

**TOWN OF CONCORD
SELECT BOARD
AGENDA
September 11, 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 • Extension of Hours <ul style="list-style-type: none"> Trails End Café 9/30/17 12AM, last call 11:30PM 97 Lowell Road • Proclamation <ul style="list-style-type: none"> Fire Chief Mark Cotreau Retirement
3.	Town Manager's Report
4.	7:05PM Continued Public Hearing – Gas Main Petition: National Grid, 734-858 Main Street
5.	7:10PM Public Hearing – Gas Main Petition: National Grid, Musketaquid Road-Nashawtuc Road-Simon Willard Road (WITHDRAWN)
6.	7:15PM Public Hearing – Pole Petition: Comcast of Massachusetts III, 219 Walden Street
7.	7:20PM Public Hearing – Add Alt. Manager: 9 Acres Wines, 1624 Sudbury Road
8.	7:25PM Public Hearing – Change of Directors: 99 Restaurant, 13 Commonwealth Avenue
9.	Amend Entertainment License for Trails End Café, 97 Lowell Road, to allow for one-time dancing
10.	"Envision Concord" - Comprehensive Long Range Plan Update and Discuss Board Input to Committee
11.	Minuteman Vocational Technical High School Update
12.	Article 28 - Public Access to Open Space follow-up discussion
13.	Consider Appointing Dog Park Feasibility Study Committee
14.	Review List of Proposed Community Preservation Act Municipal Projects
15.	Approve Letter of Support for "Heat-Smart" Grant Application
16.	Discuss MPO Election – Nominations Due September 29
17.	Junction Village Update
18.	Appoint Special Municipal Employee – Special Counsel on Land Use
19.	Public Comments
20.	Committee Liaison Reports
21.	Miscellaneous/Correspondence
22.	Committee Nominations
23.	Committee Appointments: Laurel Gerdine of 352 Lexington Road and Tracey Marano of 39 Partridge Lane to the Youth Advisory Board for terms to expire May 31, 2020; Evan Ricker of 104 Bolton Street to the White Pond Advisory Committee for a term to expire May 31, 2020
24.	Adjourn to Executive Session for the purpose of discussing Collective Bargaining, Employee Contracts, and Land Acquisition

PENDING

Thursday	September 14	7PM	Joint 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

Andrew Mara

From: Manny Rodriguez <manny@thetrailsendcafe.com>
Sent: Tuesday, August 29, 2017 3:01 PM
To: Andrew Mara
Subject: Extension of Liquor License hours for Sept 30th

Hi Andrew,

Thank you for getting back to me. Please take this as a formal request to be submitted to the board of select men, for Trails End Cafe to have our liquor license hours to be extended from 11pm to 12am on September 30th for an event we are going to be hosting.

Also, as soon as you have the information I requested in regards to the dance permit, please send it over. Id like to get that to you asap.

Thanks,
Manny





OLD NORTH BRIDGE

TOWN OF CONCORD

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

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

TOWN OF CONCORD SELECT BOARD

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held at the Town House in the Select Board Meeting Room, 22 Monument Square, Concord, MA on **August 7, 2017 at 7:15 PM**, upon the petition of National Grid to open the ground to **install 1230 feet of gas main on Main Street from house #734 to house #858 for new gas service**. In accordance with the plan dated **June 23, 2017**, filed with the Select Board.

Questions on this matter should be directed to Barbara Kelleher, National Grid Permit Representative, 617-293-0480

By Order of the
Select Board

Thomas McKean
Clerk

Andrew Mara

From: Richard Reine
Sent: Sunday, August 27, 2017 6:10 PM
To: Andrew Mara
Subject: Fwd: Musquetaquid petition

Andrew see below - the gas petitions from National Grid on Nashawtuc, Simon Willard, Musketaquid, etc. have been withdrawn for now. Thanks Rich

Sent from my iPad

Begin forwarded message:

From: "Sawaya, Grace M." <Grace.Sawaya@nationalgrid.com>
Date: August 25, 2017 at 10:09:53 AM EDT
To: Richard Reine <rreine@concordma.gov>
Subject: Musquetaquid petition

Hi Rich-

I rec'd your voicemail about the above. Please withdraw the petition for now. Sorry about that.

