License for Doug Mandigo at Concord Country Club

Included in your meeting packet is a One Day Liquor License application for Wines & Malt Beverages Only for Doug Mandigo of Middlebury College for the Middlebury College Football Alumni Golf Outing. The outing is to take place on Monday, July 29, 2024 from 12:00 PM – 8:00 PM.

Sara Killelea (General Manager) keeps an active file of TIPS Certifications for Concord Country Club bartenders with the Town Manager's Office, which I have confirmed is up to date. These applications are complete with payment.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Tuesday, July 16, 2024 11:45:35 AM

One Day Special Liquor Licenses

Company or Organization	Middlebury College Football
Applicant Name	Doug Mandigo
Email Address	dtmandigo@middlebury.edu
Applicant Address	Peterson Athletic Center, Middlebury College, 219 South Main St
City	Middlebury
State	Vt
Zip Code	05753
Phone Number	925-783-5941
Name of Event	Middlebury College Football Alumni Golf Outing
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	7/29/2024 12:00 PM
End Time	8:00 PM
Premises to be Licensed	Concord Country Club
City	246 Old Rd to 9 Acre Corner, Concord
State	MA
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees?	No
1st one-day license for Organization?	Yes
If NO, number of years licensed?	<i>Field not completed.</i>
More than 100 in attendance?	Yes

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

I acknowledge and accept the above statement of liability	Doug Mandigo
---	--------------

APPLICATION FEE \$75.00
*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
 Applications cannot be processed until payment is received.*

Acknowledgements	I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.
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IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING
The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and	Copies of card(s) will be mailed separately to the Town
-------------------	---

agree to the Town of
Concord's TIPS
Training Policy as
outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

The Town of Concord Select Board assumes that there may be guests or attended under 21 y ears of age at any event. therefore, this policy must be adhered to for all events. Applicants agree to check the ages of all guests at the door. If a persons under the age of 21 are present, his or her hand shall be stamped to indicate the he/she is underage for the bartender.

I certify that Concord's
Under 21 Policy, as
outlined above, will be
followed.

A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)



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

To: Concord Select Board

From: Shannon McAndrew, Management Specialist

Date: July 22, 2024

Re: One Day Liquor Licenses for Jen Verrill of Verrill Farm

Included in your meeting packet are three One Day Liquor License application for Jen Verrill of Verrill Farm. These applications are for:

- Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for a Family Party on Saturday, August 3, 2024 from 4:00 PM – 8:00 PM
- Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for the Farm to Table Dinner on August 8, 2024 from 6:00 PM – 8:00 PM
- Wines & Malt Beverages Only for Jennifer Verrill of Verrill Farm for the Farm to Table Dinner on August 11, 2024 from 6:00 PM – 8:00 PM

All events will take place at Verrill Farm, 11 Wheeler Road.

Jen Verrill keeps an active file of TIPS Certifications for bartenders from SimplyServe (currently 9 bartenders) with the Town Manager's Office, which I have confirmed is up to date. These applications are complete with payment.

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, July 17, 2024 11:00:45 AM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Monica Swanton/Jennifer Verrill
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	Ma
Zip Code	01742
Phone Number	9783694494
Name of Event	family party
Activity Is	Non-Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	8/3/2024 4:00 PM
End Time	8:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Ma
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 10 plus

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Jennifer Verrill

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
Applications cannot be processed until payment is received.*

Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

TIPS TRAINING

The Select Board require that for any event which they issue a special permit, the alcohol provided must be served by a TIPS trained (or equivalent) bartender. TIPS training cards, or their equivalent, must accompany this application. Additionally, each certification must show a photo and name of the bartender(s) and must be current. If a photo is not on the TIPS training cards, a copy of a valid driver's license with a photo should be included. Proof of TIPS credentials must be provided before any application may be voted on by the Select Board.

I acknowledge and Copies of card(s) will be mailed separately to the Town

agree to the Town of
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outlined above.

Manager's Office

(Section Break)

UNDER 21 POLICY

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A legal adult, over 21 years of age, shall check the ages of all guests to ensure compliance., All bartenders shall be made aware of the Under 21 Policy terms before the event's commencement.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, June 26, 2024 3:26:53 PM

One Day Special Liquor Licenses

Company or Organization Verrill Farm/ True West Brewery

Applicant Name Jennifer Verrill

Email Address jen@verrillfarm.com

Applicant Address 11 Wheeler Rd

City Concord

State Massachusetts

Zip Code 01742

Phone Number 9788355638

Name of Event Farm To Table Dinner

Activity Is For Profit

Event Type Private Event in Rented Facility

Event Date & Start Time 8/11/2024 6:00 PM

End Time 8:00 PM

Premises to be Licensed Verrill Farm LLC

City Concord

State Massachusetts

Zip Code 01742

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

Bartenders TIPS trained? Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 2

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Jennifer Verrill

APPLICATION FEE \$75.00

*Please forward to: Town Manager's Office PO Box 535 Concord, MA 01742
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Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

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Manager's Office

(Section Break)

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Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [licensing board](#); [Town Manager's Office](#); jromanul@concordma.gov
Subject: Online Form Submittal: One Day Special Liquor Licenses
Date: Wednesday, June 26, 2024 3:25:24 PM

One Day Special Liquor Licenses

Company or Organization	Verrill Farm
Applicant Name	Jennifer Verrill
Email Address	jen@verrillfarm.com
Applicant Address	11 Wheeler Rd
City	Concord
State	Massachusetts
Zip Code	01742
Phone Number	9788355638
Name of Event	Farm To Table Dinner
Activity Is	For Profit
Event Type	Private Event in Rented Facility
Event Date & Start Time	8/8/2024 6:00 PM
End Time	8:00 PM
Premises to be Licensed	Verrill Farm LLC
City	Concord
State	Massachusetts
Zip Code	01742
License is for the Sale of:	Wines & Malt Beverages Only
Bartenders TIPS trained?	Yes

Under 21 Attendees? No

1st one-day license for Organization? No

If NO, number of years licensed? 10 plus

More than 100 in attendance? No

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

I acknowledge and accept the above statement of liability Jennifer Verrill

APPLICATION FEE \$75.00

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Acknowledgements I attest the information contained in this form is true and accurate., I acknowledge that I must pay an application fee of \$75 and will mail my payment., I acknowledge that no action will be taken, or scheduled, regarding my application until payment is received.

IMPORTANT NOTICE **Board & Committee Meeting Calendar**

(Section Break)

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Manager's Office

(Section Break)

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Email not displaying correctly? [View it in your browser.](#)



Town of Concord
Finance Department
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742

To: Kerry A. Lefleur, Town Manager
From: Anthony M. Ansaldi, Jr, Chief Financial Officer
Subject: Fund Grants from the Thomas G. Curtin - Bobby Kargula Nanae Fund
Date: July 9, 2024

I am writing to request the inclusion of an item, with your acceptance on the upcoming Select Board's agenda. Electronic payments of Designated Fund grants from the Thomas G. Curtin - Bobby Kargula Nanae Fund.

Thomas G. Curtin - Bobby Kargula Nanae Fund \$7,500.00

Accepted: _____
Clerk

Date: _____

Colleen Rhinhart

From: Payments <Payments@tbf.org>
Sent: Wednesday, June 26, 2024 5:32 PM
To: Treasurers Office
Subject: Details Regarding Electronic Payment

Follow Up Flag: Follow up
Flag Status: Flagged

Some people who received this message don't often get email from payments@tbf.org. [Learn why this is important](#)

D2024-0233

Dear Friends,

It is our pleasure to inform you that The Boston Foundation has initiated an electronic payment of a Designated Fund grant from the Thomas G. Curtin - Bobby Kargula Nanae Fund. Since the year 2010, Town of Concord has been the recipient of over \$39,000 from this fund.

Please note the following details about the grant:

Grant Amount: \$2,500.00
Bank Account: Town of Concord General Depository
Account Number: xxxx7584
Purpose: to promote cultural and educational exchange programs to support the sister city relationship between Concord, Massachusetts, U.S.A. and Nanae Town, Hokkaido, Japan

You should expect to receive credit for this payment in your bank account in two to four business days.

For 100 years, the Foundation and its community of donors have made nearly \$1.5 billion in grants to thousands of nonprofit organizations in Greater Boston and beyond. These grants have responded to need, seeded innovation and, in recent years, helped change the systems that affect all of us.

When making any public announcement about this grant, we would appreciate it if you would recognize the support from the abovenamed fund at The Boston Foundation unless indicated otherwise in the grant purpose.

If you have any other questions, please contact the Fund Administration Office at 617-338-2213 or grants@tbf.org. We offer our congratulations to you and our best wishes for continued successful work.

Sincerely,
Lee Pelton

15110
850 (Donations)
170
599
799
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D • M- 1.. v(Jpf, 'l
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grants to
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US.
Recognize
ha

Colleen. Rhinhart

From: Payments <Payments@tbf.org>
Sent: Wednesday, June 26, 2024 5:32 PM
To: Treasurers Office
Subject: Details Regarding Electronic Payment

Follow Up Flag: Follow up
Flag Status: Flagged

Some people who received this message don't often get email from payments@tbf.org. [Learn why this is important](#)

D2022-0237

Dear Friends,

It is with pleasure to inform you that The Boston Foundation has initiated an electronic payment of a Designated Fund grant from the Thomas G. Curtin - Bobby Kargula Nanae Fund. Since the year 2010, the Town of Concord has been the recipient of over \$39,000 from this fund.

Please note the following details about the grant:

Grant Amount: \$2,500.00
Bank Account: Town of Concord General Depository
Account Number: xxxx7584
Purpose: to promote cultural and educational exchange programs to support the sister city relationship between Concord, Massachusetts, U.S.A. and Nanae Town, Hokkaido, Japan

You should expect to receive credit for this payment in your bank account in two to four business-days.

For 100 years, the Foundation and its community of donors have made nearly \$1.5 billion in grants to thousands of nonprofit organizations in Greater Boston and beyond. These grants have responded to, seeded innovation and, in recent years, helped change the systems that affect all of us.

When making any public announcement about this grant, we would appreciate it if you would cite the support from the above named fund at The Boston Foundation unless indicated otherwise in the grant purpose.

If you have any other questions, please contact the Fund Administration Office at 617-338-2130, grants@tbf.org. We offer our congratulations to you and our best wishes for continued success in your work.

Sincerely,
Lee Peltan

Colleen Rhinhart

From::: Payments <Payments@tbf.org>
'Sent: Wednesday, June 26, 2024 5:32 PM
To: Treasurers Office
Subject : Details Regarding Electronic Payment

Follow .UP Flag: Follow up
Flag Status: Flagged

! Some people who received this message don't often get email from payments@tbf.org. [Learn why this is important](#)

D2023-0239

Dear Friends,

It is our pleasure to inform you that The Boston Foundation has initiated an electronic payment of a designated Fund grant from the Thomas G. Curtin - Bobby Kargula Nanae Fund. Since the year 2010, Town of Concord has been the recipient of over \$39,000 from this fund.

Please note the following details about the grant:

Grant Amount: \$2,500.00
Bank Account: Town of Concord General Depository
Account Number: xxxx7584
Purpose: to promote cultural and educational exchange programs to support the sister city relationship between Concord, Massachusetts, U.S.A. and Nanae Town, Hokkaido, Japan

You should expect to receive credit for this payment in your bank account in two to four business days.

