

**TOWN OF CONCORD
SELECT BOARD
AGENDA
MARCH 22, 2021
4:00 PM
VIDEO CONFERENCE CALL**

Join Zoom Meeting

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBlA21CczdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

One tap mobile

+16465588656,,84092395810# US (New York)

Dial by your location

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888 475 4499 US Toll-free

Meeting ID: 840 9239 5810

Find your local number: <https://us02web.zoom.us/u/kcwFtQro3l>

#	Agenda Item
1.	Call to Order
2.	Consent Agenda <ul style="list-style-type: none">- Town Accountant Warrants: March 18, 2021- West Concord Junction Cultural District designation renewal with the Mass Cultural Council
3.	Town Manager's Report
4.	Chair's Remarks
5.	IT Security Update
6.	Application for HOME Funds – Commonwealth Ave (CHA)
7.	Library Administrative Code Revision
8.	Parking Enforcement Discussion
9.	Committee Nominations: Ed Feather of 392 Border Road to the West Concord Junction Cultural District Committee for a term to expire on April 30, 2024
10.	Committee Liaison Reports
11.	Miscellaneous Correspondence
12.	Public Comments
13.	Adjourn



March 18, 2021

Stephen Crane
Town Manager
22 Monument Square
Concord, MA 01742

MA Cultural Districts Initiative – West Concord Junction Cultural District

Dear Mr. Crane,

I am writing to inform you that the state designation for the **West Concord Junction Cultural District** ends in 2021. A cultural district designation is effective for five years. Designations may be renewed for an additional five years if the municipality and the cultural district partnership have maintained compliance with annual reporting requirements in prior years and recommits to its cultural district's work. This letter serves to provide you with information about the steps that must be taken to achieve designation renewal.

Having assessed the requirements to be considered for designation renewal, the Mass Cultural Council has determined that Concord is up to date with yearly reporting and is in compliance with the use of cultural district funds awarded by the Council; therefore, the district is eligible for renewal.

To begin the renewal process, the municipality must notify the Mass Cultural Council of its intent to renew by **April 2, 2021** via letter. Once the Council receives your letter, I will look to schedule a time to meet the district to discuss next steps.

Key renewal components include:

- As the applicant and holder of the designation is the municipality:
 - A letter of endorsement from the top city/town official in the form of a letter is required.
 - Vote by city/town council recommitting to the cultural district in line with the resolution passed in support of the proposed cultural district five years ago.
- A cultural district map with the current boundaries and updated key, as well as the overlay of proposed boundary revisions and the inclusion of new or existing assets, if applicable. *This is the time to request boundary changes and/or the inclusion of new or existing assets.*
- A meeting with cultural organizations, artists and stakeholder as a means to identify appropriate goals going forward.
- Completion of an online application with questions:

- Changes in the district in terms of business openings, closings, new events/programs/festivals, staffing and so on
- Commentary on any shift in partnership, leadership
- Management going forward
- Key achievements in the past five years.
- Goals moving forward that are actionable and achievable and relate to the Cultural District Initiative goals
- Cultural district marketing/promotion materials

The deadline for the submission of materials is Wednesday, **June 30, 2021**. This allows ample time for planning and discussion at a local level with assistance from Mass Cultural Council staff. Recommendation for renewal will be taken to the Mass Cultural Council members in their August 2021 board meeting.

For your interest, the renewal involves districts in six (6) cities and towns. They are:

Amherst	Greenfield
Aquinnah	Nantucket
West Concord Junction, Concord	Scituate

Please contact me if you have any initial questions. I can be reached via email: luis.cotto@art.state.ma.us or via my cell phone during our remote work stage: 203.215.9614 (direct line).

Sincerely

Luis Edgardo Cotto
Program Manager
Cultural Districts Initiative, Mass Cultural Council



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

TEL: 978-318-3000
FAX: 978-318-3002

Stephen Crane, Town Manager

MEMORANDUM

To: Chair Escobedo and Members of the Board

From: Stephen Crane, Town Manager

Date: March 22, 2021

Re: Town Manager Report

Vaccine Update

Attached is a letter submitted to DPH by the health directors and administrators/managers in the towns (Acton, Bedford, Carlisle, Concord, Lincoln, Maynard, Sudbury, Wayland, and Westford) for the siting of the regional vaccination clinic.

CPW

Hubbard St Improvements Update: The Engineering Division is completing the design of improvements to Hubbard St from Walden St to Thoreau St that includes drainage, road reconstruction and Complete Streets Elements – sidewalks, curbing, crosswalks, wheel chair ramps and striping. Approximately 300 feet of the street at the Walden St end is in the *Main Street Historic District* and was recently reviewed and approved by the Historical District Committee. A meeting with Hubbard St residents to discuss the design is being held on 3/23/21. National Grid is also scheduling the replacement of their gas main ahead of the road improvements. Construction is expected to start this summer and complete in the fall of 2022.

Gerow Bid Results

Attached is a memo from Deputy Town Manager Kate Hodges with the results of the bid process for the improvements at Gerow. The bids were favorable and the project is currently \$140,000 under budget.

DPLM

Attached is a memo from DPLM Director Marcia Rasmussen regarding the Bruce Freeman Rail Trail – last ½ mile of 2C with 2D. Additionally, there have been active discussions between Debra's Natural Gourmet and Town staff from Health, Building Inspections regarding the use of the former West Concord 5&10 building for an expanded store.



TOWN OF CONCORD
Office of the Deputy Town Manager
www.concordma.gov

To: Stephen Crane, Town Manager
From: Kate Hodges, Deputy Town Manager
Date: March 19, 2021
Re: Gerow Park – Bid Results

As you know, the Town has been working on a master plan and design for the Gerow Park Property for a number of years. We received funding from CPC and the Debt Plan throughout the past several fiscal years. When scoping and estimating Phase I of the project, we planned for the park-specific improvements to cost approximately \$1,400,000. We believed the building construction and utility work would cost approximately \$500,000. This left a project budget estimation of about \$1.9 M. I am happy to report that the post-bid numbers have the project coming under budget by nearly \$140,000. Below you can see the specific details.

The Town solicited bids from qualified firms for the Gerow Recreation Area – Phase 1 Improvements (Bid #2205) and Restroom Building (Bid #2206) in February of 2021. Three separate bid deadlines and openings were conducted according to the following schedule and to comply with M.G.L. Ch.30B and Ch.149.

