

**TOWN OF CONCORD – SELECT BOARD – AGENDA
APRIL 22, 2019 – 7 P.M. – SELECT BOARD ROOM – TOWN HOUSE**

1.	Call to Order
2.	Board Reorganization – Elect new Select Board Chairperson and Clerk
3.	<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes • Gift Acceptance <ul style="list-style-type: none"> · Anonymous \$27,721 Fire Department Gift Account • Proclamations <ul style="list-style-type: none"> · Race Amity Day · Holocaust Remembrance · 50th Anniversary of Municipal Clerks Week • One Day Special Licenses <ul style="list-style-type: none"> · Steven Principe 5/2 6pm-9pm 40 Westford Road Wine & Malt · Saltbox Farm 5/3 6pm-10pm 40 Westford Road Wine & Malt · Nicholas Ferbert 4/25 5pm-11pm 246 ORNAC All Alcohol · The Umbrella 4/26, 4/27, 5/2, 5/3, 5/4 6pm-11pm 57 ORNAC Wine & Malt · The Umbrella 4/28, 5/5 2pm-6pm 57 ORNAC Wine & Malt · Concord Country Club 5/3 6pm-11pm 246 ORNAC All Alcohol • Sunday Entertainment Licenses <ul style="list-style-type: none"> · The Umbrella 4/28, 5/5, 5/12, 5/19 2pm-6pm 57 ORNAC Theater
4.	Town Manager's Report
5.	Chair's Remarks
6.	7:05 p.m. Public Hearing – Concord Municipal Light Plant & Verizon New England, to relocate utility pole #2 on West Street (9 West Street)
7.	Set date for Special Municipal Election for School Debt Exclusion Vote
8.	2020 U.S. Census Update – Kaari Tari, Town Clerk
9.	Debrief on Town Meeting and review next steps
10.	Review draft Middle School Building Committee charge
11.	Long Range Plan update
12.	Disband Affordable Housing Funding Committee
13.	Public Comments
14.	Committee Liaison Reports
15.	Miscellaneous/Correspondence
16.	Committee Nominations: Eugene Chang of 3 Concord Greene #6 to the PEG Access Advisory Committee
17.	Committee Appointments: Kate James of 45 Estabrook Road to the Concord Center Cultural District Committee for a term to expire May 31, 2021
18.	Committee Reappointments: Scott Hopkinson of 67 Indian Spring Road to the PEG Access Advisory Committee for a term to expire May 31, 2022
19.	Confirm Town Manager Appointments: Michael Capizzi of 11 Wood Street to the Historical Commission for associate term to expire May 31, 2020; Tom Beardsley of 21 Liberty Street & Robert Gross of 401 Main Street to the Historical Commission for terms to expire May 31, 2022; Tom Matthews of 135 Elsinore Street to the Board of Assessors for a term to expire May 31, 2022
20.	Executive Session for the purpose of reviewing draft Executive Session minutes
21.	Reconvene in Open Session
22.	Approve Executive Session Minutes
23.	Adjourn

PENDING

Saturday	April 27	9 am	Select Board Meeting	Town House
Tuesday	April 30	7 pm	Select Board Meeting (<i>IF NECESSARY</i>)	Town House
Monday	May 6	7 pm	Select Board Meeting	Town House
Monday	May 20	7 pm	Select Board Meeting	Town House
Monday	May 27	All Day	Memorial Day	Town Offices Closed

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

Gift Acceptance Log – April 22, 2019

Gift Received From	For Gift Account	Total Amount
Anonymous	Fire Department Gift Account <i>(to be used for the purchase of personal protective equipment)</i>	\$27,721.00

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

DRAFT

PROCLAMATION

DAYS OF REMEMBRANCE FOR THE VICTIMS OF THE HOLOCAUST

WHEREAS The Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 - six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS The history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS We the people of Concord should always remember the terrible events of the Holocaust and the genocides in Armenia, Cambodia, Bosnia, Rwanda and Darfur, we all have a duty to use these memories as a catalyst to rid us of racial hatred, intolerance, tyranny, and discrimination; and

WHEREAS We the people of the Town of Concord should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS May 2, 2019 has been designated pursuant to an Act of Congress and internationally as a Day of Remembrance for Victims of the Nazi Holocaust known as Yom Hashoah; and

WHEREAS It is appropriate for the people of Concord to join the international commemoration; and

NOW THEREFORE We, the Concord Select Board, call for a memorial service for the victims of the Holocaust to be held at the Concord Town House on Sunday, May 5, 2019, at 7 p.m. and proclaim the week of May 5, 2019 through May 11, 2019 as *Days of Remembrance* for the victims of the Holocaust.

Proclaimed this 22nd day of April 2019

DRAFT

CONCORD SELECT BOARD

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

DRAFT

PROCLAMATION

**50TH ANNIVERSARY OF MUNICIPAL CLERKS WEEK
MAY 5 - 11, 2019**

- WHEREAS** The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and
- WHEREAS** The Office of the Municipal Clerk is the oldest among public servants; and
- WHEREAS** The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and
- WHEREAS** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and
- WHEREAS** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and
- WHEREAS** It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and
- NOW THEREFORE** We, the Concord Select Board, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Kaari Mai Tari and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this 22nd day of April 2019

DRAFT

CONCORD SELECT BOARD

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

DRAFT

PROCLAMATION

RACE AMITY DAY

- WHEREAS** Concord supports the Great Seal of the United States of America which bears the inscription, E Pluribus Unum, which translates from Latin as “Out of many, one”; and
- WHEREAS** The greatest asset of the Town of Concord is its people; and
- WHEREAS** The Town of Concord is comprised of multicultural, multiethnic and multiracial citizens; and
- WHEREAS** Friendship, collegiality, civility, respect, and kindness are commonly shared ideals of the collective citizenry of the Town of Concord; and
- WHEREAS** The Towards E Pluribus Unum Initiative has invited communities across the United States of America to join in introspection and reflection on the beauty and richness of the diverse people of this great nation while reaching out with a spirit of amity toward one another annually on the second Sunday in June; and
- WHEREAS** H. 2745, Chapter 163 of Acts of 2015 of the Commonwealth of Massachusetts establishes the Second Sunday in June Annually as Race Amity Day; and
- NOW THEREFORE** We, as the Concord Select Board do hereby proclaim June 9th, 2019, to be Race Amity Day, and urge all the citizens of the Town to take cognizance of this event and participate fittingly in its observance.

Proclaimed this 22nd day of April 2019

CONCORD SELECT BOARD

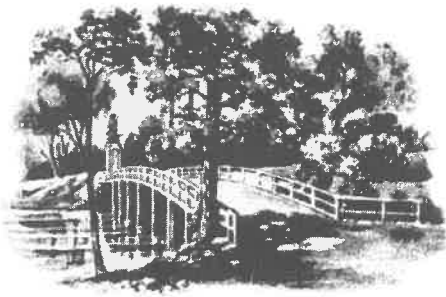
DRAFT

Weekly One Day License Log – April 22, 2019

Applicant Name & License Number	Phone Number	Date	Location	Type of Alcohol	Event Details
19-44 Steven Principe	617 946-5197	5/2	40 Westford Road	Wine & Malt	Event Coordinator: Steven Principe Bartenders: Ben Elliott Under 21: No First License in Concord: Yes
19-45 Saltbox Farm	978 610-6020	5/3	40 Westford Road	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
19-46 Nicholas Ferbert	978 496-4252	4/25	246 ORNAC	All Alcohol	Event Coordinator: Nick Ferbert Bartenders: Liza Leach, Taryn O'Neill, Sara Killelea Under 21: No First License in Concord: No
19-47 The Umbrella	978 371-0820	4/26	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-48 The Umbrella	978 371-0820	4/27	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-49 The Umbrella	978 371-0820	4/28	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-50 The Umbrella	978 371-0820	5/2	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-51 The Umbrella	978 371-0820	5/3	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-52 The Umbrella	978 371-0820	5/4	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-53 The Umbrella	978 371-0820	5/5	57 ORNAC	Wine & Malt	Event Coordinator: Brian Boruta Bartenders: Brian Boruta Under 21: No First License in Concord: No
19-54 Concord Country Club	978 371-1089	5/3	246 ORNAC	All Alcohol	Event Coordinator: Jessica Eftink Bartenders: Kali Aquaro, Sara Killelea, Alliso Rusch, Taryn O'Neil, Under 21: No First License in Concord: No

Sunday Entertainment Log – April 22, 2019

Applicant Name	Phone Number	Date of Event	Location of Event	Type of Entertainment
The Umbrella	978 371-0820	4/28	57 ORNAC	Play
The Umbrella	978 371-0820	5/5	57 ORNAC	Play
The Umbrella	978 371-0820	5/12	57 ORNAC	Play
The Umbrella	978 371-0820	5/19	57 ORNAC	Play

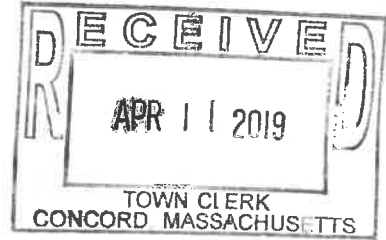


OLD NORTH BRIDGE

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE – P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

TELEPHONE (978) 318-3001
FAX (978) 318-3002



TOWN OF CONCORD SELECT BOARD

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held at the Town House in the Select Board's Meeting Room, 22 Monument Square, Concord, MA on April 22, 2019 at 7:05 p.m., upon the joint petition of Concord Municipal Light and Verizon New England to relocate utility pole #2 approximately 21 feet south from its existing location on West Street in accordance with plan #19-0308, dated March 8, 2019, filed with the Select Board.

Questions on this matter should be directed to Jeff Cosgrove, Municipal Light Electrical Engineer, at (978) 318-3115.