For 100 years, the Foundation and its community of donors have made nearly \$1.5 billion in grants to thousands of nonprofit organizations in Greater Boston and beyond. These grants have responded to need, seeded innovation and, in recent years, helped change the systems that affect all of us.

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If you have any other questions, please contact the Fund Administration Office at 617-338;2213 P, 1 grants@tbf.org. We offer our congratulations to you and our best wishes for continued success in your work.

Sincerely,
Lee Pelton

**Town of Concord
Concord Middle School Building Committee
Charge**

A. Purpose

The Concord Middle School Building Committee is charged by the Select Board to serve as the oversight body for the construction of a single new Middle School Building to replace the two existing facilities, based on the scope defined in the Feasibility Study and Schematic Design phase and the funding approved under Article 1 at the January 2022 Special Town Meeting. The Committee has final authority on all design decisions and will make recommendations to the Town Manager on all financial, contractual and schedule matters. The Middle School Building Committee shall be the point of contact for all community groups for all issues regarding the project. The Committee shall ensure community engagement throughout the planning and execution of the final design and construction. It is the expectation that there will be multiple opportunities throughout the process to solicit community feedback. Throughout the process, they will engage with the Select Board, Finance Committee, and Superintendent to identify additional cost savings”

B. Membership and Operations

The Middle School Building Committee shall be appointed by the Select Board to coordinate and facilitate the design and construction of a new Middle School. The committee shall have ~~thirteen~~ fourteen voting members and six non-voting members. In accordance with Massachusetts School Building Authority requirements, which are subject to revision, the membership shall be as follows:

- Two members or designees of the School Committee
- One member of the Select Board
- Town Manager (non-voting)
- Town Finance Director or designated representative (non-voting)
- Superintendent of Schools
- School Director of Finance & Operations (non-voting)
- School Facilities Manager (non-voting)
- Middle School Principal (non-voting)
- One resident knowledgeable in field of sustainable building design and operation
- ~~Seven~~ Eight community residents at-large including at least one with a current school-age child
- Concord Sustainability Director (non-voting)
- One resident knowledgeable in building construction, e.g., general contractor

The community members shall bring as many of the following areas of expertise as possible: general or industrial construction; project management; HVAC, architectural, financial, recreation, environmental sustainability and/or education technology expertise; and a familiarity with green building design.

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

discussion of ideas.

Building Committee members shall serve through completion of the project. In the event that any Building Committee member is not able to serve through the completion of the project, the Select Board shall be notified, so an appropriate replacement can be found.

Staff assistance for the committee shall be coordinated through the Town Manager and the Superintendent of Schools.

Committee members will strive to avoid any conflict-of-interest or appearance of a conflict of interest. To this end, members are instructed to advise the Select Board immediately should they be considering employment with or a contract for services with any contractor or subcontractor working on the School project.

C. Powers and Duties

The Middle School Building Committee shall coordinate the design and monitor the construction of the new Middle School building through occupancy, and including the demolition of the old Sanborn building, the construction of playing fields and landscaping, as appropriate. Specific duties will include:

- Supervise architect(s) to prepare construction documents and all architectural services during construction;
- Assist the School and Finance Departments in development of documents for Massachusetts School Building Authority (MSBA) reimbursement, if appropriate;
- Review construction bids and recommend a general contractor or contractors to the Town Manager who will approve and execute all contracts;
- Monitor the construction of the building;
- Evaluate for cost and effectiveness all proposed change orders and recommend to the Town Manager approval of change orders;
- Recommend to the Town Manager the payment of contractor requisitions;
- Manage the work of the architectural firm and its consultants and recommend action by the Town Manager as it relates to the firm's contract with the Town, including payments, negotiations and change-orders or contract modifications;
- Ensure that the project comes in on schedule, within budget, and minimizes the expenditure of contingency funds;
- Serve as the point of contact for all individuals and community groups for all issues regarding the project, including but not limited to safety policies and procedures for building and site users, an occupancy plan, communication, etc.;
- Establish regular communication channels with the Town, Middle School families, and neighbors regarding the project progress through periodic notices and public meetings. Actively solicit the comments of neighbors and interested parties by dedicating one meeting early in the design phase to hearing the concerns of neighbors and other interested individuals;
- Provide these same services as they relate to Phase 2, if any, for the removal of the existing Middle School, as appropriate;
- Make a final report to the Select Board and School Committee upon substantial completion of the project. The report shall include information concerning final costs for the project; the status of MSBA reimbursement applications, if any; a list of unfinished projects not included in the as-built plan with an estimated cost and timeline; and any recommendations the Committee may have concerning on-going operation and

maintenance of the building. The report may also include any recommendations from the Committee concerning lessons learned from this project that may be applicable to future Town construction projects.

D. Other Considerations

The Committee will comply with the provisions of the Open Meeting Law, the Public Records Law, the Conflict of Interest Law and all other applicable laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

Communications

In order to ensure a successful building project, the Committee will work with the following individuals and groups:

The Town Manager

The Town Manager has final approval regarding all financial matters and is responsible for all contracts related to the project. The Middle School Building Committee shall have primary responsibility for making decisions and recommendations related to the project. Therefore, the Committee will:

- Engage the Town Manager throughout project as needed.
- Recommend approval of all changes to schedule and cost to the Town Manager.
- Recommend the payment of all contractor requisitions to the Town Manager.
- Review construction bids and make recommendation of a general contractor to the Town Manager.
- Solicit bids and recommend appropriate consultants/contractors to the Town Manager, including Project Manager and owner representatives.
- Although the Town Manager is the official spokesperson for the Town, the Middle School Building Committee will speak about the building project on behalf of the Town Manager by agreement and where appropriate.
- Expect the Town Manager through the Town Finance Director to maintain and monitor total project cash flow, balance sheet, and budget projections.
- Expect that the Town Manager will designate appropriate channels of communication between Town and School Departments regarding safety, operational, and other issues.
- Ensure that the Project Manager and architect maintain careful records of project activities in order to maximize the opportunity for the Town to secure State funding for a portion of the project costs if possible.
- Maintain regular contact with the Finance Department to ensure proper accounting of all expenditures and maximum opportunity to secure State reimbursement.

Elected Officials and appointed Committees

The Committee will:

- Report on progress (i.e. budget, schedule, important decisions) to the Select Board and School Committee on a quarterly basis.
- Confirm the School Committee's recommendation on items such as the technology plan where appropriate and within the established budget.
- Update the Finance Committee concerning the financial aspects of the project from

time to time. The Committee anticipates that a Finance Committee observer will regularly attend meetings.

Town and School Staff

The Committee will:

- Expect that the School Superintendent will identify an appropriate interface between the school department and the construction project. The representative of the School Department will be present at Middle School Building Committee meetings and will attend construction meetings where appropriate.
- Expect that the Middle School Principal will attend Committee meetings and construction meetings where appropriate. The Principal will relay problems and issues from staff, families and neighbors for Committee consideration and resolution.
- Expect that the School Department will maintain an organized central file of original and substantive documents throughout the project sufficient to satisfy SBA auditing, if appropriate, as well as Town audit requirements.

The Owners Project Management (OPM) Firm

On behalf of the Town Manager, the Committee shall be responsible to supervise the work of the Owners Project Manager. The Committee will have a designee available to receive questions and issues during site meetings and during normal working hours. Responsibilities for this task may rotate. The OPM will:

- Perform on a day-to-day basis the duties of an Owner's Representative including safety inspections, construction mitigation, dispute resolution, and move assistance.
- Represent the best interests of the Town of Concord and Middle School Building Committee on a day-to-day basis throughout the project.
- Keep the committee fully informed regarding all matters affecting the successful outcome of the building project, including change orders, missed dates, poor communications, etc., throughout the life of the project.
- Evaluate and make recommendations on requisitions and potential changes in cost and schedule.
- Organize and maintain construction records, shop drawings and files to supplement the Town files at the conclusion of the project. Upon completion, the OPM will provide a digitized set of as-built plans to the Building & Inspections Division, as well as a printed copy.
- Develop regular communications to the community.

The Architectural Firm

The Middle School Building Committee expects that the designer will:

- Attend all appropriate Middle School Building Committee meetings and communicate all necessary information on a timely basis to the Middle School Building Committee and OPM.
- Evaluate Change Order requests.
- Provide requisition approval, construction clarifications and construction observation, among other services, consistent with its contractual requirements.

Construction Reform

The Middle School Building Committee shall keep abreast of any potential reform to

construction laws at the State level. The Committee shall review such reforms that may apply to the project and apply them if the Committee determines that they are appropriate and they would reduce costs without causing delay in the schedule.

Attachments:

1. *Concord Middle School Building Project – Article 1 Motion and Vote from January 2022 Special Town Meeting*

DRAFT



Town of Concord

Weekly Operations Report

2024 Volume 25/July 12th, 2024

Police Department

Calls for Service

Thursday, July 4th - Wednesday, July 10th, 2024

- Log items: **644**
- Traffic enforcement: **46**
- Motor vehicle stops: **79**
- Motor vehicle crashes and/or paper exchanges: **4**
- Arrests: **5**

Officers assisted with the Children's Bike Parade and Picnic in the Park events on July 4th.

Captain Goldman and Inspector Holsinger attended a planning meeting on July 10th on the 2025 Tough Ruck.

Detective McGonagle attended a search warrant training class hosted by the Middlesex County District Attorney's Office on July 10th.

Concord Public Works

Engineering

Street and Parking Lot Reconstruction

Sudbury Road: This week, the contractor Lazaro milled the existing pavement on Sudbury Road from Route 2 to the Heath's Bridge.

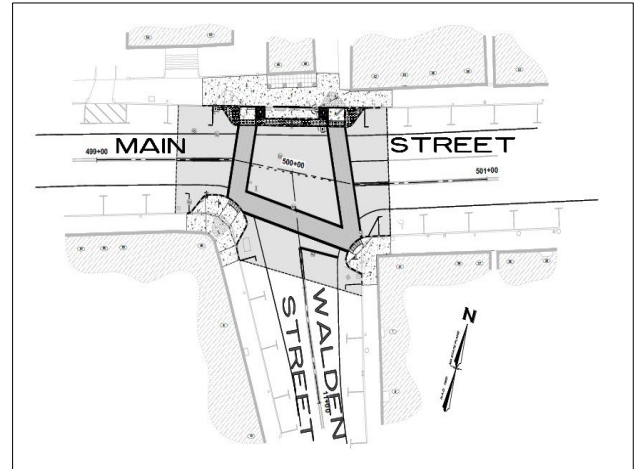
Walden Street: This week, Walden Street was milled from Heywood Street to Route 2.

Hayes Road, North Branch Road, and Deer Grass Lane: This week, drainage structures were adjusted in preparation for new pavement. Wheelchair ramps and driveway aprons will be worked on next week.

Highland Street: Half of the street is unpaved because of a drainage failure investigation and needed repairs. Also, wheelchair ramps are to be worked on next week.

Fairyland/Tuttle Trail Parking Lot: This week, this parking lot was reclaimed and graded. Repaving is being scheduled.