Specific bid openings dates included:

BID # 2205 – Park, General	Tuesday, March 16, 2021 at 2:00 PM.
BID # 2206 – Restroom Bld.	Friday, March 19, 2021 at 2:00 PM.
BID #2207 – Restroom Bld., Sub-Bids	Friday, March 5, 2021 at 2 PM.

All Bids were opened live via Zoom and reviewed by myself, Ryan Orr, Facilities Director, Jon Straggas, Facilities Operation Coordinator and Laurie Giovino, Senior Department Clerk.

BID # 2205 – Park, General	Town Received 7 Bids Total
BID # 2206 – Restroom Bld.	Town Received 5 Bids Total
BID #2207 – Restroom Bld., Sub-Bids	
Roofing & Flashing	Town Received 5 Bids Total
Plumbing	Town Received 2 Bids Total
Electrical	Town Received 1 Bid Total

Below are the lowest responsive bids specific to each item.

BID # 2205 – Gerow Recreation Area, Phase I Park Improvements

	Cole Contracting	Bautista Masonry	M.J. Cataldo, Inc.
Base Bid	\$1,095,220	\$1,149,000	\$1,230,000
Alternate 1	\$ 112,000	\$ 149,000	\$ 210,000
Alternate 2	\$ 16,000	\$ 79,000	\$ 168,000
Total Price	\$1,223,220	\$1,377,000	\$1,408,000
All Required Docs & Bid Bond Received	YES	YES	YES

Environmental Monitor	Glenn Krevosky EBT Env. Consult's	Wilcox & Barton	Mary Rimmer, Rimmer Env. Consult's
Botanist	Glenn Krevosky EBT Env. Consult's	Tunison Env. Consult's	
Timber Frame Supplier	Hardwick Post & Beam	Hardwick Post & Beam	Garland Mill Timber

BID # 2206 – Gerow Recreation Area, Restroom Building Filed Sub-Bids

	The Aulson Company	Robert Irvine & Sons	Brite-Lite Electric Co.
Roofing & Flashing	\$28,750		
Plumbing		\$65,280	
Electrical			\$52,276

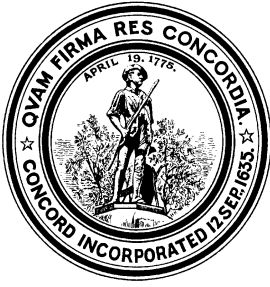
BID # 2206 – Gerow Recreation Area, Restroom Building

	BC Construction Co	Marino Construction	Classic Construction
Base Bid	\$393,418	\$483,773	\$484,000
All Required Docs & Bid Bond Received	YES	YES	YES

The apparent low bidders for both are highlighted in yellow; however, the Town team still needs to check references, requires bonds and insurance and the DCAMM certifications. When that is complete, I shall forward a memo of award to your attention for approval.

Should the apparent low bidders be confirmed, the work for this phase of the Gerow Park Improvements will cost \$1,762,944 and should commence on or about May 1, 2021.

Please let me know if you have any additional questions on this.



TOWN OF CONCORD

Department of Planning and Land Management

141 Keyes Road - Concord, MA - 01742

Phone: 978-318-3290

MEMORANDUM

To: Bruce Freeman Rail Trail Advisory Committee
From: Marcia Rasmussen, Director DPLM
Re: Update on the last ½ mile of 2C/2D
Date: March 18, 2021

After the December 3, 2020 public meeting, I received additional information from some residents abutting the rail trail requesting additional fencing, which I forwarded to the Design Consultant, along with questions raised about timing for the installation of gates and a request that it be done by the Contractor once construction was underway.

While coordinating on other aspects of the project with the Sudbury Design Consultant, discussion of gates and additional fencing requested raised concerns on the part of MassDOT staff.

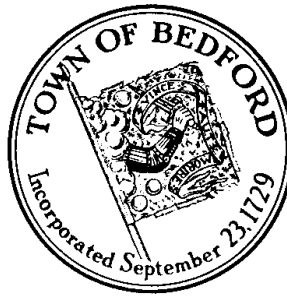
Through follow up discussions with MassDOT and the Design Consultant, I've learned that the 75% design plans dated 2016 for the last ½ mile in Concord had not been fully reviewed in 2015/2016 by the State agencies responsible because this portion of the trail was removed from the project at that time due to concerns raised about constructing a turn-around in the woods. Now that the review is being done, MassDOT organized a site visit this past Tuesday, March 16th to review the existing conditions in light of the requested fencing.

During the site walk with MassDOT, they reviewed the existing topography at various locations along the trail, observed the locations of existing houses setback from the trail, the width of the right-of-way (100 feet) and discussed various encroachments of structures and fences within the right-of-way that will need to be addressed. I was also informed that in most locations they did not feel the requested wood fencing is warranted because there are no safety hazards for the majority of the trail and they raised questions about the safety of the proposed metal fencing near overlooking White Pond, indicating that the requested length and type of fencing was unlikely to be approved. I have requested that they put their determination in writing.

I realize this is new information that will need to be discussed in a more formal setting and suggest/recommend that this item be added to the next BFRT Advisory Committee agenda.

TOWN OF BEDFORD
BEDFORD, MASSACHUSETTS 01730

Health and Human Services Department
12 Mudge Way
Phone: 781-275-6507



March 19, 2021

Jana Ferguson
Assistant Commissioner
Massachusetts Department of Public Health
250 Washington Street
Boston, MA 02108

RE: Plan for Implementation of Proposed Regional Collaboration for COVID-19 Vaccinations
Towns of Acton, Bedford, Carlisle, Concord, Lincoln, Maynard, Sudbury, Wayland and
Westford

Dear Ms. Ferguson:

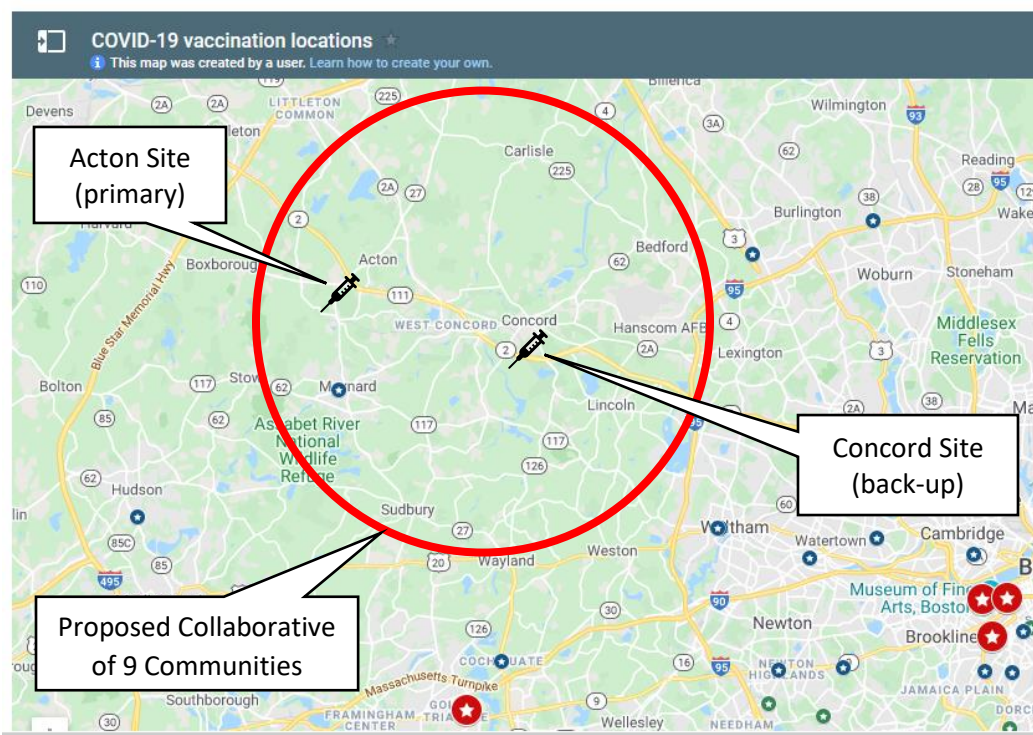
We are writing to continue the discussion relative to establishment of a Regional Vaccination Collaboration of Towns in Central/Western Middlesex County inclusive of the above referenced communities. Our communities have a long history of collaboration through shared services, program partnerships and emergency preparedness activities. Additionally, many of our communities worked together to serve First Responders via the Concord Dispensing Site at Concord-Carlisle High School during January and February 2021. We know the makeup of our communities, how to outreach to our residents, how to efficiently execute emergency dispensing, how to work with our first responders, and how to recruit and deploy volunteers, all in a safe and efficient manner in accordance with the protocols, training and requirements of the state and federal government, as originally tasked almost 20 years ago.

Baseline Requirements Confirmed

We understand the commitment for establishment of a regional collaboration involves meeting specific geographic needs and reiterate our commitment to meet the following requirements:

1. *Have the capacity to vaccinate minimally 750 individuals per day, 5 days per week* – our communities are well-prepared for a large through-put clinic. We have staff and volunteers available to meet the required through-put;
2. *Serve unmet need geographically, as identified by the Department of Public Health* – the state's Vaccination Site Map (inserted below) clearly indicates the many locations currently offering vaccine appointments and there are next to none in the towns that are part of this proposed collaboration;

3. *Meet an administration rate threshold of 85% and report doses within 24 hours* – we have run large flu clinics for many years and have been running smaller COVID-19 vaccination clinics this year while meeting the rate and reporting thresholds. Staff would be dedicated to this administrative task to ensure metrics are achieved and data is provided to MA DPH in a timely manner;
4. *Serve all residents of the Commonwealth; collaborations may focus outreach efforts towards those who live or work in the area but must be open to all Massachusetts residents* – the partner communities listed above would concentrate outreach to our communities but understand that the clinics would need to be open to all Massachusetts residents and would appropriately list the regional clinic locations and appointment times on PrepMod and the COVID-19 Vaccination Locations map; and,
5. *Provide public links for vaccine appointments on Mass.gov/COVIDVaccine* – we have been working with PrepMod for months and are capable of establishing, managing and promoting clinics via the state system and on the state website.



Collaborative Demographics

Population over 18: 101,844

Total Population: 128,177

Available vaccinators (EMTs/Firefighters, Licensed Medical Professionals): 550

Available non-medical staff: 500

Proposed Vaccination Sites

The collaborative is proposing to vaccinate residents of Massachusetts via a primary site and a back-up site. The back-up site is proposed in the event our primary site becomes unavailable due to damage, lack of power, etc.

Site 1 – Primary Site - KMart/Stop & Shop Site, 252 Main Street, Acton, MA 01720 – walk through site, adverse effects waiting period inside (easily convertible to drive-up using portable structures provided by Carlisle)

- Owned by the Stop & Shop Supermarket Co.
- Currently vacant, no other businesses operating on the property
- ~5+ Acre site
- Building ~ 65,000 square feet
- Loading Dock in rear
- Access around entire building
- Utilities
- Facilities
- Dedicated phone/internet provided by Acton IT department Phone # when manned: 978-929-6619
- Approximately 230 marked parking spaces with additional unmarked areas to park or run drive-thru clinic
- Building entrances on east and north sides allow for single direction pedestrian traffic
- Two site entrances on East side Main Street (Rte. 27), one site entrance on north side Massachusetts Avenue (Route 111)
- Convenient to Routes 2 and 495

Site 2 – Back-up Site - Concord/Carlisle High School, 500 Walden Street, Concord, MA 01742 – walk through site – adverse effects waiting period in vehicle

- Owned by the Town of Concord, MA
- Temporary structure on-site
- Attendees drive up to site, exit vehicles, enter temporary structure for check-in, screening, vaccination, check-out and wait in vehicle during post-vaccination monitoring period while being monitored by public safety personnel.
- 93.6 acre site
- Building area = 1250 square feet (temporary structure had dimensions of 30 x 35 feet, totaling 1050 square feet with an associated support trailer that has dimensions of 10 x 20, totaling 200 square feet).

- Post vaccination waiting is accomplished in client vehicles which are monitored by appropriately trained staff.
- Site has dedicated internet. No hard wired phone but all lead staff will have cell phones and Fire Dept will be on site at all times with multiple communication devices.
- 250 parking spaces
- Utilities
- Facilities
- Structure entrances on east and west sides allow for single direction pedestrian traffic
- Primary site entrance is off Walden Street which is approximately 500 feet from Route 2.

