

**TOWN OF CONCORD
SELECT BOARD
AGENDA
June 19, 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 – Middlesex School \$225,000 for the purchase of public safety equipment • One Day Special Licenses <ul style="list-style-type: none"> · New England Deaconess 8/14 8AM-5PM 246 Old Road to Nine Acre Corner All Alcohol · Belmont Hill School 9/18 6PM-9PM 246 Old Road to Nine Acre Corner All Alcohol • Tour Guide Renewals
3.	Town Manager's Report
4.	Public Hearing 7:05PM - Discuss recommendation to transfer Town's right of first refusal under MGL c.61 to the Concord Land Conservation Trust to purchase the property at 1767 Lowell Road
5.	Release of Residential Restriction for Lot 4A Forest Ridge Road, Black Birch – Tom Falwell
6.	Estabrook Woods Dog Leash Update – Delia Kaye
7.	2017 Bond and BAN Sale
8.	Review Commission on Disability Charge and Membership
9.	Disband Public Private Partnership Study Committee and discuss Public Private Partnership Policy
10.	C-SPAN 2017 Cities Tour
11.	Update on proposed MBTA monopoles for wireless service
12.	Review Draft Charge for Affordable Housing Study Committee
13.	Approve 2018 Town Meeting Schedule
14.	Review 2017-2018 Board Goals
15.	Public Comments
16.	Committee Liaison Reports
17.	Miscellaneous/Correspondence
18.	Committee Nominations: Sally Clutter of 80 Dalton Road to the Hugh Cargill Trust Committee for a term to expire 5/31/20; John Cratsley of 10 Edmonds Road to the Community Preservation Committee as Select Board representative for a term to expire 5/31/21
19.	Committee Appointments: 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 Committee as Select Board representative for an unexpired term to expire 5/31/20
20.	Committee Reappointments: Jim Lyon of 51 Mitchell Road to the Bruce Freeman Rail Trail Advisory Committee for a term to expire 5/31/20
21.	Confirm Town Manager Appointment: Nancy Nelson of 1695 Lowell Road to the Concord Historical Commission for a term to expire 5/31/20
22.	Confirm Town Manager Reappointments: Diann Strausberg of 1597 Monument Street to the Concord Historical Commission for a term to expire 5/31/20; Lynn Huggins of 54 Hawthorne Lane to the Natural Resources Commission for a term to expire 5/31/20
23.	Adjourn to Executive Session to Discuss Litigation and Land Acquisition

PENDING

Tuesday	July 4	All Day	Independence Day	Town Offices Closed
Monday	July 10	7PM	Select Board Meeting	Town House
Monday	July 17	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

Weekly One Day License Log – June 19, 2017

Applicant Name & License Number	Phone Number	Date	Location	Type of Alcohol	Event Details
17-104 Belmont Hill School	617-993-5201	9/18	Concord Country Club 246 ORNAC	Wine & Malt	Event Coordinator: Betsy Parrot Bartenders: Liza Leach, Taryn O'Neil, Sara Killelea Under 21: No First License in Concord: No
17-105 New England Deaconess Association	978-396-5151	8/14	Concord Country Club 246 ORNAC	All Alcohol	Event Coordinator: Betsy Parrot Bartenders: Liza Leach, Taryn O'Neil, Sara Killelea Under 21: No First License in Concord: No



Business Office

May 5, 2017

Mr. Michael Lawson
Chair
Concord Select Board
Concord Town House
22 Monument Square
P.O. Box 535
Concord, MA 01742

Dear Mr. Lawson:

Middlesex School is eager to continue its support for the public safety departments in the Town of Concord. After review the Warrant for Town Meeting, we noted a planned outlay for Public Safety Communications Equipment (Article 9.) Middlesex School would like to offer as a gift to the Town of Concord funds to support the purchase of this equipment. We propose a total gift of \$225,000, with the following payment schedule:

July 1, 2017	\$50,000
July 1, 2018	\$50,000
July 1, 2019	\$50,000
July 1, 2020	\$50,000
July 1, 2021	\$25,000

Please let me know if the Select Board would be willing to accept this gift, and I will make the necessary arrangements with the Town Treasurer.

We greatly appreciate the efforts of all of the town's departments as they support the Middlesex School community and the entire town of Concord.

Sincerely,

Matthew E. Crozier
Chief Operating Officer
Middlesex School

Cc: Kathleen C. Giles Head of School
Terry Cunningham, CFO
Chris Whelan, Town Manager



CONCORD LAND
CONSERVATION TRUST
Joan D. Ferguson, *Chairman*
Pauline Cross Reeve, *Vice Chairman*
Lynn G. Huggins
Jonathan M. Keyes
Gordon H. Shaw
John M. Stevens, Jr.
Jeff Wieand

Post Office Box 141
Concord, Massachusetts 01742-0141
www.concordland.org

CONCORD OPEN
LAND FOUNDATION
Thomas C. Tremblay, *President*
John Bemis
Lynn G. Huggins
Frederic H. Mulligan
F. Robert Parker



By Hand

Jane Hotchkiss, Chair
Concord Select Board
Town House
Concord, MA

June 16, 2017

Dear Jane,

As I have indicated verbally, the trustees of the Concord Land Conservation Trust, a bona fide non-profit organization under the law, are respectfully asking the Select Board to assign the right of first refusal to our organization under the provisions of MGL Chapter 61A in order that we may purchase property at 1767 Lowell Road. The Town received the Notice from the property owners of their intention to sell this property dated April 3, 2017.

Since 2009, we have held a conservation restriction on the abutting property to the south that preserves 15 acres of actively-farmed hay fields. The Tyler family donated the restriction in order to preserve the agricultural landscape of this neighborhood that dates from 1698. The property at 1767 Lowell Road has been managed as a hayfield for many years, and continuing to have it hayed or put in some other agricultural use as time and demand suggests, rather than seeing it converted to a residential use, contributes to the historic character and builds the agricultural resources of the town.

Our interest in this property also stems from its agricultural and conservation value; these are the uses for which we would manage it once acquired. CLCT has been protecting land in the Spencer Brook Valley for over 40 years and views the acquisition of this property as part of our commitment to the watershed, its ecology and its trail system.

Thank you for your consideration.

