

**TOWN OF CONCORD
SELECT BOARD
AGENDA
June 5, 2017**

7PM – Select Board Room – Town House	
1.	Call to Order
2.	Consent Agenda: <ul style="list-style-type: none"> • Town Accountant's Warrants • Minutes • Gift Acceptance <ul style="list-style-type: none"> · Concord Children's Center \$99,500 to Concord Recreation Revolving Account · Boston Foundation \$2,500 to Nanae Gift Account · Concord Free Public Library \$1,000 to Library Gift Account • One Day Special Licenses <ul style="list-style-type: none"> · Saltbox Farm 7/28/17 6PM-10PM 40 Westford Road (Wine & Malt) · Barrett Sotheby's 6/15/17 5:30PM-9PM 11 Wheeler Road (Wine & Malt) • Sunday Entertainment Licenses <ul style="list-style-type: none"> · 51 Walden Inc. 6/11/17 8PM-11PM 51 Walden Street (Opera) • Extension of Hours <ul style="list-style-type: none"> · Saltbox Kitchen 6/12/17 11PM with last call at 10:30PM (private function) • Tour Guide Renewals • Proclamation – Race Amity Day 6/11/17
3.	Executive Session Minutes – 5/22/17
4.	Town Manager's Report
5.	7:05PM Public Hearing – Change of Manager: 99 Restaurant, 13 Commonwealth Avenue
6.	RHSO Inter-municipal Agreement
7.	RHSO Request to increase the Revolving Fund spending limit
8.	RHSO Request to approve an increase of HOME funds to the Peter Bulkeley project
9.	Estabrook Woods Punkatassett Parking Update – Delia Kaye
10.	Discuss possible Board comments to MBTA concerning proposed 70-foot monopoles for wireless service
11.	Review Board Liaison List
12.	Review 2018 Town Meeting Schedule
13.	Review 2017-2018 Select Board Meeting Schedule
14.	Schedule discussion of Board Goals
15.	Public Comments
16.	Committee Liaison Reports
17.	Miscellaneous/Correspondence
18.	Committee Nominations: David Karr of 82 Laws Brook Road to Tax Fairness Committee for a term to expire 5/31/20; Kristen Ferguson of 218 Thoreau Street to the Planning Board for a term to expire 5/31/22; Terri Ackerman of 89 Heaths Bridge Road to the Community Preservation Committees as the Select Board representative for a term to expire 5/31/21
19.	Committee Appointments: Suzanne Knight of 64 Bayberry Road and John Soden of 12 South Meadow Ridge to the Bruce Freeman Rail Trail Advisory Committee for terms to expire 5/31/20; Eric Van Loon of 95 Martha's Point Rd to the Tax Relief Committee for a term to expire 5/31/20
20.	Committee Reappointments: Michael Lawson of 1695 Lowell Road to the Financial Audit Advisory Committee for a term to expire 5/31/18; Brian Cramer of 820 Monument Street, Emily Wheeler of 1289 Main Street, and Steve Verrill of 415 Plainfield Road to the Agriculture Committee for terms to expire 5/31/20
21.	Adjournment

PENDING

Thursday	June 8	All Day	Special Municipal Election	Regular Polling Locations
Monday	June 19	7PM	Select Board Meeting	Town House
Tuesday	July 4	All Day	Independence Day	Town Offices Closed
Monday	July 10	7PM	Select Board Meeting	Town House
Monday	July 24	7PM	Select Board Meeting	Town House
Monday	August 7	7PM	Select Board Meeting	Town House
Monday	August 21	7PM	Select Board Meeting	Town House
Monday	September 4	All Day	Labor Day	Town Offices Closed
Monday	September 11	7PM	Select Board Meeting	Town House
Monday	September 25	7PM	Select Board Meeting	Town House

Gift Acceptance Log – June 5, 2017

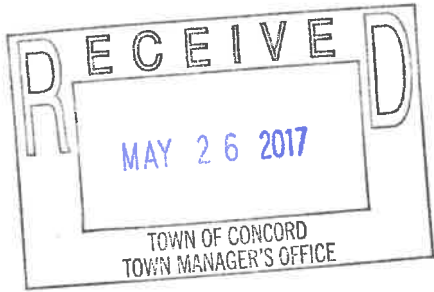
Gift Received From:	For Gift Account:	Total Amount:
Concord Children's Center	Concord Recreation Revolving Account	\$99,500
Boston Foundation	Nanae Gift Account	\$2,500
Concord Free Public Library	Library Gift Account	\$1,000

Weekly One Day License Log – June 5, 2017

Applicant Name & License Number	Phone Number	Date	Location	Type of Alcohol	Event Details
17-101 Saltbox Farm	617-877-3859	July 28	Saltbox Farm 40 Westford Rd	Wine & Malt	Event Coordinator: Ben Elliott Bartenders: Ben Elliott Under 21: No First License in Concord: No
17-102 Barrett Sotheby's	978-618-0867	June 15	Verrill Farm 11 Wheeler Rd	Wine & Malt	Event Coordinator: Laurie Cadigan Bartenders: Christopher Geiger Under 21: No First License in Concord: No

Sunday Entertainment Log – June 5, 2017

Applicant Name	Phone Number	Date of Event	Location of Event	Type of Entertainment
51 Walden, Inc.	978-369-7911	June 11	51 Walden Street	Opera



Benjamin T. Elliott
Proprietor, Saltbox Kitchen
84 Commonwealth Avenue
Concord, MA 01742

May 26th, 2017

To the Board of Selectmen, Town of Concord:

I respectfully request permission for extension of our regular business hours until 11:00pm to host an event at Saltbox Kitchen on Monday, June 12th, 2017. We plan to close 90 minutes early from our normal business hours at 5:30 pm to accommodate guests who will arrive at 7:00 pm. The duration of the event will not exceed 4 hours, and last call will be at 10:30 pm. All alcohol will be offered in addition to hors d'oeuvres and dinner.

Thank you for your consideration in advance,

Ben Elliott

Town of Concord
SELECT BOARD'S OFFICE

Memorandum

DATE: June 2, 2017
TO: Select Board
FROM: Andrew W. Mara, Senior Administrative Assistant
SUBJECT: Tour Guide Renewals for June 5, 2017 Agenda

The following people have submitted all paperwork required to renewal their Tour Guide License for 2017-2018:

Ken Turkington
Donna C. White
Jeanmarie Williams
Taunya Wolfe Finn

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

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

NOW, therefore, we, as the Concord Select Board do hereby proclaim June 11th, 2017, 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 5th day of June 2017



CONCORD SELECT BOARD

REGIONAL HOUSING SERVICES OFFICE

Concord Select Board Update, June 5, 2017



*Regional Agreement between Acton, Bedford, Burlington, Concord,
Lexington, Sudbury, and Weston*

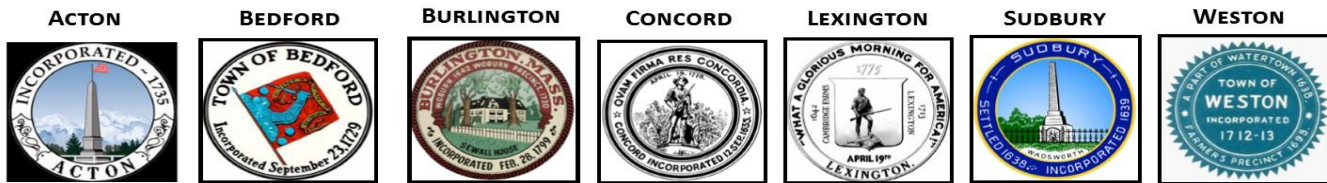
RHSO Update - Agenda

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- FY17 Year in review
- FY18 Plans
- Hours and Budget review
- Summary

RHSO Update – Service Model

REGIONAL HOUSING SERVICES OFFICE, *ESTABLISHED 2011*



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

- Monitoring
- Inventory Management
- Program Administration
- Assessment Valuations
- Local Support
- RHSO Website
- Regional Collaboration

Town of Concord
Lead Community

RHSO Personnel deliver services through Lead Community.