By Order of the Select Board

Michael Lawson, Clerk

PETITION PLAN

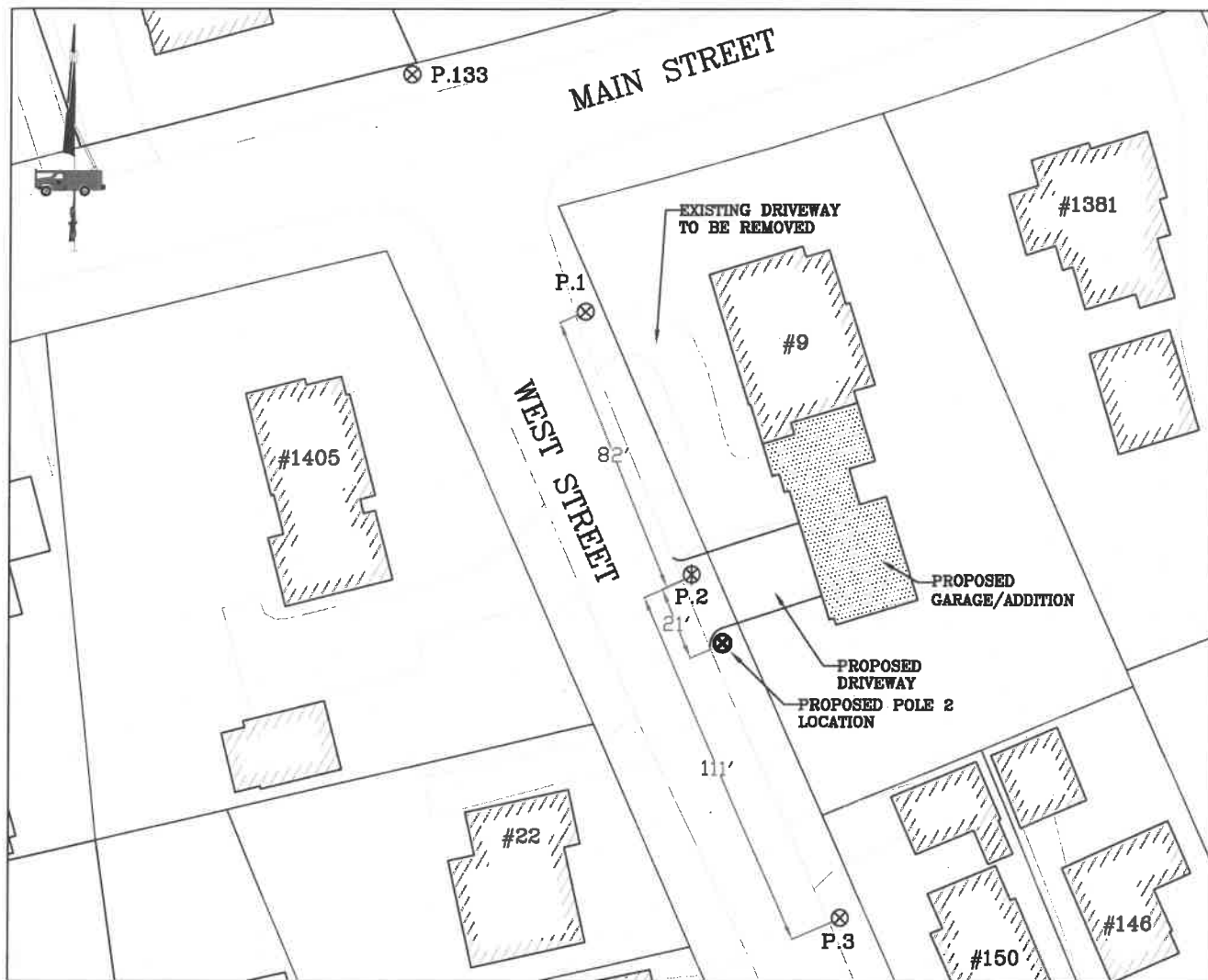
No. 19-0308

Municipality Concord

Date March 8, 2019

Concord Municipal Light Plant and Verizon New England

Showing Pole 2 WEST STREET TO BE RELOCATED



SCALE: 1"=50'

DISTANCE SHOWN ARE APPROXIMATE

Prepared by: JS
Checked by: JJC

LEGEND

- | | |
|--|--|
| <ul style="list-style-type: none"> ● - Proposed Verizon New England Pole Location ○ (with dot) - Verizon New England Pole Location to be Abandoned ○ (empty) - Verizon New England Pole to Remain ⊗ (with dot) - Proposed Joint Pole Location ⊗ (with cross) - Verizon New England Location to be Held Jointly □ (with dot) - Existing Verizon New England Manhole ■ (with dot) - Proposed Verizon New England Manhole Location — (solid) - Existing Verizon New England Conduit | <ul style="list-style-type: none"> ⊗ (empty) - Existing Joint Pole to Remain * - Power Co. Pole Location to be Abandoned ⊗ (with cross) - Present Joint Pole Location to be Abandoned ⊗ (with dot) - Power Co. Location to be Held Jointly — (solid) - Proposed Verizon New England Conduit Location - - - (dashed) - Existing Verizon New England Buried Cable - - - (dashed) - Proposed Verizon New England Buried Cable Location |
|--|--|



Town of Concord

Office of the Town Clerk
22 Monument Square
Concord, Massachusetts 01742-0535

ANNUAL TOWN MEETING APRIL 8, 9, and 10, 2019

CONCORD MIDDLE SCHOOL FEASIBILITY STUDY

ARTICLE 14.

WARRANT ARTICLE

To determine if the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Town Treasurer with the approval of the Select Board to borrow money by the issuance of bonds or notes under the provisions of Massachusetts General Laws c. 44, the sum of \$1,500,000, or any other sum, to be expended under the direction of the School Committee for a feasibility study to consider the construction of a new middle school, which may be located at 835 Old Marlboro Road, Concord, Massachusetts (the present site of the Sanborn Middle School), provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Massachusetts General Laws c. 59, § 21C(k), and further that any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

VOTE

Upon a **MOTION** made by Ms. Bout and duly seconded, the following was **VOTED**:

That the Town appropriate the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) to be expended under the direction of the Town Manager, in consultation with a Concord Middle School Building Committee to be appointed by the Select Board in compliance with M.G.L. c. 71 § 68, to study the feasibility of constructing a new middle school, which may be located at 835 Old Marlboro Road, Concord, Massachusetts (the present site of the Sanborn Middle School), including the schematic design of one or more options and the payment of all costs incidental or related to the feasibility study; and further, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow the appropriated amount pursuant to M.G.L. c. 44, § 7(1), or any other enabling authority; provided, however, that this approval shall be contingent upon passage of a Proposition 2 ½ debt exclusion referendum under M.G.L. c. 59 § 21C(k), and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount and further, that the feasibility and resulting design specification should be consistent with Concord's sustainability goals and principles.

Passed by an overwhelming margin over two-thirds vote
April 8, 2019

A True Copy Attest:

Kaari Mai Tari
Town Clerk

Option 1: Special Election – June 4, 2019

**SPECIAL TOWN ELECTION CALENDAR—
CONCORD MIDDLE SCHOOL FEASIBILITY STUDY
Proposition 2 ½ Debt Exclusion
ELECTION – JUNE 4, 2019**

ACTION	REFERENCE	DATE
Last Date for Calling Special Election – must include language for ballot questions (35 days prior to election)	Ch. 54, §42C	April 30, 2019
Last day to register voters for special town election – Town Clerk’s Office open until 8:00 pm (20 days prior to election)	Ch. 51, §26, 28	May 15, 2019, 8pm
Last day to post/publish warrant for Special Town Election (7 days prior to election)	Ch. 39, §10	May 28, 2019
Last day to apply for an absentee ballot	Ch. 54, §89	Monday, June 3, 2019, 12 noon
Last day to deliver an absentee ballot to the Town Clerk’s Office (either by mail or in person by a family member – postmark does not count)	Ch. 54, §93	June 4, 2019, before 8pm
Special Town Election		June 4, 2019 Polls open: 7am-8pm

Considerations

- Harvey Wheeler Community Center has less programming scheduled for June 4th than the 11th affecting the space used for voting by two precincts.

Option 2: Special Election – June 11, 2019

**SPECIAL TOWN ELECTION CALENDAR—
CONCORD MIDDLE SCHOOL FEASIBILITY STUDY
Proposition 2 ½ Debt Exclusion
ELECTION – JUNE 11, 2019**

ACTION	REFERENCE	DATE
Last Date for Calling Special Election – must include language for ballot questions (35 days prior to election)	Ch. 54, §42C	May 7, 2019
Last day to register voters for special town election – Town Clerk’s Office open until 8:00 pm (20 days prior to election)	Ch. 51, §26, 28	May 22, 2019, 8pm
Last day to post/publish warrant for Special Town Election (7 days prior to election)	Ch. 39, §10	June 4, 2018
Last day to apply for an absentee ballot	Ch. 54, §89	Monday, June 10, 2019, 12 noon
Last day to deliver an absentee ballot to the Town Clerk’s Office (either by mail or in person by a family member – postmark does not count)	Ch. 54, §93	June 11, 2019, before 8pm
Special Town Election		June 11, 2019 Polls open: 7am-8pm

Considerations

- Planning Board has a public hearing scheduled for June 11th in the area that would otherwise be used for voting. The timing of the Planning Board public hearing affects the Zoning Board of Appeals meeting on June 13th.

Andrew Mara

From: Chris Whelan
Sent: Monday, April 22, 2019 6:59 PM
To: Andrew Mara
Subject: FW: Ballot Question

From: Kerry Lafleur <klafleur@concordma.gov>
Sent: Wednesday, April 17, 2019 4:52 PM
To: Chris Whelan <cwhelan@concordma.gov>
Cc: Mina Makarious (mina@andersonkreiger.com) <mina@andersonkreiger.com>; Kerry Lafleur <klafleur@concordma.gov>
Subject: FW: Ballot Question

Hi Chris-

Bond Counsel has approved the wording of the ballot question as follows:

Shall the Town of Concord be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued to study the feasibility of constructing a new middle school, which may be located at 835 Old Marlboro Road, Concord, Massachusetts (the present site of the Sanborn Middle School), including the schematic design of one or more options, consistent with Concord's sustainability goals and principles, including the payment of all costs incidental or related thereto?

Please note the highlighted section. I added this based upon the motion, but this may not be exactly as you or the Superintendent might like it. Please review.

Kerry A. Lafleur
(formerly Kerry A. Speidel)
Finance Director/ Treasurer-Collector
Town of Concord
klafleur@concordma.gov
(978) 318-3090

From: Manley, Richard [<mailto:Richard.Manley@lockelord.com>]
Sent: Wednesday, April 17, 2019 4:48 PM
To: Kerry Lafleur
Subject: RE: Ballot Question

Hi Kerry, the form of the ballot question looks fine!

Rick

Richard A. Manley, Jr.
Locke Lord LLP
111 Huntington Avenue
Boston, Massachusetts 02199
T: 617-239-0384
C: 781-467-9419
richard.manley@lockelord.com
www.lockelord.com

The 2020 Census at a Glance



The U.S. Constitution requires that each decade we take a count—or a census—of America's population. The 2020 Census goal is to count everyone once, only once, and in the right place.

The census provides vital information for you and your community.

- It determines how many representatives each state gets in Congress.
- Communities rely on census statistics to plan for a variety of resident needs including new roads, schools, and emergency services.
- Businesses use census data to help provide more local jobs and places to shop.

Each year, the federal government distributes hundreds of billions of dollars to states and communities based on U.S. Census Bureau data.

In 2020, we will introduce new technology to make it easier than ever to respond to the census. For the first time, you will be able to respond online, by phone, or by mail. We will use data that the public has already provided to cut down on household visits. And, we are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.

The Census Bureau is the leading source of statistical information about the nation's people. We provide snapshots on population size and growth and detailed portraits of our changing communities.