Sincerely,

Joan D. Ferguson, Chair
Concord Land Conservation Trust





TOWN OF CONCORD

Planning Board

141 Keyes Road, Concord, MA 01742
(978) 318-3290

To: Jane Hotchkiss, Chair
Select Board

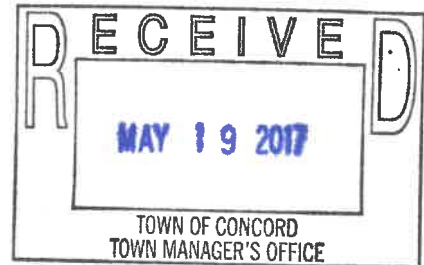
From: Brooke Whiting Cash, Chair
Planning Board

Via: Elizabeth Hughes, Town Planner *EA*

cc: Christopher Whelan, Town Manager
Delia Kaye, Natural Resources Director

Re: **1767 Lowell Road; Parcel #1538 – Notice under M.G.L. Ch. 61A**

Date: May 18, 2017



At the May 9, 2017 meeting, the Planning Board reviewed the Notice under the provisions of M.G.L. Ch. 61A for the property owned by Richard W. Irwin and Robert J. Irwin as Trustees of the Alexandrina E. Irwin Trust u/d/t dated November 12, 2013, as amended; and also as Trustees of the Warren H. Irwin Trust u/d/t dated November 12, 2003, as amended, which included a copy of the Purchase and Sale Agreement and plan of the land showing Lot A with 202,683 square feet. The Planning Board also heard from the Concord Land Conservation Trust (CLCT) regarding their interest in acquiring the property.

The property is identified as 1767 Lowell Road as shown on Lot Layout Plan dated May 24, 1989 and revised through May 29, 1992 in the Certified Notice dated April 3, 2017 from the property owners' attorney Henry J. Dane. The property is Parcel 1538 on Map F1 and F2 of the Town of Concord Assessor's Map.

At the meeting, the Board unanimously voted to recommend that the Select Board exercise the Town's right to transfer the Town's "right of first refusal" to the CLCT for the following five reasons:

1. The property offers a connection between larger undeveloped and protected habitats in Carlisle to the north and in Concord to the south;
2. The existing agricultural field offers a scenic vista from Lowell Road for over 800 feet that would be destroyed with the construction of a residential dwelling within the defined building envelope;

3. The property has been in agricultural use since approximately 1694 and acquisition by the CLCT will allow it to stay in active agricultural use;
4. The property owners adjacent to the property across Hartwell Road have expressed a willingness to allow the extension of an existing trail from Hartwell Road to Westford Road should the CLCT acquire the property. This would create a much larger trail connection to other CLCT trails to the south, and;
5. The Trust indicated to the Planning Board that funds to purchase the property would be through private donations and they would not seeking funding from the Town.



TOWN OF CONCORD
DIVISION OF NATURAL RESOURCES
141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3285 FAX (978) 318-3291

Delia R. J. Kaye
Natural Resources Director

June 15, 2017

Jane Hotchkiss, Chair
Concord Select Board
22 Monument Square
Concord, MA 01742



RE: MGL Chapter 61A Right of First Refusal – 1767 Lowell Road (parcel 1538)

Dear Ms. Hotchkiss:

At their June 7, 2017 meeting, the Natural Resources Commission (NRC) reviewed the Notice under M.G.L. Chapter 61A for the sale and conversion to residential use of 5.36 acres of land at 1767 Lowell Road, and the fee interest under Hartwell Road (1.35 acres).

The land consists of an open agricultural field with frontage on Lowell Road and Hartwell Road (Lot A). A sliver of the parcel (Lot B) is on the south side of Hartwell Road, adjacent to a property in agricultural use with a Conservation Restriction held by the Concord Land Conservation Trust (CLCT).

The parcel is not identified as a priority for protection in the 2015 Open Space and Recreation Plan, and the NRC did not feel that acquisition from Town funds was justified. However, CLCT has expressed interest in purchasing the land because of its adjacency to other CLCT holdings in the Spencer Brook valley. If CLCT is able to raise funds to acquire the parcel, the land would continue to be farmed, a goal that is supported by the NRC.

The NRC unanimously voted to recommend that the Select Board transfer its right of first refusal to CLCT, provided that CLCT can commit to raising funds to purchase the property. In the event that CLCT cannot commit to acquiring the property, the NRC unanimously voted that the Board not exercise its right of first refusal on this Notice.

Please don't hesitate to let me know if additional information would be helpful.

Very truly yours,

Delia Kaye
Natural Resources Director

cc: NRC
Chris Whelan, Town Manager
Elizabeth Hughes, Town Planner
Joan Ferguson, Chair, CLCT

RELEASE OF RESIDENTIAL RESTRICTION

Lot 4A, Forest Ridge Road, Concord, Massachusetts

Reference is hereby made to a certain Easement and Restrictive Covenant Agreement (the "Agreement") dated September 19, 1990 and recorded with the Middlesex South District Registry of Deeds in Book 20781, Page 75.

Whereas, Lot 2, containing 94.8± acres, as shown on a plan of land entitled "Plan of Land in Concord, Mass., owned by Memorial Drive Trust (MDT), Nuclear Metals, Inc. (NMI)" dated April 12, 1989, prepared by David W. Perley, Civil Engineers (the "1989 Plan"), and recorded with said Deeds in Book 20781, Page 65 was subdivided and, in connection therewith, a plan of land entitled "Definitive Subdivision Plan of Land in Concord, Massachusetts, Forest Ridge", dated April 14, 1989, rev. Feb. 14, 1990, prepared by David W. Perley, Civil Engineers (the "1990 Plan"), was recorded with said Deeds in Book 20781, Page 80, creating thereby Forest Ridge Road and Lots 1 to 8, inclusive, as shown on the 1990 Plan; and

Whereas, Lots 5, 6, 7 and 8, as shown on the 1990 Plan were further divided and in connection therewith a plan of land entitled "Plan of Land in Concord, Mass. Owned By: Forest Ridge Corp. and Todd A. Pulis, as Trustee of Thoreau Realty ", dated February 23, 1999, prepared by David W. Perley, Civil Engineers (the "1999 Plan"), was recorded with said Deeds as Plan No. 617 of 1999, creating thereby Lots 5B, 6C and Parcel B-1, all as shown on the 1999 Plan; and