Main Street/Walden Street Intersection Improvements: Construction start has been pushed out for another week for the delivery of concrete drainage structures.



Health Department

The Health Division has had a very busy month with camp inspections in the months of June and now into July.

The Central Middlesex Medical Reserve Corps (CMMRC) hosted a Basic First Aid course for current credentialed volunteers at the Concord Police Department on 6/12/2024. Click [here](#) to learn more about CMMRC and/or become a volunteer

Work continues on a Community Health Needs Assessment survey that will be disseminated to Concord residents this summer. The survey will gauge community health needs and inform future priorities. Please keep an eye out for our call for all Concord residents to assist us with completing this important survey.

The State Department of Public Health conducts surveillance for arboviruses, although there have been findings of mosquitoes testing positive for in the commonwealth, Concord remains low risk for both EEE and West Nile Virus. The risk level maps are updated weekly [Massachusetts arbovirus update | Mass.gov](#). Additionally, DPH has issued an advisory

against consumption of fish in the Concord River due to PFAS. Please see the attached flyers.

The Health Division would like to remind everyone to take care of themselves and their neighbors and be aware of heat-related illness. Please see the attached flyers on heat related illnesses. More details and other DPH updates can be viewed on our website.

[Health | Concord, MA \(concordma.gov\)](http://concordma.gov)



Recreation

Administration

- The Administrative Staff are opening blanket purchase orders for FY25 expenses.
- Submitted Recreation Program Guide to print for Fall
- Meeting about increasing fees across disciplines within Beede Enterprise Fund
- Recreation Commission held their monthly meeting 7/8/24 at White Pond and presented Recreation's Final Strategic Plan to the Select Board on 7/8/24
- We appreciated the Ice Cream Truck sponsored by HR! "Thank YOU" HR Team!



Summer Camp

- Three River Summer Camp update— We are halfway through our Summer Camp as of this week!
-

-
- Field Trips are offered on Tuesday, Wednesday, and Thursday. This week included the following locations:
 - Launch
 - Xtreme Craze
 - Worcester Woo Sox
 - Canobie Lake Park



Recreation's Summer Concert Series - Rideout Park

- We kicked off the Summer Concert Series on 7/11 at Rideout with the Reminisants
- Good attendance for the first show
- The next show is 7/18 from 6 pm-9 pm – Beantown String Orchestra



Summer Camp Three Rivers staff and community enjoying the concert

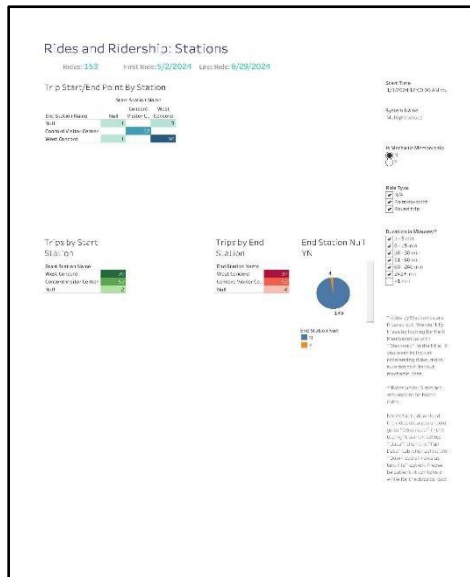
White Pond

- Starting Monday, 7/15/24, we are offering prorated ½ season rate for the first time
- We have seen 787 Guest Passes Sold TY vs 424 LY
- Membership is looking good, a slight increase over last year 2024 = 549 Members; 2023= 471 Members
- Open as of June 17, seven days a week, 10am – 7pm

Planning and Land Management

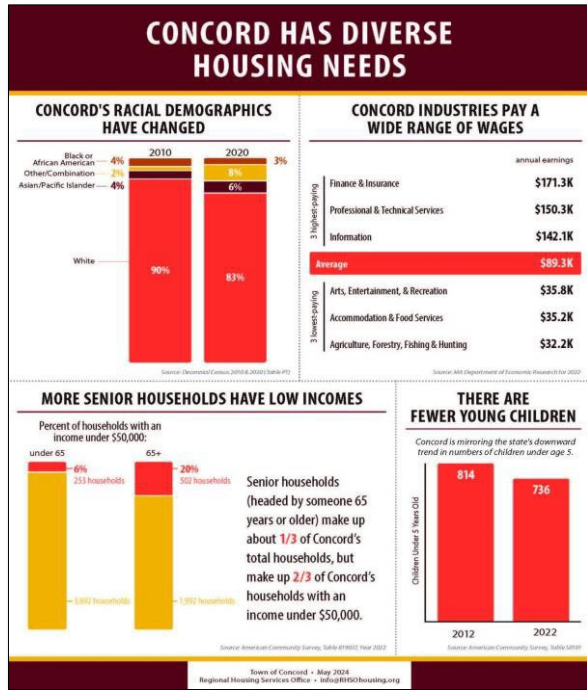
Tourism Update- Bike Share Program

The report graphics link to two 2024 bike share program reports. One report is an overview and the second report documents usage by station. Both are from May and June 2024 with the overview report showing a comparison to 2022 (the last year we used this current vendor, Tandem). Usage was more than double 2022 for the month of May. Revenue is on track to exceed 2023 revenue numbers. The revenue in 2023 was \$1174 for the full contract with Koloni. To date in 2024, we are already over \$800 in just less than 2 full months. Collection has worked well with deposits transferring perfectly between the vendor and town bank accounts. The services of a mechanic have been secured to come twice a week to service and balance the bikes.



Housing Infographic

The Regional Housing Services Office has prepared some facts on Concord's housing.



Council on Aging

Whoopie Pie Baking Event Day

The kitchen was as hot as the porch at the Harvey Wheeler Community Center on Whoopie Pie Baking Event Day at the Concord Council on Aging



COA director, Dan Petitt (R) partnered with Emerson nurse veteran, Joanne Dinardo (L) in scooping the goo for the pie centers

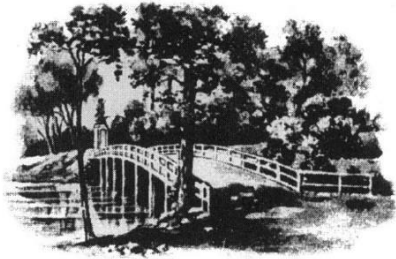
Cooking competitions are a hot venue, but the competition was super friendly at the Concord COA's Whoopie Pie Baking Event! Front row L to R: Amy Tamanaha, Gerry Boyle, Bea Fousek, COA program coordinator Tina Close, Joanne DiNardo, Lorna Dunham, Linda Andersen, and Bonnie Walker. Back row: COA director Dan Petitt



A messy potential for yumminess!

Final product!





OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Mary Hartman, Select Board Liaison to West Concord Junction Cultural District

From: Mimi Graney, Economic Vitality Manager

Date: July 10, 2024

Re: Public Art Proposal – **Concord250 Visitor Center sign**

Request for Provisional Approval for Public Art in Concord Center

Final design and artist contract for installation to follow in August, 2024.

Sponsor:

Concord250 Art, Literature and Music Subcommittee proposes installation of the creative sign. Di Clymer, Chair of the subcommittee is the lead. Bill Crosby is the builder, Steve Bermundo the illustrator/artist. The project has been approved and promised funding by the Concord250 Executive Committee.

Purpose:

To assist with wayfinding of visitors to Concord Center during the 250th activities and to do so in a way that highlights local sites in an educational, creative way.

Project Description:

A wooden frame mounted on wooden posts will hold a one-sided rigid board with the artwork.

Site(s):

Two proposed sites:

1. Strip of land between the walkway to the Visitors Center in Concord Center and the driveway to the Bank of America ATM. The town owns this small strip between the properties owned by the two banks. The town-owned strip is contiguous with the town-owned parcel of the parking lot on Keyes Road behind the Visitors Center.
 - i. Advantages: hardscape beside it ensures it is accessible to all in all seasons, highly visible to guests at Visitors Center.
 - ii. Disadvantages: back of the sign visible to people in cars accessing the Bank of America ATM
2. Against the side of Middlesex Bank
 - i. Advantages: less visually obtrusive, can't see the back of the sign

li Disadvantages: Not ADA compliant, inaccessible in wet and snowy conditions, increased foot traffic on lawn likely to wear the grass



Additional Photos on last page showing the sign in context with the site.

Funding & Budget:

Total cost is \$2,000. Funding has been secured from Concord 250 Committee.

Insurance:

Certificate of general liability insurance is required from the installation contractor. Installer shall be a licensed contractor.

Design and Materials:

Materials:

- 4'x4' Mahoney frame, stained to give a natural look
- Style details to the frame include a 45 chamfer or cove around the edges of the posts

- map art printed as an exterior graphic and laminated with a UV matte laminate mounted to a rigid 1/8" aluminum face material called Dibond designed for exterior use.

Finished dimensions:

- 6' wide, 7' high total
- Display area is 4' high with 3' space open below.

Installation:

Posts will be placed into a tight fitting hole with gravel to secure and allow for water flow.

Community:

Feedback solicited from:

- Neighbors: Bank of America, Middlesex Bank
- Historic Districts Commission
- Public Works Highway and Grounds Division
- Visitors Center
- 250th
- Building: exempt from sign ordinance as a town sponsored sign

Terms & Maintenance:

The sign is intended to remain in place at least through the end of 2025 and ideally for long term as long as it remains in good condition and is a valuable contribution to the town.

Bill Crosby agrees to refresh the stain once a year as needed.

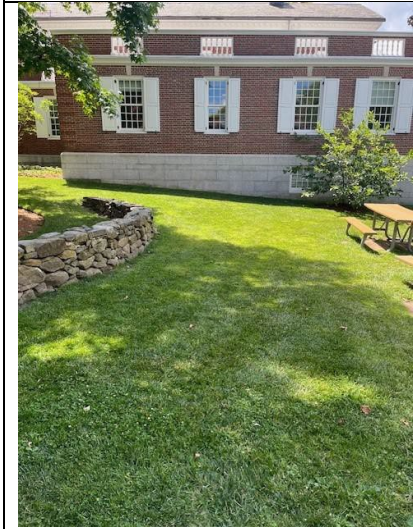
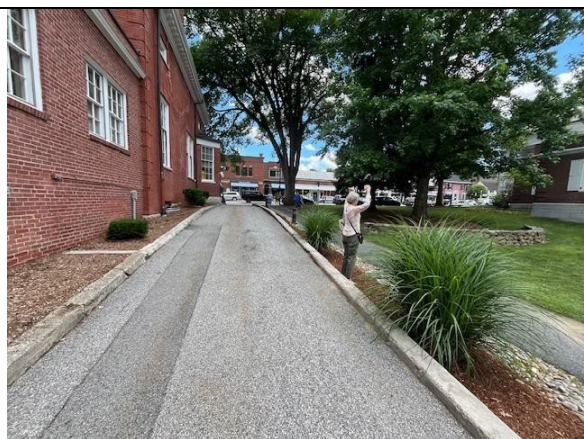
The Visitors Center will oversee the condition of the mural and address graffiti, vandalism as necessary.

As per the installation contract, the Town Manager retains full authority to remove and dispose of the sign at any time for any reason.