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

Foundation of a Successful Census



Establish Where To Count

- Using aerial imagery and in-field work to identify new homes and buildings
- Partner with U.S. Postal Service
- Local governments input through the Boundary Annexation Survey and Local Update of Census Addresses
- Comprehensive review of all addresses



Motivate People To Respond

- Partner with community leaders and trusted voices
- Use tailored messages
- Encourage self-response



Count The Population

- Respond online, by phone, or by mail
- Visit households that do not respond
- Online forms in multiple languages
- Mailed Individual Census ID is not required for online response



Release Census Results

- Deliver apportionment counts to the President by December 31, 2020
- Release counts for redistricting by April 1, 2021
- Make it easier for the public to access data





Become a 2020 Census Partner

Your partnership sends a strong message to your community about the importance of the census and the benefits of being counted. By partnering with the Census Bureau, you can help:

- Assure people that it is important—and safe—to respond to the census.
- Ensure accurate census data, which guide funding decisions for your community and affect your community's representation in Congress.
- Spread the word about temporary census jobs in your community.



Get Involved: What Can You Do Now?

- Create or join a Complete Count Committee and partner with other trusted voices and influential leaders in your area who are committed to increasing census participation. Encourage your peers to get involved too.
- Raise awareness by including census information in newsletters, social media posts, podcasts, mailings, and on Web sites.
- Help recruit census workers when jobs become available.



You can make a difference

As an influential community, business, or organization leader, you can raise awareness and encourage participation.

Key Dates

- 2017**
 - Local Update of Census Addresses—invitations sent to local governments for completion in 2018
 - Publish final 2020 residence criteria and situations
- 2018**
 - Question wording to Congress—March 31, 2018
 - 2018 End-to-End Census Test
 - Regional Census Centers opening
- 2019**
 - Opening Field Offices
 - Complete Count Committees established
- 2020**
 - Advertising—begins in early 2020
 - Begin self response
 - Census Day**—April 1, 2020
 - Nonresponse Followup—early April–late July
 - Apportionment counts to the President—December 31, 2020
- 2021**
 - Redistricting counts to the States—March 31, 2021

For more information, go to [census.gov](https://www.census.gov).

To get involved in your community, contact us!

[Empty rounded rectangular box for contact information]

Why We Ask

The 2020 Census is easy. The questions are simple.

The census asks questions that provide a snapshot of the nation. Census results affect your voice in government, how much funding your community receives, and how your community plans for the future.

When you fill out the census, you help:

- Determine how many seats your state gets in Congress.
- Guide how [more than \\$675 billion](#) in federal funding is distributed to states and communities each year.
- Create jobs, provide housing, prepare for emergencies, and build schools, roads and hospitals.

Population Count (Number of People Living or Staying)

We ask this question to collect an accurate count of the number of people at each address on Census Day, April 1, 2020. Each decade, census results determine how many seats your state gets in Congress. State and local officials use census counts to draw boundaries for districts like congressional districts, state legislative districts and school districts.

Any Additional People Living or Staying

Our goal is to count people once, only once and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure that everyone living at an address is counted.

Owner/Renter

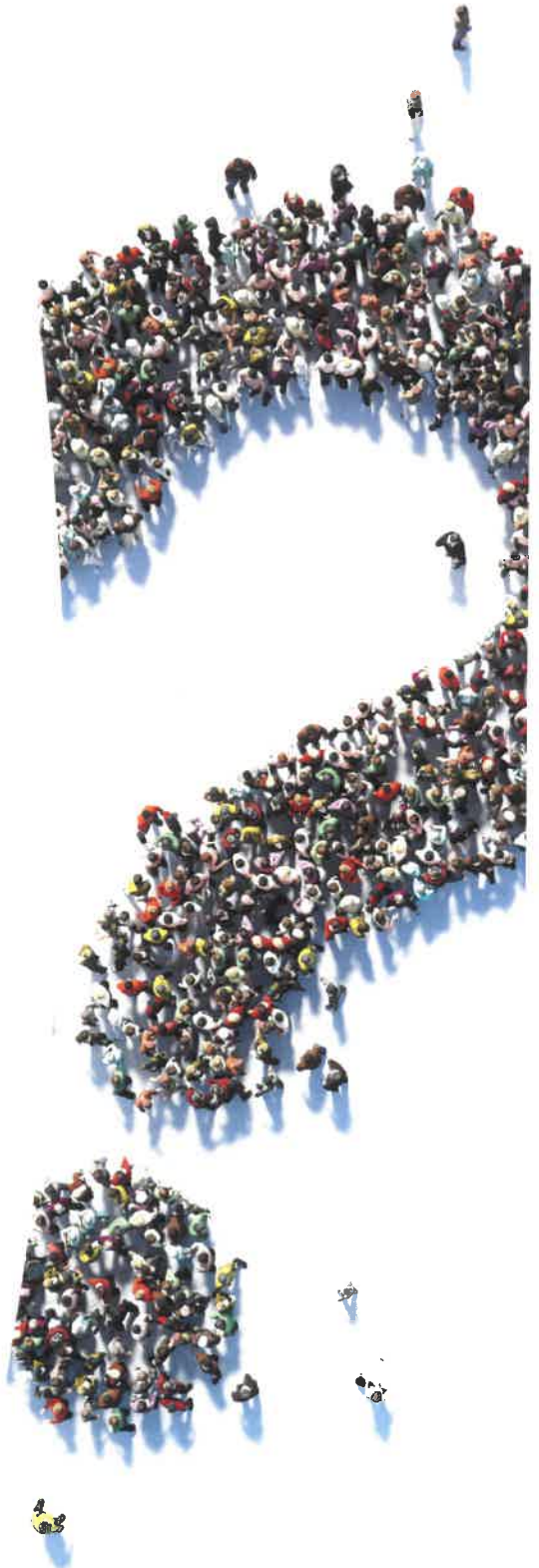
We ask about whether a home is owned or rented to create statistics about homeownership and renters. Homeownership rates serve as an indicator of the nation's economy and help in administering housing programs and informing planning decisions.

Phone Number

We ask for a phone number in case we need to contact you. We will never share your number and will only contact you if needed for official Census Bureau business.

Name

We ask for names to ensure everyone in the house is counted. Listing the name of each person in the household helps respondents include all members, particularly in large households where a respondent may forget who was counted and who was not.



Sex

We ask about the sex of each person to create statistics about males and females. Census data about sex are used in planning and funding government programs, and in evaluating other government programs and policies to ensure they fairly and equitably serve the needs of males and females. These statistics are also used to enforce laws, regulations and policies against discrimination in government programs and in society.

Age and Date of Birth

We ask about age and date of birth to understand the size and characteristics of different age groups and to present other data by age. Local, state, tribal and federal agencies use age data to plan and fund government programs that provide assistance or services for specific age groups, such as children, working-age adults, women of childbearing age, or the older population. These statistics also help enforce laws, regulations and policies against age discrimination in government programs and in society.

Hispanic, Latino or Spanish Origin

We ask about whether a person is of Hispanic, Latino or Spanish origin to create statistics about this ethnic group. The data collected in this question are needed by federal agencies to monitor compliance with anti-discrimination provisions, such as under the Voting Rights Act and the Civil Rights Act.

Race

We ask about a person's race to create statistics about race and to present other statistics by race groups. The data collected in this question are needed by federal agencies to monitor compliance with anti-discrimination provisions, such as under the Voting Rights Act and the Civil Rights Act. State governments use the data to determine congressional, state and local voting districts.

Whether a Person Lives or Stays Somewhere Else

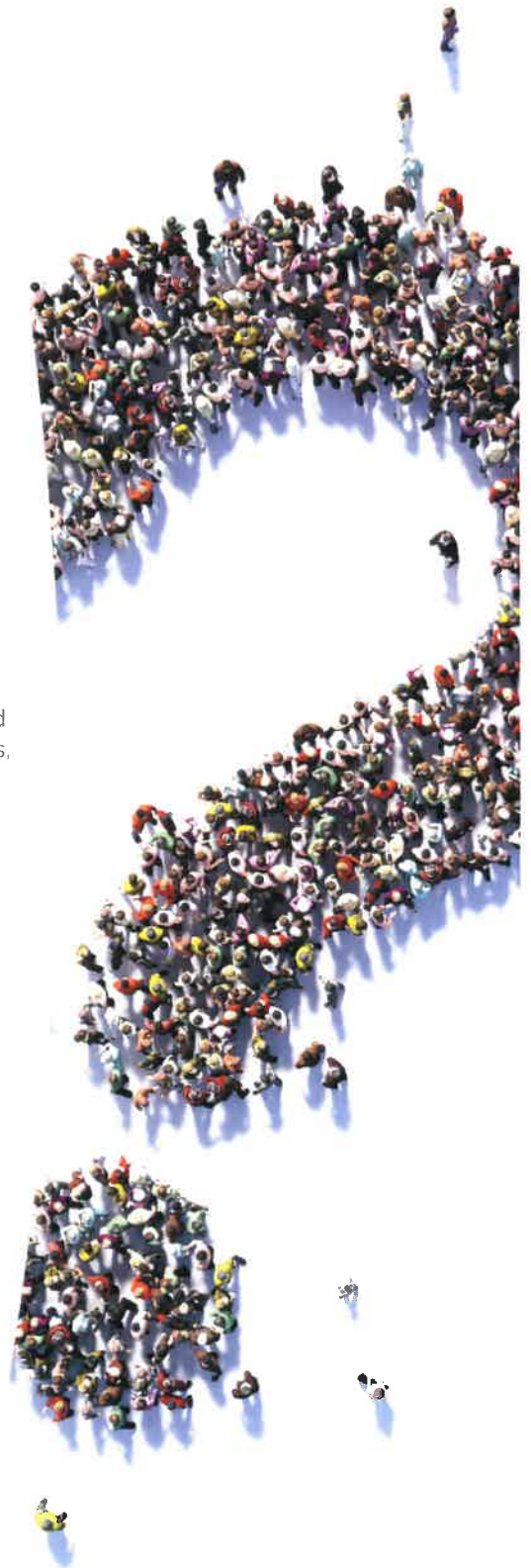
Our goal is to count people once, only once and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure individuals are not included at multiple addresses.

Relationship

We ask about the relationship of each person in a household to one central person to create estimates about families, households and other groups. Relationship data are used in planning and funding government programs that provide funds or services for families, people living or raising children alone, grandparents living with grandchildren, or other households that qualify for additional assistance.

Citizenship

A question about a person's citizenship is used to create statistics about citizen and noncitizen populations. These statistics are essential for enforcing the Voting Rights Act and its protections against voting discrimination. Knowing how many people reside in the community and how many of those people are citizens, in combination with other information, provides the statistical information that helps the government enforce Section 2 of the Voting Rights Act and its protections against discrimination in voting.