Whereas, Lot 5B, and Lot 6C as shown on the 1999 Plan was further divided and in connection therewith a plan of land entitled "Lot Layout, Definitive Subdivision Plan, Amendment to the Layout and Construction of Forest Ridge Road, Concord, Massachusetts", Owners: Todd A. Pulis, Trustee of Thoreau Realty Trust and Forest Ridge Corp." prepared by David W. Perley, Civil Engineers, dated October 5, 1999, Revised : December 14, 1999 (the "2000 Plan"), and recorded with the Middlesex South District Registry of Deeds as Plan No. 82 of 2000, creating thereby Lot 5C and Lot 6D, as shown on the 2000 Plan; and

Whereas, Lot 5C and Lot 6D as shown on the 2000 Plan was further divided and in connection therewith a plan of land entitled "Plan of Land in Concord, Massachusetts, Owned by: Todd A. Pulis, Trustee of Thoreau Realty Trust" dated September 14, 2007 (the "2007 Plan"), and recorded with the Middlesex South District Registry of Deeds as Plan No. 1117 of 2007, creating thereby Lot 5D, Lot 6E and Parcel 6B, as shown on the 2007 Plan; and

Whereas, Lot 5D and Lot 6E as shown on the 2007 Plan was further divided and in connection therewith a plan of land entitled "Plan of Land in Concord, Massachusetts, Owned by: Todd A. Pulis, Trustee of Thoreau Realty Trust" dated September 30, 2011 (the "2011 Plan"), and recorded with the

N:\RE\Pulis\Abode\Phase 2\Town of Concord 2017 release v2 061217.rtf

Middlesex South District Registry of Deeds as Plan No. 722 of 2011, creating thereby Lot 5E and Lot 6F, as shown on the 2011 Plan; and

Whereas, Lot 6F as shown on the 2011 Plan was further divided and in connection therewith a plan of land entitled "Approval Not Required, Location: Forest Ridge Road, Town: Concord Massachusetts, Prepared for Abode Builders of New England" dated July, 2015 (the "2015 Plan"), and recorded with the Middlesex South District Registry of Deeds as Plan No. 651 of 2015, creating thereby Parcel 6E, as shown on the 2015 Plan; and

Whereas, Lot 5E as shown on the 2011 Plan was further divided and in connection therewith a plan of land entitled "Plan of Land in Concord, Massachusetts, Owned by: Todd A. Pulis, Trustee of Thoreau Realty Trust" dated March 8, 2017 (the "2017 Plan"), to be recorded with the Middlesex South District Registry of Deeds herewith, creating thereby Lot 4A, Lot 5F and Parcel A, as shown on the 2017 Plan; and

Whereas, Paragraph 3 of the Agreement provides that no portion of Lot 1 or Lot 2, as shown on the 1989 Plan, shall be used for residential purposes as a primary use (the "Residential Restriction"); and

Whereas, the Town of Concord is the owner of Lot 3 and Parcel A-1, as shown on the 1990 Plan, Parcel B-1 on the 1999 Plan, Parcel FR on the 2007 and Parcels 6B and 6E on the 2015 Plan, collectively, the remaining land having enforcement rights over the Residential Restriction on said Lot 4A, Lot 5F and Parcel A, as shown on the 2017 Plan.

NOW THEREFORE, the undersigned, pursuant to the authority granted by Vote under Article 43 of the 2017 Annual Town Meeting of the Town of Concord, Massachusetts, hereby release Lot 4A on the 2017 Plan from the Residential Restriction and agree that said Lot 4A, containing 5.79± Acres, may hereafter be used for residential purposes as a primary use.

This Release shall not in any way affect or impair the effect and validity of the Agreement, the Residential Restriction as it applies to all other land previously restricted and not heretofore released or the other restrictions and conditions contained in the said Agreement, all of which remain in full force and effect.

WITNESS the execution of this Release under seal as of the ____ day of June, 2017 by the undersigned, being a majority of the Select Board of the Town of Concord, Massachusetts.

SELECT BOARD

Jane Hotchkiss, Chair

Tom McKean, Clerk

Alice Kaufman

Michael Lawson

Steven Ng

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this ___ day of _____, 2017, before me, the undersigned notary public, personally appeared, _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document, and acknowledged that he/she executed the same voluntarily for its stated purpose as a member of the Select Board of the Town of Concord, Massachusetts.

Notary Public
My commission expires:

Town of Concord
Finance Department
Memorandum

TO: Chris Whelan, Town Manager

FROM: Kerry A. Lafleur, Finance Director *KAL*

SUBJ: 2017 Bond Sale/ BAN Sale

DATE: June 15, 2017

On June 5, 2017, the Town received competitive bids from bond underwriters for a \$10,035,000, 11-year new money and refunding bond issue and a \$2,650,000 General Obligation Note issue.

The Town received a total of 7 bids on the Bonds, with the winning bid coming from Piper Jaffray. This bid provides an Average Interest Rate of 1.46% with a final premium of \$1,004,931.40. The premium will be used to pay issuance costs, resize both the New Money issue and produce greater savings in the Refunding.

As a result of this large premium, the Town was able to resize the New Money issue downward by \$324,000. The premium amount will need to be set aside as Receipts Reserved for Appropriation, and a future Town Meeting Warrant Article will be needed to appropriate these funds to pay debt service.