Schedule/Timeline:

- June 26 – informal presentation to HDC
- July 8 – provisional approval from Select Board with feedback from CPW, Visitors Center
- July & August – revisions to proposal, final design refined, illustration completed, feedback from neighborhood stakeholders
- August 28 – HDC formal application reviewed
- September 9 – Select Board
- September 16 – contracting for installation, installation

Administration and Town Responsibilities: To be determined.



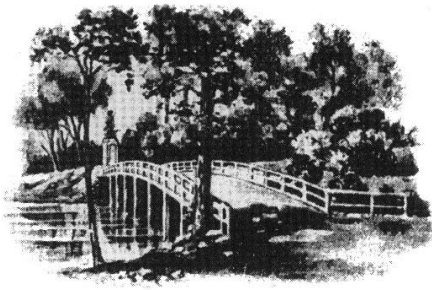
Di is positioned to show the proposed location and visualize the scale in context with the site.

Town 250th Gift Account – Scope

The Concord Select Board establishes the Town 250th Gift Account to expand opportunities for interested individuals, businesses and others to provide tax-deductible charitable support for the programs, events and celebrations associated with the 250th anniversary of the beginning of the American Revolution in Concord. Funding will be accepted and disbursed in accordance with the following categories, as outlined in the Concord250 Executive Committee Budget Plan:

- Communications and Publicity
- Events and Programs
- Hospitality and Invitations
- Memorial Trees
- 2025 Parade
- Public Safety

Any unrestricted monies remaining in the Fund as of January 30, 2027 shall be transferred by the Town Manager in their entirety to support the activities of the Concord Public Ceremonies and Celebrations Committee.



OLD NORTH BRIDGE

TOWN OF CONCORD

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

To: Concord Select Board
From: Concord Municipal Affordable Housing Trust¹ c/o chair Keith Bergman
CC: Housing Roundtable partners CHA, CHDC, CHF, CPC, PB c/o chairs; Town staff
Date: June 30, 2024
SUBJ: FY 2024 Fiscal Year End Report to Select Board per CMAHT Bylaw §7

The [Concord Municipal Affordable Housing Trust](#)² is grateful for the Select Board’s leadership and support—as well as for the support from all of our Housing Roundtable partners and the Concord community as a whole. Pursuant to §7 of the [CMAHT Bylaw](#)³, the Trust is pleased to submit to the Select Board this annual report on Trust fund activities for the fiscal year ending June 30, 2024. As indicated in the attached spreadsheet, revenues totaling \$4,151,914 have been received since Town Meeting began setting aside funds for the Trust in 2019. Of that total, \$2,091,405 has been committed for support or creation of 63 affordable units. As of June 30, 2024, the Trust has an uncommitted fund balance of \$2,060,509. In FY 2025, that sum will increase by the \$500,000 in CPA funds approved by the 2024 Annual Town Meeting.

The guiding affordable housing policy document for the Town of Concord is the [FY 2023-2028 Housing Production Plan](#) (HPP), which was unanimously adopted by the Select Board and Planning Board in December 2022 and approved by the State in January 2023-- with unanimous support of the Concord Housing Authority, Concord Housing Development Corporation, Concord Housing Foundation, and the Trust. As the Concord Housing Roundtable, those six boards plus the Community Preservation Committee are charged with coordinating implementation of HPP strategies, and are convened quarterly by the Regional Housing Services Office to monitor progress. CMAHT’s report to the April 10, 2024 Roundtable is [available online](#). The next Roundtable is being scheduled for August 2024, as discussed below.

As described in [CMAHT’s funding guidelines](#) adopted on September 26, 2023, the Trust maintains and periodically updates-- in coordination with its Roundtable partners-- a list of HPP priority production projects for which the Trust allocates or reserves available and projected Trust funds. The Trust invites priority project sponsors to submit funding applications to the Trust on a rolling basis as each project becomes ready to proceed. In FY 2024, the Trust voted to commit a total of \$1,108,405 in Trust funds for these 4 projects creating 53 affordable units:

- **CHDC Small Grant Program:** On November 7, 2023, \$50,000 in CMAHT non-CPA funds were awarded to the Concord Housing Development Corporation to continue for two years

¹ Trustees are Mary Hartman, Kerry Lafleur, Mike Lawson, Linda Escobedo, Rich Feeley, and Keith Bergman.

² CMAHT was established in 2021 to provide for 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, as defined in CPA.

³ CMAHT Bylaw §7 provides, in part, that “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.”

its Small Grant Program to provide financial assistance to preserve existing housing units occupied by income eligible households for health and safety purposes.

- **CHA Property Acquisition Program:** On November 21, 2023, \$400,000 in CMAHT CPA funds were awarded to CHA Local Properties LLC to help fund its Property Acquisition Program to purchase an existing market rate condo to add to its affordable rental portfolio. On January 31, 2024, those funds were used towards CHA's acquisition of 78 Forest Ridge Road, Unit 204 for \$549,900.
- **CHDC Buy Down Program:** On December 5, 2023, \$266,120 in CMAHT CPA funds were awarded to the Concord Housing Development Corporation to help fund its Buy Down Program to create an affordable housing unit through the buy- down or conversion of an existing market rate unit. For its program, CHDC is combining this grant with \$233,880 in 2021 CPA funds, for a total of \$500,000.
- **NOVO Sewer Improvement Fee:** On March 26, 2024, \$392,285 [\$378,135.76 in CMAHT CPA funds and \$14,149.24 in CMAHT non-CPA funds] was awarded to NOVO Riverside Commons LLC for the sewer improvement fee for the 51 affordable units in its 201-unit 40B approved by the Zoning Board of Appeals in its decision filed on April 16, 2024. That filing served to increase Concord's Subsidized Housing Inventory from 9.997% to 12.80%-- above its 10% goal under MGL Chapter 40B. At the Trust's request, NOVO had agreed to comply fully with the Town's Fossil Fuel-Free Bylaw—a condition which was included in ZBA's decision. CMAHT's grant agreement with NOVO provides that the Trust will pay the \$392,285 to the Town when the sewer improvement fee becomes due.

Next Housing Roundtable: August 2024 - The next quarterly meeting of the Concord Housing Roundtable is planned for this August, and topics to be discussed should include the following:

- Update list of HPP priority projects to reflect Select Board's FY 2025 goals, and upcoming opportunities. On the list now are CHDC's Assabet River Bluff and Junction Village, surplus State property at 91B Main Street, and supporting CHA and CHA Local Properties LLC.
- Explore future funding sources for affordable housing in Concord, in light of the legislature's failure to adopt a real estate transfer fee. This could include reaching consensus on housing applications to file for CPC's FY 2026 funding round due Friday, September 13, 2024; and to ascertain whether there will be any opportunity to apply for Town ARPA funds this year.
- Updates on zoning to promote affordable housing, including status of MBTA Communities Zoning passed by 2024 Town Meeting, and any planning proposals for 2025 Town Meeting.
- MCI Concord and 2229 Main Street – updates on the Town's planning efforts.
- HPP informational addendum – To inform DCAMM, EOHLC and others on changes in local circumstances since HPP's adoption in 2022, RHSO could produce a 3-5 page “informational addendum” to the HPP which would reflect: (a) 2020 U.S. Census data issued in May 2023; (b) MBTA Communities Zoning adopted in April 2024; (c) outcome of both NOVO and Residences at Thoreau 40B applications received in 2023; and (d) the outcome of the MCI Concord public engagement process, which could be reflected in the HPP.⁴

Thanks again for your leadership and support. Please let us know what questions you have.

Enclosure

⁴ MCI Concord is not listed in the FY 2023-2028 Housing Production Plan.

CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST FUND, 6/30/2024

FUND ACTIVITY BY DATE

<i>Date</i>	<i>By</i>	<i>Purpose</i>	<i>Applicant</i>	<i>Amount</i>	<i>Balance</i>	<i>Status</i>
<u>CONCORD SELECT BOARD</u>						
7/1/2019	Town Meeting	2019 ATM, Article 23		\$ 500,000.00	\$ 500,000.00	appropriation
7/1/2019	Select Board	930 Main St - Assist in purchase (2 units)	CHDC	(150,000.00)	350,000.00	SHI 1/1/2022
7/29/2019	Select Board	Gerow - Design feasibility (1 unit)	CHA	(50,000.00)	300,000.00	
9/13/2020	Town Meeting	2020 ATM, Article 14		500,000.00	800,000.00	appropriation
1/4/2021	Select Board	Gift of Eric Green & Carmin Reiss to AHTF		25,000.00	825,000.00	donation
2/22/2021	Select Board	Emerson Annex - Preserve 1 unit	Town	(100,000.00)	725,000.00	completed
6/1/2021	Select Board	100 Elm Brook Buydown - Create 1 SHI unit	CHDC	(570,000.00)	155,000.00	committed
7/1/2021	Town Meeting	2021 ATM, Article 17		500,000.00	655,000.00	appropriation
11/22/2021	Select Board	Emerson Annex - return unused balance	Town	5,000.00	660,000.00	returned to article
<u>CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST (CMAHT)</u>						
12/6/2021	Select Board	Transfer fund balances to CMAHT fund			\$ 660,000.00	
12/16/2021	CMAHT	Assabet River Bluff land - deposit	CHDC	\$ (50,000.00)	610,000.00	
1/3/2022	Select Board	100 Elm Brook Buydown - decommit	CHDC	570,000.00	1,180,000.00	decommitted
1/6/2022	CMAHT	Assabet River Bluff property for 5 SHI units	CHDC	(600,000.00)	580,000.00	
7/1/2022	Town Meeting	2022 ATM, Article 24		500,000.00	1,080,000.00	appropriation
10/4/2022	CMAHT	Christopher Heights 83 SHI units	CHDC	(1,000,000.00)	80,000.00	committed
10/25/2022	CMAHT	Christopher Heights 83 SHI units - decommit	CHDC	1,000,000.00	1,080,000.00	decommitted
2/22/2023	Town Finance Dep't	Accumulated interest through 2-22-2023		12,472.85	1,092,472.85	interest
4/18/2023	CMAHT	135 Baker Ave - buy down 1 unit - by 7/6/23	RHSO	(38,000.00)	1,054,472.85	
4/30/2023	Town Meeting	2023 ATM, Article 29 Town transfer		1,000,000.00	2,054,472.85	transfer
5/26/2023	Town Finance Dep't	Resale fee: 127 Old Bedford Rd, #1		6,280.00	2,060,752.85	RHSO resale fee
6/20/2023	CPA grant agreement	2023 ATM, Article 28 CPA fund transfer		1,044,255.76	3,105,008.61	transfer
6/26/2023	Town Finance Dep't	Incremental interest through 6-26-2023		18,131.74	3,123,140.35	interest
11/7/2023	CMAHT	CHDC Small Grant Program	CHDC	(50,000.00)	3,073,140.35	non-CPA funding
11/21/2023	CMAHT	CHA LLC Property Acquisition Program	CHA LLC	(400,000.00)	2,673,140.35	CPA funding
12/5/2023	CMAHT	CHDC Buy Down Program	CHDC	(266,120.00)	2,407,020.35	CPA funding
1/28/2024	Town Finance Dep't	Incremental interest through 1-28-2024		22,819.75	2,429,840.10	interest
3/26/2024	CMAHT	NOVO 40B Sewer Improvement Fee	NOVO RC LLC	(392,285.00)	2,037,555.10	CPA, Town funds
6/25/2024	Town Finance Dep't	Incremental interest through 6-25-2024		22,954.14	2,060,509.24	interest
UNCOMMITTED BALANCE					\$ 2,060,509.24	