Thanks,
Grace

This e-mail, and any attachments are strictly confidential and intended for the addressee(s) only. The content may also contain legal, professional or other privileged information. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You should not disclose, copy or take any action in reliance on this transmission.

You may report the matter by contacting us via our [UK Contacts Page](#) or our [US Contacts Page](#) (accessed by clicking on the appropriate link)

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. National Grid plc and its affiliates do not accept any liability for viruses. An e-mail reply to this address may be subject to monitoring for operational reasons or lawful business practices.

For the registered information on the UK operating companies within the National Grid group please use the attached link: <http://www.nationalgrid.com/corporate/legal/registeredoffices.htm>

Andrew Mara

From: Manny Rodriguez <manny@thetrailsendcafe.com>
Sent: Wednesday, September 06, 2017 12:03 PM
To: Andrew Mara
Subject: September 30th Birthday Party hosted by Trails End Cafe

Andrew,

Thanks you for talking to me this morning Andrew. I wanted to officially submit my request to have an amendment to our entertainment license for September 30th, and have dancing included in our entertainment licences for that day.

The reason we are requesting this amendment is because we are going to be hosting a birthday party and our customers would like to get a DJ and a dance floor for that night. The party itself is from 7pm to midnight and they are expecting 100 guest.

I have submitted to you the proposed place where the dance floor will be installed. If you have any other questions or comments please feel free to reach out. Thanks you again for you help with this matter.

--
Manny Rodriguez

General Manager

Trails End Cafe Concord
Trails End Cafe Lincoln Station
Lincoln Kitchen



THE COMMONWEALTH OF MASSACHUSETTS TOWN OF CONCORD

WEEKDAY ENTERTAINMENT LICENSE FOR INNHOLDERS, COMMON VICTUALLERS AND OTHER KEEPERS OF RESTAURANTS AND OTHER ESTABLISHMENTS

In accordance with the provisions of Chapter 140 of the General Laws as amended by Chapter 299 of the Acts of 1926 and amendments thereto, this **Weekday Entertainment LICENSE** is hereby granted to:

**Trail's End Café LLC
d/b/a Trails' End Café**

to conduct the amusements as herein described in connection with his regular business of innholder, Common Victualler, or owner, manager or controller of a café, restaurant or other eating or drinking establishment, on the premises located at: **97 Lowell Rd**

Description of amusements to be conducted: Soft Live or Recorded Music, guest speakers, bar games such as "Trivia"

To be conducted on weekdays between the hours of: Sundays 10AM – 10PM;
Weekdays 11AM -- 11PM

This License is granted as subject to the provisions of the General Laws, Chapter one hundred and forty, Sections twenty-two to thirty-two inclusive, and of Chapter two hundred and seventy-two, Sections twenty-five to twenty-seven inclusive, and amendments thereto, and shall not be valid for a location other than as herein described.

In Testimony Whereof, the undersigned have hereunto affixed their official signature, this **December 12, 2016**

EXPIRES December 31, 2017



[Handwritten signature]

Thomas M. Keen

[Handwritten signature]

Alicia Kauger

CONCORD SELECT BOARD

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

Administrative Policy – APP#xx Public Access to Town-owned Open Space

The Town of Concord has a long tradition of taking steps to encourage the preservation of open space through purchase of land for public use, as well as through collaboration with private conservation groups and individuals. Such preservation activities are undertaken for a variety of purposes, including: to maintain unbuilt open areas, to preserve wildlife habitat, to promote public recreation and enjoyment, and to foster agricultural activity.

It is the policy of the Town to ensure public access to any Town owned or controlled Open Space lands where such access is consistent with:

- 1) the preservation and protection of natural resources and the environment;
- 2) the legitimate interests, rights, and responsibilities of the Town, and
- 3) the legitimate interest and rights of private property owners and where such access does not infringe on private property rights.