Membership Fee covers all staffing, and administrative expenses, such as accounting, office support, mail, technology, etc

Member Town Statistics (FY17)				
	Housing Units	Restricted/SHI Units	Restricted Ownership	SHI%
Acton	8,475	561	61	6.62%
Bedford	5,322	977	52	18.36%
Burlington	9,627	1015	62	10.54%
Concord	6,852	723	71	10.55%
Lexington	11,946	1330	13	11.13%
Sudbury	5,921	608	37	10.27%
Weston	3,952	142	27	3.59%
	52,095	5,356	323	10.28%

RHSO FY17 Year in Review

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□ RHSO Program

□ Website continues to assist the RHSO community

- Staff, current residents, housing seekers

□ Training

- Post-purchase training for Owners June 2016
- Fair Housing Compliance – June 2017

□ Monitoring

- 95% response from owners overall, 96% in Concord (67 of 70)
- Assisting property managers to improve compliance, including Warner Woods and Concord Mews
- Negotiated deferred rent increases in Bedford, Concord and possibly Lexington

Mews	2015		2016		2017						
	Rent approved	\$ increase	Rent approved	\$ increase	Requested			Negotiated			
					Rent	Increase \$	Increase %	Rent	Increase \$	Difference	Deferred
1BR	\$1,281	\$31	\$1,346	\$65	\$1,448	\$102	8%	\$1,411	\$65	5%	\$37
2BR	\$1,414	\$21	\$1,488	\$74	\$1,601	\$113	8%	\$1,562	\$74	5%	\$39
3BR	\$1,548	\$20	\$1,629	\$81	\$1,755	\$126	8%	\$1,710	\$81	5%	\$45

RHSO FY17 Year in Review

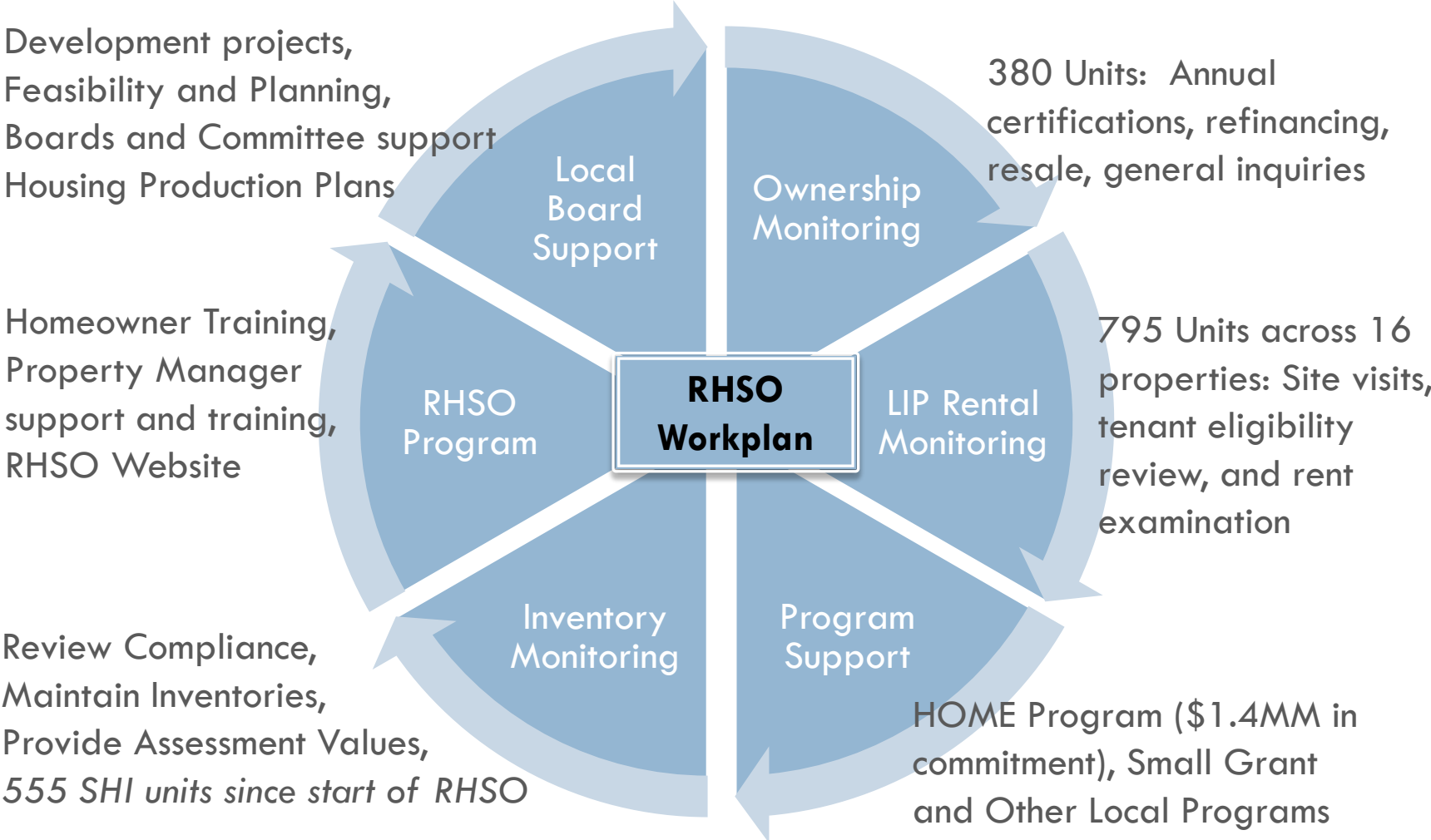
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Across the Towns, over \$7MM was appropriated towards housing at recent ATM

- Concord— Major projects
 - ▣ Junction Village: TM affirmative action, ZBA
 - ▣ Peter Bulkeley: Committed HOME funds for Phase 2
 - ▣ Resales for Ownership Units: Walden Street, Lalli Woods
 - ▣ Black Birch: Moderate Income units



RHSO Workplan



RHSO Update – FY18 Plans

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- Support for Member Communities
 - ▣ Continue to monitor owners and properties
 - ▣ Continue projects and local services
 - ▣ Continue support to property managers, residents and others
 - ▣ Continue sponsoring training and support for website
- Maintain RHSO Office
 - ▣ Amend IMA annually by all Selectmen
 - ▣ Move to new office location in June/July
 - ▣ Continue to entertain requests to speak at conferences
 - ▣ Continue dialogue with interested communities about joining
 - Delicate balance of staffing and availability

RHSO Budget – Hours Perspective

Membership fees based on estimated hours

- ▣ Initial hours based on past experience and ‘best guess’
- ▣ Staffing commitments made based on budget
- ▣ Additional hours can be purchased mid-year
- ▣ Unused hours will be ‘refunded’ against FY18 fee

		Acton	Bedford	Burlington	Concord	Lexington	Sudbury	Weston
		Hours per	Hours per	Hours per	Hours per	Hours per	Hours per	Hours per
		year	year	year	year	year	year	year
Monitoring & Inventory Ownership/Rental		100	120	30	70	120	100	25
HOME administration Annual Administration, Project support		0	70	0	100	50	50	0
Local Support Varies by community - From IMA		140	140	100	190	160	370	50
Supplemental Services, Add'l Hours					45	56	255	191
RHSO All participate equally								
Admin - Advisory, Status		40	40	40	40	40	40	40
Regional - Training, Programs, Website		40	40	40	40	40	40	40
Total	3092	320	410	210	485	466	855	346
	Percent of total	11%	14%	7%	16%	16%	29%	12%
FY 2012 Actual	1278		407		291	389		191
FY 2013 Actual	2316	363	427		451	448	434	194
FY 2014 Actual	1518	190	246		352	248	343	139
FY 2015 Actual	2460	319	384	175	410	405	598	169
FY 2016 Actual	2715	353	429	191	517	417	665	143
FY 2017 Budget	3092	320	410	210	485	466	855	346
<i>FY 2017 Actual Guestimate</i>	<i>3052</i>	<i>315</i>	<i>425</i>	<i>175</i>	<i>485</i>	<i>466</i>	<i>840</i>	<i>346</i>
<i>Difference</i>	<i>-40</i>	<i>(5)</i>	<i>15</i>	<i>(35)</i>	<i>0</i>	<i>0</i>	<i>(15)</i>	<i>0</i>
FY 2018 Budget	2980	320	450	155	440	440	830	345

RHSO FY18 Budget

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

	FY17(anticipated)					FY18			Versus FY17	
	Budget					Budget				
	7/1/16 Amount	Changes	6/30/17 Amount	Hours	% of Total	Amount	Hours	% of Total	Hours	\$
Starting Balance	\$4,311					\$4,605				
Income										
Acton	\$23,415	(\$828)	\$22,587	320	10%	\$22,771	320	11%	0	\$184
Bedford	\$29,900		\$29,900	410	13%	\$32,022	450	15%	40	\$2,122
Burlington	\$15,489	(\$2,192)	\$13,297	210	7%	\$11,030	155	5%	(55)	(\$2,267)
Concord	\$32,062	\$3,203	\$35,265	485	16%	\$31,310	440	15%	(45)	(\$3,955)
Lexington	\$29,900	\$3,972	\$33,872	466	15%	\$31,310	440	15%	(26)	(\$2,561)
Sudbury	\$43,590	\$16,000	\$59,590	855	28%	\$59,063	830	28%	(25)	(\$527)
Weston	\$11,526	\$11,164	\$22,690	346	11%	\$24,550	345	12%	(1)	\$1,861
Adjustments/Refunds										
Total	\$185,882	\$31,318	\$217,200	3,092	100%	\$212,057	2,980	100%	(112)	(\$5,143)
Expenses										
Staffing	\$195,906					\$196,413	\$65.91			
Program expenses	\$6,000					\$5,000				
Administrative Cost	\$15,000					\$15,000				
Total Expenses	\$216,906					\$216,413				
Ending Balance	\$4,605					\$249				
Billing Rate	\$70.15					\$71.16				

RHSO Update – Summary

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- RHSO successfully completing 6 years of operation
 - ▣ Thank you for your continued support!
 - ▣ Comments and suggestions welcome



Proactive Compliance Monitoring

- Preserve Units
- Maintain Housing Inventory

Resource Efficiency

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

Regional Approach

- Common Solutions for Common Challenges
- Enhance Municipal Services

AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston, hereafter referred to collectively as the “Municipalities,” this ___ day of _____ 2017, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Concord is willing and capable of hosting a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on July 1, 2017 and shall expire after a term of three years on June 30, 2020, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for additional three-year terms as voted by each municipality through its respective Board of Selectmen by January 1 of the year of the expiring term.