PROGRAMMATIC SUMMARY

CMAHT 6/30/2024

SHI

Non-CPA Funding

CPA Funding

Total Funding

REVENUES

REVENUES BY FUNDING SOURCE

2019 ATM, Article 23		\$ 500,000.00		\$ 500,000.00
2020 ATM, Article 14		500,000.00		500,000.00
Donation to AHTF		25,000.00		25,000.00
2021 ATM, Article 17		500,000.00		500,000.00
2022 ATM, Article 24		500,000.00		500,000.00
Accumulated interest through 2-22-2023		12,472.85		12,472.85
2023 ATM, Article 29 Town transfer		1,000,000.00		1,000,000.00
Resale fee: 127 Old Bedford Rd, #1		6,280.00		6,280.00
2023 ATM, Article 28 CPA fund transfer		-	\$ 1,044,255.76	1,044,255.76
Incremental interest through 6-26-2023		18,131.74		18,131.74
Incremental interest through 1-28-2024		22,819.75		22,819.75
Incremental interest through 6-25-2024		22,954.14		22,954.14
Total		\$ 3,107,658.48	\$ 1,044,255.76	\$ 4,151,914.24

FUNDS COMMITTED

FUNDS COMMITTED BY PROJECT

930 Main St - Assist in purchase (2 units)	2 CHDC	\$ (150,000.00)		\$ (150,000.00)
Gerow - Design feasibility (1 unit)	1 CHA	(50,000.00)		(50,000.00)
Emerson Annex - Preserve 1 unit	1 Town	(95,000.00)		(95,000.00)
Assabet River Bluff property for 5 SHI units	5 CHDC	(650,000.00)		(650,000.00)
135 Baker Ave - buy down 1 unit - by 7/6/23	1 RHSO	(38,000.00)		(38,000.00)
CHDC Small Grant Program	0 CHDC	(50,000.00)		(50,000.00)
CHA LLC Property Acquisition Program	1 CHA	-	(400,000.00)	(400,000.00)
CHDC Buy Down Program	1 CHDC		(266,120.00)	(266,120.00)
NOVO 40B Sewer Improvement Fee	51 NOVO RC LLC	(14,149.24)	(378,135.76)	(392,285.00)
Total	63	\$ (1,047,149.24)	\$ (1,044,255.76)	\$ (2,091,405.00)

UNCOMMITTED BALANCE

\$ 2,060,509.24 **\$ -** **\$ 2,060,509.24**

CONCORD: H.P.P. HOUSING ROUNDTABLE PARTNERS

Select Board, Planning Board, plus **Concord's housing entities:**

CHA

Concord Housing Authority, 1961

- State agency with 3 members elected, 1 gubernatorial appointee, & 1 CHA resident
- Operates 228 subsidized units in public housing and Section 8 programs
- Serves more than 375 people
- Receives state funding
- Established CHA Local Properties LLC

CHF

Concord Housing Foundation, 2001

- Private non-profit
- \$1,000,000 in private donations for affordable housing
- Annual funding appeals and special projects
- Co-funder of Assabet River Bluff

CPC

Community Preservation Committee, 2004

- Town Board appointed by Select Board, others per bylaw
- \$29.9-million appropriated in all CPA categories
- 21.5% for community housing, per CPC
- \$6.4-million for community housing thus far
- Co-funder of Assabet River Bluff

CHDC

Concord Housing Development Corporation, 2007

- Non-profit established by State Statute
- Appointed by Select Board
- Owner of Assabet River Bluff, 5 affordable units
- Owner of 12-acre Junction Village property acquired from the State, all housing units developed to be affordable as defined by CHDC (up to 150% of AMI)

RHSO

Regional Housing Services Office, 2011

- Inter-municipal agreement to serve member towns and assist residents
- Proactive monitoring, program administration, project development

CMAHT

Concord Municipal Affordable Housing Trust, 2021

- Town Board per statute, bylaw
- Appointed by Select Board
- \$4.6 M deposited in Trust fund so far
- \$2.1 M used for 63 affordable units, including \$650,000 to acquire Assabet
- \$2.5 M balance
- Funded by ATM transfers, CPC
- Home rule petition real estate transfer fee, building permit surcharge

SB, PB, CPC, CHA, CHDC, CHF & CMAHT convened quarterly by **RHSO** to coordinate implementation of **FY 2023-2028 Housing Production Plan**

CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST

- 2017 Town Meeting passed CHF voter petition to study & identify cost-effective means to fund affordable housing.
- 2019 Town Meeting approved Affordable Housing Funding Committee's recommendations to create & fund Trust to be able to act quickly when opportunities arise:
 - Accept MGL c.44, s.55C to authorize affordable housing trust
 - *CMAHT By-law approved September 2020 Town Meeting, effective 2021*
 - File home rule petitions for dedicated funding for the Trust: real estate transfer fee & building permit surcharge
 - *Both bills filed & refiled twice in state legislature, but not enacted*
 - *House, Senate rejected transfer fee in Governor's Affordable Homes Act*
 - Approve interim local funding
 - *\$4.6 million since 2019 TM, including \$1.5 M in CPA, \$500,000 in ARPA funds*

CMAHT REVENUES to date (FY 2025)		SHI	Non-CPA	CPA	Total
Town Appropriations* (FY 2020 to 2024)			\$3,000,000		
Other (CPA, interest, resale fee, donation)			<u>107,658</u>	<u>\$1,544,256</u>	
			\$3,107,658	\$1,544,256	\$4,651,914
EXPENSES by PROJECT to date					
CHDC: 930 Main St – assist in purchase		2	\$(150,000)		\$(150,000)
CHA: Gerow: design feasibility		1	(50,000)		(50,000)
Town: Emerson Annex – preserve		1	(95,000)		(95,000)
CHDC: Assabet River Bluff – acquisition		5*	(650,000)		(650,000)
RHSO: 135 Baker Ave - buy down		1	(38,000)		(38,000)
FY '24	CHDC: Small Grant Program	0	(50,000)		(50,000)
CHA LLC: Property Acquisition Program		1	-	(400,000)	(400,000)
CHDC: Buy Down Program		1	-	(266,120)	(266,120)
NOVO 40B: Sewer improvement fee		51	(14,149)	(378,136)	(392,285)
FY '25	<i>CHDC: Assabet River Bluff – *develop 3 units</i>	=	<u>(500,000)</u>	<u>(500,000)</u>	<u>(1,000,000)</u>
		63	<u>(1,547,149)</u>	<u>(1,544,256)</u>	<u>(3,091,405)</u>
UNCOMMITTED BALANCE			\$1,560,509	\$0	\$1,560,509

Per assignments shown in HPP Action Plan Matrix¹ on HPP pp. 58-65

CONCORD HOUSING PRODUCTION PLAN STRATEGIES

- HPP adopted by **Select Board & Planning Board**, Dec. 2022.
- HPP approved by **State**, Jan. 2023.
- HPP assigns **Leads & Supports** to coordinate implementation of plan’s 24 strategies

Housing Strategies	Select Bord	Planning Board	CMAHT	CHDC	CHA	CHF	CPC	Public Works Comm.	DEI Commission	Transportation A.C.	RHSO	Town Staff
1. Assabet River Bluff SHI units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
2. Junction Village affordable units	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
3. Pursue other land to create units	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. SHI units in private developments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
5. Reduce minimum lot size, frontage		<input checked="" type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>
6. Green building design, code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
7. Redevelopment near transit		<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. MBTA Communities zoning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. DEI planning, zoning, fair housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Duplexes by right		<input checked="" type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>
11. Town-wide inclusionary zoning		<input checked="" type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
12. By-right subdivisions/home rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
13. Concord Housing Authority units			<input type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
14. Social services for seniors, etc.				<input checked="" type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Funding support for CHDC	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
16. Examine CPA borrowing			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Funding support for CMAHT	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
18. Host, support RHSO	<input checked="" type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
19. Sewer, transit, infrastructure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. MetroWest HOME Consortium	<input checked="" type="checkbox"/>										<input type="checkbox"/>	<input type="checkbox"/>
21. LOHA Coalition transfer fee	<input type="checkbox"/>		<input checked="" type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
22. Concord Housing Roundtable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Outreach/income/seniors/BIPOC	<input checked="" type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
24. Public relations campaign	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

CONCORD H.P.P. PRODUCTION FUNDING PLAN

CMAHT FUNDING PROCEDURES

CMAHT will . . .

- **Maintain and periodically update list of priority production projects in coordination with Housing Roundtable partners;**
- **Invite each priority project sponsor to apply for CMAHT funding on a rolling basis as each project become ready to proceed;**
- **Review applications with input from Town staff, affected departments, Roundtable partners, public;**
- **Negotiate terms of funding award, and monitor progress through project completion.**

TOWN OF CONCORD, MASSACHUSETTS
GUIDELINES FOR SUBMISSION OF APPLICATION

The following guidelines should be used in preparing an Application advised to read the Town of Concord's "1 Affordable Housing Trust's "Guidelines for applying to the Trust for grant funds" and

1. The Concord Municipal Affordable Housing Trust (CMAHT) seeks to implement FY 2023-2028 Housing Production Plan production strategies to create affordable housing units in the Town of Concord, Massachusetts and advance HPP implementation priority projects by inviting applications for Trust funding on a rolling basis as each of those priority projects becomes ready to proceed. In coordination with its Concord Housing Roundtable partners¹, the Trust will
 - maintain and periodically update a list of priority production projects for which the Trust would allocate or reserve available and projected Trust funds;
 - invite priority project sponsors to complete and submit to the Trust an "Application for CMAHT Funding" on a rolling basis as each project become ready to proceed;
 - review such applications with the assistance of Town staff with comments from all affected Town departments, and provide opportunity for input from all Roundtable partners and the public;
 - negotiate the terms of a grant award² for each successful applicant; and
 - monitor project progress through completion.
2. Each project funding application must include a statement of project and its estimated cost. Any exceptions to these guidelines should be noted. The use of maps, views, or other illustrations should be clearly noted.
3. Requests must include a statement of project and its estimated cost. Any exceptions to these guidelines should be noted. The use of maps, views, or other illustrations should be clearly noted.
4. Each application must include a summary of household income levels (e.g., 80% of summary, including any non-CMAHTI).
5. Applicants should obtain professional cost estimates if not available. Detailed cost estimates should include any associated legal fees, etc.) associated with the project.
6. If the funding application is part of a larger project, how it will be distributed over each year of the project's working calendar, running from the start to the end of the project.
7. Applicants should review the Town of Concord's Municipal Affordable Housing Trust's project sponsors applying to the Trust for funding. These documents are available at <https://concordma.gov/2940/Concord-Affordable-Housing-Trust>.
8. The Trust will review completed applications and provide opportunity for input from all affected departments, and provide opportunity to negotiate the terms of a grant award.

Please keep in mind that there are legal limitations on the amount of funding that can be provided. Applications for CMAHT funding should be submitted only to the Concord Municipal Affordable Housing Trust.