The 2020 Census and Confidentiality

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.

Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.



Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.



The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

There are no exceptions.

The law requires the Census Bureau to keep everyone's information confidential. By law, your responses cannot be used against you by any government agency or court in any way. The Census Bureau will not share an individual's responses with immigration enforcement agencies, law enforcement agencies, or allow that information to be used to determine eligibility for government benefits. Title 13 makes it very clear that the data we collect can only be used for statistical purposes—we cannot allow it to be used for anything else, including law enforcement.

It's your choice: you can respond securely online, by mail, or by phone.

You will have the option of responding online, by mail, or by phone. Households that don't respond in one of these ways will be visited by a census taker to collect the information in person. Regardless of how you respond, your personal information is protected by law.

Your online responses are safe from hacking and other cyberthreats.

The Census Bureau takes strong precautions to keep online responses secure. All data submitted online are encrypted to protect personal privacy, and our cybersecurity program meets the highest and most recent standards for protecting personal information. Once the data are received, they are no longer online. From the moment the Census Bureau collects responses, our focus and legal obligation is to keep them safe.

We are committed to confidentiality.

At the U.S. Census Bureau, we are absolutely committed to keeping your responses confidential. This commitment means it is safe to provide your answers and know that they will only be used to paint a statistical portrait of our nation and communities.

Learn more about the Census Bureau's data protection and privacy program at www.census.gov/privacy.



Laws protecting personal census information have withstood challenges.

In 1982, the U.S. Supreme Court confirmed that even addresses are confidential and cannot be disclosed through legal discovery or the Freedom of Information Act (FOIA). In 2010, the U.S. Justice Department determined that the Patriot Act does not override the law that protects the confidentiality of individual census responses. No court of law can subpoena census responses.

Counting Young Children in the 2020 Census

Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.



Common situations where young children aren't counted

How you can help?



The child splits time between two homes.

The child lives or stays with **another family or with another relative such as a grandparent.**

- Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1**. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.



The child lives in a **lower income household.**

- Explain to service providers and families that responding to the census helps determine **\$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.



The child lives in a household with **young parents or a young, single mom.**

- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household:



The child is a **newborn.**

- Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1.
- **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.

Common situations where young children aren't counted

How you can help?



The child lives in a household that is **large, multigenerational, or includes extended or multiple families**.

- Remind the person filling out the form to count all children, including nonrelatives and children with no other place to live, even if they are only living at the address temporarily on April 1.
- Spread the word that the census **counts all people living or staying** at an address, not just the person or family who owns or rents the property.



The child lives in a household that **rents or recently moved**.

- Encourage renters and recent movers to complete their census forms **online or over the phone**, right away. That way they don't need to worry about paper forms getting lost in the move.
- **Focus efforts** on multiunit buildings that are likely to have renters.



The child lives in a household where they're **not supposed to be**, for one reason or another.

- Please explain to those that have children living in places where they aren't allowed (for example, grandparents in a seniors-only residence that have a grandchild living with them, a family with more people, including children, than the lease allows) that they should include the children because the **Census Bureau does not share information** so it can't be used against them.
- Emphasize the Census Bureau's legal commitment to keep census **responses confidential**.
- Explain that the Census Bureau **will never share information** with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



The child lives in a **non-English or limited-English speaking** household.

- **Conduct outreach** and create resources in non-English languages that highlight the importance of counting young children.
- **Encourage non-English speakers to self-respond** to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.



The child lives in a household of **recent immigrants or foreign-born adults**.

- Work with community members to conduct outreach in neighborhoods with recent immigrants. **Focus efforts** on the **community's gathering places** like local grocery stores, places of worship, and small restaurants.
- Emphasize the **Census Bureau's legal commitment** to keep census responses confidential. Explain that the Census Bureau will never share information with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.

CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

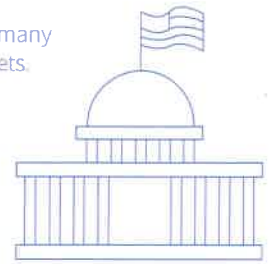
Everyone counts.

The census counts every person living in the U.S. once, only once, and in the right place.



It's about fair representation.

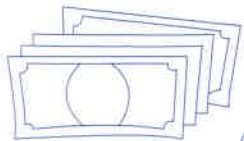
Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.



It's in the constitution.

The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants and support to states, counties and communities are based on census data.

That money is spent on schools, hospitals, roads, public works and other vital programs.

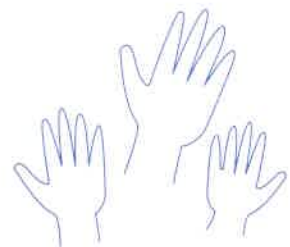


It's about redistricting.

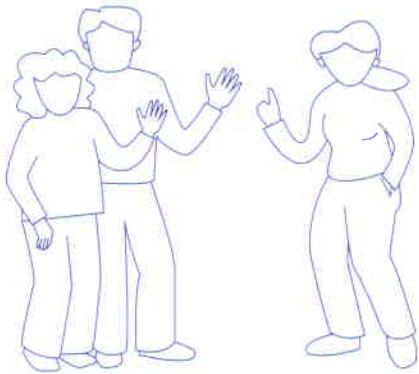
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



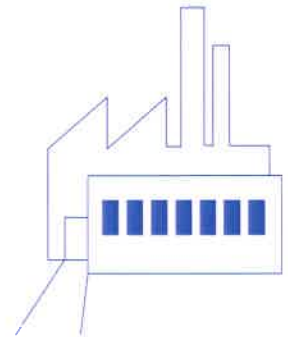
Census data are being used all around you.



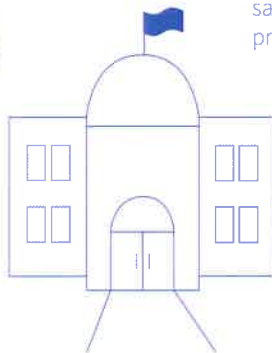
Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



Businesses use census data to decide where to build factories, offices and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, the Census Bureau cannot share your answers with any other government agency.



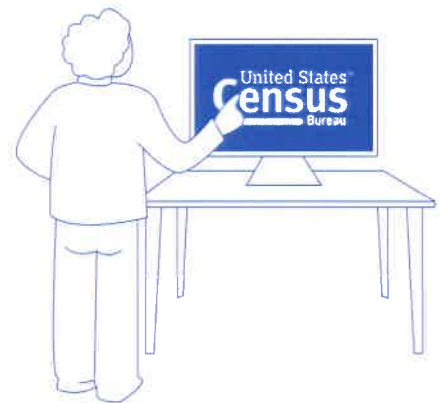
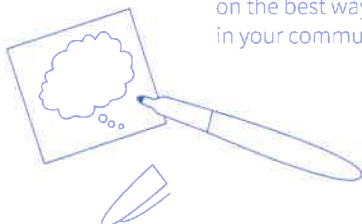
2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.



How the 2020 Census will invite everyone to respond





Every household will have the option of responding online, by mail, or by phone.

Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker.

 **95%** of households will receive their census invitation in the mail.



 **Almost 5%** of households will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).

 **Less than 1%** of households will be counted in person by a census taker, instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.

Note: We have special procedures to count people who don't live in households, such as students living in university housing or people experiencing homelessness.

How the 2020 Census will invite everyone to respond



What to Expect in the Mail

When it's time to respond, most households will receive an invitation in the mail.

Every household will have the option of responding online, by mail, or by phone.

Depending on how likely your area is to respond online, you'll receive either an invitation encouraging you to respond online or an invitation along with a paper questionnaire.

Letter Invitation

- Most areas of the country are likely to respond online, so most households will receive a letter asking you to go online to complete the census questionnaire.
- We plan on working with the U.S. Postal Service to stagger the delivery of these invitations over several days. This way we can spread out the number of users responding online, and we'll be able to serve you better if you need help over the phone.

Letter Invitation and Paper Questionnaire

- Areas that are less likely to respond online will receive a paper questionnaire along with their invitation. The invitation will also include information about how to respond online or by phone.

WHAT WE WILL SEND IN THE MAIL	
On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	If you haven't responded yet:
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.

We understand you might miss our initial letter in the mail.

- Every household that hasn't already responded will receive reminders and will eventually receive a paper questionnaire.
- It doesn't matter which initial invitation you get or how you get it—we will follow up in person with all households that don't respond.



TOP 10 BENEFITS OF **STATISTICS IN SCHOOLS** FOR TEACHERS

The Statistics in Schools (SIS) program of the U.S. Census Bureau provides data, tools, and activities that educators can incorporate into their lessons to help teach statistics concepts and data analysis skills to students. The activities and resources are segmented by subject (English, geography, history and social studies, mathematics and statistics, and sociology) and grade (from kindergarten through high school) so statistics education can be brought to any classroom.

Here are the top 10 reasons the SIS program is good for the classroom:

1 The online resources are free for K-12 teachers.

Educators can access, at no charge, more than 100 downloadable activities and resources on the website: www.census.gov/schools. The activities on the website are searchable by grade, school subject, topic, and education standard.

2 Experts from the U.S. Census Bureau contributed to the program.

The Census Bureau, which launched SIS, is the primary source of economic and demographic data for the United States. Census Bureau statistical experts were involved in the creation of the program activities, making SIS uniquely qualified to support statistics education.

3 The program promotes cross-curricular education.

SIS uses a broad array of Census Bureau data to provide activities and resources for courses in English, geography, history and social studies, mathematics and statistics, and sociology.

4 SIS offers a number of resources and tools, including:

- Activities
- Maps
- News articles
- Videos
- Games
- Infographics and data visualizations
- Data tools that reveal population statistics by sex, age, ethnicity, and race

5

SIS activities were developed by teachers for teachers.

Educators and subject matter experts from across the country created and reviewed the activities to make sure they are useful.

6

SIS activities can supplement your curriculum.

The activities and resources are designed to support, not replace, existing lesson plans.

7

The program helps teach students the crucial skills they need to thrive in an increasingly data-driven world.

Recent research from the Bureau of Labor Statistics shows that the number of jobs related to statistics is expected to increase by more than 30 percent between 2014 and 2024.

8

SIS reaches students by using technology to teach statistics.

SIS includes a number of tools that students can use to access data such as [State Facts for Students](#), which allows students to discover information about their state; [QuickFacts](#), an application that displays tables, maps, and charts of frequently requested statistics; and [Census Business Builder](#), an easy way to access and use key demographic and economic data.

9

The program can be extended or modified easily.

Not all students have the same skill levels or interests, or learn in the same way. Therefore, SIS gives educators ways to modify activities to meet the unique needs of every classroom. For example, some activities can be tailored using local data.