2. Lead Municipality. During the Term of this Agreement, the Town of Concord shall act as the lead municipality. The Town of Concord shall perform or provide the following:
 - a. Issue Requests for Proposals for Consultants to provide housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, for all the Municipalities;
 - b. Enter into contracts with Consultants to provide said housing administrative services;
 - c. Manage the Consultant contracts;
 - d. Receive invoices from the Consultants and make payments in a timely manner for services rendered;
 - e. Provide office space and related utilities for the Consultants to operate the Regional Housing Services Office;
 - f. Administer the collection, accounting and use of funds provided by the Municipalities to fund the Consultant contracts;
 - g. Provide overall program oversight and related administration;
 - h. Provide conflict resolution in accordance with Section 10 below.

3. Duties of the Regional Housing Services Office. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Funding Structure and Payment. The Town of Concord shall annually request funds from the Municipalities for the upcoming year by July 1 with payment due within 30 days of the written request and the Municipalities shall provide annual funding to the Town of Concord pursuant to the Fee Structure, attached as Exhibit B: Fee Structure. Funding for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be requested separately, at the discretion of the Town of Concord and the individual municipality. The Town of Concord shall hold all funds in a separate revolving fund account in trust for each Municipality and shall not disburse such funds for any purpose other than payment of invoices from the contracted Consultants for services rendered and other program expenses. Any municipality may borrow or lend hours to other Municipalities upon written agreement between the impacted municipalities, provided that the total number of hours available to the Regional Housing Services Office remains constant.

5. Subsequent Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Concord shall provide to all Municipalities a record of the actual hours of services provided to each municipality and propose an amended Exhibit B in order to make any adjustments necessary for the following year of the Term, which shall be adopted as the Municipalities may agree, in accordance with Section 14.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, each Municipality (the “Indemnifying Municipality”) separately agrees to indemnify the Town of Concord, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Regional Housing Services Office pursuant to the Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while performing services for the Indemnifying Municipality. As to any claim or occurrence, the express indemnification set forth above shall be town-specific: Acton's obligations shall be limited to the services provided for Acton; Bedford's obligations shall be limited to the services provided for Bedford; Burlington’s obligations shall be limited to the services provided for Burlington; Concord's obligations shall be limited to the services provided for Concord; Lexington's obligations shall be limited to the services provided for Lexington; Sudbury’s obligations shall be limited to the services provided for Sudbury; and Weston's obligations shall be limited to the services provided for Weston. The Indemnifying Municipality’s obligation to indemnify under this Section shall be limited to and benefited by the immunities and the limits on liability that would be applicable under M.G.L. c. 258 and any other law or statute limiting the liabilities of municipalities as if the negligent act or omission had been made by an employee of the Indemnifying Municipality. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from:

- a. Violations of state or federal civil rights statutes;
- b. Violations of state or federal discrimination statutes;
- c. Wrongful termination claims;

- d. Violations of any state or federal statute dealing with employment practices;
- e. Claims that are covered by any insurance policy.

7. Termination. (Subsection A) Any Municipality, by a vote of its respective Board of Selectmen or Select Board, may withdraw from and terminate this Agreement at the end of any year with the provision of at least two months prior written notice to the Town of Concord. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Town of Concord shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Concord, by a vote of its respective Select Board, may terminate this Agreement upon the provision of at least one month prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Concord shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year, provided that in such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

8. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall endeavor to meet on a quarterly basis in July, October, January and April. The Town of Concord shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

9. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Concord.

10. Additional Communities. The Advisory Committee may vote at any time to amend this Agreement to add an additional municipality or municipalities by unanimous vote and approval of the Lead Municipality, so long as there are no more than nine (9) member communities. If voted and approved as provided in this Section, the participation of said municipality or municipalities is effective as of July 1 of the fiscal year next after the vote is taken unless otherwise agreed among all parties. . Any such additional municipality must be adjacent to at least one municipality participating in this Agreement unless waived by a majority of the Town Manager's of the originally participating communities.

11. Financial Safeguards. The Town of Concord shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all funds received from the Municipalities. The Town of Concord shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only in writing signed by all Municipalities duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Acton
Steven Ledoux, Town Manager
472 Main Street
Acton, MA 01720

Town of Bedford
Richard Reed, Town Manager
10 Mudge Way
Bedford, MA 01730

Town of Burlington
John D. Petrin, Town Administrator
29 Center Street
Burlington, MA 01803

Town of Concord
Christopher Whelan, Town Manager
Town House, P.O. Box 535
22 Monument Square
Concord, MA 01742

Town of Lexington
Carl F. Valente, Town Manager
1625 Massachusetts Avenue
Lexington, MA 02420

Town of Sudbury
Melissa Murphy-Rodrigues, Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

Town of Weston
Donna S. VanderClock, Town Manager
P.O. Box 378
Weston, MA 02493

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit A
Core Housing Services

1. Monitoring
 - Monitoring Database of Affordable Housing Developments and residents
 - Annual monitoring of ownership units
 - Annual monitoring of rental developments
 - Reconcile municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
 - Add new units to the inventory as required

2. HOME administration
 - Assist in the preparation of the Annual Action Plan and Annual CAPER documents
 - Consult on HOME funded projects

3. Local Support
 - Meet on-site with staff and housing entities
 - Consult on projects
 - Prepare and Review project documents

4. Regional Activities
 - Assist communities with regional linkages
 - Maintain and support RHSO website, including public and private pages
 - Provide programs to residents
 - Administer the Program on behalf of all communities

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B Fee Structure

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

Membership Fee Schedule Chart for FY18

	Hours	Pro rata \$	Pro rata %
Acton	320	\$22,773	11%
Bedford	450	\$32,024	15%
Burlington	155	\$11,030	5%
Concord	440	\$31,312	15%
Lexington	440	\$31,312	15%
Sudbury	830	\$59,066	28%
Weston	345	\$24,552	12%
	2,980	\$212,069	100%

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



Regional Housing Services Office

Serving Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston

141 Keyes Road
Concord MA 01742
(978) 287-1090

www.RHSOHousing.org
info@RHSOhousing.org

May 10, 2017

To: Chris Whelan, Kerry Lafleur
CC: Marcia Rasmussen
RE: RHSO FY17 Spending Limit

I am writing to request approval for an increase to the spending limit for the RHSO revolving fund from \$210,000 to \$225,000.

The RHSO spending limit for FY17 is \$210,000 as specified in article 31 of the 2016 Annual Town Meeting. [Note that the FY18 revolving limit was approved at the 2017 Town Meeting for \$235,000.]

The approved spending budget in the IMA was \$183,382, and the current spending budget is \$218,792.18. The budget has increased for staffing as communities have purchased additional hours, as contemplated in the Inter-Municipal Agreement as supplemental invoices. These have totaled \$35,410.18.

Sudbury	\$16,000.00
Weston	\$12,235.46
Concord	\$3,203.00
Lexington	\$3,971.72
	\$35,410.18

The additional funds for these supplemental hours have all been invoiced, and ~\$20,000 has been received. The remaining funds are expected in May or early June.

The MGL provisions for Chapter 44, Section 53E ½ regarding Revolving Funds indicates that the Select Board and Finance Committee can approve increases to the limit:

The city or town shall, on or before July 1 of each year, vote on the limit on the total amount that may be expended from each revolving fund established under this section. In any fiscal year, the limit on the amount that may be spent from a revolving fund may be increased with the approval of the city council and mayor in a city or with the approval of the board of selectmen and finance committee in a town.

Thank you for your consideration.



Regional Housing Services Office

Serving Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston

141 Keyes Road
Concord MA 01742
(978) 287-1090

www.RHSOHousing.org
info@RHSOhousing.org

To: Concord Select Board
From: Elizabeth Rust, Regional Housing Services Office
Re: HOME Project – Peter Bulkeley Phase 2 Project – additional HOME funds
Date: May 30, 2017

The Peter Bulkeley Phase 2 has been granted an additional \$130,517.48 from the HOME Consortium competitive RFP pool, requiring another amendment to the HOME Funding Agreement, which was signed July 22, 2015 and amended on July 11, 2016. The Select Board is asked to authorize the Town Manager to sign the HOME Project Funding Agreement Amendment.



Project Summary

The project is to construct the remaining four (4) units at Peter Bulkeley Terrace in unfinished space on the first floor and one of the new units will be fully handicapped accessible. The project also includes expanding the parking lot by 8 additional spaces.

The project is ~90% constructed, with completion summer 2017.

Background

Peter Bulkeley is a former elementary school in Concord Center that was converted to a 36 room congregate living facility for the elderly and disabled by the Concord Housing Authority.

In 2012, the CHA completed a multimillion dollar reconfiguration transforming the underutilized 36-unit congregate living facility into 24 one-bedroom and studio apartments for the elderly and disabled using funds obtained in large part from the State’s Department of Housing and Community Development (DHCD) and MassHousing (private and Town funds were also available). The original plan was to create 28 units, however, due to a shortage of funds prior to closing, only 24 units were constructed while leaving the space for 4 units to be built in the future. The first phase is complete: the building looks great and the units are fully occupied. The proposed Phase 2 completes the original plan of 28 units.

Project Budget: Sources and Uses

From the Project funding perspective, the Project has support from the State, as well as the HOME Consortium and the Town, as evidenced by the commitments obtained for the project.

The Project costs are currently estimated at \$838,400 which is \$147,254 lower than the original estimated total development cost of \$985,655 primarily due to the construction price coming in below the architect’s estimate.