Please see attached maps for site layouts.

Vaccine Ordering, Storage and Capacity

The Acton Health Department will be responsible for ordering and receiving vaccine on behalf of the collaborative. Vaccine will be stored in frozen state in a freezer located at the Acton Public Nursing Service, 30 Sudbury Road, Acton, MA 0170. This site has pharmacy grade freezer capacity for 4,500 doses of vaccine, with a redundant same-site frozen storage capacity for 4,500 doses. Freezer temperatures are monitored and logged twice daily and equipment is connected to emergency power.

Clinic Registration, Administration and MIIS Data Collection

Clinics will be scheduled using PrepMod, with local Councils on Aging and other town departments assisting those residents of our communities with acquiring on-line appointments should they not have access to the internet. Non-medical administrative staff will ensure clinics are closed in PrepMod within 24 hours and data transmitted to MIIS within the required timeframe.

Administrative staff will also assist residents with access to transportation to their vaccination appointment, should the need exist.

Vaccine Dispensing – Hours and Staffing

Given our collective experience, we project that up to 150 doses of vaccine/hour can be distributed from each dispensing site by trained staff and volunteers. Over a 6 hour clinic, that throughout equates to up to 900 doses distributed per day. Our communities have varying levels of staffing and volunteers but collectively we have:

- 550 medical personnel - paid Health and Fire Staff and volunteers (MRC, student nurses, paid contractors)

- 500 non-medical personnel – paid Health, Fire and Other Town Staff (CERT, other Town volunteers)

This credentialed workforce will rotate into each clinic with an estimated 13 medical and 20 non-medical personnel for each clinic day. These numbers are fluid and scalable based on site needs and actual realized throughput.

To coordinate and schedule clinics and ensure proper staffing and timely data entry and clinic closeout, a Vaccine Clinic Manager and Administrative Assistant will be hired to support the Collaborative. We have interested candidates already being considered.

We anticipate the following staffing needs for each clinic:

Non-Medical - 15

Flow Maintenance - 6

Check-in – 2

After Effects Monitors - 3

Check-out - 4

Medical - 13

Screening – 3

Vaccine Drawers – 2

Vaccinators - 8

We anticipate the following clinics schedule: Tuesday – Saturday, 8 am – 3 pm (6 hour clinic, plus 1 hour total for set-up and break-down).

For all of the clinics, medical personnel will be present who are capable of timely response to any attendee's anaphylactic reaction for administration of epinephrine. For most of the clinics EMTs will be vaccinating and on-hand with ambulances on-site. In the event that an ambulance is not on-site, local public safety personnel are on-call and readied that response to the clinic may be required.

Site Security

The vaccine storage facility as well as the dispensing sites are secure and monitored by local public safety. Chain of custody and temperature control documentation will be maintained during vaccine transport.

Summary

The communities in this Collaboration have the experience, interest, and ability to run successful regional clinics for the residents of the Commonwealth and have the unique ability to support local residents through the registration process and assist with special accommodations including transportation and housebound visits. We have a long history of running flu clinics in our communities. Our proposed primary and back-up sites are convenient, accessible, and staffed by familiar faces. Many of our residents are unwilling or unable to travel to Mass Vaccination sites or just prefer to go a local clinic which is more familiar to them.

The Towns in this Collaboration have secured the necessary supplies, staffing, venues and community support to effectively and efficiently operate this proposed regional vaccination site. Now we are asking for the state's consideration and support. We are prepared to activate our site within 3 weeks of approval. We would appreciate the opportunity to meet with you directly to present our plan and answer any questions. We also ask that, if there is something within our plan that would need to be changed to make it more compliant or desirable to be approved, that we be afforded the opportunity to make amendments, in lieu of a final negative determination.

Should you have any questions or wish to schedule a time to further discuss this proposal please contact Heidi Porter, Director of Health and Human Services for the Town of Bedford, MA at 781-275-6507.

Sincerely,

Town of Acton

John Mangiaratti, Town Manager

Sheryl Ball, Director of Public Health

Town of Bedford

Sarah Stanton, Town Manager

Heidi Porter, Director of Health and Human Services

Town of Carlisle

Timothy Goddard, Town Administrator

Linda Fantasia, Health Agent

Town of Concord

Stephen Crane, Town Manager

Susan Rask, Director of Public Health

Town of Lincoln

Timothy Higgins, Town Administrator

Letter to Jana Ferguson – March 19, 2021

Plan for Regional Collaboration

Page 7 of 7

Town of Maynard

Gregory W. Johnson, Town Administrator

Kathy McMillan, Board of Health Chair

Kelly Pawluczzonek, Health Agent

Anthony Stowers, Fire Chief/Emergency Management Director

Town of Sudbury

Henry Hayes, Town Manager

William Murphy, Director of Public Health

Town of Wayland

Loiuse Miller, Town Administrator

Julia Junghanns, Director of Public Health

Town of Westford

Jodi Ross, Town Manager

Jeffrey Stephens, Health Director

/attachments

ATTACHMENT B – Back-up Site - Concord Site - Concord/Carlisle High School, 500 Walden Street, Concord, MA 01742



SUBMITTED BY Mary Barrett
 FIELD REP Amy Handfield

COMMUNITY Concord
 FUND Swim and Fitness

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH 3,753,237

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	
Encumbrances	<u>208,236</u>
Expenditures	
Accounts Payable	<u>94,146</u>
Other Liabilities	<u>57,620</u>
Retained Earnings Voted 9/13/20	<u>772,043</u>

TOTAL 2,621,192

PART II

RETAINED EARNINGS - UNDESIGNATED 3,393,236

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)

Retained Earnings Voted 9/13/20	<u>772,043</u>
Rounding	<u>1</u>

TOTAL 2,621,192

PART III

FIXED ASSETS:

DEBITS

CREDITS

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	-		-
FIXED ASSET VARIANCE	<u>-</u>		<u>-</u>

Amy Handfield

REVIEWED BY: _____ PLEASE SEE CERTIFICATION LETTER

DATE: 03/18/21 FOR DIRECTOR OF ACCOUNTS APPROVAL

Town of Concord Information Technology Update

March 22, 2021

Current State Analysis

2

- How does Concord compare with other municipalities?
- How do we stack up against Cybersecurity Frameworks?
- What controls, policies and procedures do we have?
- How does the department integrate with other departments?
- What is the state of our digital infrastructure?