10

SIS matches activities with relevant education standards and guidelines. These include the following, organized by subject:**Geography**

- [Geography for Life: National Geography Standards](#)

English, History and Social Studies

- [Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects](#)
- [UCLA National Standards for History](#)

Mathematics and Statistics

- [American Statistical Association's Guidelines for Assessment and Instruction in Statistics Education](#)
- [Common Core State Standards for Mathematics](#) and for [Mathematical Practice](#)
- [National Council of Teachers of Mathematics' Principles and Standards for School Mathematics](#)

Sociology

- [American Sociological Association's National Standards for High School Sociology](#)

MASSACHUSETTS

In FY2016, Massachusetts received

\$22,849,016,142

through 55 federal spending programs
guided by data derived from the 2010 Census.



The **Counting for Dollars 2020 Project** aims to understand 1) the extent to which the federal government will rely on data from the 2020 Census to guide the distribution of federal funding to states, localities, and households across the nation and 2) the impact of the accuracy of the 2020 Census on the fair, equitable distribution of these funds.

The project has analyzed spending by state for 55 federal programs (\$883,094,826,042 in FY2016). Three types of programs are analyzed:

- **Domestic financial assistance programs** provide financial assistance – including direct payments to individuals, grants, loans, and loan guarantees – to non-federal entities within the U.S. – such as individuals and families, state and local governments, companies, and nonprofits – in order to fulfill a public purpose.
- **Tax credit programs** allow a special exclusion, exemption, or deduction from gross income or provide a special credit, a preferential rate of tax, or a deferral of tax liability.
- **Procurement programs** award a portion of Federal prime contract dollars to small businesses located in areas selected on the basis of census-derived data.

The four uses of census-derived datasets to geographically allocate funding are:

- **Define eligibility criteria** – that is, identify which organizations or individuals can receive funds.
- **Compute formulas** that geographically allocate funds to eligible recipients.
- **Rank project applications** based on priorities (e.g., smaller towns, poorer neighborhoods).
- **Set interest rates** for federal loan programs.

The two categories of census-derived datasets are:

- **Geographic classifications** – the characterization (e.g., rural), delineation (e.g., Metropolitan Areas), or designation (e.g., Opportunity Zones) of specific geographic areas.
- **Variable datasets**
 - **Annual updates** of population and housing variables collected in the Decennial Census.
 - **Household surveys** collecting new data elements (e.g., income, occupation) by using the Decennial Census to design representative samples and interpret results.



Reports of the Counting for Dollars 2020 Project:

- > **Report #1:** Initial Analysis: 16 Large Census-guided Financial Assistance Programs (August 2017)*
- > **Report #2:** Estimating Fiscal Costs of a Census Undercount to States (March 2018)*
- > **Report #3:** Role of the Decennial Census in Distributing Federal Funds to Rural America (December 2018)*
- > **Report #4:** Census-derived Datasets Used to Distribute Federal Funds (December 2018)
- > **Report #5:** Analysis of 55 Large Census-guided Federal Spending Programs (forthcoming)*†
- > **Report #6:** An Inventory of 320 Census-guided Federal Spending Programs (forthcoming)

* **Data available by state**

† **Source for this state sheet**

Counting for Dollars 2020

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020:

MASSACHUSETTS

Allocation of Funds from 55 Large Federal Spending Programs Guided by Data Derived from the 2010 Census (Fiscal Year 2016)

Total Program Obligations: **\$22,849,016,142**

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs			\$22,433,480,771		
Medical Assistance Program (Medicaid)	HHS	\$9,731,280,000	Community Facilities Loans/Grants	USDA	\$16,383,906
Federal Direct Student Loans	ED	\$2,788,330,501	Supporting Effective Instruction State Grants	ED	\$41,181,292
Supplemental Nutrition Assistance Program	USDA	\$1,189,716,303	Crime Victim Assistance	DOJ	\$46,287,672
Medicare Suppl. Medical Insurance (Part B)	HHS	\$1,716,483,793	CDBG Entitlement Grants	HUD	\$61,816,381
Highway Planning and Construction	DOT	\$670,674,565	Public Housing Capital Fund	HUD	\$55,329,000
Federal Pell Grant Program	ED	\$435,200,000	Block Grants for the Prevention and Treatment of Substance Abuse	HHS	\$39,845,084
Section 8 Housing Choice Vouchers	HUD	\$979,548,000	Water and Waste Disposal Systems for Rural Communities	USDA	\$11,900,863
Temporary Assistance for Needy Families	HHS	\$504,485,414	Social Services Block Grant	HHS	\$33,330,644
Very Low to Moderate Income Housing Loans	USDA	\$163,310,984	Rural Rental Assistance Payments	USDA	\$12,584,769
Title I Grants to LEAs	ED	\$238,963,767	Business and Industry Loans	USDA	\$0
State Children's Health Insurance Program	HHS	\$535,767,000	Career and Technical Education - Basic Grants to States	ED	\$17,802,672
National School Lunch Program	USDA	\$189,451,000	Homeland Security Grant Program	DHS	\$21,099,793
Special Education Grants	ED	\$290,895,676	WIOA Dislocated Worker Grants	DOL	\$21,039,342
Section 8 Housing Assistance Payments Program	HUD	\$788,733,014	HOME	HUD	\$27,070,238
Federal Transit Formula Grants	DOT	\$566,673,000	State CDBG	HUD	\$29,771,920
Head Start	HHS	\$154,097,995	WIOA Youth Activities	DOL	\$15,629,525
WIC	USDA	\$83,451,000	WIOA Adult Activities	DOL	\$15,263,770
Title IV-E Foster Care	HHS	\$87,766,833	Employment Service/Wagner-Peyser	DOL	\$17,077,361
Health Care Centers	HHS	\$124,192,419	Community Services Block Grant	HHS	\$18,040,327
School Breakfast Program	USDA	\$57,783,000	Special Programs for the Aging, Title III, Part C, Nutrition Services	HHS	\$14,501,087
Rural Electrification Loans and Loan Guarantees	USDA	\$0	Cooperative Extension Service	USDA	\$3,829,442
Public and Indian Housing	HUD	\$147,191,000	Native Amer. Employment & Training	DOL	\$244,468
Low Income Home Energy Assistance	HHS	\$148,816,832			
Child and Adult Care Food Program	USDA	\$65,393,000	Federal Tax Expenditures		\$331,924,101
Vocational Rehabilitation Grants to the States	ED	\$55,204,631	Low Income Housing Tax Credit	Treas	\$182,632,278
Child Care Mandatory and Matching Funds	HHS	\$75,850,000	New Markets Tax Credit	Treas	\$149,291,822
Unemployment Insurance Administration	DOL	\$64,940,000			
Federal Transit - Capital Investment Grants	DOT	\$2,928,913	Federal Procurement Programs		\$83,611,270
Child Care and Development Block Grant	HHS	\$33,555,000	HUBZones Program	SBA	\$83,611,270
Adoption Assistance	HHS	\$22,767,575			

Prepared by Andrew Reamer, the George Washington Institute of Public Policy, the George Washington University. Spending data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight. | January 30, 2019

Note: The sequence of the above programs is consistent with U.S. rank order by program expenditures. (See U.S. sheet in series.)

Counting for Dollars 2020 publications and spreadsheet with above data available at <https://gwipr.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds>

TOWN OF CONCORD, MASSACHUSETTS
2019 ANNUAL TOWN MEETING UPDATE

Concord's 2019 Annual Town Meeting began on Monday, April 8th and continued on Tuesday, April 9th, and Wednesday, April 10th, crossing into Thursday, April 11th, when the meeting dissolved at 12:18am, having no further business to consider.

ARTICLE	DATE	SUBJECT	ACTION TAKEN
1	4/8	Choose Town Officers	
2	4/8	Hear Reports	Passed by a very wide margin
CC	4/8	Consent Calendar	Passed by near unanimous vote and well over a 2/3 margin
3	4/8	Meeting Procedure	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
4	4/8	Ratify Personnel Board Classification Actions	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
5	4/8	Classification & Compensation Plan for Regular-Status Positions	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
6	4/8	Town Budget	Passed by near unanimous vote with a wide majority over 2/3
7	4/8	Appropriate Funds – Municipal Capital Projects	Passed by well more than a two-thirds majority
8	4/8	Authorize Expenditure of Revolving Funds under M.G.L. c. 44, § 53E ½	Passed by near unanimous vote
9	4/8	Authorization to Accept M.G.L. C. 32b, § 20 – Other Post-Employment Benefits (Opeb) Liability Trust Fund	Passed by overwhelming majority
10	4/8	Minuteman Regional Technical High School District Budget	Passed by well more than a majority
11	4/10	Concord Public Schools Budget	Passed by near unanimous vote
12	4/10	Concord Public Schools Capital Projects	Passed by a large majority and 2/3 vote

ARTICLE	DATE	SUBJECT	ACTION TAKEN
13	4/10	Authorization To Accept M.G.L. C. 71, § 71e – School Property Fund	Passed by well more than a majority vote
14	4/8	Concord Middle School Feasibility Study Amended by adding at the end: “and further, that the feasibility and resulting design specification should be consistent with Concord’s sustainability principles and with Concord’s goals for reducing greenhouse gas emissions, requiring both an all-electric design and Zero Net Energy-ready building and site capabilities; and while the Town urges the School Building Committee to conduct its feasibility study with all-electric/ZNE-ready as the preferred design, other alternatives may be considered; and further that the third-party hired to perform this feasibility study and school design should have demonstrated competencies and experience in all-electric/ZNE building design.”	Passed by an overwhelming margin and over 2/3 majority, as amended
15	4/10	Concord-Carlisle Regional High School Budget	Passed by near unanimous vote
16	4/10	Concord-Carlisle Regional High School Capital Projects	Failed by counted vote with 139 in favor to 151 opposed
17	4/8	Use Of Free Cash – Consent Calendar	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
18	4/10	General Bylaw Amendment – Sustainable Growth Rate	No action declared
19	4/10	General Bylaw Amendment – Town Meeting Notice	Passed by substantial majority
20	4/10	General Bylaw Amendment – Records Management	Passed by near unanimous vote
21	4/8	Authorization to Accept M.G.L. C. 54, § 16a – Election Vacancy	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
22	4/10	Community Preservation Committee Appropriation Recommendations	Passed by near unanimous vote
23	4/9	Appropriate Funds for Affordable Housing Development	Passed by a wide majority