There may be some locations and some times of the year when it is necessary to restrict public access to protect endangered species, to support local farming, to protect wildlife, or achieve other important goals. However, in the absence of an overriding concerns such as these, it is the Town's policy to allow public access to and enjoyment of public lands and such private lands where public access has been expressly provided. The Select Board and Town Manager will take reasonable steps to ensure that such access is maintained and encouraged.

2017 ATM results

19	4/25/17	Free Cash Use- \$1,000,000 transferred from free cash to reduce the tax levy	<u>Passed</u> by Declared Near Unanimous Vote
ARTICLE	DATE	SUBJECT	RESULT
20	4/25/17	BY PETITION Resolution- Reducing the Influence of Money in Politics	<u>Passed</u> by Declared Majority Vote
21	4/26/17	Establish Revolving Fund- Rental Income from Marshall and Barrett's Mill Farms	<u>Passed</u> by Declared Unanimous Vote
22	4/24/17	PEG Access and Cable-Related Fund	<u>Passed</u> Under Article 2 Consent Calendar
23	4/26/17	Authorize Acquisition of 55 Church Street	<u>Passed</u> by Declared Majority Vote
24	4/26/17	Funding for Telecommunications Services	<u>Passed</u> by Declared Unanimous Vote
25	4/26/17	Funding for Technology Improvements	<u>No Motion</u>
26	4/26/17	Smart Grid Improvements	<u>Passed</u> by Declared 2/3 Majority Vote
27	4/24/17	Comprehensive Municipal Facility Needs Study	<u>Passed</u> Under Article 2 Consent Calendar
28	4/26/17	BY PETITION Guideline for Preservation of Public Access to Open Space	<u>No Motion</u>
29	4/26/17	Community Preservation Committee Appropriation Recommendations- Appropriation of \$1,326,340 from Community Preservation Fund	<u>Passed</u> by Declared Unanimous Vote
30	4/26/17	Appropriation Recommendation for Junction Village Affordable Assisted Living Development	<u>Passed</u> by Counted Majority Vote
31	4/24/17	Bruce Freeman Rail Trail- Grant of Easement to MBTA	<u>Passed</u> Under Article 2 Consent Calendar
32	4/24/17	Accept Easements- Brookside Square Development	<u>Passed</u> Under Article 2 Consent Calendar
33	4/24/17	Grant of Easement to W.R. Grace	<u>Passed</u> Under Article 2 Consent Calendar
34	4/27/17	Grant of Easement over 26A Balls Hill Road	<u>No Motion</u>
35	4/24/17	Zoning Bylaw Amendment- Site Plan Review for Religious Uses, Educational Uses, and Child Care Facilities	<u>Passed</u> Under Article 2 Consent Calendar
36	4/27/17	Zoning Bylaw Amendment- Professional Office	<u>Passed</u> by Declared 2/3 Majority Vote
37	4/24/17	Zoning Bylaw Amendment- Nonconforming Single and Two Family Residential Structures	<u>Passed</u> Under Article 2 Consent Calendar
38	4/24/17	Zoning Bylaw Amendment- Residential Uses	<u>Passed</u> Under Article 2 Consent Calendar
39	4/27/17	Zoning Bylaw Amendment- Marijuana Establishment Temporary Moratorium	<u>Passed</u> by Declared 2/3 Majority Vote
40	4/27/17	General Bylaw- Tree Preservation Bylaw	<u>Passed</u> by Declared Majority Vote
41	4/27/17	Tree Preservation Revolving Fund	<u>Passed</u> by Declared Majority Vote

Article 28
Guideline for Preservation of
Public Access to Open Space

Article 28: Guideline for Preservation of Public Access to Open Space

Proposed Motion: Petitioner moves that the Town take affirmative action on Article 28 as set forth below:

WHEREAS the Town desires that reasonable public access to Concord's trails, forests, fields, rivers, and other **public natural** open spaces **that are owned or controlled by the Town of Concord** should be preserved and, where possible, expanded or created, so long as such public access is consistent with 1) the preservation and protection of natural resources and the environment, 2) the legitimate interests, **rights, and responsibilities** of the Town, and 3) the legitimate interests **and rights** of private property owners **and does not infringe on private property rights,**

THEREFORE the Town urges the Select Board and Town Manager to adopt policies to **encourage** Town Officials, Committees, Boards, and Departments to use this principle as guidance and consider it **one of their** priorities in their actions and deliberations, including any policies, decisions, approvals, negotiations, recommendations, regulations, **and daily operations** that would or could affect public access to **Concord's Town-owned or controlled public** open spaces.