Outside Analysis

3

- Network audit (no-cost)
- Active Directory Health Check (no-cost)
- National Cybersecurity Review (no-cost)
- Risk analysis and Risk Committee (grant-funded)



Steps taken to improve security

4

- Adopted the NIST Cybersecurity Framework
- Created and revamped several security-related policies and procedures
- Began adopting industry-standard encryption-at-rest on all systems
- Applied for and received Cybersecurity Awareness Training Grant



Cybersecurity Awareness Training

5

- State-funded, resulting in a \$12,000 cost savings to the Town of Concord
- 9-month training course consisting of 4 modules and phishing simulations
- Regular reports on participation
- Savings on liability insurance
- Creates a culture of proactive security-related communication



Steps taken to improve security

6

- Began properly segmenting the network through access control lists
- Began a risk-based approach to implementing controls
- Upgraded or retired out-of-date systems
- Created a proper inventory of hardware and software
- Began project of migrating to Office 365

Office 365 - Cloud-based email & Files

7

- Currently, the town maintains 8 servers for email and file services
- The pandemic has highlighted the need for greater accessibility and communication tools
- Recent Exchange vulnerability (30,000 US-based infections and counting) shows the security risk of self-hosted email



Office 365 - Cloud-based email & Files

8

- All services will be migrated to the cloud
- The centralization will result in the organization having a better handle on the resources we maintain
- We can employ data loss prevention rules to monitor data coming in and going out

MEMORANDUM

Date: March 17, 2021

To: Linda Escobedo, Chair, Select Board
Stephen Crane, Town Manager

From: Liz Valenta and Liz Rust, Regional Housing Services Office
Marianne Nelson, Executive Director, Concord Housing Authority
Richard Eifler, Chair, CHA Board of Commissioners

Cc: Marcia Rasmussen, Director, Planning and Land Management

Re: Support of CHA Application for \$88,345 in WestMetro HOME Consortium RFP funds for the construction of an affordable rental house at 367 Commonwealth Avenue

The CHA is respectfully requesting the Select Board vote to support the CHA's application for \$88,345 in additional HOME funds for the construction of an affordable rental house at 367 Commonwealth Avenue from the Consortium RFP. This memorandum is prepared to provide supporting information on the request.

HOME Funds Background

The Town of Concord is a member of the WestMetro HOME Consortium. This project is an opportunity for the Town utilize the Concord HOME funds as well as the Consortium consolidated funds. Each year every member community receives an "exclusive use" HOME funds allocation for eligible project within the municipality, Concord HOME funds. If the exclusive use funds are not used by the town which they were allocated, the Consortium consolidates the funds and they are awarded to a project through an RFP process. This year the Consortium has identified additional set aside funding that is available and will be allocated through and RFP process this spring.

The Town of Concord has allocated their current year "exclusive use" funds (\$28,000) to the CHA 367 Commonwealth Avenue project through the allocation in the Annual Action Plan. The CHA is now applying to an RFP issued by the WestMetro HOME Consortium for an additional \$88,345 in consolidated HOME funds.

Project Background

The Town of Concord purchased a parcel of land referred to as the "Gerow Property" for the purposes of creating a recreation area. By town meeting vote, a small portion of the parcel was designated for affordable housing. A feasibility study was performed and concluded that the parcel proposed is not a buildable lot unless combined with existing CHA property. CHA has combined the Gerow Property, 367 Commonwealth, with the CHA property, 365 Commonwealth Avenue.

The CHA is proposing to add to affordable housing stock by constructing a two bedroom house on parcel of land adjacent to existing CHA property at 365 Commonwealth Avenue. The new house will provide an equal opportunity for young families of low to moderate income the ability to live in Concord and take advantage of the cultural and education opportunities the community has to offer.

Project Budget and Timeline

The utilization of the HOME funds will support the construction of the 2-bedroom house and will provide gap funding for the likely shortfall of the original proposed budget due to the rapidly increasing construction costs.

CHA 2-BR Single Family Detached Home

Soft Costs	<i>CPC budget proposal</i>	<i>Revised HOME budget proposal</i>
Architectural & Design	\$25,000	\$34,700
Site Design & Engineering	\$15,000	\$15,000
Environmental Engineer	\$0	\$7,500
Legal & Permitting	\$10,000	\$10,000
Soft Cost Contingency	\$0	\$6,720
Soft Costs	\$50,000	\$73,920

Hard Costs	<i>CPC budget proposal</i>	<i>Revised HOME budget proposal</i>
Site Preparation	\$12,000	\$12,000
Foundation	\$40,000	\$40,000
Utilities	\$38,000	\$38,000
House Construction	\$180,000	\$256,750
Landscape and Driveway	\$10,000	\$10,000
Contingency	\$20,000	\$35,675
Total Construction	\$300,000	\$392,425

Total Project Costs	\$466,345
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Project Sources	
Town of Concord - Affordable Hsg Funds	\$50,000
Town of Concord - CPA	\$300,000
Town of Concord HOME FY22 funds	\$28,000
Consortium HOME funds – RFP Application	\$88,345
Total project sources	\$466,345

Proposed Timeline

Spring/Summer 2021	Finalize Design and secure Conservation and PRD Zoning approval
Spring 2021	Submit Application for WestMetro HOME Consortium funding
Summer/Fall 2021	Submit DHCD Local Initiative Program (LIP) / Local Action Unit application, record Regulatory Agreement and add unit to the Town's Subsidized Housing Inventory (SHI).
Fall/Winter 2021	Finalize Construction drawings and go out to bid.
Winter 2021-2022	Award construction contract, secure building permit and begin construction
Spring 2022 - Winter 2022	Complete construction and lease unit.