The HOME funds have increased twice since the original award, and all have been from the competitive pool. The local CPA funds are the last funds in the project, and benefit from any further reductions (potentially another ~\$50k).

Consortium HOME Funds	\$498,872.79	Approved by Consortium 2/15 (\$354,851), 7/15 (\$13,504.37) and 6/17 (\$130,517.48); \$364,671.76 expended to date
Concord CPA	\$179,528.00	\$370,804 Approved by Town Meeting 4/15; reduced by \$191,276 from the 4/15 amount; \$176,767.40 expended
DHCD	\$100,000.00	Approved by DHCD 12/14; \$73,638.39 expended
Town Affordable Housing	\$60,000.00	Approved by Select Board 12/14; \$60,000 expended
TOTAL	\$838,400.79	\$675,077.55 expended to date, 80% complete

Town of Concord

**2nd AMENDMENT TO
HOME PROJECT FUNDING AGREEMENT**

This 2nd AMENDMENT TO THE HOME PROJECT FUNDING AGREEMENT (the "Amendment") is made as of _____, 2017, by and between the Concord Housing Authority, a public body, corporate and politic organized and existing under the laws of the Commonwealth of Massachusetts, located at 34 Everett Street, Concord, Massachusetts 01742 (hereinafter the "Grantee") and the Town of Concord acting by and through its Select Board (hereinafter the "Town").

WITNESSETH THAT:

WHEREAS a HOME Project Funding Agreement was made on July 22, 2015, by and between the Grantee and the Town (the "Funding Agreement");

WHEREAS a HOME Project Funding Agreement Amendment was made on July 11, 2016, by and between the Grantee and the Town (the "First Funding Agreement Amendment");

WHEREAS the Grantee and the Town desire to amend the approved sources and uses and amounts of funding set forth in the Funding Agreement;

WHEREAS the Grantee and the Town desire to amend the approved Project Schedule as set forth in the Funding Agreement

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereby mutually agree to amend the Funding Agreement as follows:

1. Attachment A to the Funding Agreement is hereby amended by deleting Attachment A in its entirety and substituting the Attachment A attached hereto as Exhibit A and incorporated herein.
2. In all other regards the HOME Project Funding Agreement is unchanged and remains in full force and effect.

[signature page follows]

ATTACHMENT A

115 Stow Street, Concord, MA

1. NAME/BUDGET CODE: Peter Bulkeley Terrace Project. .
2. LOCATION: 115 Stow Street, Concord, MA
3. PURPOSE: To provide a grant to Grantee, a Massachusetts Housing Authority as the Concord Housing Authority to assist with the creation of four additional rental units in Peter Bulkeley Terrace, an affordable housing development owned by the Concord Housing Authority which was built and is operated as state-aided public housing. The four new units will be will be designated as a high HOME units and the residents will be 60% income eligible renters under Section 92.206.

4. PROJECT FUNDING:

\$368,355.31 Transferred from the Competitive Pool, HM15-15 (A)
\$ 13,884.25 Transferred from the Competitive Pool HM16-15 (A)
\$116,633.23 Transferred from the Competitive Pool HM15-15 A/B
\$498,872.79 Total HOME Funds

Other funding:

\$179,528	Concord Community Preservation Act Funds
\$100,000	Massachusetts Department of Housing and Community Development State Public Housing Grant
<u>\$ 60,000</u>	<u>Town of Concord</u>
\$339,528	Total Other Funding

Total: \$838,400.79

5. DESCRIPTION: Four additional one-bedroom apartments will be created within the existing 24 unit Peter Bulkeley Place apartment building increasing the total number of units to 28 The Grantee will operate the four additional one-bedroom apartments as state-aided public housing. The four additional one-bedroom apartments shall be designated as High HOME-assisted units, and will be rented AMI income-eligible households with incomes at or below 60% of the area median. The HOME-assisted units shall be floating units. Should a change in a HOME-assisted unit occur, the substituted unit must be comparable in terms of size, features, and number of bedrooms to the originally designated HOME-assisted unit.

6. USE OF HOME FUNDS: HOME funds will be available for hard and soft costs of the project allowed under Section 92.206 and 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Use	HOME Total
1. Rehabilitation Costs	\$459,988.54
2. Soft Costs (architectural, engineering, appraisal, legal and other eligible soft costs under Section 92.206)	\$ 25,000.00
Total	\$484,988.54

7. MAXIMUM PER UNIT SUBSIDY AMOUNT: The most current subsidy levels to be used in this project shall be calculated by the time the Town approves the final development pro forma but in any event not later than the date the Town requests set-up in IDIS. The proposed HOME funded subsidy levels shall not exceed limits published by HUD and current at the time of set-up in IDIS. Use of HOME funds together with other Federal funds shall comply with HOME Program regulation **92.250(b)** and the Consortium guidelines prohibiting excessive layering of Federal funds. At present the HUD limits are:

Unit size	HUD limits	Proposed project
1BR	\$160,615/unit	\$124,718.20/unit

8. INCOME TARGETING: The project shall meet HOME requirements under **92.203** and **92.216**. The income of all tenants in units assisted by HOME funds will be verified to ensure that HUD's income eligibility standards are met.

Ninety percent of HOME funds used for rental housing must be used for units occupied by tenants whose annual incomes do not exceed 60% of area median income. The actual income limits are determined by HUD and published annually in the Federal Register.

In rental projects with five or more HOME-assisted units, twenty percent of the HOME-assisted units must be occupied by tenants whose annual incomes do not exceed 50% of area median income.

9. CURRENT HOUSEHOLD INCOME LIMITS: The renters' income levels shall not exceed limits published by HUD and current at the time of set-up in IDIS. If HOME assisted property is rented, incomes must comply with Section 92.216.

Current Household Income Limits, effective June 6, 2016

<u>Number in Family</u>	<u>50% of area median income</u>	<u>60% of area median income</u>	<u>80% of area median income</u>
1	\$34,350	\$41,220	\$51,150
2	\$39,250	\$47,100	\$58,450

10. QUALIFICATION AS AFFORDABLE HOUSING, HOME AFFORDABILITY PERIOD: This project will comply with Section **92.252** and satisfy requirements as follows:

Rents will be set at a level that meets all of the requirements under the HOME program guidelines Section **92.252**. The Town shall provide a schedule of rents for HOME Assisted units for approval by the Representative Member. The rents will not exceed the maximum HOME rent limits as determined by HUD.

Current Maximum HOME Program Rent Limits (effective June 6, 2016):

High HOME Program Rents	
1 Bedroom	\$1,255

Notwithstanding the above, if a HOME Assisted Unit receives federal or state project-based rental subsidy and the occupying household qualifies as a Low Income Household and pays as a monthly contribution towards rent not more than thirty percent (30%) of one-twelfth of their household income, then the maximum rent (i.e., tenant contribution plus rental subsidy) is the rent allowable under the federal or state rental subsidy program.

The HOME Affordability Period shall be 15 years, in accordance with 92.252 (e). The Period shall start on the **date of Project Completion**, as recorded by the Consortium in IDIS. The date of **Project Completion** is defined in the General Provisions, Section 5(c)(i).

11. AFFIRMATIVE MARKETING for this project shall comply with the “WestMetro HOME Consortium Affirmative Marketing Policy and Implementing Procedures”. Town will require Grantee to prepare an affirmative marketing plan for approval by the Town and the Consortium.

12. FUNDING INSTRUMENTS: The Town will execute this FUNDING AGREEMENT with Grantee for the full amount of HOME funds.

13. PROJECT SCHEDULE:

Per HOME Program regulation **92.500(d)**, HUD will:

- a) Recapture FFY14 (PY15) funds not expended by September 30, 2019, or five years of the date HUD signs its HOME Agreement with the Participating Jurisdiction.
- b) Recapture FFY15 (PY16) funds not expended by September 30, 2020, or five years of the date HUD signs its HOME Agreement with the Participating Jurisdiction

Date	July 15, 2016	Expected Project Start Date
Date	November 30, 2016	50% completion
Date	August 31, 2017	Expected Project Completion

14. INSURANCE AND IMDEMNIFICATION: Town will require developer to comply with indemnification and insurance requirements, as stated in the Mutual Cooperation Agreement (the "MCA") by and between the Towns of Bedford, Belmont, Brookline, Framingham, Lexington, Natick, Needham, Sudbury, Wayland, Watertown and the Cities of Newton and Waltham and the Town, dated May 7, 2004, as amended, executed pursuant to the Cranston-Gonzalez National Affordable Housing Act of 1991.

15. FINANCIAL RECORDS: The Town will require the developer to
- Have financial management systems conforming to 2 CFR Part 200.
 - Have financial records which include cash receipts and disbursements register. All HOME funds and transactions must be clearly identifiable.
 - Copies of checks issued with HOME funds must be forwarded to the Town.
 - Have subsidiary records for each contract executed, including at minimum contract price, dates and amounts of payments and running balance.

16. ASSETS AND ACCOUNTS RECEIVABLES CONTROL: The Town will establish and maintain accounting records which will track assets and receivables generated by HOME loans issued by the Town pursuant to this project, and will record revenue from such loans. The Town will require the developer to comply with the MCA, Section 4.d, Reversion of Assets.

17. DISPLACEMENT AND RELOCATION: The Grantee will comply with the MCA, Section 10.q and HOME Program regulation **92.353**.