Article 28: Guideline for Preservation of Public Access to Open Space

“When we walk, we naturally go to the fields and woods: what would become of us, if we walked only in a garden or a mall? . . . My vicinity affords many good walks; and though for so many years I have walked almost every day, and sometimes for several days together, I have not yet exhausted them. An absolutely new prospect is a great happiness, and I can still get this any afternoon.”

~ H. D. Thoreau, “Walking”

TOWN OF CONCORD
Dog Park *Feasibility* Study Committee

Committee Charge

A. Purpose

The purpose of the Dog Park *Feasibility* Study Committee is to explore the opportunity to create one or more dog parks in Concord where residents may exercise their dogs in a secure and friendly environment.

B. Background

The Town's "2015 Open Space & Recreation Plan" states in a 2014 citizen survey, "the need for a formal dog park was raised as a community desire and requires further evaluation" (p.91). Part of evaluating the feasibility of creating a dog park is to identify one or more sites where a dog park could be located. The evaluation of public land for a possible future dog park is not intended to influence the discussion of whether it would be appropriate to require dogs to be on-leash in certain Town-owned conservation parcels. That determination will be made by the Natural Resources Commission.

A dog park is a fenced-in area with multiple gated points of entry that allows dogs to roam and play off-leash in a safe manner. Dog owners also are free to socialize while their dogs are playing. This helps new residents establish community connections and is an opportunity for neighbors to stay connected. An area designated for dogs to run off-leash avoids conflicts with other users of public lands such as at playgrounds or public parks.

C. Membership and Term

The Committee will be comprised of the following members:

Seven (7) citizens at-large from various sections of Concord with diverse backgrounds, at least five of which shall be dog owners.

Members shall serve until May 30, 2018 unless the term is amended or extended by the Select Board.

D. Duties and Responsibilities

1. To consider whether there is interest in and a need for a dog park in Concord as a place designated and reserved for use specifically by dogs and dog owners. And if a need exists, to consider whether there is need

for more than one dog park for the convenient access and use by all interested residents of the town.

2. To determine key elements that would be desirable in a dog park, including parking, fencing waste removal, a water supply, and other amenities.
3. To consider whether the need exists for a larger area of land designated for use by dogs and dog-owners that may not be fenced in, which would allow for long, off-leash walks in a wooded or natural area that won't conflict with other users.
4. To review the list of town-owned land for possible use as a dog park and to consider whether there are privately owned parcels which the owners may be interested in allowing to be used for a dog park.
5. To hold a public hearing at the outset of the study process to solicit comments from the community on the need for a dog park, as well as the desired elements and locations.
6. To develop a draft report, including the Committee's preliminary findings and recommendations to the Select Board concerning dog parks, and to hold a second public hearing at which the draft report is publicly discussed and public comments are solicited.
7. To prepare a final report to the Select Board on or about March 1, 2018 on the Committee's findings and recommendations upon reflecting on comments received at the public hearing or otherwise concerning the draft report.
8. The Committee may request that this committee charge be amended to add additional duties, and the Select Board will give the request due consideration.

E. Other Considerations

The Committee will conduct business in compliance with all relevant State and local laws and regulations, including but not limited to, the Open Meeting Law, Public Records Law and Conflict of Interest Law. The Committee shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this project.