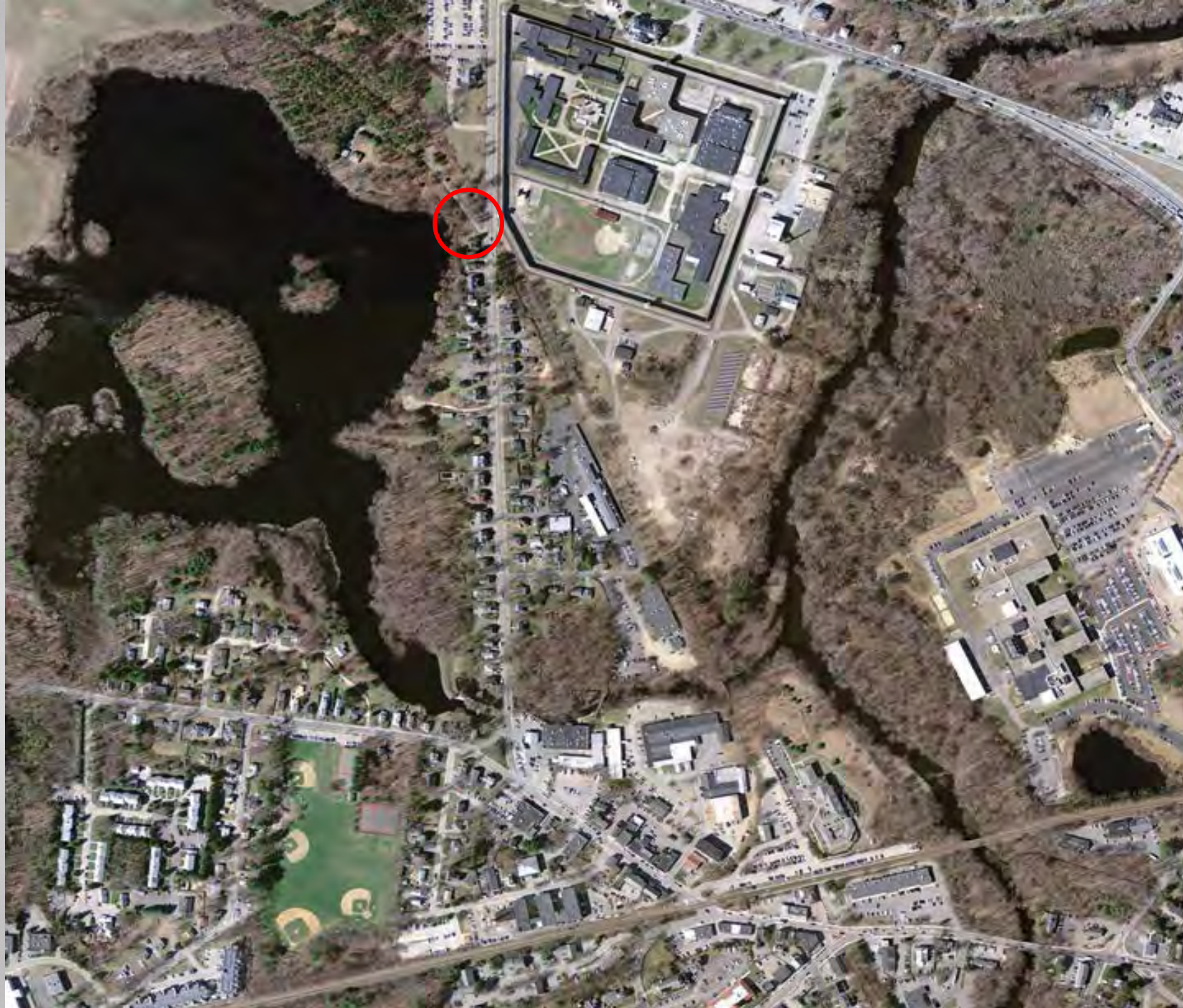


Concord Housing Authority

Commonwealth Ave. Project

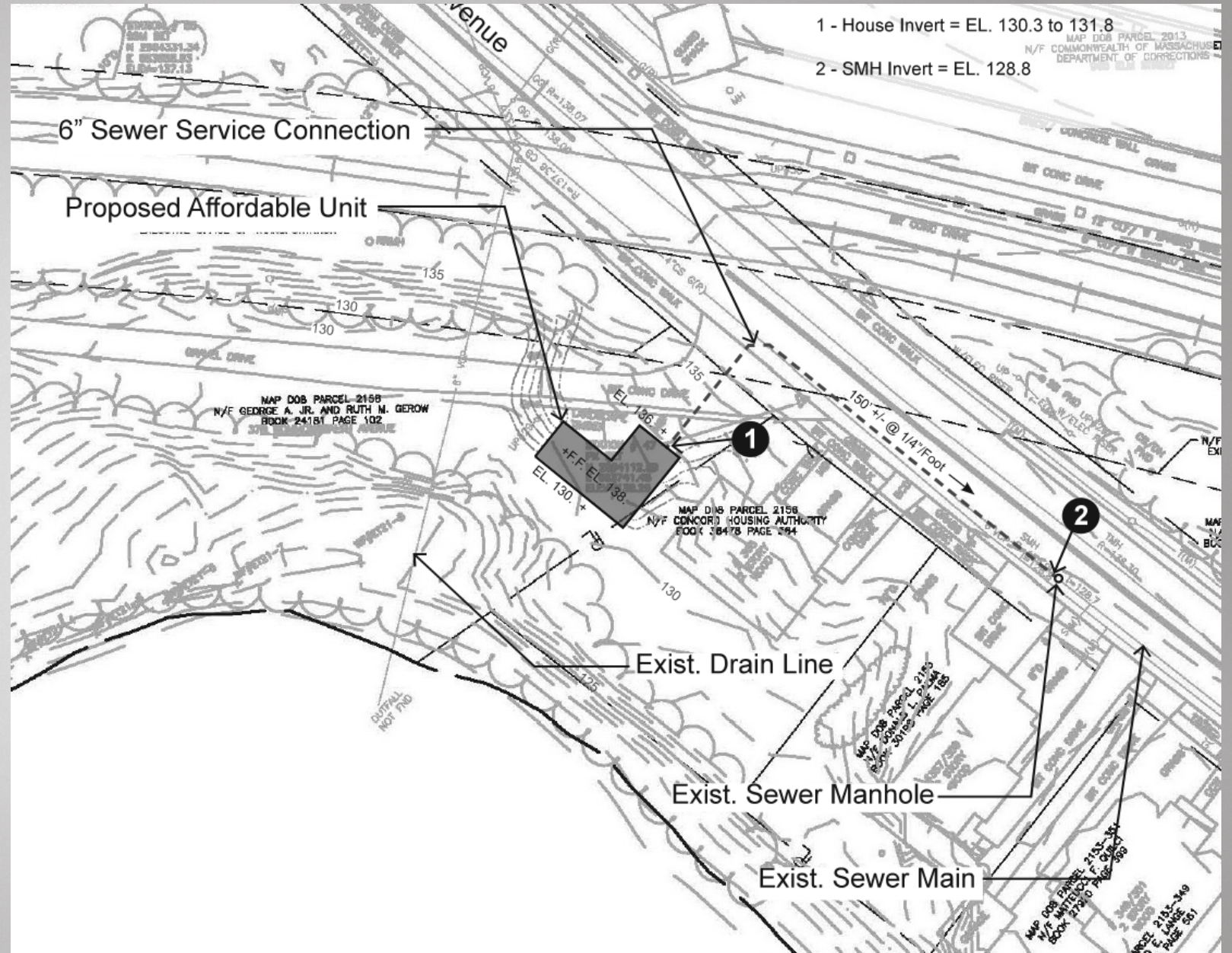
Project Summary

The Concord Housing Authority (CHA) is proposing the construction of a two-bedroom single family home for the purposes of an affordable rental.



Project Background

- The Town of Concord purchased a parcel of land for the purposes of creating a recreation area.
- By town meeting vote, a small portion of the parcel was designated for affordable housing.
- A feasibility study performed concluded that the parcel proposed is not a buildable lot unless combined with existing CHA property.



Project Goals

- To add to existing CHA housing stock by constructing a two-bedroom affordable unit
- To provide an equal opportunity for young families of low to moderate income the ability to live in Concord and take advantage of the cultural and educational opportunities the community has to offer.
- To make improvements to the CHA's existing house at 365 Commonwealth Avenue that will then add two units to the town's Subsidized Housing Index (SHI)



Statement of Sustainability

In keeping with the towns' decision toward creating a more sustainable Concord, the CHA intends to:

- Reduce dependence on fossil fuels and minerals by using high efficiency and, if practical, fossil-free HVAC equipment in the new home
- Reduce dependence on synthetic chemicals by specifying low-VOC paints in the new home
- Reduce encroachments on nature by working with consulting engineers and the NRC to minimize the impact of the new home on Warner's Pond
- Meet human needs fairly and efficiently by following our own mission to provide affordable housing opportunities in the Town of Concord.



ADMINISTRATIVE CODE
Library Committee

A. Membership

The Library Committee ~~is~~ shall be comprised of seven (7) members appointed by the Select Board in accordance with Section 2 of the Town Charter. Members ~~are~~ shall be appointed for staggered three-year terms.

The ~~committee~~ Library Committee may also ~~consider appointing~~ include two ~~associate~~ Associate members ~~to be appointed by the Select Board~~. Associate members ~~are~~ shall not be voting members of the Library Committee but shall be eligible to be promoted for appointment to full members as needed. Every effort will be made to ensure that the committee membership represents as wide a range as possible of community stakeholder groups and town-wide population demographics.

B. Duties and Responsibilities of the Library Committee

The Library Committee shall:

1. Provide policy guidance to the Library Director ~~relative~~ relating to the provision of library services ~~for~~ to the community. ~~Make and make~~ recommendations concerning the ~~hours of~~ general operation ~~for~~ of the ~~libraries and concerning general operations~~ Library including the hours of Library operation.
2. Provide recommendations to the Town Manager concerning the general operation of the ~~libraries~~ Library, consistent with applicable law and regulations. Review on-going operations regularly and suggest improvements in operations to more efficiently utilize resources or improve service to patrons.
3. Assist the Library Director in developing a comprehensive financial operating plan to be recommended to the Town Manager. The plan should include use of revenue from all sources directed for use by the Town for library services, including gifts, grants, donations, fines, and other income. Review grant applications ~~concerning~~ by the Town relating to library services prior to submittal.