CMAHT Application Submission Form

TOWN OF CONCORD, MASSACHUSETTS
CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST
Concord, Massachusetts 01742
CMAHT@ConcordMA.gov

Application for CMAHT Funding

Applicant*: _____

TOWN OF CONCORD, MASSACHUSETTS

CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST
Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds³

The Concord Municipal Affordable Housing Trust (CMAHT) seeks to implement FY 2023-2028 Housing Production Plan production strategies to create affordable housing units in the Town of Concord, Massachusetts and advance HPP implementation priority projects by inviting applications for Trust funding on a rolling basis as each of those priority projects becomes ready to proceed. In coordination with its Concord Housing Roundtable partners¹, the Trust will

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- review such applications with the assistance of Town staff with comments from all affected Town departments, and provide opportunity for input from all Roundtable partners and the public;
- negotiate the terms of a grant award² for each successful applicant; and
- monitor project progress through completion.

HPP implementation Priority Projects for FY 2024-2025. As of September 2023, the Trust has identified 8 HPP priority projects for FY 2024-2025, sorted by HPP strategy in the table below:

HPP Strategy	Sponsor	Project(s)	Allocate	Reserve
1. Assabet River Bluff	CHDC	Complete development of 3 new affordable units at its Assabet River Bluff property	<input checked="" type="checkbox"/>	
2. Junction Village	CHDC	Pre-development of Junction Village affordable units	<input checked="" type="checkbox"/>	
	CHDC	Initial development of Junction Village		<input checked="" type="checkbox"/>
3. Other land for creation of affordable housing units	Town	Acquire 1.46-acre surplus State property at 91B Main Street for affordable housing	<input checked="" type="checkbox"/>	
	Town	Fund host community agreement to be negotiated between Select Board and NOVO Riverside Commons 40B	<input checked="" type="checkbox"/>	
	Trust	Fund feasibility of specific sites referenced in HPP as opportunities to develop might arise		<input checked="" type="checkbox"/>
13. Housing Authority	CHA	To develop additional affordable housing units on property it owns or controls		<input checked="" type="checkbox"/>
14. Services for seniors, low income	CHDC	For CHDC to continue its small capital grants program for qualifying affordable housing units	<input checked="" type="checkbox"/>	

¹ Adopted by CMAHT, September 26, 2023.
² The Concord Housing Roundtable is comprised of the Select Board, Concord Housing Authority, Concord Housing Development Corporation, Concord Housing Foundation, Community Preservation Committee, Planning Board, and the Trust; and is convened quarterly by the Regional Housing Services Office – per HPP Strategy #22.
³ For example, the Trust approved a 7-year mortgage from CHDC as "mortgagee" to the Trust as "mortgagee" to secure \$600,000 in Trust funds CHDC paid to the seller. The amount of that mortgage will be reduced by 20% (\$120,000) as each of 5 affordable units is completed and the deed restriction recorded.

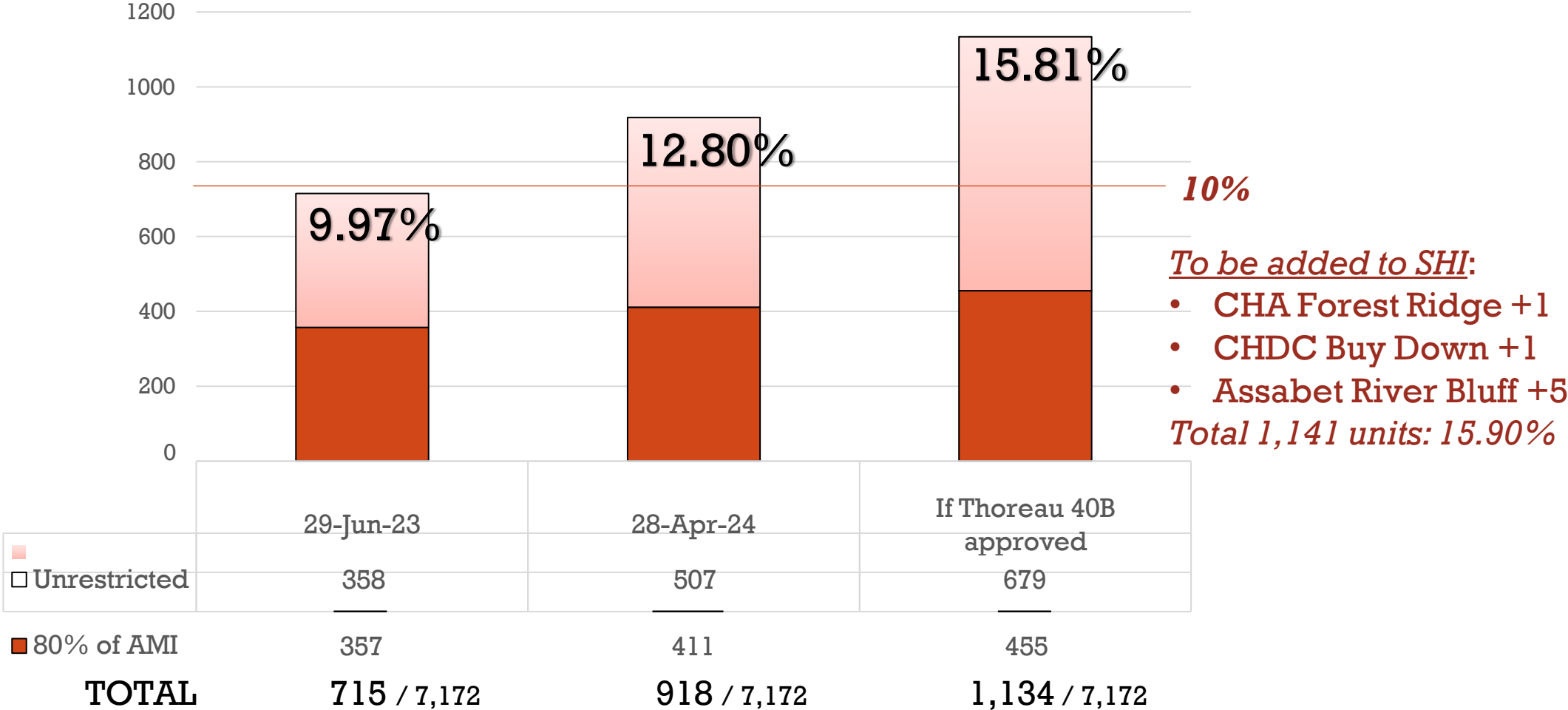
CONCORD H.P.P. PRIORITY PROJECTS

Actual FY 2024, proposed FY 2025 and beyond

HPP #	Project(s)	FY 2024	FY 2025	Future
1. Assabet River Bluff	Assabet River Homes – complete 3 new affordable units (CHDC)		☑	
2. Junction Village	Junction Village pre-development			☑
	Junction Village development (CHDC)			☑
3. Other land for creation of affordable housing units	<i>[Add: MCI Concord reuse/redevelopment]</i>			☑
	Acquire 91B Main St. surplus State property & develop affordable (Town/CHDC)		☑	
	Fund NOVO Riverside Commons 40B sewer improvement fee for 51 affordable units (NOVO)	☑		
	Fund feasibility of HPP sites (CMAHT)			☑
	CHA LLC Property Acquisition Program	☑	☑	☑
14. Low income	CHDC Small Grants Program	☑	☑	☑
15. Fund CHDC	CHDC Buy Down Program	☑	☑	☑

CONCORD SUBSIDIZED HOUSING INVENTORY

Current & projected counts, by Restriction status: Affordable up to 80% of AMI, Unrestricted



Concord's **affordable housing needs** require going beyond 10% 40B goal.



CONCORD HOUSING ROUNDTABLE: AUGUST 2024

Next Roundtable planned for August 2024, prior to CPC application deadline in September

- Select Board's FY 2025 goals pertaining to affordable housing
- Subsidized Housing Inventory – impact of 40Bs, HPP projects
- Updating list of HPP priority production projects for FY 2025
- Explore future funding sources, post real estate transfer fee
- CPC applications due 9/13/24 – MAHT, CHDC, CHA consensus reached 7/16/24 for CMAHT to apply for \$740,000* in FY 2026 CPA funds to fund HPP priority projects, including CHDC buy down and CHA LLC property acquisition programs
- Town ARPA funds? State grants; legislative appropriation/earmark; other?
- Town bylaws to promote affordable housing:
 - Implementing 2024 Town Meeting: MBTA Communities, Fossil Fuel Free
 - Planning proposals for 2025 Town Meeting?
- Town's MCI Concord and 2229 Main Street planning efforts
- Preparing "Informational Addendum" to HPP

* \$240,000 from CHA turnback of Gerow housing funds, plus \$500,000 annual appropriation

HPP “INFORMATIONAL UPDATE” IN FY 2025

FY 2025 State Budget language directs DCAMM to study MCI-Concord’s existing conditions, summarize existing reports, hold hearings, conduct planning for site’s reuse, and file report

Concord’s Housing Production Plan was adopted in Dec 2022, approved Jan 2023.

“Informational update” to DCAMM, EOHLIC re: changes in local circumstances since then.

- issuance of **2020 U.S. Census data** in May 2023 (HPP reflects 2010 Census data);
- outcome of **40B applications** filed in August & December 2023 (**decision in April & another by October 2024**), including **impact on Subsidized Housing Inventory** (12.8% & 15.8%);
- adoption of **MBTA Communities Zoning** by April 2024 Town Meeting
- outcome of legislative process by August 2024 for (a) **real estate transfer fee in Governor’s Affordable Homes Act**, and (b) **MCI Concord state budget amendment**;
- outcome of **local MCI-Concord advisory board’s** public engagement process on reuse of MCI-Concord, by adding as HPP strategy (not currently mentioned in HPP)



Solid Waste & Recycling Program

Concord Public Works

CONCORD SELECT BOARD
MONDAY, JULY 22, 2024

Current Program Overview

2

- Bulk Pickup Available
- Curbside Municipal Program
- Dual-Stream Recycling
- Household Hazardous Waste Collection Site
- Manual Collection
- Online payments
- Pay-As-You-Throw
- Semi-annual billing
- Weekly Collection

Over 3,400 subscribers currently enrolled



Moving Forward - New Program

3

Single Stream Recycling

- Reduces the number of vehicles needed to complete routes
- Reduces the vehicle mileage driven
- Reduces overall cost of collection

Automated Collection - Solid Waste

- Town provided 35-gallon toters
- Reduces overall cost of collection

Automated Collection - Recycling

- Town provided 96-gallon toters
- Reduces overall cost of collection
- Consolidates recycling into one unit

Fleet Electrification

- Use of one electric vehicle
- Municipal collection route
- In line with Town's sustainability goals

Public Barrel Collection

- Solar powered compactors
- In line with sustainable best practices
- Sanitary collection
- Reduces frequency of pickups
- Reduces costs

Customer Service Improvements

- Flexible billing options
- Elimination of barrel stickers
- Contracted account administration



Cost Comparison

4

Current Program Fees Through October 1, 2024	New Program Fees Starting October 1, 2024
Base Service Fees	Base Service Fees
\$355.00 annual subscription cost	\$300.00 annual subscription cost
\$46.80/6-month 34-gallon barrel, barrel sticker for solid waste disposal	\$95.00 for annual solid waste disposal (Town Provided - one 35-gallon trash cart)
\$1.80 per 34-gallon disposal tag for solid waste	\$95.00 for recycling processing (Town Provided - one 96-gallon recycling cart)
Total: \$448.60 price for solid waste & recycling collection & disposal for 1 year	Total: \$490.00 price for solid waste & recycling collection & disposal for 1 year
<p>*If there were no updates to the program, the cost to subscribers in October would increase to \$603.60 for 1 year</p>	Total: \$395.00 for recycling only-collection and processing for 1 year
	Fees for Additional Services
	Solid Waste
	\$65.00 for additional 35-gallon solid waste cart (Town provided – 1 time deployment fee)
	\$95.00 for solid waste disposal - Per year, Per additional cart (one cart)
	\$3.60 per overflow bag (disposal tags)
	Recycling
	\$85.00 for additional 96-gallon recycling cart (Town provided – 1 time deployment fee)
	\$95.00 for recycling processing - Per year, Per additional cart (one cart)





THE TOWN OF
CONCORD
MASSACHUSETTS

Questions?