Planning Director's List of possible Town Projects for CPA funding:

- **Regional Housing Services Office** – seeking the full amount of annual funding for affordable housing support services **\$36,000**
- **Junction Village (Part 2)** – a second allocation of \$350,000 in 2018 toward the \$1,000,000 total from CPA for the 83-unit affordable assisted living project. **\$350,000**
- **Bruce Freeman Rail Trail** – additional funding for design services related to BFRT Phase 2B (bridge over Route 2) and aspects of construction which may not be included in the MassDOT project scope, such as connection to other existing trails or enhanced historic interpretation/access to historic resources. **\$100,000**
- **Gerow Land Acquisition** – Partial funding of the \$2.9 million price to acquire 7 acres of land on the north shore of Warner's Pond adjacent to the Bruce Freeman Rail Trail (with future funding to be sought for design/construction of a Community Park on the site). **\$500,000**
- **Assabet River Pedestrian Bridge** – design/permitting of footbridge connecting West Concord MBTA lot with business park on Baker Avenue is estimated to cost \$250,000. Application could seek the full amount or use lower CPA allocation to leverage private funding. **\$250,000**
- **Rehabilitation of Emerson Field** proposed by Public Works Department **\$600,000**
- Recreation – Rideout Playground skating pond
- Additional funds for White Pond erosion control improvement project:
Natural Resources
- Concord Housing Authority – handicapped access renovations to the existing Everett Gardens units.

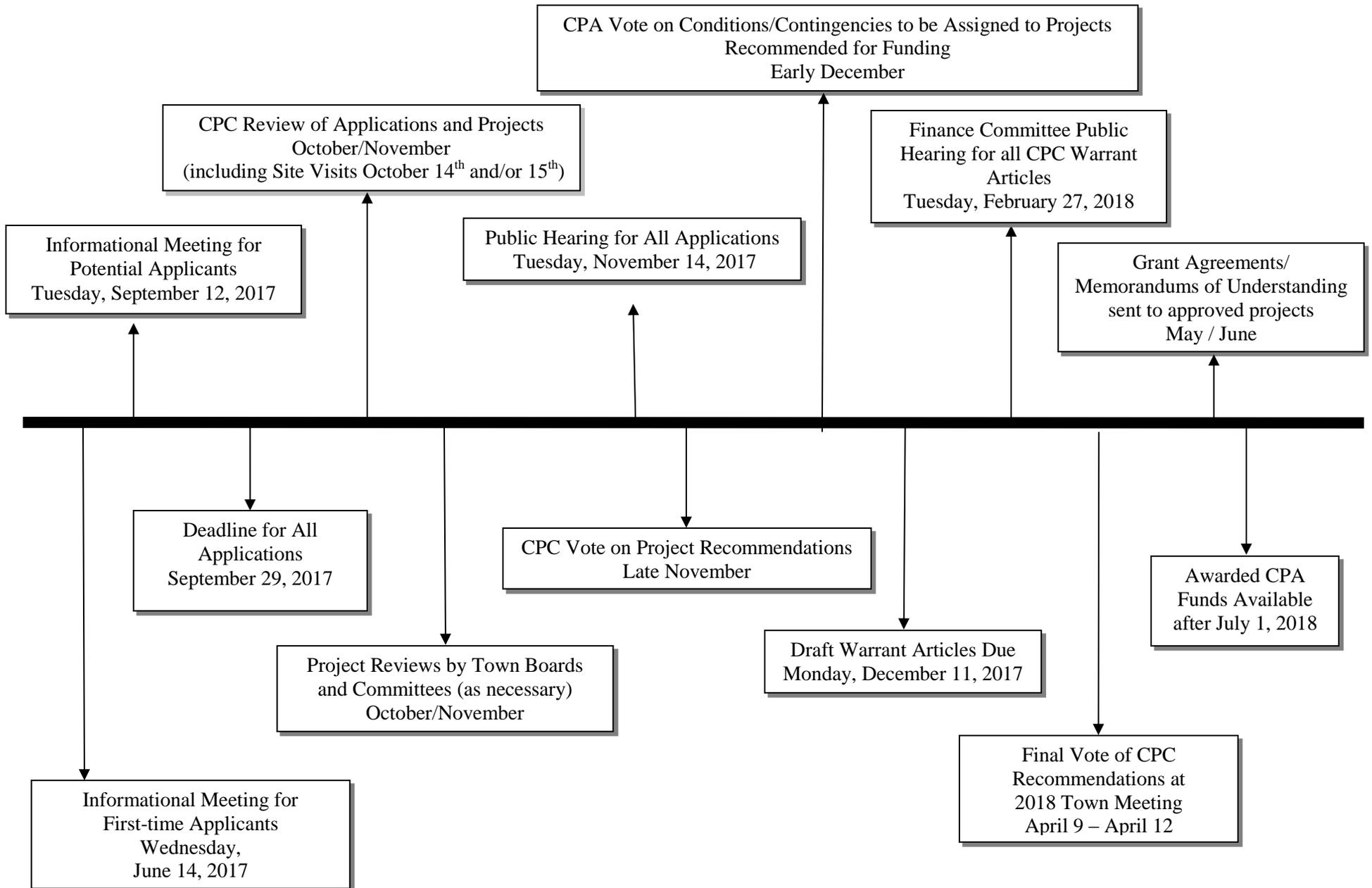
**Community Preservation Committee Now Accepting
Applications for CPA Funding in 2018**