4. ~~Provide~~ 4. Act as a liaison to the Library ~~Trustees~~ Corporation in regard to building and facility needs as identified in strategic planning. The Library Corporation and will consider issues concerning inform the Library Committee as to matters under consideration by the Library Corporation particularly when for the renovation or expansion of Library facilities under the control of the Trustees. Review and comment upon by the impact of building needs and building plans upon current Corporation which may increase library operations staffing or materially impact the Town's operating costs.

5. 5. Establish policies concerning acquisition, circulation, retention and preservation of Town ~~owned~~ library materials. Establish a schedule of fines and fees relative to library services, to be

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reviewed from time to time. Recommend methods of using new technologies to improve service and enhance operations.

6. Assist the Library Director with any special studies relating to library services as needed, including strategic planning, Engage the Library Corporation, Friends of the Library and the community in the strategic planning process.
7. Serve as the Town's liaison with other governmental units, institutions and private groups in matters concerning library services.
8. Submit an Annual Report on library activities for incorporation into the Annual Town Report.
9. With the approval of the Select Board, appoint such special advisory committees to examine specific aspects of library service as may be desirable from time to time. Such special advisory committees are intended to draw upon resources available in the community including the Library Corporation and may include citizens who are not ~~currently~~ members of the Library Committee.
10. Comply with the requirements of the Open Meeting Law, Public Records Law, Conflict of Interest Law, and all other regulations and laws of the Commonwealth and the Town of Concord applicable to Town Committees.

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C. Relationship with Library Staff

The Library Director is appointed by the Town Manager and shall have responsibility for the day-to-day operation of the Library. The Town Manager is responsible for supervising all Town staff, in accordance with relevant bylaws, regulations, and personnel policies. The Library Committee shall assist the Library Director in ensuring assuring the effective operation of the Library by providing policy guidance and recommendations.

The Library Director is expected to attend meetings of the Library Committee, to keep the Library Committee informed of general activities within the LibrariesLibrary, and to seek the Library Committee's guidance concerning operation of the librariesLibrary.

A standing invitation shall be issued for a representative of the Library Corporation to provide an update to and communicate with the Library Committee as a standing part of the Committee agenda.

The Library Committee shall provide input to the Town Manager concerning the Library Director's performance at the time of the annual performance evaluation for managerial staff.

Due to the unique historical and cultural qualities of the Concord Free Public Library, and due to the critical role of the Library, and due to the critical role the Library Director plays in maintaining a spirit of cooperation and collaboration betweenamong the Library Committee, the Library Corporation, staff and volunteers, the selection of an appropriately skilled Library Director is essential to the department'sLibrary's effective performance of its mission. Therefore, the Town Manager agrees to consult with the Library Committee prior to and during the course of the recruitment for a permanent Library Director.