Thank you for your time

**CONCORD SELECT BOARD
MONDAY, JULY 22, 2024**

135 Keyes Road
Concord, MA 01742



DATE: July 22, 2024

Memorandum

TO: Concord Select Board

FROM: Alan H. Cathcart, Director
Aaron Miklosko, Highway & Grounds Superintendent

PREPARED BY: Justine St. John, Program Analyst

RE: Solid Waste & Recycling Programmatic Changes

Municipal Solid Waste & Recycling Current Program Overview

Concord's "pay-as-you-throw" solid waste collection & recycling program is open to all residents and small commercial facilities. A pay-as-you-throw program (PAYT) involves a charge for the collection of ordinary household trash based on the amount generated. This model creates a direct economic incentive to recycle more and generate less waste. Concord's program provides our customers with an economical trash disposal option and a convenient and comprehensive recycling plan. The curbside collection program is fee-based and is not supported by local tax dollars.

Participation in the program requires a base subscription fee for solid waste and recycling collection, plus a disposal charge for each bag or barrel of solid waste. Recycling processing is included in the base subscription fee, and there is no limit to the amount of acceptable materials that can be recycled. The number of subscribers has been very stable over the years. Currently, 3,455 Concord households participate in this program (approximately 5,500 qualify for the service). Residents that do not subscribe to the municipal program are either served by private haulers or are in multi-unit residential complexes with private dumpster service.

Concord remains one of the top curbside recycling communities in the Commonwealth. The pay-as-you-throw solid waste collection program, combined with the weekly recycling collection program, has resulted in a recycling rate of approximately 40% for the community.

Recycling Market

Continued volatility in the recycling commodities market due to both the China Sword policy of 2018 and the continued lack of demand for commodities through the Fall of 2023 have directly impacted the recycling processing costs for both paper and commingled recyclables for the Town of Concord.

Moving Forward

For the past two years Concord Public Works, with the assistance and support of the Public Works Commission, has carefully evaluated the current solid waste and recycling curbside program, accounting for feedback received from residents in a 2021 survey, along with trends in the solid waste and recycling industry . The current program has not seen substantial change in over twenty years. Careful consideration has been given regarding the convenience for users, the level of service provided, the cost, and the sustainability of the program.

The updated Solid Waste & Recycling program will be rolled out on October 1st, incorporating automated collection, Town-issued toters, and single stream recycling. A 35-gallon cart for solid waste will still help Concord achieve their goals of waste reduction and allow for continued participation in the MassDEP PAYT (Pay-As-You-Throw) program. A larger, 96-gallon, cart for recyclable materials will continue to encourage responsible recycling.

Barrel stickers will no longer be required each subscription period; however, disposal tags will be utilized for overflow bags for those who dispose of more than 35 gallons of trash per week.

The changes to the program will help achieve several goals for the Town of Concord:

- Single-stream recycling will reduce the number of trucks needed for collection, and the trucks will not have to travel to multiple recycling processing facilities (Springfield for paper and Avon for commingled), reducing the overall carbon footprint of the program. The Town of Concord is one of the last of surrounding towns to transition to a single stream recycling system.
- Automated collection will result in newer trucks with better emissions on Concord roads. It will also reduce the program's operational costs by increasing efficiency through reduced collection times.
- An electric truck will be utilized to service recycling carts at municipal and school properties, which acknowledges the Town's electrification and sustainability goals.
- Replacement of public barrels with solar-powered compactors will help reduce the frequency of pickups, provide a more sanitary system of collection and is in-line with sustainable best practices.

These changes strive to modernize the program, improve financial stability, and include more sustainable initiatives.

In the coming months, CPW staff will provide community outreach to residents, Town Departments, and volunteer groups to educate them on the updates to the curbside solid waste & recycling collection program.

REGIONAL HOUSING SERVICES OFFICE

Town Leadership Update: May 13, 2024



Regional Agreement between Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland and Weston

Agenda

2

- RHSO Leadership, Oversight and Management
- FY24 Year in review
- FY25 Year Ahead
- Summary

RHSO Introduction – Service Model

REGIONAL HOUSING SERVICES OFFICE, *ESTABLISHED 2011*



Member Towns receive housing services for an annual fee per Inter- Municipal Agreement:

- Local Support (Studies, analysis, feasibility, project review)
- Monitoring and Inventory Management
- Program Development and Administration
- Assessment Valuations
- Other affordable housing services
- RHSO Website
- Regional Efforts, Trainings



RHSO Personnel deliver services through Lead Community.

	Housing Units	SHI Units	SHI%
Acton	9151	738	8.06%
Bedford	5424	993	18.31%
Concord	7172	918	12.80%
Lexington	12252	1,354	11.05%
Lincoln	2322	298	12.83%
Maynard	4730	425	8.99%
Natick	15563	1,552	9.97%
Sudbury	6523	775	11.88%
Wayland	5227	538	10.29%
Weston	3999	151	3.78%
	72,363	7,454	10.30%

Concord Provides:

- Staffing and Contracting
- Administrative expenses
- Accounting
- Office support
- Technology
- Other

RHSO Leadership

4

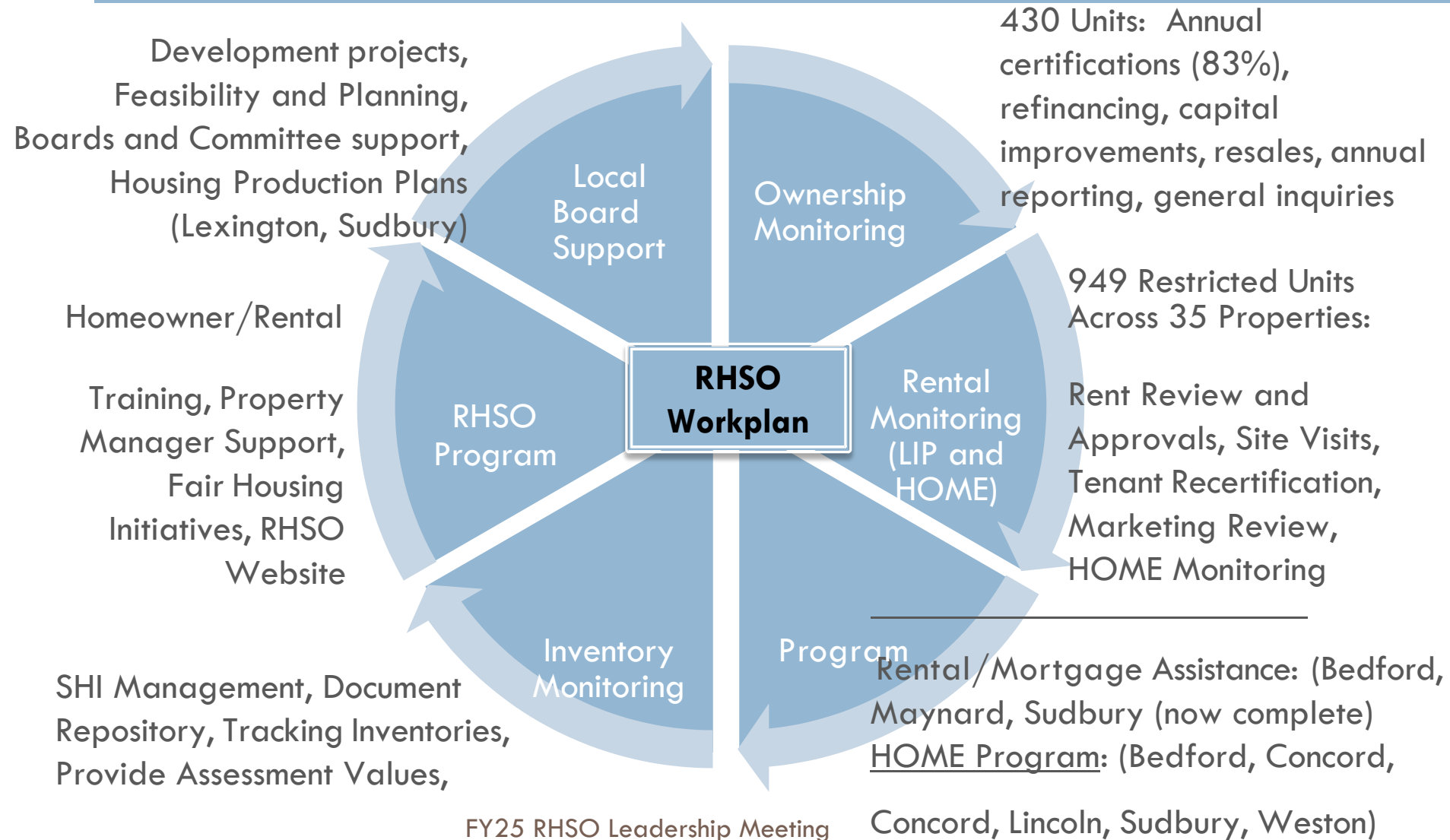
- Oversight
 - ▣ Lead Community: Overall management
 - ▣ Town Manager/Administrator Meeting: Annual Meeting
 - ▣ Advisory Committee: Meets Quarterly
 - ▣ IMA: Three Year Term, Annual Amendment
- Annual Budget Process
 - ▣ RHSO Draft FY26 Budget in September
 - Hours based on workplan
 - Hourly rate based on staffing mix
 - ▣ Town makes Budget requests, CPC articles and other appropriation materials
 - ▣ Invoices sent in July, for payment

Tracking Throughout the Year

5

- Status Report
 - ▣ Extensive reporting on all activity
 - ▣ Moving from Quarterly to Semi-Annual
- Monthly tracking of hours
 - ▣ Deficits requiring supplemental hours to be purchased in the year
 - ▣ Refunds carried forward to next year
- Monthly Status Meetings with most communities
 - ▣ Recommended to keep focus on our work together
- Attend Boards/Committees, as requested
 - ▣ Staffing support, general technical resource, project specific