18. ACQUISITION: The Grantee will comply with MCA, Section 10.r. and HOME Program regulations **92.353**.
19. RECORDS: The Town will require the developer to comply with MCA, Section 10.e. and HOME Program regulation **92.508 and 2 CFR Part 200**.
20. PROPERTY STANDARDS: Grantee must meet property standards set out in **92.251**. Town will ensure that the units are inspected after completion, prior to rental and annually by the Grantee's qualified inspector, for assurance that it meets Minimum Property Standards.
21. SUBMITTALS: The Town will ensure that IDIS setup requests, environmental clearance, insurance (including flood insurance) acquisition, and lower tier funding instruments are submitted to the Representative Member in a timely manner and as provided in the MCA.
22. Prior to request for setup in IDIS, the following documents shall be submitted to the Representative Member by the Town:
- IDIS Set Up Form
 - Final project schedule
 - Final Underwriting Review/Subsidy Layering Analysis
 - Final Comprehensive Checklist
 - Affirmative Marketing Plan
 - This Funding Agreement executed between the Town and Grantee.
23. The Grantee shall ensure that, at the time of the closing of the HOME funds loan set forth in item 4 herein, an Affordable Housing Restriction shall be executed and recorded pursuant to Section **92.252** that is acceptable to the Town, the Massachusetts Department of Housing and Community Development (DHCD), and the Representative Member.

(Revised 12/10)

Transfer Number: _____

(For inter-year transfers, assign number from year(s) **losing** funds.

Date Completed: _____

HOME BUDGET TRANSFER FORM

Project Number	IDIS #	Organization/Account Code (To be completed by Newton)	Project Name <u>Losing funds</u>	Amount	Project Number	IDIS #	Organization/Account Code (To be completed by Newton)	Project Name <u>Receiving Funds</u>	Amount
HM16-15 (A)			Consortium Competitive Funding Pool	\$13,884.25	HM15-13H	3273		Peter Bulkeley Terrace – Phase 2	\$130,517.48
HM16-15 (A)			Consortium Competitive Funding Pool	\$116,633.23					
			Total Transfer:	\$130,517.48				Total Transfer:	\$130,517.48
New overall total for project budget:					New overall total for project budget:				\$498,872.79

Reasons for Transfer: Funding from competitive pool

Signed _____
Member's Authorized Signatory

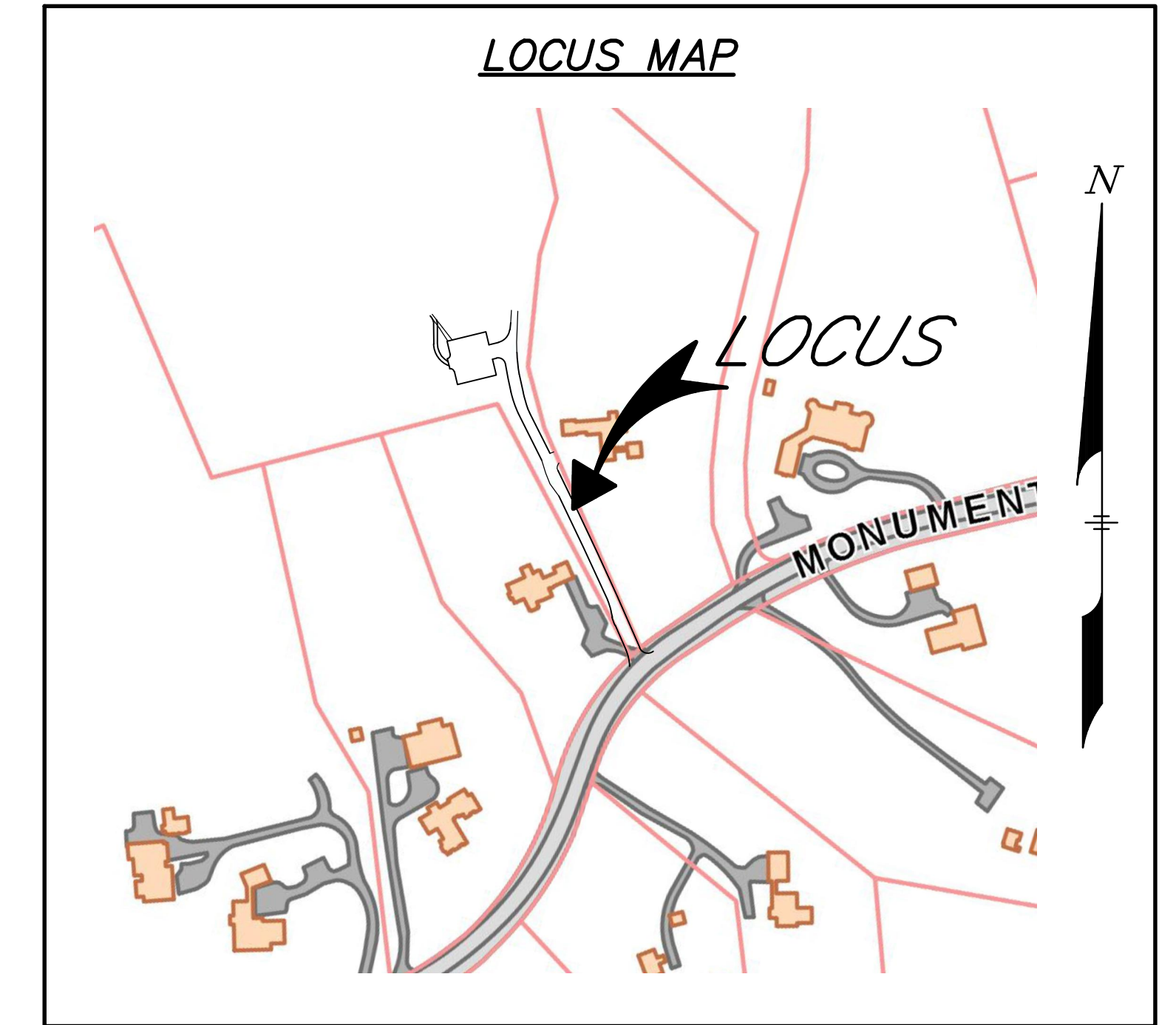
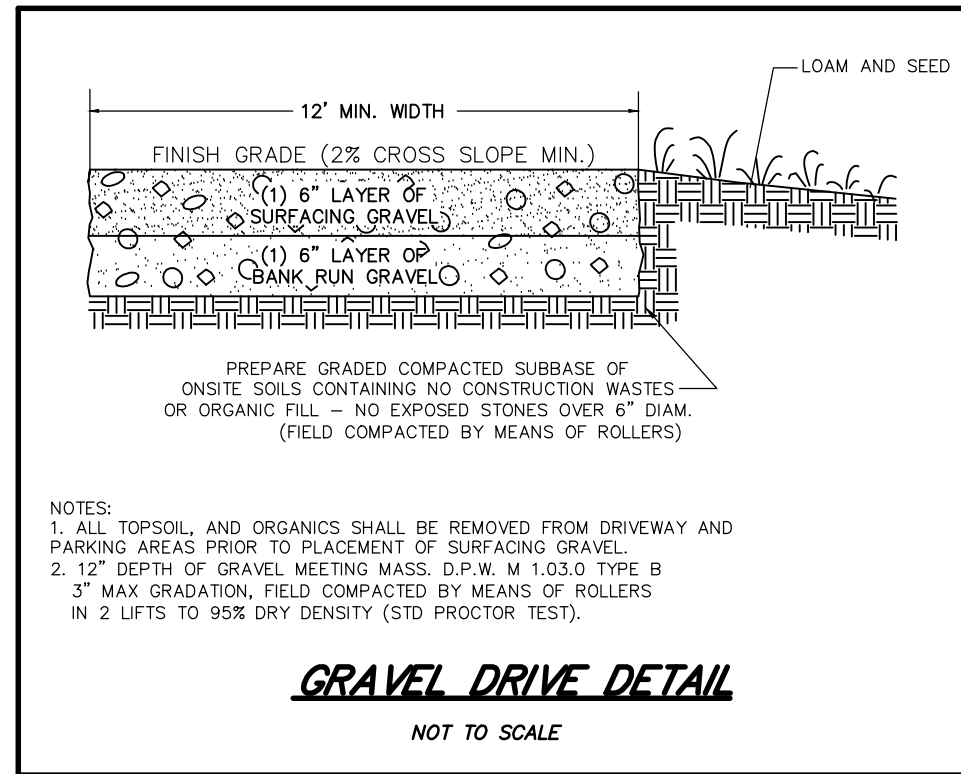
Authorized _____
Consortium Administrator

Activity Funding:
Entered into IDIS:
Date: _____
By: _____
Associate Director

Citizen Participation Required: Yes__ No_X_

Date Completed: May 30, 2017

Original: Comptroller
 cc: HOME Budget Transfers (by FY)
 HOME Project Budget(s)
 HOME Member Community (mail out) ATTN: _____