The Concord Community Preservation Committee (CPC) is pleased to announce that application forms are now available for Community Preservation Act funding at the 2018 Annual Town Meeting. Application packets are available on the Town's website at <http://www.concordma.gov/1054/2018-Funding-Application-Materials> or can be picked up in the Planning Division office at 141 Keyes Road. A timeline for the Application process and further information on additional materials to submit for CPC review are also available in both locations. This year's deadline for new applications is Friday, September 29 at 4:00 p.m.

The CPC will hold its annual informational workshop at the Harvey Wheeler Community Center Auditorium on Tuesday, September 12, beginning at 7:00 p.m. As this is the only information session that the CPC will hold before the application deadline, the Committee strongly encourages individuals or groups interested in submitting an application to attend. This is your opportunity to gather helpful information on the program and application process and to gain feedback from the CPC on a potential idea or project.

The CPA informational workshop is an important opportunity to learn about the CPC's procedures and expectations, as well as for the Committee to learn about potential projects. The CPC looks forward to working with Town committees, Town officials, and private groups who are considering projects in the areas of community housing, historic preservation, open space or recreation. If you have any questions please contact Heather Lamplough in the Planning Division at 978-318-3291 or by email at hlamplough@concordma.gov.

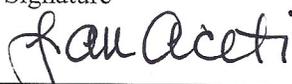
Concord Community Preservation Committee 2018-2019 Timeline for Community Preservation Act Project Funding



Attachment B: Signature and Acceptance Form

Note: If multiple municipalities apply together as a partnership, each municipality should complete a separate version of this form.

Applicant Information

Applicant: Community			
City or Town Name Concord	Street Address 22 Monument Square		
Date of Green Community Designation (if applicable, not required) 12/18/13	City/Town Concord	State MA	Zip Code 01742
Municipal Representative Contact			
Municipal Contact Name / Title Jan Aceti Energy Conservation Coordinator	Signature 		
Telephone 978-318-3151	Email jaceti@concordma.gov		
HeatSmart Coach			
Name / Title Bradley Hubbard-Nelson Chair, Comprehensive Sustainable Energy Committee	Signature 		
Telephone 978-505-7128	Email bradhn@mindspring.com		
Additional Installer Proposal Review Team Participant 1 (Not recommended for proposals with multiple municipalities)			
Participant Name / Title	Signature		
Telephone	Email		
Additional Installer Proposal Review Team Participant 2 (Not recommended for proposals with multiple municipalities)			
Participant Name / Title	Signature		
Telephone	Email		



Organization/Individual who compiled this Application (if not the HeatSmart Coach or Municipal Representative noted above)	
Name / Title	Signature
Telephone	Email

List any Communities that you are partnering with in this application.

Carlisle	
Lincoln	

Applicant Acceptance

The undersigned is the Chief Executive Officer of the Applicant listed above. The Chief Executive Officer is defined as the manager in any city having a manager, and in any town having a city form of government, the mayor in any other city, or a representative of the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

The Applicant has read and understands the RFP requirements. The undersigned acknowledges that all of the terms and conditions of the RFP are mandatory.