RHSO Workplan – FY24 Recap



RHSO FY25 Goals

7

- Support for Municipalities
 - ▣ Municipalities at all requested levels
 - ▣ Resident Owners and Tenants
 - ▣ Staff Boards and Committees as requested
 - ▣ HOME Program: Projects, Fair Housing Testing
 - ▣ Program Administration for resident assistance
 - ▣ Local Projects: including resales, inclusionary/MBTA zoning
 - ▣ Continue local support to staff, property managers, residents
- Maintain RHSO Office
 - ▣ Offer workshops and training to renters, owners
 - ▣ Website and outreach
 - ▣ Continue to promote RHSO Model
 - ▣ Structural support and staffing

RHSO FY25 Budget

Budget is mostly staffing – correlating to hours - with some program and administration

	FY24 - Budget			FY25 - BUDGET			FY25 vs FY24	
	Total		% of Total	IMA		% of Total	\$	Hours
Starting Balance	\$8,577			\$8,107				
Revenue								
Acton	\$39,971	477	10%	\$39,922	504	10%	(\$49)	27
Bedford	\$37,960	453	9%	\$37,942	479	10%	(\$18)	26
Concord	\$64,942	775	16%	\$66,933	845	17%	\$1,991	70
Lexington	\$39,971	477	10%	\$41,981	530	11%	\$2,011	53
Lincoln	\$30,669	366	8%	\$30,337	383	8%	(\$332)	17
Maynard	\$13,324	159	3%	\$13,466	170	4%	\$142	11
Natick	\$24,971	298	6%	\$25,426	321	7%	\$455	23
Sudbury	\$93,935	1,121	23%	\$73,269	925	19%	(\$20,666)	(196)
Wayland	\$12,318	147	3%	\$12,990	164	3%	\$672	17
Weston	\$41,982	501	10%	\$41,981	530	11%	(\$1)	29
Total	\$400,043	4,774	100%	\$384,248	4,851	100%	(\$15,794)	77
Expenses								
Staffing	\$371,513			\$355,248				
Program expenses	\$8,000			\$8,000				
Administrative Cost	\$21,000			\$21,000				
Total Expenses	\$400,513			\$384,248				
Ending Balance	\$8,107			\$8,107				
Billing Rate	\$83.89			\$79.21				

RHSO Update – Summary

9

- RHSO successfully completing 13 years of operation due to senior leadership and sponsorship
- Thank you for your continued support!

Proactive Compliance Monitoring

- Preserve, Create Units
- Maintain Housing Inventory

Resource Efficiency

- Centralize Information for existing and prospective residents
- Leverage Resources, Resource Continuity

Regional Approach

- Common Solutions for Common Challenges
- Enhance Municipal Services

RHSO Introduction – Service Model

REGIONAL HOUSING SERVICES OFFICE, *ESTABLISHED 2011*



- Member Towns receive housing services for an annual fee per Inter- Municipal Agreement:
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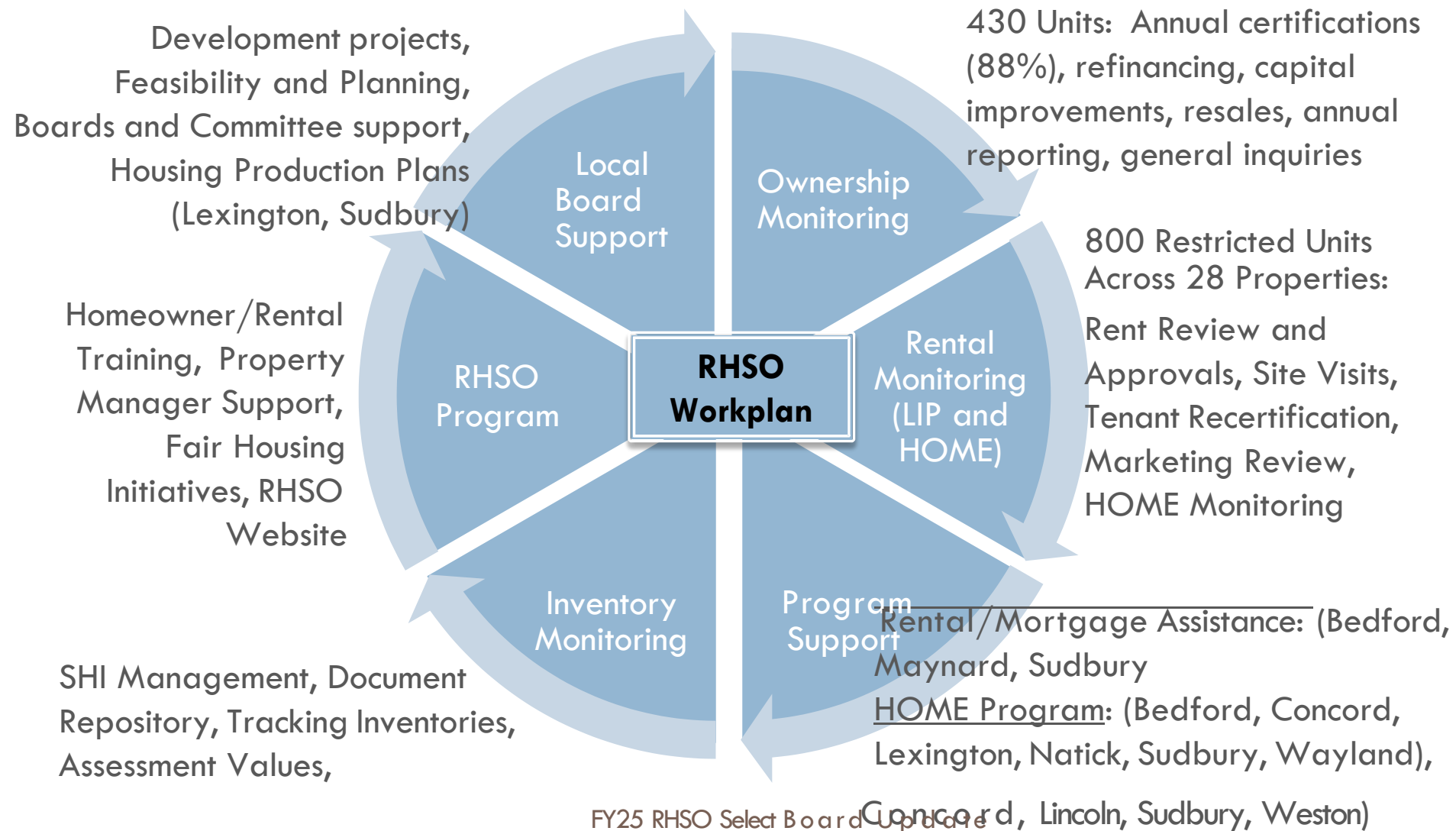
Town of Concord
Lead Community

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 - Office support
 - Technology
 - Other

	Housing Units	SHI Units	SHI%
Acton	9151	738	8.06%
Bedford	5424	993	18.31%
Concord	7172	918	12.80%
Lexington	12252	1,354	11.05%
Lincoln	2322	298	12.83%
Maynard	4730	425	8.99%
Natick	15563	1,556	9.97%
Sudbury	6523	775	11.88%
Wayland	5227	538	10.29%
Weston	3999	152	3.80%
	72,363	7,747	10.70%

RHSO Workplan – FY24 Recap



RHSO FY25 Goals

3



Support for Municipalities

Municipalities at all requested levels

Resident Owners and Tenants

Staff Boards and Committees as requested

HOME Program: Projects, Fair Housing
Testing

Program Administration for resident
assistance

Local Projects: including resales,
inclusionary/MBTA zoning

Continue local support to staff, property
managers, residents



Maintain RHSO Office

Offer workshops and training to renters,
owners

Website and outreach

Continue to promote RHSO Model

Structural support and staffing

RHSO FY25 Budget

Budget is mostly staffing – correlating to hours - with some program and administration

	FY24 - Budget			FY25 - BUDGET			FY25 vs FY24	
	Total		% of Total	IMA		% of Total	\$	Hours
Starting Balance	\$8,577			\$8,107				
Revenue								
Acton	\$39,971	477	10%	\$39,922	504	10%	(\$49)	27
Bedford	\$37,960	453	9%	\$37,942	479	10%	(\$18)	26
Concord	\$64,942	775	16%	\$66,933	845	17%	\$1,991	70
Lexington	\$39,971	477	10%	\$41,981	530	11%	\$2,011	53
Lincoln	\$30,669	366	8%	\$30,337	383	8%	(\$332)	17
Maynard	\$13,324	159	3%	\$13,466	170	4%	\$142	11
Natick	\$24,971	298	6%	\$25,426	321	7%	\$455	23
Sudbury	\$93,935	1,121	23%	\$73,269	925	19%	(\$20,666)	(196)
Wayland	\$12,318	147	3%	\$12,990	164	3%	\$672	17
Weston	\$41,982	501	10%	\$41,981	530	11%	(\$1)	29
Total	\$400,043	4,774	100%	\$384,248	4,851	100%	(\$15,794)	77
Expenses								
Staffing	\$371,513			\$355,248				
Program expenses	\$8,000			\$8,000				
Administrative Cost	\$21,000			\$21,000				
Total Expenses	\$400,513			\$384,248				
Ending Balance	\$8,107			\$8,107				
Billing Rate	\$83.89			\$79.21				

RHSO Update – Summary

5

- RHSO successfully completing 13 years of operation due to senior leadership and sponsorship
- Thank you for your continued support!

Proactive Compliance Monitoring

- Preserve, Create Units
- Maintain Housing Inventory

Resource Efficiency

- Centralize Information for existing and prospective residents
- Leverage Resources, Resource Continuity

Regional Approach

- Common Solutions for Common Challenges
- Enhance Municipal Services

AMENDMENT

The agreement entered into by and between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland and Weston (collectively the “Municipalities”), dated July 1, 2023, effective July 1, 2023 (the “Agreement”) to share services of a Regional Housing Services Office provided by the Town of Concord (the “Agreement”), which is incorporated herein by reference, is hereby amended, effective July 1, 2024, as described below.

WHEREAS, the Town of Concord agrees to provide the services described in the Agreement, and NOW,

- Exhibit B. Fee Structure. This Exhibit is deleted and replaced in its entirety with the Membership Fee Schedule Chart for FY25, attached hereto as Exhibit B.

- [SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B

Membership Fee Schedule Chart for FY25

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

This fee structure does not include payment for additional supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

FY25 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	504	10%	\$39,922
Bedford	479	10%	\$37,942
Concord	845	17%	\$66,933
Lexington	530	11%	\$41,981
Lincoln	383	8%	\$30,337
Maynard	170	4%	\$13,466
Natick	321	7%	\$25,426
Sudbury	925	19%	\$73,269
Wayland	164	3%	\$12,990
Weston	530	11%	\$41,981
Total	4,851	100%	\$384,248

Hereon duly authorized and executed as a sealed instrument,

TOWN OF ACTON

By its Town Manager

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF BEDFORD

By its Town Manager

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF CONCORD

By its Town Manager

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LEXINGTON

By its Town Manager

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LINCOLN

By its Town Administrator

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF MAYNARD

By its Town Administrator

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF NATICK

By its Town Administrator

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF SUDBURY

By its Town Manager

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WAYLAND

By its Town Manager

Date: _____, 2024

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WESTON

By its Town Manager

Date: _____, 2024