The New Money Bond Proceeds will be used to finance the following projects:

Project Name	Project Number	Authorization	Total	Previously Borrowed	Included in this issue	Resized
West Concord Infrastructure Improvements	410-410-360	33-2014	\$ 100,000	\$ -	\$ 100,000	\$ 94,500
Rideout & Emerson Playground Improvements	122-123-368	52-2015	\$ 600,000	\$ -	\$ 600,000	\$ 565,000
Parking Management Plan Implementation	180-175-369	53-2015	\$ 250,000	\$ 150,000	\$ 100,000	\$ 94,500
Town House Interior Improvements	122-123-370	54-2015	\$ 700,000	\$ 350,000	\$ 350,000	\$ 329,500
CPS Building Renovations	300-300-373	12-2016	\$ 570,000	\$ -	\$ 570,000	\$ 536,700
2016 Road Program	429-429-379	26-2016	\$ 1,350,000	\$ -	\$ 1,350,000	\$ 1,236,300
Land Acquisition, Ball's Hill	122-123-376	23-2016	\$ 800,000	\$ -	\$ 800,000	\$ 753,000
Cemetery Improvements	410-491-378	25-2016	\$ 50,000	\$ -	\$ 50,000	\$ 47,500
Rail Trail Design & Engineering	180-175-383	57-2016	\$ 250,000	\$ -	\$ 250,000	\$ 236,000
total: General Fund			\$ 4,670,000	\$ 500,000	\$ 4,170,000	\$ 3,893,000
Land Acquisition, Ball's Hill	450-450-376	23-2016	\$ 800,000	\$ -	\$ 800,000	\$ 753,000
total: Water Enterprise Fund			\$ 800,000	\$ -	\$ 800,000	\$ 753,000
total: 2017 Bond Issue, New Money			\$ 5,470,000	\$ 500,000	\$ 4,970,000	\$ 4,646,000

The remaining portion of the bond issue will be used to refund a portion of the Town's March 15, 2009 Bond Issue for the Willard School. You may recall that when the Select Board first authorized solicitation of bids, we estimated a budgetary savings of approximately \$414,000, or 6.5%, and identified an industry efficiency target of a minimum of 4% budgetary savings as a base threshold. Based upon the bids received, the budgetary savings will be approximately \$668,000, which is about 10% savings.

Five bids were received on the Notes, with the winning bid coming from Eastern Bank, with an Average Interest Rate of 1.069% and a Premium of \$24,671.50. The Notes will be used to temporarily finance the following projects, with permanent financing anticipated a year from now.

Project Name	Project Number	Authorization	Total	Previously Borrowed	Included in this issue
Bus Depot, Excluded	122-123-374	15-2016	\$ 1,950,000	\$ -	\$ 1,950,000
Bus Depot, Non-Excluded	300-300-366	12-2016	\$ 300,000	\$ -	\$ 300,000
total: General Fund			\$ 2,250,000	\$ -	\$ 2,250,000
Telecom Services	0-0-350	48-2013	\$ 1,000,000	\$ 600,000	\$ 400,000
total: CMLP/ Broadband			\$ 1,000,000	\$ 600,000	\$ 400,000
total: 2017 Bond Anticipation Note			\$ 3,250,000	\$ 600,000	\$ 2,650,000

Prior to the sale, Moody's Investors Service, a municipal bond credit rating agency, affirmed the Town's Aaa underlying rating, the highest rating attainable. The rating agency cited the Town's wealthy and favorably-located tax base, history of voter support for operating overrides and debt exclusions to Proposition of 2 1/2, stable financial operations, and conservative budget management with multi-year planning as positive credit factors.

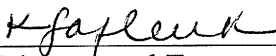
Both the bid from Piper Jaffray for the bonds and the bid from Eastern Bank for the notes were accepted by the Treasurer on behalf of the Town, subject to approval of the Select Board. At its meeting of June 19, 2017, I seek approval from the Select Board to approve the awards and execute all required documents.

/kal

Certificate of Award

I, the Finance Director and Treasurer of the Town of Concord, Massachusetts, hereby award the \$10,035,000 General Obligation Municipal Purpose Loan of 2017 Bonds dated June 15, 2017 (the "Bonds") to the bidder submitting the bid attached hereto in accordance with the terms set forth in the attached bid and in the Notice of Sale dated May 25, 2017, relating to the Bonds, subject to the approval of this award by the Select Board.

Date: June 5, 2017



Finance Director and Treasurer

AM 66460246.1

12:30:06 p.m. EDST	Upcoming Calendar	Overview	Compare	Summary
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Bid Results

**Concord (Town)
\$10,380,000 General Obligation Municipal Purpose Loan of
2017 Bonds**

The following bids were submitted using **PARITY**[®] and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input type="checkbox"/>	Piper Jaffray	1.465925
<input type="checkbox"/>	Morgan Stanley & Co, LLC	1.478954
<input type="checkbox"/>	FTN Financial Capital Markets	1.487458
<input type="checkbox"/>	Janney Montgomery Scott LLC	1.489463
<input type="checkbox"/>	UBS Financial Services Inc.	1.517782
<input type="checkbox"/>	J.P. Morgan Securities LLC	1.519840
<input type="checkbox"/>	Robert W. Baird & Co., Inc.	1.547370

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

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Resized

Town of Concord, Massachusetts

General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017

New Money only - Does reflect proposed refunding

		2	3	4	5	6	7	8	9	10	
		GENERAL (NON-EXEMPT)									
		West Concord Infrastructure Improvements	Rideout & Emerson Playground Improvements	Parking Management Plan Implementation	Town House Interior Improvements	CPS Building Renovations	Road Improvements	Land Acquisition (Ball's Hill)	Cemetery Improvements	Rail Trail Design & Engineering	Total General
1	3/15/2018	\$ 20,000	\$ 115,000	\$ 20,000	\$ 69,900	\$ 110,000	\$ 110,100	\$ 154,800	\$ 10,200	\$ 50,000	\$ 660,000
2	3/15/2019	20,000	115,000	20,000	65,000	110,000	110,000	150,000	10,000	50,000	650,000
3	3/15/2020	20,000	115,000	20,000	65,000	110,000	100,000	150,000	10,000	50,000	640,000
4	3/15/2021	20,000	110,000	20,000	65,000	105,000	100,000	150,000	10,000	45,000	625,000
5	3/15/2022	14,500	110,000	14,500	65,000	102,000	96,000	148,000	7,000	41,000	598,000
6	3/15/2023	-	-	-	-	-	100,000	-	-	-	100,000
7	3/15/2024	-	-	-	-	-	155,000	-	-	-	155,000
8	3/15/2025	-	-	-	-	-	155,000	-	-	-	155,000
9	3/15/2026	-	-	-	-	-	155,000	-	-	-	155,000
10	3/15/2027	-	-	-	-	-	155,000	-	-	-	155,000
		\$ 94,500	\$ 565,000	\$ 94,500	\$ 329,900	\$ 537,000	\$ 1,236,100	\$ 752,800	\$ 47,200	\$ 236,000	\$ 3,893,000
Requested Term		5	10	5	5	10	12	10	5	5	
Maximum Term		15	15	5	30	30	15	30	15	5	
Statutory Reference		44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(7)	
Original Amount Authorized		\$100,000	\$600,000	\$250,000	\$700,000	\$570,000	\$1,350,000	\$1,600,000	\$50,000	\$250,000	
Date of Authorization		5/5/2014	4/12/2015	4/12/2015	4/12/2015	4/4/2016	4/4/2016	4/5/2016	4/5/2016	4/6/2016	
Article		33	52	53	54	12	26	23	25	57	
Maximum Maturity		6/22/2032	6/22/2032	6/22/2022	6/22/2047	6/22/2047	6/22/2032	6/22/2047	6/22/2032	6/22/2022	
Minimum Principal Payment		\$6,300	\$37,667	\$18,900	\$10,997	\$17,900	\$82,407	\$25,093	\$3,147	\$47,200	
Remaining Life		15	15	5	30	30	15	30	15	5	
Project Fund:	\$	100,000	\$ 600,000	\$ 100,000	\$ 350,000	\$ 570,000	\$ 1,350,000	\$ 800,000	\$ 50,000	\$ 250,000	
Premium:		5,500	35,000	5,500	20,100	33,000	113,900	47,200	2,800	14,000	