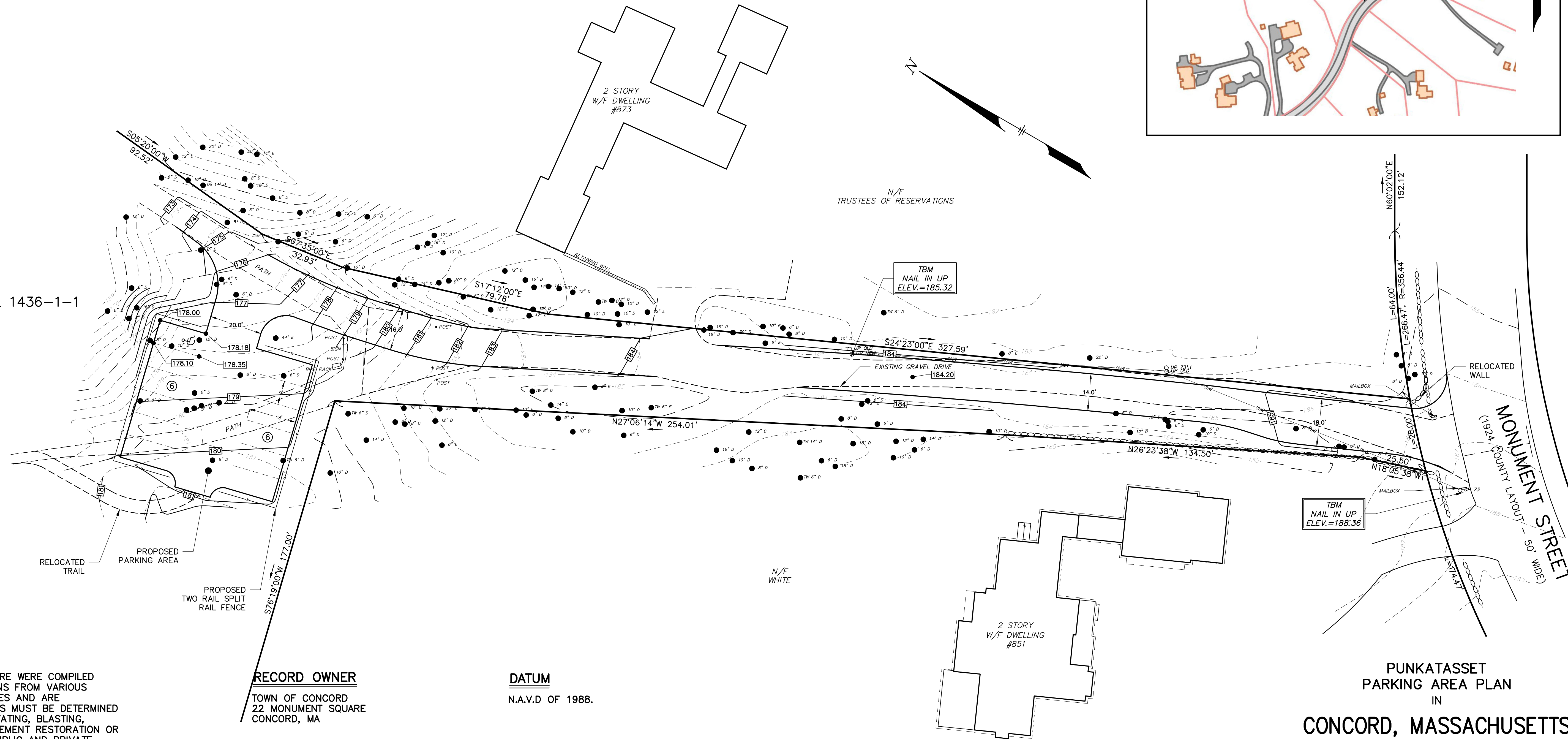
PARCEL 1436-1-1

LEGEND:

- N/F NOW OR FORMERLY OVERHEAD WIRES
- D DECIDUOUS TREE
- E EVERGREEN TREE
- TREE LINE
- UP UTILITY POLE
- GG+ GAS GATE
- G GAS SERVICE (BURIED)
- WG+ WATER GATE
- W WATER SERVICE (BURIED)
- DMH DRAIN MANHOLE
- D SUB-SURFACE DRAIN LINE
- EXISTING CONTOUR
- - - EXISTING CONTOUR
- ☆ LIGHTPOLE
- △ WETLAND FLAG
- 99X9 SPOT ELEVATION
- ○ ○ ○ ○ STONE WALL
- EDGE OF PAVEMENT

NOTES:

- ALL UNDERGROUND UTILITIES SHOWN HERE WERE COMPILED ACCORDING TO AVAILABLE RECORD PLANS FROM VARIOUS UTILITY COMPANIES AND PUBLIC AGENCIES AND ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD BEFORE DESIGNING, EXCAVATING, BLASTING, INSTALLING, BACKFILLING, GRADING, PAVEMENT RESTORATION OR REPAIRING. ALL UTILITY COMPANIES, PUBLIC AND PRIVATE, MUST BE CONTACTED INCLUDING THOSE IN CONTROL OF UTILITIES NOT SHOWN ON THIS PLAN. SEE CHAPTER 370, ACTS OF 1963 MASS. WE ASSUME NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN. BEFORE PLANNING FUTURE CONNECTIONS THE APPROPRIATE PUBLIC UTILITY ENGINEERING DEPARTMENT MUST BE CONSULTED. DIG SAFE TELEPHONE No. 1-888-344-7233.
- ALL DISTURBED AREAS WILL BE SEEDED WITH A NATIVE UPLAND SEE MIX SUCH AS NEW ENGLAND WETLAND PLANTS' NEW ENGLAND ROADSIDE MATRIX UPLAND SEED MIX OR APPROVED EQUAL.
- UP TO 10 AMERICAN HOLLY (ILEX OPACA) AND 5 NORTHERN BAYBERRY (MYRICA PENSYLVANICA) WILL BE PLANTED ALONG THE WESTERN PROPERTY LINE.



RECORD OWNER

TOWN OF CONCORD
22 MONUMENT SQUARE
CONCORD, MA

DATUM

N.A.V.D OF 1988.

REFERENCE

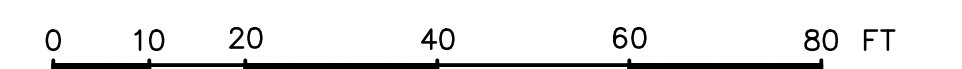
MIDDLESEX REGISTRY OF DEEDS
SOUTH DISTRICT
DEED BOOK 12004 PAGE 11
PLAN No. 488 OF 1971
PLAN No. 1522 OF 1979