ARTICLE	DATE	SUBJECT	ACTION TAKEN
24	4/9	Authorization to Accept M.G.L. C. 44, § 55c – Municipal Affordable Housing Trust Fund	Passed by majority vote
25	4/9	Authorize Special Legislation – Real Estate Transfer Tax for Affordable Housing	Passed by majority vote
26	4/10	Authorize Special Legislation – Building Permit Fee Surcharge for Affordable Housing	Passed by well more than a majority vote
27	4/10	Authorize Transfer of a Portion of The Property at 37b Commonwealth Avenue for Affordable Housing	Passed by well more than a 2/3 majority vote
28	4/10	By Petition Adopt a Moratorium of Synthetic Turf on Town Property	Passed by near unanimous vote
29	4/10	Zoning Bylaw Amendment – Formula Business	Passed by 2/3 majority vote
30	4/10	Zoning Bylaw Amendment – Personal Wireless Communications Facility Overlay District Map	Passed by 2/3 majority vote
31	4/8	Zoning Bylaw Amendment – Handicapped Parking	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
32	4/8	Zoning Bylaw Amendment – Groundwater Conservancy District	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
33	4/8	Zoning Bylaw Amendment – Marijuana Establishment Temporary Moratorium	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
34	4/8	Zoning Bylaw Amendment – Nonconforming Single and Two Family Residential Structures – Consent Calendar	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
35	4/10	Zoning Bylaw Amendment – Fairs, Bazaars, Antique Shows, Suppers And Dances	Passed by near unanimous vote and well over a 2/3 margin
36	4/8	Zoning Bylaw Amendment – Flood Plain Conservancy District Map	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
37	4/8	Zoning Bylaw Amendment – Large Ground-Mounted Solar Table Of Uses	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar

ARTICLE	DATE	SUBJECT	ACTION TAKEN
38	4/8	Light Plant Expenditures & Payment in Lieu of Taxes – Consent Calendar	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
39	4/10	Solid Waste Disposal Fund Expenditures	Passed by well more than a majority vote
40	4/8	Sewer System Expenditures	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
41	4/8	Sewer Improvement Fund Expenditures	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
42	4/8	Water System Expenditures	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
43	4/10	Debt Authorization – Water Main Replacement	Passed by unanimous vote
44	4/10	Authorize Expenditure from Peg Access & Cable-Related Fund	Passed by near unanimous vote
45	4/8	Beede Swim & Fitness Center Enterprise Fund Expenditures	Passed by near unanimous vote and well over a 2/3 margin under Article 2 Consent Calendar
46		Unpaid Bills	No action taken

Attendance

Monday, April 8th: 927 voters in attendance

Tuesday, April 9th: 602 voters in attendance

Wednesday, April 10th: 320 voters in attendance

ENVISION CONCORD

SUMMARY OF SECTIONS BY MEMBERS OF THE SELECT BOARD

Section 4.1 Cultural and Historic Resources

Section 4.1, Cultural and Historic Resources (C&H), is an important start to the review of our Long-Range Plan's elements. The report reiterates the importance of Concord's history and culture central to its character, placing C&H third among the top reasons people chose to live in Concord next to schools and open space. That being said other town wide surveys demonstrate confusion as to what constitutes cultural or historic resources and how these actually impact daily life¹.

Many in Concord believe that these resources are in good condition without necessarily appreciating the effort that is embedded in the preservation and maintenance of our assets. Envision Concord highlights the lack of engagement residents have with this fundamental reason many chose to live here. The ambivalence toward C&H is at odds with the active pride in our town where 20% of buildings are protected in some way, we have adopted a demolition delay Bylaw to protect others, our three intersecting rivers boast National Wild and Scenic designation, we are home to Minute Man National Historic Park, and support 8 separate historic districts, two distinct Cultural Districts (Concord Central CD and West Concord Junction CD), and are consistently supportive of cultural expansion including our library, our museum, Emerson Umbrella, Concord Players, Concord Conservatory of Music, to name a few.

So, what do we do with the disconnect between the implicit value of our resources and ambivalence in residents' daily lives? How do we connect our community to its C&H to highlight aspects of our retail base, engage our students and seniors and further protect the town's character, critical to real estate values? Envision Concord offers four central educational and outreach goals:

1. Develop materials and activities targeted at engaging the widest range of residents possible
2. Use these materials, signage, and a cooperative collaborative initiative to disseminate cultural and historic information and events throughout Concord
3. Survey, investigate and identify cultural and historic assets that are not adequately protected
4. Review the town's entire regulatory structure (departments, boards and commissions) to ensure that missions align with the scope of preserving culture and history

¹ Envision Concord, p. 90.

These four goals and their many actions offer a comprehensive approach to connect and remind residents about the assets which surround them, assets often more directly appreciated by visitors than by the taxpayers who supports them. Envision Concord acknowledges the many boards, committees, private and public institutions which exist to support our history and cultural resources and challenges the town to better educate, coordinate and engage our citizens to enjoy these assets.

This section calls for a review and renewal of our understanding of Concord's commitment to stewardship of cultural and historic assets and inspires a myriad of small and large actions: all of which can be started with little budgetary impact; and all of which will benefit our retail and residential values. Given the central importance of our historic and cultural base, one would expect these recommendations to be well supported.

Sections 4.2 Economic Vitality

Section 4.2 Economic Vitality, as with others in the report, is quite significant. How this issue is address will likely have important consequences for the Town, it's citizens our overall economic wellbeing. It should not go without saying that economic vitality's importance is two-fold. First, vibrant town centers are important to the 'character' of the Town. Town character is always listed in our surveys, along with schools and taxes, as most important to citizens. Second a vibrant business sector is a source of tax revenue which, as the report mentions, can 'modulate increases in residential property taxes.'

A number of statistics are presented in the report that indicated that Concord, has not been as vibrant when compared to Middlesex County and the State. Concord has lost jobs over the period from 2005 to 2015 while both the county has the state have made gains following the 2008/09 recession. One bright spot for Concord has been the growth of education and health service positions which has significantly outstripped both the County and the State's growth rates in this section. And, for all three entities, health and education jobs has shown the largest growth of all sectors over the same period.

The report develops four interrelated goals. The first focuses on improving the village centers to make them more vibrant and pedestrian-friendly. The second calls out the issue of attracting a workforce as a particularly important issue. The third focuses on supporting entrepreneurship, both social and business, noting that Concord has a 12% self-employed, twice the state average. And, the four goal encourage building local civic and governments capacity for economic growth². The report states a number of actions that could be taken in furtherance of each goal, but the overarching point, I believe, is that the Town should hire a person that could spearhead the effort to promote economic and tourism developments.

The report states, 'Consider establishing a Town economic development staff position, this new staff person would oversee the implementation of the Economic Vitality

² We don't believe the report calls out tourism, specifically, as a focus of Economic Vitality. It should. Nor does it mention the National Park, a source of almost a million visitors to Concord each year. However, tourism can easily be encapsulated in Economic Vitality and the National Park as part of the public-private partnerships mentioned in the report.

component of Concord's long-term plan..." We believe this one action, along with creating an Economic Vitality Committee, would be the most important first step toward accomplishing the goals outlined in the report. The new staff position and the committee could work together to expand on actions mentioned in the report, develop priorities for implementation and serve as a method to increase citizen involvement in this important topic.

Section 4.3 Housing

The leading narrative for this section states "The Town seeks to balance the demands for a wider range of housing options with affordability for all residents". A variety of strategies are suggested requiring both town government action and private sector solutions for achieving more housing choice to allow Concord residents to remain in Concord and provide housing for a diversity of residents, including young professionals and families, empty nesters, seniors, and those increasingly squeezed out by high housing costs. Seriously addressing the issue of housing with a range of affordability has implications for local economic vitality and community cohesiveness including issues of diversity and equity, all of which contribute to a sustainable community.

In this section, *Envision Concord* includes developing realistic, achievable targets for preserving or creating housing of all types, bringing together private and public groups of a variety of disciplines and interests to identify solutions to meet housing needs. Developing additional, self-sustaining funding mechanisms to specifically support achieving some of the affordable housing goals is further recommended.

Renovation of existing single-family homes in all zoning districts is encouraged in addition to discouraging the demolition of smaller homes to be replaced with larger, more expensive homes. Zoning recommendations include creating accessory dwelling units within existing structures in all zoning districts; and allowing cluster development and cohousing in designated areas. Identifying regulatory tools and tax incentives to encourage developers to build housing near town centers in ways that reinforce existing historical character and support sustainable development practices might also be explored.

Appendix D Smart Growth Analysis Supplement of Envision Concord addresses Smart Growth development in detail with mixed use development proposed for areas close to Concord Center, The Thoreau Depot Area, and West Concord Center Area as targeted areas to help meet Concord's housing goals for a range of affordability and potential additional commercial development. "While development will occur outside of the focus areas, the intent of this analysis is to show potential capacity for additional housing and commercial space that is more environmentally and socially sustainable. Location, transportation accessibility, and walkability are significant factors for allowing appropriately denser projects to occur with fewer traffic and environmental impacts while increasing housing variety/choice and the overall market base for local businesses." 40R overlay districts and other zoning possibilities to explore are already being added to plan suggestions.

Political will and sustained Select Board leadership are needed to implement strategies that will result in real and timely progress on these goals - a growing concern for its citizens of all ages. An anticipated increase in Concord's population over the age of 60 (already at 32%) and the increasing tax burden on families and seniors for both current and future residents heightens the concern to address these issues with a sense of determined intention.

In addition to current warrant articles which will be debated at this year's town meeting, the following should be among next actions that the Select Board (SB) considers.

1. First, identify the Planning Department's and Planning Board's initiatives that are already in play or planned for this next fiscal year that meet identified housing needs for a range of affordability. Presumably, proposed zoning changes for next year's Town Meeting should be among these initiatives which the SB can support.
2. Continue to support the recommendations of the AHFC as still appropriate.
3. Further, working with the town manager, the SB can request an overlay map(s) of existing municipal properties and potential opportunity sites (privately owned or government surplus properties) that might be useful for town purposes, identifying multiple site uses whenever possible for housing, commercial and other municipal needs in addition to considerations for preservation of agricultural land, open space, recreation. This information should inform future proposed land acquisitions and SB priorities.
4. With or without the planned Junction Village project, a proportional percentage of affordable housing will also be required going forward. The SB can continue to identify and support actions to create revenue streams for this purpose.

Section 4.4 Land Use

Preservation and the stewardship of Concord's unique town character in this narrative includes reference to the town's features of historic and traditional town centers, concentrated commercial hubs surrounding train stations, and the extensive amount of rural agricultural fields and conservation land. Concord's commitment to protection of land and water resources and recognition of their role in maintaining and increasing community resilience is also highlighted. *Smart Growth* redevelopment suggests appropriately scaled upper-floor and infill mixed-use development in village centers. However, "The *Smart Growth Analysis* contained in section 4.4 explores the implications of certain development pathways but does not advocate that any specific pathway be followed."

Goals in this section include:

1. Preserve Concord's current mix of land uses and consider design standards that preserve the town's character.
2. Explore zoning alternatives that enable higher density, mixed-use, more walkable and economically diverse neighborhoods within/near village centers.
3. Encourage production of small-scale affordable and workforce housing.
4. Support the expansion of commercial and industrial uses within the existing zoned areas, to improve the Town's long-term financial sustainability through an expanded commercial tax base.