Resized

Town of Concord, Massachusetts

General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017

New Money only - Does reflect proposed refunding

11

		WATER								
	Maturity Date	Land Acquisition (Ball's Hill)	Total Water	Grand Total	Coupon Rate	Interest	Principal + Interest	Fiscal Year	% of Principal Retired (cumulative)	
1	3/15/2018	\$ 155,000	\$ 155,000	\$ 815,000	2.00%	\$ 114,617	\$ 929,617	FY2018	17.5%	
2	3/15/2019	150,000	150,000	800,000	3.00%	140,590	940,590	FY2019	34.8%	
3	3/15/2020	150,000	150,000	790,000	4.00%	116,590	906,590	FY2020	51.8%	
4	3/15/2021	150,000	150,000	775,000	4.00%	84,990	859,990	FY2021	68.4%	
5	3/15/2022	148,000	148,000	746,000	4.00%	53,990	799,990	FY2022	84.5%	
6	3/15/2023	-	-	100,000	4.00%	24,150	124,150	FY2023	86.7%	
7	3/15/2024	-	-	155,000	4.00%	20,150	175,150	FY2024	90.0%	
8	3/15/2025	-	-	155,000	3.00%	13,950	168,950	FY2025	93.3%	
9	3/15/2026	-	-	155,000	3.00%	9,300	164,300	FY2026	96.7%	
10	3/15/2027	-	-	155,000	3.00%	4,650	159,650	FY2027	100.0%	
		\$ 753,000	\$ 753,000	\$ 4,646,000			\$ 582,977	\$ 5,228,977		
Requested Term		5								
Maximum Term		30								
Statutory Reference		44 7(1)								
Original Amount Authorized		\$1,600,000								
Date of Authorization		4/5/2016								
Article		23								
Maximum Maturity		6/22/2047								
Minimum Principal Payment		\$26,667								
Remaining Life		30								
Project Fund:		\$ 800,000		\$ 4,970,000						
Premium:		47,000		324,000						

Original

Town of Concord, Massachusetts

General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017

New Money only - Does not reflect proposed refunding

Draft #4 - Does not reflect a reduction in par amount by the estimated net premium

		GENERAL (NON-EXEMPT)									
		West Concord Infrastructure Improvements	Rideout & Emerson Playground Improvements	Parking Management Plan Implementation	Town House Interior Improvements	CPS Building Renovations	Road Improvements	Land Acquisition (Ball's Hill)	Cemetery Improvements	Rail Trail Design & Engineering	Total General
1	3/15/2018	\$ 20,000	\$ 120,000	\$ 20,000	\$ 70,000	\$ 115,000	\$ 115,000	\$ 160,000	\$ 10,000	\$ 50,000	\$ 680,000
2	3/15/2019	20,000	120,000	20,000	70,000	115,000	115,000	160,000	10,000	50,000	680,000
3	3/15/2020	20,000	120,000	20,000	70,000	115,000	115,000	160,000	10,000	50,000	680,000
4	3/15/2021	20,000	120,000	20,000	70,000	115,000	115,000	160,000	10,000	50,000	680,000
5	3/15/2022	20,000	120,000	20,000	70,000	110,000	115,000	160,000	10,000	50,000	675,000
6	3/15/2023	-	-	-	-	-	115,000	-	-	-	115,000
7	3/15/2024	-	-	-	-	-	165,000	-	-	-	165,000
8	3/15/2025	-	-	-	-	-	165,000	-	-	-	165,000
9	3/15/2026	-	-	-	-	-	165,000	-	-	-	165,000
10	3/15/2027	-	-	-	-	-	165,000	-	-	-	165,000
		\$ 100,000	\$ 600,000	\$ 100,000	\$ 350,000	\$ 570,000	\$ 1,350,000	\$ 800,000	\$ 50,000	\$ 250,000	\$ 4,170,000
Requested Term		5	10	5	5	10	12	10	5	5	
Maximum Term		15	15	5	30	30	15	30	15	5	
Statutory Reference		44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(1)	44 7(7)	
Original Amount Authorized		\$100,000	\$600,000	\$250,000	\$700,000	\$570,000	\$1,350,000	\$1,600,000	\$50,000	\$250,000	
Date of Authorization		5/5/2014	4/12/2015	4/12/2015	4/12/2015	4/4/2016	4/4/2016	4/5/2016	4/5/2016	4/6/2016	
Article		33	52	53	54	12	26	23	25	57	
Maximum Maturity		6/22/2032	6/22/2032	6/22/2022	6/22/2047	6/22/2047	6/22/2032	6/22/2047	6/22/2032	6/22/2022	
Minimum Principal Payment		\$6,667	\$40,000	\$20,000	\$11,667	\$19,000	\$90,000	\$26,667	\$3,333	\$50,000	
Remaining Life		15	15	5	30	30	15	30	15	5	