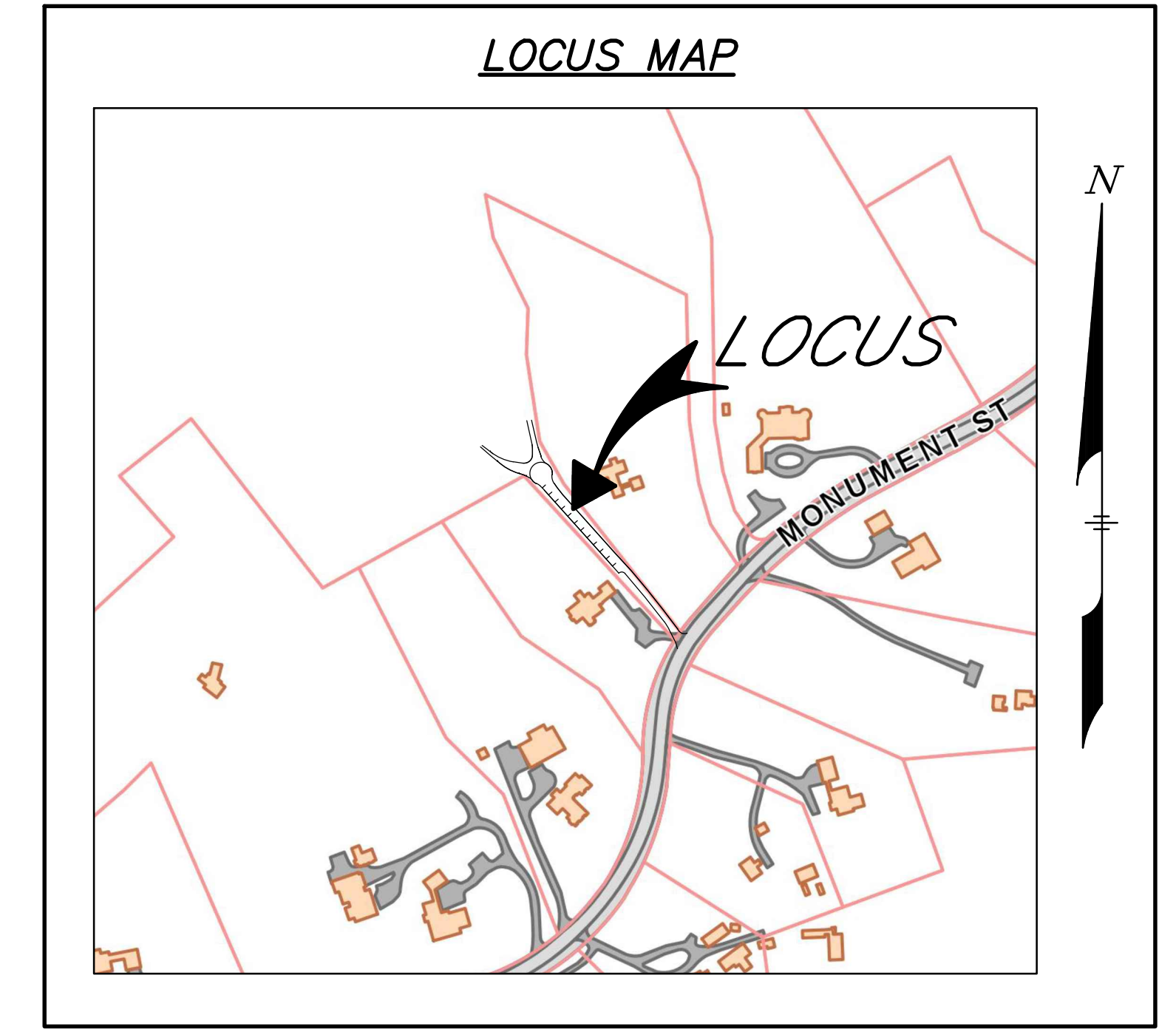
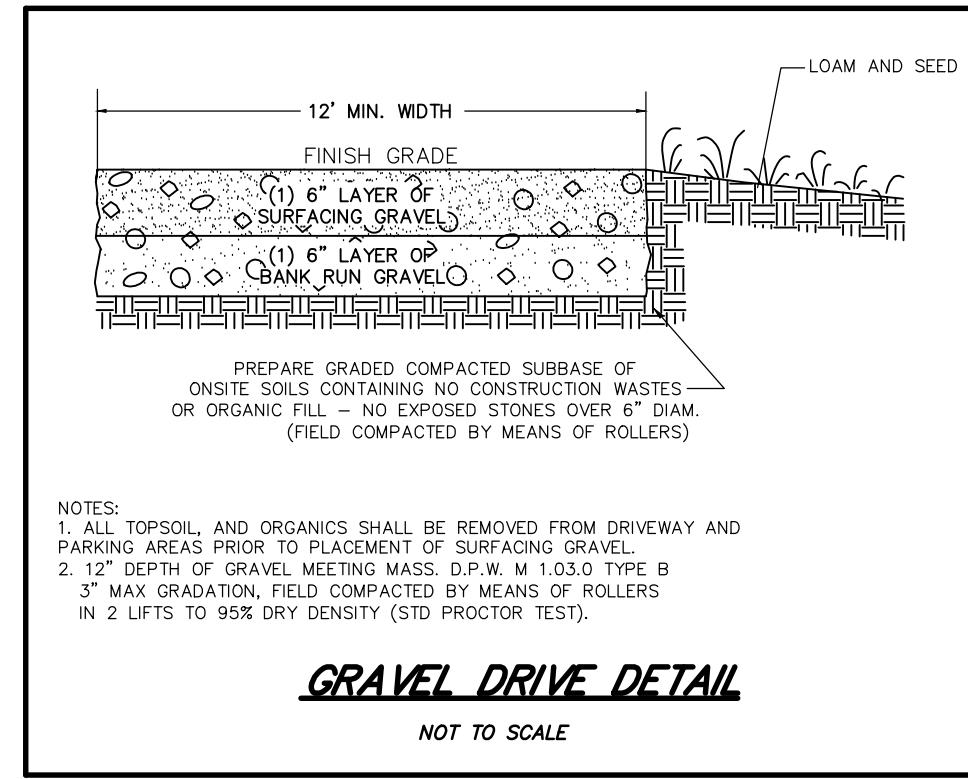
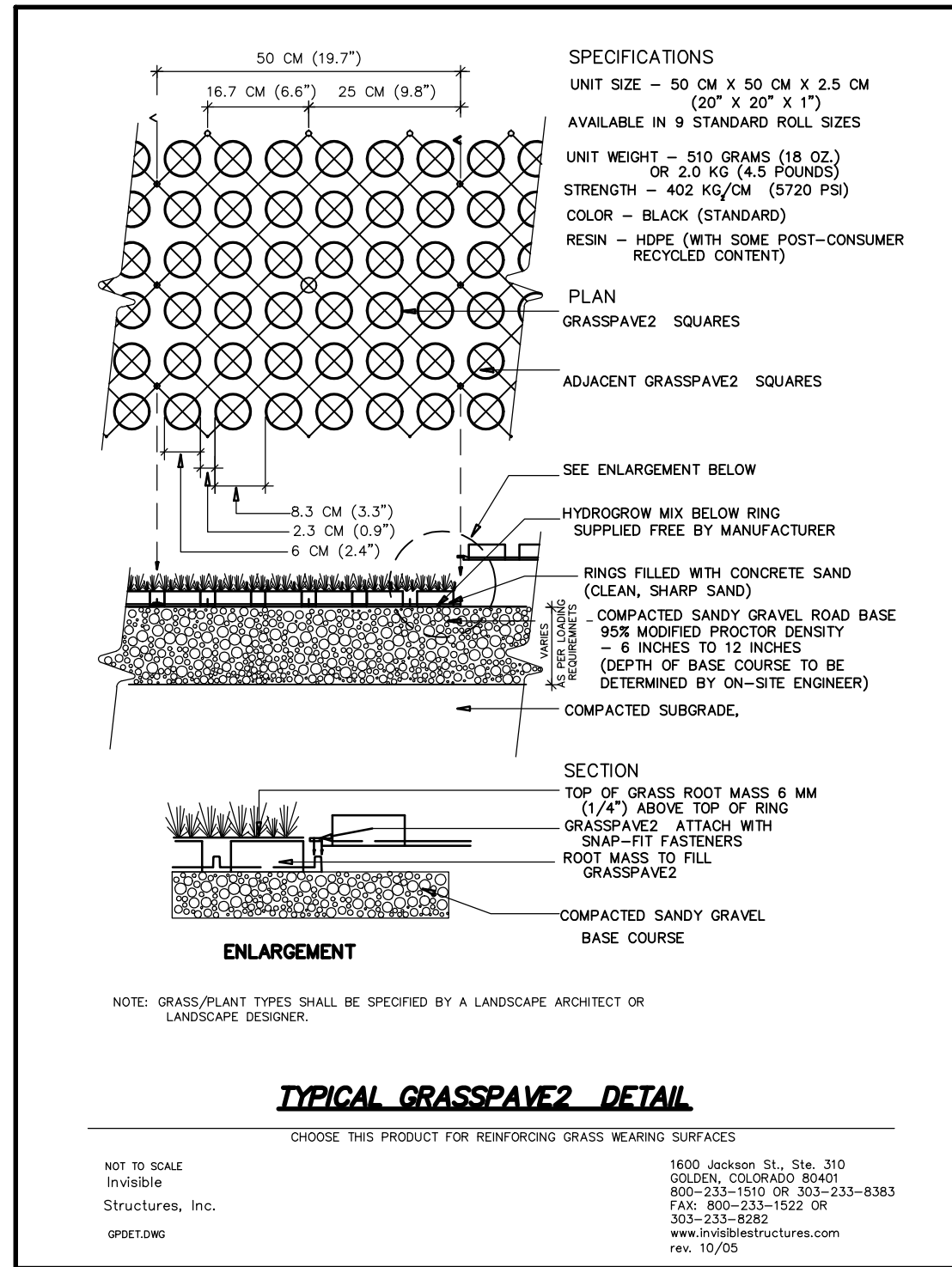
PROGRESS PRINT
DATE: 5/31/17

**PUNKATASSET
PARKING AREA PLAN**
IN
CONCORD, MASSACHUSETTS
(MIDDLESEX COUNTY)

FOR: TOWN OF CONCORD
SCALE: 1"=20' MAY 31, 2017

STAMSKI AND McNARY, INC.
1000 MAIN STREET ACTON, MASSACHUSETTS
ENGINEERING - PLANNING - SURVEYING





PARCEL 1436-1-1

LEGEND:

- N/F NOW OR FORMERLY OVERHEAD WIRES
- D DECIDUOUS TREE
- E EVERGREEN TREE
- TREE LINE
- UP UTILITY POLE
- GG GAS GATE
- G GAS SERVICE (BURIED)
- WG WATER GATE
- W WATER SERVICE (BURIED)
- DMH DRAIN MANHOLE
- D SUB-SURFACE DRAIN LINE
- EXISTING CONTOUR
- - - EXISTING EQUAL
- ☆ LIGHTPOLE
- △ WETLAND FLAG
- 99X9 SPOT ELEVATION
- ○ ○ ○ STONE WALL
- EDGE OF PAVEMENT

NOTES:

1. ALL UNDERGROUND UTILITIES SHOWN HERE WERE COMPILED ACCORDING TO AVAILABLE RECORD PLANS FROM VARIOUS UTILITY COMPANIES AND PUBLIC AGENCIES AND ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD BEFORE DESIGNING, EXCAVATING, BLASTING, INSTALLING, BACKFILLING, GRADING, PAVEMENT RESTORATION OR REPAIRING. ALL UTILITY COMPANIES, PUBLIC AND PRIVATE, MUST BE CONTACTED INCLUDING THOSE IN CONTROL OF UTILITIES NOT SHOWN ON THIS PLAN. SEE CHAPTER 370, ACTS OF 1963 MASS. WE ASSUME NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN. BEFORE PLANNING FUTURE CONNECTIONS THE APPROPRIATE PUBLIC UTILITY ENGINEERING DEPARTMENT MUST BE CONSULTED. DIG SAFE TELEPHONE No. 1-888-344-7233.
2. ALL DISTURBED AREAS WILL BE SEEDDED WITH A NATIVE UPLAND SEE MIX SUCH AS NEW ENGLAND WETLAND PLANTS' NEW ENGLAND ROADSIDE MATRIX UPLAND SEED MIX OR APPROVED EQUAL.
3. UP TO 10 AMERICAN HOLLY (ILEX OPACA) AND 5 NORTHERN BAYBERRY (MYRICA PENNSYLVANICA) WILL BE PLANTED ALONG THE WESTERN PROPERTY LINE.