5. Require development/redevelopment to meet or exceed environmental and resilience criteria.

In the coming year, The Select Board (SB) should consider the following as next action steps:

1. Work with the Town Manager to identify the Planning Department's and Planning Board's near-term initiatives and known private sector development proposals to increase affordable and workforce housing and commercial development including proposed new zoning regulations beyond those approved at this year's upcoming town meeting and support these initiatives where possible.
2. (As suggested for the SB in the Section 4.3 Review above), Request from the town manager an overlay map(s) of existing municipal properties and potential opportunity sites (privately owned or government surplus properties) that might be useful for town purposes, identifying multiple site uses whenever possible for housing, commercial and other municipal needs in addition to considerations for preservation of agricultural land, open space, recreation. This information should inform future proposed land acquisitions and SB priorities.
3. Support the expansion of commercial and industrial uses within the existing zoned areas for the Town's long-term financial sustainability through its tax base.
4. Promote new energy and environmental sustainability initiatives that further Concord's established sustainability goals.

Section 4.5 Mobility and Transportation

This section of the CLRP seeks to balance modernizing our in-town transportation network of roads, streets and paths while preserving the town character. The recommendations in this section will improve the quality of life of Concord residents without overtly encouraging growth. Recommendations capitalize on the multi-modal means of transportation of complete streets that are pedestrian and bike friendly and that link West Concord and Concord Center without having to rely on individual cars.

Solutions to 'the last mile' to reduce barriers for residents reaching their destination -- school, commuter rail stations, shopping, and medical appointments. While improved transportation options may create a more dynamic and friendly community lifestyle that homebuyers may seek in their next purchase, these improvements would reap benefits for all residents.

Our conclusion is that the recommendations in this section represent smart planning and are not likely to result in local population growth.

Section 4.6 Open Space & Natural Resources

Envision Concord reiterates the inextricable linkage between our perceived character and our natural and rural space. And as a theme of our historic and present-day identity, we value protection and expansion of these assets annually.³ Residents not only list it as the #1 reason for moving here, but once here utilize our rivers, trails, farms and recreation land daily. Concord's 2013 survey, 2014 Recreation Facilities Plan and 2015 Open Space and Recreation Plan identified 60% of Concord as open space with 38% protected. Since then multiple properties have been added towards achievement of its seven-year plan⁴. Given Concord's longstanding stewardship of open space and nature, it is not surprising that in 2018, the goals set out by Envision Concord represent furtherance and refinements of previous priority actions:

1. Maintain and increase conservation and protected land
2. Protect rivers, wetlands, ponds, vernal pools, upland habitats and other natural resources
3. Further educate residents on the interconnections between conservation land and natural resources and the ecosystems they contain so as to encourage homeowner practices to further protect these resources
4. Continue responsible conservation land management.
5. Link ecosystem health and biodiversity to Concord's long-term sustainability and resiliency goals.
6. Protect and promote sustainable practices in local agriculture, land use and traditions.
7. Maintain and increase amount of open space
8. Educate Concordians about the importance of their open space and recreational amenities
9. Enhance access between trails and village centers connecting recreation to our businesses, institutions and organizations.
10. Responsibly manage all our recreational and open space assets.

These ten goals require active management and professional oversight, public and private contributions, forward thinking and sometimes unpopular regulation. Preservation and enhancement of all three open space components of this section: conservation, agricultural and recreational lands, supports the town's real estate values, sustainability and resiliency goals, as well as quality of life. And, in this way, the interwoven planning embodied in this Section offers a microcosm of the sustainable planning approach adopted by Envision Concord.⁵

Section 4.7 Public Facilities and Infrastructure –

The Board should review the following actions:

1. Further develop the Town's expertise in the area of transportation systems, programs, services, funds, etc. (Section 4.5, Goal 1, Action 1c);

³ 2016-19 has seen the public and private preservation of over 275 acres of land.

⁴ Envision Concord, page 192-3

⁵ The Open Space + Natural Resources Systems Matrix on pages 204-207 does a very good job of laying out the interconnected value enhanced by all the planning and conservation activities articulated in the goals.

2. Improve coordination with regional partnerships for the purpose of reducing traffic volume from commuter through-traffic and regional ecosystems planning (Section 4.5, Goal 4);
3. Evaluate the cost-effectiveness of new or complete redevelopment of Town buildings and/or infrastructure (e.g., new middle school or integrated Town services building). (Section 4.7, Goal 2).

Section 4.8 Fiscal Planning

The report reiterates the goals of the 2005 Long-Range Plan and are worth repeating here:

1. Ensure that the distribution of the tax burden allows Concord residents to remain in Concord.
2. Provide high quality infrastructure through sustained, regular investment at the lowest reasonable cost.
3. Maintain stable operating budgets that consistently improve Town services and School programs that treat all Town and School employees fairly, and equitably distribute financial resources among Concord citizens.

Within these goals is the ever-present and explicit trade-off – improvements versus increased spending (taxes). The new goals added in the report are aimed at specific ways to help manage the trade-off. The first is to establish a ten-year fiscal projection tool aimed at long-term capital expenditures and department-by-department level of analysis⁶. The second calls for establishing a process for setting fiscal guideline for expenditures – without commensurate revenue generation. The third suggests the use of integrated planning principles to assist with the many multiple objectives outlined in the report. The four and final new goal urges better fiscal coordination between the Town and the Schools.

We should ask the Town Manager if he believes moving to a ten-year capital planning process would be constructive. The report suggests a ‘department by department illustration of anticipated level of service provision corresponding to three fiscal scenarios.’ We assume the three fiscal scenarios are those of the Finance Committee referred to earlier in the report. We don’t know whether or not the Finance Committee is still using these scenarios.

Goal 2 in the report – ‘Establish a process for setting fiscal guidelines for expenditures,’ should, we believe, be referred to the Finance Committee. They should be asked if their proposed new sustainability approach is in response to this goal and if not, how does the sustainability approach align with this Goal 2.

We don’t have a recommendation for Goal 3 about evaluating new spending opportunities. As for Goal 4, We would suggest that we ask the Town Manager to meet with the Superintendent of Schools to specifically address this goal and report back to the Select Board.

⁶ Currently the Town uses a five-year capital spending process.

Town of Concord
CONCORD MIDDLE SCHOOL BUILDING COMMITTEE
Committee Charge

A. Purpose

The Concord Middle School Building Committee is charged by the Select Board to undertake a Feasibility Study to explore the construction of a single new Middle School Building to replace the two existing facilities. The Committee is also charged to begin the schematic design process for a new school building based on the findings of the Feasibility Study. Funding for the Feasibility and Schematic Design was approved under Article 14 at the 2019 Annual Town Meeting. It is anticipated that the Town will be asked at a later time to approve full design and construction funding for the new school and, should such funding be approved, the Committee shall anticipate serving as the construction oversight body as well. 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.

B. Membership and Operations

The Middle School Building Committee shall be appointed by the Select Board to coordinate and facilitate the design and possibly the eventual construction of a new Middle School. The committee shall have **TBD** 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
- Town Finance Director or designated representative
- Superintendent of Schools
- School Director of Finance & Operations
- School Facilities Manager
- Middle School Principal
- One resident knowledgeable in field of sustainable building design and operation
- Five community residents at-large including at least one with a current school-age child
- Concord Sustainability Director

The community members shall bring as many of the following areas of expertise as possible: general and 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 feasibility study and design and eventually 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:

During the Feasibility Study Phase:

- Develop a process for the selection of the Owner's Project Manager and recommend to the Town Manager the awarding of a contract to the selected OPM;
- Review and approve the RFP for the selection of a qualified professional or firm to conduct the Feasibility Study;
- Review the responses to the RFP, select the person or firm most qualified to perform the work, and recommend to the Town Manager the award of a contract to the selected firm;
- Review the draft Feasibility Study Report and suggest changes and refinements to be incorporated in the Final Report;
- Implement a process for selecting a design firm to undertake schematic design for a new Middle School, based on the findings of the Feasibility Study. Interview firms responding to the RFP/RFQ for design services and recommend the selected firm for award of a contract by the Town Manager.

During Design Phase:

- Assist with the Selection of a Project Manager, who will serve as the Owner's Representative for the project, during both design and construction;
- Issue a Request for Proposals for Design services; interview several designers and make a recommendation to the Town Manager for a contract for design services;
- Review, with a lens of sustainability, the educational specifications as recommended by the School Committee;
- Solicit input from school staff, parents, neighbors of the school and the community as a whole concerning the design of the new building, including any public spaces;
- Foster a discussion of Net Zero construction, and educational and environmental sustainable building design concepts for schools and incorporate, to the extent possible, the Town's goals for Greenhouse Gas Emissions reductions;
- Consider any "lessons learned" or other useful experience gained from earlier school construction projects;
- Ensure the development of an accurate construction cost-estimate to be used when recommending construction funding to Town Meeting and the voters;

- Develop a projected construction schedule to include estimated completion and occupancy dates, timing for the demolition of the existing buildings, and full completion of the project.

During Construction Phase:

- 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

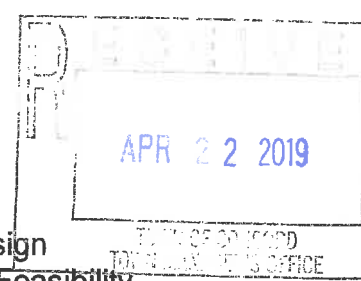
The Middle School Building Committee shall keep abreast of any potential reform to construction laws at the State level. The Committee shall review such reforms that may apply to the project and apply them if the Committee determines that they are appropriate and they would reduce costs without causing delay in the schedule.

_____, Select Board Chair

Date

Key Design Principles¹

New School Feasibility and Design Study



These Design Principles are a distillation of the key elements of the design approach that was referenced in the Town Meeting Amendment to the Feasibility and Design Study Article and was communicated to the Concord School Committee at Town Meeting. The purpose of these Principles is to provide a sustainability framework that should be followed in the design process.

Two fundamental requirements from Town Meeting:

First, the new school building should be fossil-free. Second, the amount of energy consumed by the school building should be matched by an equivalent amount of energy produced on site ('Net Zero'). Annual kWh consumption on the site = annual PV production from the site (roof, parking lot canopies, etc.).

Best In Class Energy Efficiency:

Net Zero buildings meet the most stringent energy efficiency standards. As such, Net Zero buildings are in a class by themselves, performing significantly better than buildings that simply meet 'code' or which are designated as 'high-performance'. The Energy Use Index (EUI), which measures the energy consumption per square foot, should be used to establish metrics for the design process and distinguishes net zero from 'code' and high performance buildings.² The highest, best-in-class efficiency, *as measured by EUI*, is required in order to meet these fundamental Net Zero requirements in a cost effective way.