Town of Concord, Massachusetts

General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017

New Money only - Does reflect proposed refunding

Draft #4 - Does not reflect a reduction in par amount by the estimated net premium

		WATER								
	Maturity Date	Land Acquisition (Ball's Hill)	Total Water	Grand Total	Estimated Coupon Rate	Estimated Interest	Estimated Principal + Interest	Fiscal Year	% of Principal Retired (cumulative)	
1	3/15/2018	\$ 160,000	\$ 160,000	\$ 840,000	2.00%	\$ 102,314	\$ 942,314	FY2018	16.9%	
2	3/15/2019	160,000	160,000	840,000	2.00%	123,250	963,250	FY2019	33.8%	
3	3/15/2020	160,000	160,000	840,000	3.00%	106,450	946,450	FY2020	50.7%	
4	3/15/2021	160,000	160,000	840,000	3.00%	81,250	921,250	FY2021	67.6%	
5	3/15/2022	160,000	160,000	835,000	3.00%	56,050	891,050	FY2022	84.4%	
6	3/15/2023	-	-	115,000	4.00%	31,000	146,000	FY2023	86.7%	
7	3/15/2024	-	-	165,000	4.00%	26,400	191,400	FY2024	90.0%	
8	3/15/2025	-	-	165,000	4.00%	19,800	184,800	FY2025	93.4%	
9	3/15/2026	-	-	165,000	4.00%	13,200	178,200	FY2026	96.7%	
10	3/15/2027	-	-	165,000	4.00%	6,600	171,600	FY2027	100.0%	
		\$ 800,000	\$ 800,000	\$ 4,970,000		\$ 566,314	\$ 5,536,314			
Requested Term	5									
Maximum Term	30									
Statutory Reference	44 7(1)									
Original Amount Authorized	\$1,600,000									
Date of Authorization	4/5/2016									
Article	23									
Maximum Maturity	6/22/2047									
Minimum Principal Payment	\$26,667									
Remaining Life	30									

\$4,970,000

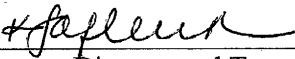
324,000

\$4,646,000 - resized issue

Certificate of Award

I, the Finance Director and Treasurer of the Town of Concord, Massachusetts, hereby award the \$2,650,000 General Obligation Bond Anticipation Notes dated June 22, 2017 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated May 25, 2017, relating to the Notes, subject to the approval of this award by the Select Board.

Date: June 5, 2017



Finance Director and Treasurer

Town of Concord, Massachusetts

\$2,650,000 General Obligation Bond Anticipation Notes

Sale Date: 6/5/2017
Dated Date: 6/22/2017
Delivery Date: 6/22/2017
Due Date: 6/22/2018
Days Per Year: 360
Day Count: 360
Bank Qualified: No
Rating: None



Bidder	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Eastern Bank	\$2,650,000	2.00%	\$24,671.50	\$53,000.00	\$28,328.50	1.0690%	\$24,671.50	\$53,000.00	\$2,650,000	
TD Securities	\$2,650,000	2.00%	\$24,247.50	\$53,000.00	\$28,752.50	1.0850%				
Jefferies	\$2,650,000	2.25%	\$28,383.00	\$59,625.00	\$31,242.00	1.1789%				
Oppenheimer & Co., Inc.	\$2,650,000	2.00%	\$19,610.00	\$53,000.00	\$33,390.00	1.2600%				
Century Bank	\$2,650,000	1.60%	\$8,083.00	\$42,400.00	\$34,317.00	1.2950%				
Award Totals							\$24,671.50	\$53,000.00	\$2,650,000	

Weighted Average Net Interest Cost: 1.0690%

MUNICIPAL PURPOSE LOAN

Town of Concord, Massachusetts

\$2,650,000 General Obligation Bond Anticipation Notes

Sale Date: 6/5/2017
 Dated Date: 6/22/2017
 Delivery Date: 6/22/2017
 Due Date: 6/22/2018
 Bank Qualification: No



<u>Purpose</u>	<u>Vote Date(s)</u>	<u>Reference</u>	<u>Article Number</u>	<u>Amount Authorized</u>	<u>Previous Issues</u>	<u>Bonds, Grants, and/or Paydowns</u>	<u>Renewal This Issue</u>	<u>New This Issue</u>	<u>Total This Issue</u>	<u>Balance Unissued</u>	<u>Original Issue Date</u>	<u>Prorata Interest</u>	<u>Prorata Premium</u>
Telecom Services	4/23/2013	Ch. 44 s. 8(8)	48	\$1,000,000	\$0	\$600,000	\$0	\$400,000	\$400,000	\$0	6/22/2017	\$8,000.00	\$3,724.00
School Transportation Facility	4/4/2016	Ch. 44 s. 7(1)	12	\$300,000	\$0	\$0	\$0	\$300,000	\$300,000	\$0	6/22/2017	\$6,000.00	\$2,793.00
School Transportation Facility	4/4/2016	Ch. 44 s. 7(1)	15	\$1,950,000	\$0	\$0	\$0	\$1,950,000	\$1,950,000	\$0	6/22/2017	\$39,000.00	\$18,154.50
Totals				\$3,250,000	\$0	\$600,000	\$0	\$2,650,000	\$2,650,000	\$0		\$53,000.00	\$24,671.50

EXEMPT

Section 8J: Disability commission; powers and duties; members; terms

Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters

pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

[Third paragraph effective until July 1, 2016. For text effective July 1, 2016, see below.]

Said commission shall consist of not less than five nor more than nine members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their

successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

[Third paragraph as amended by 2016, 133, Sec. 46 effective July 1, 2016. See 2016, 133, Sec. 203. For text effective until July 1, 2016, see above.]

Said commission shall consist of not less than 5 and not more than 13 members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that

city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.

CONCORD COMMISSION ON DISABILITY

At a Special Town Meeting held on April 25, 2017, the Town voted (unanimously) under Article 3 to accept the provisions of Massachusetts General Laws Chapter 40, section 8J, to create a Commission on Disability.