RECORD OWNER

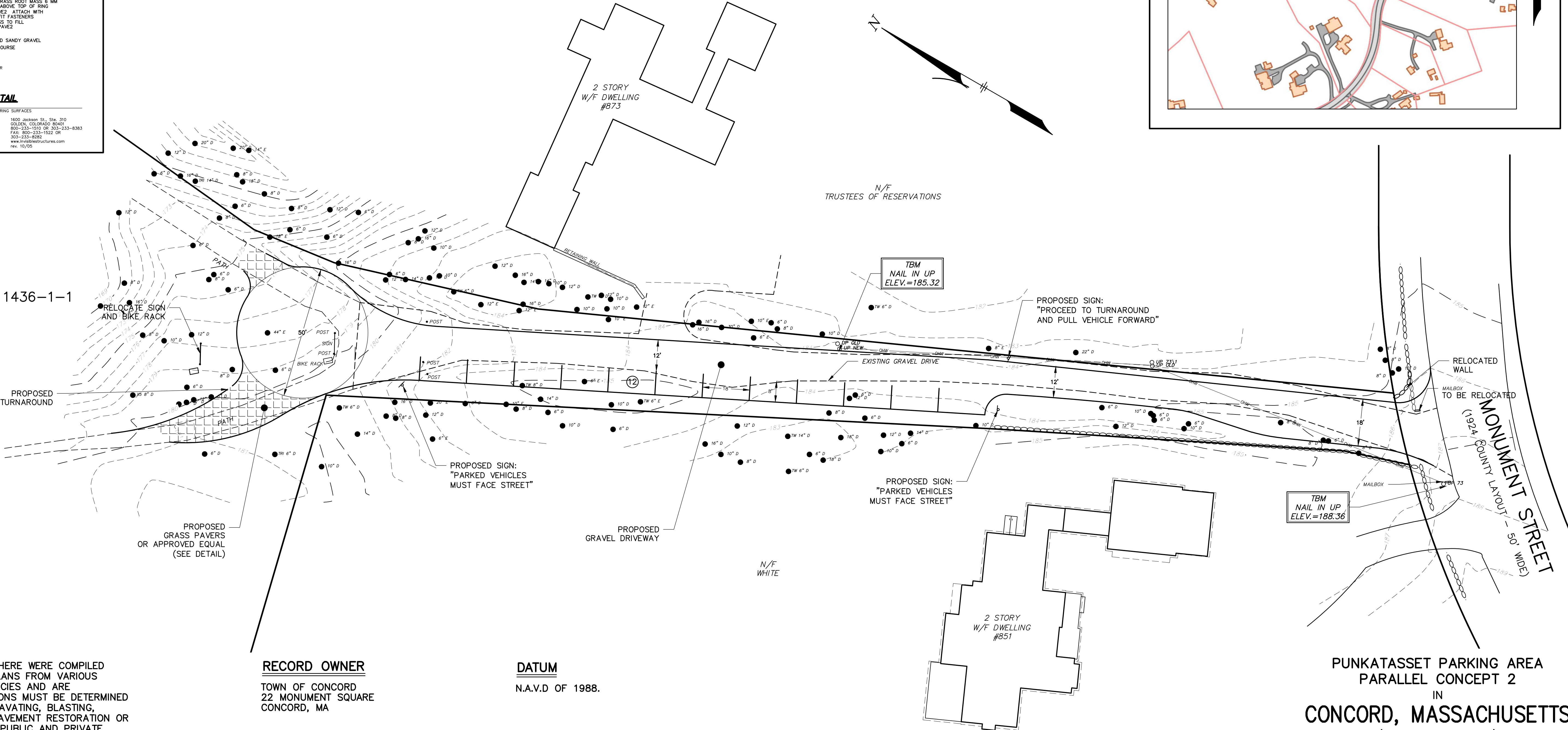
TOWN OF CONCORD
 22 MONUMENT SQUARE
 CONCORD, MA

DATUM

N.A.V.D OF 1988.

REFERENCE

MIDDLESEX REGISTRY OF DEEDS
 SOUTH DISTRICT
 DEED BOOK 12004 PAGE 11
 PLAN No. 488 OF 1971
 PLAN No. 1522 OF 1979

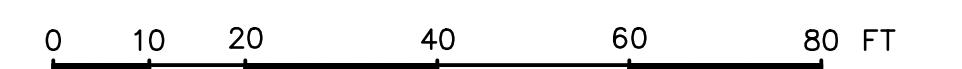


PROGRESS PRINT
DATE: 5/16/17

**PUNKATASSET PARKING AREA
 PARALLEL CONCEPT 2
 IN
 CONCORD, MASSACHUSETTS
 (MIDDLESEX COUNTY)**

FOR: TOWN OF CONCORD
 SCALE: 1"=20' MAY 16, 2017

STAMSKI AND McNARY, INC.
 1000 MAIN STREET ACTON, MASSACHUSETTS
 ENGINEERING - PLANNING - SURVEYING



Andrew Mara

From: Elizabeth Hughes
Sent: Friday, June 02, 2017 8:38 AM
To: Andy Rice
Cc: Rick Colon; Chris Whelan; Marcia Rasmussen; Andrew Mara
Subject: Request for a Time Extension - Section 106 Site #31699, #31700, #31701

Good morning Mr. Rice,

The Town of Concord, MA would like to formally request a time extension to July 11, 2017 for the Section 106 Review for Sites #31699, #31700, and #31701, as described in the email correspondence received by the Town on May 8, 2017.

The purpose of the time extension request is based on:

- 1) The cover letter submitted by Ramaker states the Section 106 review completed by Ramaker "considered both the Direct (area directly disturbed by the proposed undertaking) Area of Potential Effect (APE) and Indirect (viewshed area) APE and a more detailed summary of these findings can be found in the Direct APE Summary report, completed by Mr. Dickson." That study was not part of the submission and the letter did not include information on where to find the study. The Town requests that Ramaker provide that study and additional time to review this information;
- 2) The Town also requests the following additional documents relating to all three sites be submitted for review by the Town: a Historic Property Impact Table, letters to and from the State Historic Preservation Officer, and an aerial map that outlines historic properties in the viewshed (Maximum Viewshed Area Map);
- 3) Additional time is needed for the Town to coordinate comments from other Boards and Committees, and;
- 4) Additional time is needed to allow for adequate notification and discussion by the public.

Please let me know if you require anything further from the Town in order to grant this extension.

Sincerely,
Elizabeth

Elizabeth Hughes, Town Planner
Concord Planning Division
Town of Concord
141 Keyes Road
Concord, MA 01742
978-318-3290



**TOWN OF CONCORD
2017-2018 SELECTMEN AND TOWN MEETING/ELECTION SCHEDULE**

Day	DATE	TIME	EVENT	LOCATION
Monday	June 5	7 PM	Select Board Meeting	Town House
Monday	June 19	7 PM	Select Board Meeting	Town House
Monday	July 4	All Day	Independence Day	Town Offices Closed
Monday	July 10	7 PM	Select Board Meeting	Town House
Monday	July 24	7 PM	Select Board Meeting	Town House
Monday	August 7	7 PM	Select Board Meeting	Town House
Monday	August 21	7PM	Select Board Meeting	Town House
Monday	September 4	All Day	Labor Day	Town Offices Closed
Monday	September 11	7PM	Select Board Meeting	Town House
Wednesday	September 20		Rosh Hashanah	No evening meetings
Monday	September 25	7PM	Select Board Meeting	Town House
Monday	September 29		Yom Kippur	No evening meetings
Monday	October 2	7PM	Select Board Meeting	Town House
Monday	October 9	All Day	Columbus Day	Town Offices Closed
Monday	October 16	7PM	Select Board Meeting	Town House
Monday	October 30	7PM	Select Board Meeting	Town House
Friday	November 10	All Day	Veterans Day Observed	Town Offices Closed
Monday	November 13	7PM	Select Board Meeting	Town House
Monday	November 27	7PM	Select Board Meeting	Town House
Monday	December 11	7PM	Select Board Meeting	Town House
Tuesday	December 12		Hanukah	No evening meetings
Monday	December 25	All Day	Christmas	Town Offices Closed
Monday	January 1	All Day	New Year Day	Town Offices Closed
Monday	January 8	7PM	Select Board Meeting	Town House
Monday	January 15	All Day	Martin Luther King Day	Town Offices Closed
Monday	January 22	7PM	Select Board Meeting	Town House
Monday	February 5	7PM	Select Board Meeting	Town House
Monday	February 19	All Day	Presidents Day	Town Offices Closed
Monday	February 26	7PM	Select Board Meeting	Town House
Monday	March 12	7PM	Select Board Meeting	Town House
Monday	March 26	7PM	Select Board Meeting	Town House
Friday	March 30	All Day	Passover	No evening meetings
Sunday	April 1	All Day	Easter	
April 9, 10, 11, 12		7 PM	Annual Town Meeting	CCHS
Monday	April 23	7PM	Select Board Meeting	Town House
Monday	May 7	7PM	Select Board Meeting	Town House
Monday	May 21	7PM	Select Board Meeting	Town House
Monday	May 28	All Day	Memorial Day	Town Offices Closed
Monday	June 4	7PM	Select Board Meeting	Town House
Monday	June 18	7PM	Select Board Meeting	Town House