Efficiency Through Passive Solar Design:

While efficiency in the mechanical systems is important, efforts to reduce building energy requirements start with optimizing the building design to take advantage of the sun for day-lighting and passive heating/cooling. And, the building should be oriented and designed to maximize the exposure of the roof for PV.

High-End Building Envelop (Thermal Control Layer):

The envelope needs to incorporate the highest standards for doors, windows, slab, and roof. Minimizing heat loss is far less expensive than building additional PV capacity on-site to compensate for heat loss.

Heating:

In a fossil-free building, heating is accomplished through air-source and/or ground source heat pump technology.

¹ Our Thanks to William Maclay, and Mcclay Architects, from whose concepts we have liberally borrowed.

² Maclay, William, *The New Net Zero*, Chelsea Green Publishing, 2014. Typical Existing 'pre-code' schools at 83 EUI, Code schools at 45-55 EUI, High-Performance at 25-45 EUI, and Net Zero at 10-25 EUI.

Ventilation:

Given the high efficiency of the thermal control layer in a Net Zero building and the resulting lack of air infiltration, a ventilation system to provide fresh air to the building is required. In order to provide the desired fresh air while minimizing the heating load, the ventilation system needs to be separated from the heating system. This allows for the use of a heat/energy recovery system to conserve energy as air from the building is exchanged for outside air. This approach has the advantage of fine-grained control over the fresh air volume and allows for exceptional air quality, while conserving the energy in the building's heat.

Energy Loads:

In Net Zero design, energy loads (plug loads, heating/cooling, hot water heating, ventilation, and lighting) are modeled to achieve the EUI metric. This includes 100% reliance on outdoor light when it is available and sufficient control of fresh air ventilation to allow for adjustment to the level of occupancy expected for each room. As load increases, the PV requirement also increases.

Hot Water (and water in general):

Hot water is typically 4-5% of overall load for an educational facility. The best practices involve solar hot water collectors (i.e. roof-top Domestic Hot Water (DHW)) or electric resistance DHW with PV collector. But, as with many other of the Net Zero principles, reducing hot water demand is the first and most important requirement – high efficiency dishwasher, low flow faucets, and showers, and the use of heat recovery for gray water. Likewise, technology needs to be leveraged to reduce overall water consumption.

Site Design

The site design should allow for the reuse of storm-water runoff for irrigation.

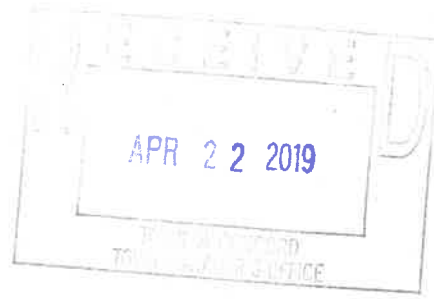
Net Zero-Ready:

Net zero-ready allows for an end-to-end design of a 100% Net Zero building, including all of the PV capacity required for fully compliant net-zero building. However, this approach allows for a limited initial build-out of the PV system that includes roof-ready enhancements, conduits, and site improvements with a commitment to add the necessary capacity for 100% net-zero. Initial design and specification needs to include costing of both the PV infrastructure and the PV panels/arrays.

Embodied Energy

Embodied energy is the remaining energy required for the remaining elements of the lifecycle. Design should assume best practices in selecting use of low-carbon building materials (foundation, structural, windows, etc.). And, best low-carbon practices should be followed in disposing of the existing school buildings.

April 22, 2019



To the Select Board,

We wanted to follow up with you after Town Meeting with a few thoughts and questions.

First, we want to thank you for your efforts and support that resulted in the successful passage of Articles 23-26 to fund affordable homes in Concord. We know there is still much work to be done before these can be implemented, but this was a positive first step, helped greatly by a gracious collaborative spirit in the weeks leading up to Town Meeting.

Because our committee's charge will expire on April 30, is there anything you would like us to complete related to Articles 24, 25 or 26 before that date? We plan to issue a final report to the Select Board in the coming weeks, to close out the research and findings that were in our Preliminary Report submitted on October 29, 2018.

Please let us know what actions and timetables are planned for getting the bylaws prepared for Article 24 and initiating the state legislative process for Articles 25 and 26, and who will be coordinating those activities. There may be some level of detailed information that our committee might need to supply to that person/people to facilitate those endeavors so they move smoothly and quickly.

Our Committee email is AHFC@ConcordMA.gov, or you can reach any of us on the Committee through our personal email or phone.

Thank you.

Affordable Housing Funding Committee

Ray Andrews

Todd Benjamin

Vince Carlson

Holly Darzen

Sue Myers

Andrew Mara

From: Bernard Gunther <bernard@gunther.com>
Sent: Monday, April 22, 2019 2:40 PM
To: Andrew Mara
Cc: Susan Fineberg
Subject: Summit Award Recognition

Dear Andrew Mara,

Beth Fineberg is a Concord resident who is receiving her Summit Award on Friday, April 26. She is the first Concord resident to receive this award, which is very similar in terms of effort to the Eagle Award for Boy Scouts. I was hoping that you could coordinate getting this getting recognized by the Concord Select Board at their next meeting.

Venturing is a co-ed part of the Boy Scouts of America for youth ages 14 to 20, that has evolved from the Boy Scouts Exploring Program established in the 1960's. Venture Crew 1775 is sponsored by MIT Lincoln Lab and participates in STEM, high adventure, and community service programs. The Summit Award is the highest rank offered in the Venturing program.

Beth's Summit Project was a community concert for local senior citizens at the Concord Council on Aging. She planned all aspects of the concert - finding a venue, finding musicians, putting together musical selections, advertising to the community, producing a program with custom art, and gathering a team of volunteers from the crew to seat people and hand out programs on the day of the concert. The Council on Aging and her audience were very appreciative of her efforts!

Boy Scouts of America describes this award to scouts, "The Summit Award represents Venturing's highest honor. To achieve this ultimate recognition, you will serve the crew as a leader— both formally and informally— and you will be a mentor to others. In addition, you will strengthen your community by designing and leading a service project to benefit others. The experience gained in earning this award will help you mature as a member of a team and as an individual."

Beth has worked with the Crew over years to get this award. Would it be possible to get someone from the Board to either send or present a formal letter from the Board recognizing this achievement? The Ceremony is at the Concord Scout House; 74 Walden St, Concord; 7:30pm - 9:00pm

Best regards,
Bernard Gunther
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2018-2019 Select Board Goals

Process

The Concord Select Board annually affirms its values and guiding principles to align its goals and objectives for improving government as it interacts with the Town Manager, committees, task forces, citizens and other units of government. In so doing, the Board aims to lead and establish strategic priorities, to provide support and guidance and encouragement where appropriate and to be collaborative, open and inclusive at all time.

Values and Guiding Principles

Governance: Effective, Responsive and Transparent Governance

Financial Stability: Fiscal Responsibility and Financial Stability/Sustainability

Infrastructure: Sufficient, Well-maintained and Reliable Infrastructure

Natural Resources: Protection and Enhancement of Natural Resources

Sustainability and Resilience: Sustainable Management of Energy and Resources and taking actions to regenerate our natural environment

Quality of Life: Maintaining a high level of Town services to Concord citizens

Historic and Cultural Heritage: Preservation and Promotion of Historic and Cultural Heritage

Diversity: Economic and Social Diversity

Balance and Equity: Balance and Equity among divergent individual, Neighborhood and Town-wide interest

Regional and State Interests: Advancement of Concord's Interest in the Region and the Commonwealth

Goals and Objectives

Specifically, the Board supports short and long-term goals and objectives in the following categories:

Effective Governance, Board Organization, and Communication

1. Provide leadership for the successful completion of the search process for a new town manager by June of 2019. This will involve the appointment of a Search Committee, retaining of a Consultant, providing a town manager job description.
2. Encourage and support the Town Manager, town departments and town committees to begin to incorporate goals and implementation action steps from the 2030 *Envision Concord* Comprehensive Long-Range Plan in their current year goals. Similarly, review, identify and prioritize goals and actions steps from the plan for the Select Board.
3. Provide guidance and resources for all Town volunteers serving on boards and commissions to improve consistency and efficiency of public meetings and hearings. Continue training for residents serving on boards and committees.
4. Promote open and transparent government through enhanced use of technology and increased public access television, and the work of the PEG Access Committee among other means.
5. Implement the recommendation of the Public-Private Partnership Committee to standardize a Memorandum of Agreement as part of the town's engagement in such partnerships.

Financial Stability

1. Instill integrated fiscal policies among the Select Board, the Finance Committee, and the School Committee to manage Concord citizen's tax burden.
2. Support management of Town services and budgets to maintain Concord's Aaa bond rating and to avoid Proposition 2-1/2 Overrides.
3. Oversee the implementation of Senior Means Tax Exemption.

Balance, Equity and Diversity

1. Review the recommendations of the Concord Affordable Housing Funding Committee and determine process for increasing affordable housing in Concord.
2. Prepare a warrant article for town meeting based on recommendations from the Affordable Housing Funding Committee final report to the Select Board.
3. Continue to work with business sector to establish retail diversity support systems.
4. Work with Police Department and other enforcement departments to demonstrate Concord's commitment to its Welcoming Community status.
5. Support proactive planning for wastewater infrastructure, water, telecommunications, energy, parking, traffic, and outdoor lighting.
6. Continue to apply Concord's Sustainability Principles in town decision-making, where appropriate, and seek economic, social and environmental resiliency in both public and private sector development.
7. Support the Sustainability Director and Asst. Town Manager in following through on recommendations of the Energy Future Task Force.

Maintaining Concord's Unique Character, Historic and Cultural Heritage, Agriculture and Natural Resources

1. Encourage collaboration among town departments on planning priorities, conservation and acquisition of land to preserve Concord's rural and agricultural culture.
2. Enhance accessibility to recreation and conservation resources in Concord for all citizens.
3. Review and implement recommendations for the recreational use and long-term protection of White Pond and the Gerow land and their ecosystems.
4. Work with the Natural Resources Committee on balancing dog friendly access and ecosystem protection on conservation lands.
5. Review and, if appropriate, pursue establishing dog-designated park/s.
6. Continue to engage Concord in implementing Estabrook Woods Access Study Committee Recommendations where possible; work with private land owners and abutters and resolve legal right-of-way concerns. Seek resolution to access and use of Estabrook Woods.
7. Pursue analysis of the condition of the Ball Benson barn and house, and work to identify potential relocation sites.

Regional and State Interests

1. Meet regularly with state legislators.
2. Participate in regional organization of which Concord is a member such as HATS, HFAC, MPO, MAPC, BRBSB, and MAGIC.
3. Maintain active relationship with Hanscom AFB.
4. Actively participate in MMA Fiscal Policy Committee and MMA Infrastructure and Public Works Committee.
5. Continue ongoing involvement with Minuteman High School.
6. Identify opportunities for Concord's two cultural districts and coordinate efforts across sectors and locations.