PURPOSE

The purpose of the Concord Commission on Disability is to assist the Town of Concord to bring about the full and equal participation in all aspects of life in the Town for people with disabilities. The Commission shall coordinate with the Massachusetts Office on Disability. The Commission shall promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities of the community. In so doing, the Committee shall:

- Provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in all matters pertaining to disability;
- Coordinate with the activities of other local groups organized to meet the needs of persons with disabilities;
- Collaborate with and assist municipal officials to ensure compliance with federal and state disability laws including, if called upon, reviewing policies and practices of municipal departments and boards as they affect persons with disabilities;

MEMBERSHIP

The Commission on Disability shall consist of seven members appointed by the Town Manager, with approval by the Select Board, and consistent with MGL c. 40 Section 8J, a majority of the members shall be people with disabilities. One member shall be a member of the immediate family of a person with a disability, and one member shall be either an elected or appointed official of the Town. The term of office shall be for three years, however, the initial appointments shall be staggered so that the term of one-third of the members expires each year as follows:

- a. Three members shall each serve one-year terms.
- b. Two members shall each serve two-year terms.
- c. Two members shall each serve three-year terms.

After the initial term all members shall be eligible for reappointment to a full three-year term. Any member of the commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than the expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by majority vote of the commission members.

DUTIES

1. The Commission shall research local problems of people with disabilities;
2. Advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities;

3. Coordinate or carry out programs designed to meet the problems of people with disabilities, in coordination with programs of the Massachusetts Office on Disability;
4. Review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the Town as they affect people with disabilities;
5. Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability;
6. Coordinate activities of other local groups organized for similar purposes;
7. Consult with the Town ADA Coordinator on concerns brought to the commission's attention and advise the Coordinator on disability access matters that he/she refers to the committee's attention.
8. Work in cooperation with the departments and agencies of the Town of Concord to maximize participation of people with disabilities.
9. Encourage public awareness of disability issues.
10. Establish short and long term goals annually.
11. File an annual report on Committee activities that shall be printed in the Annual Town Report.

OPEN MEETING LAW AND OTHER CONSIDERATIONS

The Committee shall annually elect a chair and a commission clerk, who will be responsible for maintaining the record of the commission's discussions, votes, and actions.

All meetings will be conducted in conformance with the Open Meeting Law including the proper notice and posting of meetings, and all records will be maintained in conformance with the Public Records Law.

Meetings shall be duly posted with the Town Clerk, held in a public building and open to the general public.

Regular meetings shall be held monthly, or more frequently as needed. Special meetings may be called by the Chair with required posting and agenda notice.

A quorum shall consist of a majority of the number of appointed members.

Decisions will be made by a majority of those members present.

Meeting Minutes will be approved expeditiously and filed with the Town Clerk and Select Board's Office.

Requests for staff assistance or operating expenses will be made through the Town Manager who will endeavor to comply with reasonable requests.

To the Concord Select Board
February 6, 2017

Thank you for giving the P3 Study Committee the opportunity to clarify some sections of the Committee's report surrounding public participation and dialogue, the process for new and existing P3 relationships, creation of a standing committee, MOUs, and the responsibilities of the Select Board and Town Manager relating to P3s.

The P3 Study Committee's charge stated:

"It has been noted in recent times, however, that the interests of private donors and issue specific advocates may sometimes not be in complete alignment with the public interest, particularly in the areas of openness and transparency in decision-making, access to documents and information and public involvement in decision-making. When a private entity is making decisions for itself, the public has no right of access to information and no right to observe its decision-making process. But when private parties are making decisions concerning the construction of a new public facility or the use and management of public property, there is a disconnect between the public's rights and the rights of private parties to make decisions. The result can be less openness and reduced public participation and therefore a loss of public trust in the decisions that have been made."

The P3 Study committee responded to the Select Board's concerns and shaped its proposals so that, going forward, there will be appropriate public participation and trust in the decisions that affect new and ongoing public-private partnerships related to construction of a new public facility and the use or management of public property.

One area of concern expressed by the Select Board at the January 23 meeting was the P3 Committee's recommendation that there be a new P3 Standing Committee.

As our committee deliberated our charge and held two well-attended Public Hearings, the idea of a Standing Committee began to emerge as the proper vehicle for achieving the goals of public participation and monitoring P3 relationships. (Incidentally, we have learned that other communities, for example, Cambridge, have created similar committees to work with partnerships). At first this seemed like a lot of overhead for not very much return. But then we realized that *without* a standing committee, it's very difficult to build true openness into the process. The goal of our committee—and, we believe the goal of the Select Board in charging us with this task of finding a way for "public participation"—requires that there be a process for such participation. Our P3 Study Committee makes such a recommendation in order to assist the Select Board and not in any way limit or reduce its power or judgment. Such a Standing Committee would work with the Select Board to provide opportunities for public education and dialogue, thus fulfilling one of the goals of our charge.

1. The Standing Committee would work with the Select Board to facilitate public participation in the initial stages of a new Public Private Partnership.

2. The Committee would be responsible for providing a forum for public participation in existing partnerships, including drafting a project agreement.
3. The Committee would also ensure the Town website provides the public with current information about all P3s.

Such a committee would be appointed by the Select Board or the Select Board and the Town Manager and would serve for a length of time agreed upon by the Select Board. This is how we see this early stage of a potential P3 working:

1. The Town Manager is the gate keeper where the process begins.
2. The P3 Committee considers new P3 proposals and reviews existing P3s and organizes public participation. It is an advisory committee only.
3. The Select Board is the ultimate authority in deciding whether to move ahead with a new P3 relationship or not.

A second area of concern to the Select Board was the issue of Memoranda of Understanding (MOUs). For that reason and in the interest of clarity, we suggest that the term MOU be replaced with the term "Project Agreement" which would describe the scope of the project (including its financing), a timeline, and the expectations of both Public as well as the Private partners. Our committee leaves it to the judgment of the Select Board and the Town Manager as to the details of such a Project Agreement. But we urge that the agreement be reviewed by the Standing Committee on a regular basis and a new agreement be drawn up by the Town Manager and/or the Select Board when any of the conditions change.

Finally, at our January 23 meeting with the Select Board there was very little discussion of existing Public Private Partnerships making decisions concerning the construction of a new public facility or the use and management of public property. It is of equal, and perhaps even more importance in terms of openness and public dialogue and education, that a Standing Public Private Partnership Committee provides a place for the public to participate. It is also critical to have a committee that can keep track of project changes by asking for annual reviews.