ADMINISTRATIVE CODE
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From: Cosette Dunn <cocodunn131@comcast.net>

Date: March 18, 2021 at 12:49:31 PM EDT

To: "scrane@concordma.gov" <scrane@concordma.gov>, "lescobedo@concordma.gov" <lescobedo@concordma.gov>, "sbates@concordma.gov" <sbates@concordma.gov>, "jhotchkiss@concordma.gov" <jhotchkiss@concordma.gov>, "tackerman@concordma.gov" <tackerman@concordma.gov>

Subject: Safety at the Park

Dear Town Manager and Select Board Members,

My name is Cosette Dunn and I have lived in West Concord for over thirty years. After I retired in 2014 as public school teacher, which afforded me the time to become more involved in our community. Seeing and appreciating the rejuvenation of Junction Park, I decided to join the West Concord Green Thumbs. I think all of the gardens in this part of town are little treasures, and JP (Junction Park) continues to be the busiest. As a Thumb, I can tell you first hand after working and visiting that garden several times each week it is the busiest. And it is even busier since the recent opening of the short spur through there. Soon the bridge over Route 2 will open, and of course with it will be more bicycle traffic. I am a supporter of the Rail Trail system, have donated to it, and use it regularly.

I attended the transportation committee meeting and I am pleased that the safety issues of the traffic in JP is being addressed. Traffic studies are being proposed for this summer; but the route 2 bridge will not yet be completed, so the data collected will not be relevant. Another suggestion at the meeting was for additional signage for riders to dismount. For the record, I have seen a variety of well intentioned signs used, but they have not worked. I find the latest suggestion to paint signage on pavers upsetting to the point of not having words. When JP got its first overhaul, the idea of using pavers was so very special, treasured. We have a bioretention area, and the pavers was another environmentally friendly surface. I cannot imagine defacing them with paint.

You all, and the people from the BRFT have recognized that there are safety issues at Junction Park. Now let's all work together to find real solutions to that problem before spraying paint on pavers that won't come off.

Thank you for the work you do. I know it's not easy.

Regards,
Cosette Dunn
131 Ministerial Drive

From: Philip vanderWilden <p.vanderwilden@gmail.com>

Date: March 19, 2021 at 11:08:45 AM EDT

To: lescobedo@concordma.gov, sbates@concordma.gov, jhotchkiss@concordma.gov,
mjohnson@concordma.gov, tackerman@concordma.gov, finance@concordma.gov,
msbc@concordps.org

Subject: Planning for New Middle School Gym

Dear Members of the Board of Selectmen, Finance Committee, and Middle School Building Committee,

I write today as long time resident of Concord regarding your consideration of sizing for the proposed new Middle School Gym.

My three boys are all grown and out of the home so I have no personal stake in this game aside from being a Concord taxpayer and citizen. As I understand it, a larger gym of approximately 13,000 square feet would add a small additional tax (\$20-30) to our bills for the next 20 years versus a smaller gym of roughly 7,000 square feet. My boys all went to Alcott and I remember how disappointed I was that the final design of the new Alcott did not include a larger gym. As a long time youth soccer coach in town, I know how difficult it was, and is, to get gym space for all the competing youth teams in town, not to mention deserving adult leagues and groups as well. That was a missed opportunity.

Public facilities should be designed to maximize use and utility for all residents of Concord, and especially for youth. I won't repeat the well know fact about the importance of physical activity for the health of our youth, particularly in this screen dominated culture. It is also true for adults. There are many facilities in this town that I may question just how useful they are to citizens at large. As a former management consultant who previously did management audits of town services and facilities, I can tell you that there is a substantial amount of excess equipment and personnel to be found in the Town's operations, yet these operations are rarely ever looked at to see if they really make economic sense or whether the same service can be provided more economically.

In contrast, based purely on the use that a larger gym will have and the benefit it will provide to all citizens of Concord, this is one expenditure that makes sense.

I urge you all not to be short sighted. Think instead about the long term benefit that we all will derive from a sensible investment in a larger gym.

Respectfully,

Philip vanderWilden
158 Simon Willard Road
Concord, MA 01742

From: "Crowley, Charlie" <Charles.Crowley@dntanks.com>

Date: March 19, 2021 at 12:50:33 PM EDT

To: "lescobedo@concordma.gov" <lescobedo@concordma.gov>, "sbates@concordma.gov" <sbates@concordma.gov>, "jhotchkiss@concordma.gov" <jhotchkiss@concordma.gov>, "mjohnson@concordma.gov" <mjohnson@concordma.gov>, "tackerman@concordma.gov" <tackerman@concordma.gov>, "lescobedo@concordma.gov" <lescobedo@concordma.gov>, "sbates@concordma.gov" <sbates@concordma.gov>, "jhotchkiss@concordma.gov" <jhotchkiss@concordma.gov>, "mjohnson@concordma.gov" <mjohnson@concordma.gov>, "tackerman@concordma.gov" <tackerman@concordma.gov>

Cc: "Peter Fischelis (pfischelis@yahoo.com)" <pfischelis@yahoo.com>, "Crowley, Charlie" <Charles.Crowley@dntanks.com>

Subject: **Concord Middle School**

Dear Members of the Select Board,

I am writing to lend my support for expanding the gymnasium space at the new CMS to support two full-size basketball courts. Having run the CCYB boys youth basketball program for many years, I understand how challenging it is to find sufficient court space to support our youth basketball programs (both boys and girls). As we contemplate the design of a state of the art facility that will support our community for the next fifty years, I believe it would be short sighted not to include two full size basketball courts for the Middle School and for our community. The gym space currently available in town is both insufficient and expensive. Moving from two gymnasiums at Sanborn/Peabody to one gymnasium with a single court will have a negative impact on winter sports like basketball. The design and construction of the new Middle School provides a unique opportunity to build a facility that will support the needs of winter sports. This additional investment will benefit our Middle School students and our community for decades to come.

Sincerely,

Charlie Crowley

Email: charles.crowley@dntanks.com

Direct Line (781) 224 5112

Cell: (617) 510 1086

Connect with us...



Charles E. Crowley

Chairman

Email: charles.crowley@dntanks.com

Direct Line (781) 224 5112

Cell: (617) 510 1086