Our committee made a distinction between partnerships dealing with projects of \$150,000 and/or over a year or more in length and smaller, more specific projects which do not fit those criteria. For your assistance, we have included a list of known, current Public/Private Partnerships which seem to fit these definitions.

Again, we thank you for the opportunity to assist in finding ways to help educate and involve Concord citizens, and to assist in continuing Concord's record of successful Public Private Partnerships.

Respectfully,

Public Private Partnership Study Committee

To the Concord Select Board

June 16, 2017

The Public Private Partnership Study Committee spent many months researching and developing a process for review and oversight of Public Private Partnerships in Concord. The report was sent to the Select Board on December 29, 2016 and discussed at the Select Board meeting on January 23, 2017. On February 9, 2017, the P3 Committee sent the Board an addendum to the original committee report, clarifying some points. Since that time, some "Select Board Policies Regarding Public Private Partnerships" have been developed, which the Board will be discussing at its meeting on June 19, 2017. We are concerned that as part of its planned policies the Board and town manager have decided to take on all the responsibilities for review of both new and existing public private partnerships. This will add an additional burden to the already significant workload of the town manager's office and the Select Board. While we are pleased that the Board has accepted many of the suggestions in the report, we do remain concerned about the process the Board is committing itself to. At this juncture, we would recommend a minimum of two small changes to the "Select Board Policies Regarding Public Private Partnerships".

In the section:

For all new proposed partnerships:

Change item #2 to read as follows - 2. The Select Board will hold a public hearing for any new Public Private Partnership over \$150,000 to help ensure that the public is aware of the proposed partnership.

In the section:

For existing partnerships:

Change bullet #4 to read as follows – On an annual basis the Town Manager will review all existing partnerships at a public hearing.

It is our firm conviction that these changes will allow more public input and ensure greater transparency to the process.

Respectfully Submitted,

Public Private Partnership Committee

Select Board Policies Regarding Public Private Partnerships

For all new proposed partnerships:

- All P3s involving the Town, Town property and/or other Town assets must originate with the Town Manager.
- If the Town Manager determines the potential public private partnership to be significant – involving \$150,000 or one that would last for more than a year, he will bring the matter to the attention of the Select Board.
- The Town will maintain a file on its website where information about all public private partnerships within the jurisdiction of the Town will be made available to the public.
- Before the Select Board or the Town Manager will take any action to approve a partnership the following must take place:
 1. Material associated with the proposed partnership as well as a project description shall be posted on the Town's website.
 2. The Select Board will determine what other methods will be used to help ensure that the public is aware of the proposed partnership.
 3. There will be a ten-day comment period associated with every proposed public private partnership.

4. A memorandum on understanding between the Town and the private organization to which it would partner shall be drafted. It shall be kept as a draft throughout the process of deliberation about the partnership. A more detailed description of the content of said MOU is contained in Appendix A.
5. If the partnership is approved by the Select Board, the Town Manager or by Town Meeting, the signed MOU shall become a permanent part of the record.
6. In approving a partnership, the Select Board, Town Manager or Town Meeting shall also determine a specific timetable for the future review of the partnership.

For existing partnership:

- The Town Manager or his designated representative shall develop a schedule to review all public private partnerships.
- Partnerships deemed by the Town Manager to be have been significant – involving \$150,000 or that have lasted for over a year – shall be reviewed by the Select Board according to the schedule developed by the Town Manager.
- A designated representative of the Town Manager shall review all other partnerships, according to the above-mentioned schedule.

- On an annual basis, the Town Manager will provide a summary of the review of all of these partnerships to the Select Board.

Partnerships within the Town but not under the jurisdiction of the Town Manager and Select Board

- The Select Board and Town Manager will undertake to be aware of any proposed partnerships within the Town that may not be under their jurisdiction.
- The Select Board and Town Manager will endeavor, when aware of such a proposed partnerships, to ensure that they are brought to the attention of the citizens through the Town's website and by other means that may be useful
- The Select Board will work with other jurisdictions in Town to encourage the adoption of similar policies regarding public private partnerships within these jurisdictions.

Andrew Mara

From: Hill, Ashley <ahill@c-span.org>
Sent: Tuesday, June 13, 2017 12:28 PM
To: Andrew Mara
Subject: C-SPAN Cities Tour in Concord, MA

Hi, Andrew!

It was nice chatting with you on the phone earlier. Our C-SPAN Cities Tour team is excited about our upcoming visit to Concord and would love the opportunity to work with town government while there.

As I mentioned, the C-SPAN Cities Tour will be in your city from June 17-22.

A little more info about the C-SPAN Cities Tour:

C-SPAN's 2017 Cities Tour:

C-SPAN's 2017 Cities Tour takes our Book TV and American History TV (AHTV) programming on the road. We travel to selected cities to feature the history and literary life of these communities. We've chosen cities that are rich with history and have interesting local literary communities, but not often featured on the national scene. With our visit to each, we hope to bring a little of their heritage to our nationwide audience. Working with our cable partners at Comcast, our producers will take our specially outfitted Local Content Vehicles (LCVs) into these selected cities, visiting various literary and historic sites, as we interview local historians, authors and civic leaders. Equipped to shoot and edit on location, we'll also meet with students, teachers, and local leaders to talk about the work we do for C-SPAN and our efforts in the community. The programming we record in **Concord** will air throughout the weekend of July 15-16. The history segments will air on American History TV (AHTV) on C-SPAN3 and the literary events/non-fiction author segments will air on BookTV on C-SPAN2.

Helpful links:

- [Cities Tour website](#) - where each city's history and literary segments are posted
- [Cities Tour Flickr site](#)

We also frequently utilize Twitter while in each city: <https://twitter.com/CSPANCities>

As we discussed, our crew would love to interview Town Manager Whalen for our flagship program Washington Journal. A formal interview request letter can be found below. I would also love to get on the agenda to speak to the Board of Selectmen about our visit on the 19th.

Again, thank you for all of your help. Our team looks forward to working in your town.

Best Wishes,
Ashley

Ashley Hill

Producer/ Community Relations Representative, C-SPAN Cities Tour



400 N. Capitol St. NW
Suite 650