The Applicant understands that all materials submitted may be subject to disclosure under the Massachusetts Public Records Law, as explained in Section 5.A. of the RFP. Applicant further acknowledges and agrees that MassCEC has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein, and that MassCEC's receipt of the application does not imply any promise of funding at any time.

The Applicant understands that, if selected by MassCEC, the Applicant and MassCEC will execute a contract that outlines the respective roles and responsibilities of the parties.

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Community	
Printed Name of Chief Executive Officer	
Signature of Chief Executive Officer	Date

Official Notice

2017 Boston Region MPO Municipal Election Procedures

At the MAPC Fall Council Meeting, on Wednesday October 25, 2017 at the Quincy Marriot, elections will be held for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). At that time one of the at-large City seats and at-large Town seats, as well as the North Shore Task Force (NSTF) and South West Advisory Planning Committee (SWAP) seats, will be elected to the MPO by the chief elected officials of the 101 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

MPO Seats Up For Election

One (1) town from any part of the MAPC region.
One (1) city from any part of the MAPC region.
One (1) municipality from the NSTF sub-region.
One (1) municipality from the SWAP sub-region.
Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chairman of the Council, with the exception of Plan E cities (Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chairman of the Board of Selectmen. The MPO will accept the Chairman's nomination of a candidate whether or not the full Board of Selectman has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only sign nomination papers for one municipality per open seat.

Nominations papers are due on Friday, September 29, 2017 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted. Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 101 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. A candidates' booklet shall be issued that shall contain the statement of candidacy of the communities. The list of communities shall appear in the booklet in the same order that they appear on the ballot. In a second mailing, MAPC and the Advisory Board will include an absentee ballot and instructions for how municipalities can cast their vote.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunities for the electorate to meet representatives of candidate communities and discuss issues. In 2017, this may be accomplished by holding a Candidates Forum at the State Transportation Building in early October (date and time TBD).

Election

The election will be held at MAPC's Fall Council Meeting on October 25th at the Quincy Marriot. On that day, the designated officers of MAPC and the Advisory Board shall supervise the election to the municipal seats. Ballots shall be cast by the chief elected official of the municipality (as defined by the rules for nominees), or that person's designee. Designees shall present a letter signed by the chief elected official to the designated officers of MAPC and of the Advisory Board 30 minutes prior to the convening of the election on election day. This letter will appoint the designee and confirm his or her authority to cast the municipality's ballot. Such a designation shall be delivered in person or by mail. Designees may represent only one municipality in the election. The designation may require the designee to vote for specific individuals or may vest discretion in the designee.

If the chief elected official is unable to attend the election and does not designate another individual to attend, an absentee ballot may be filed. Such an absentee ballot must be filed by 5 PM the day before the election with the Metropolitan Area Planning Council, 60 Temple Place, Boston, MA 02111. **No faxes will be accepted.** This ballot is valid for any election (e.g. run off election in case of a tie) held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Friday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Metropolitan Area Planning Council 101 Cities and Towns

Cities

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	

**MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockland
Bedford	Ipswich	Rockport
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stoughton
Carlisle	Maynard	Stow
Cohasset	Medfield	Sudbury
Concord	Medway	Swampscott
Danvers	Middleton	Topsfield
Dedham	Milford	Wakefield
Dover	Millis	Walpole
Duxbury	Milton	Wayland
Essex	Nahant	Wellesley
Foxborough	Natick	Wenham
Framingham	Needham	Weston
Hamilton	Norfolk	Westwood
Hanover	North Reading	Wilmington
Hingham	Norwell	Winchester
Holbrook	Norwood	Winthrop
Holliston	Pembroke	Wrentham

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization (MPO) is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming federal financial resources for a multi-modal transportation system for the Boston metropolitan region. The MPO was established in 1973.

The Boston Region MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at bostonmpo.org/mpo

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal (and matching state and local) funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as required. These include:

- The Long-Range (or Regional) Transportation Plan (LRTP), which provides a 20- to 25-year plan for the region's transportation infrastructure to address needs and priorities; and
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, the Americans with Disabilities Act, and Title VI and Environmental Justice).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. Typically, two MPO meetings are held each month, and all but four are held in Boston at the state transportation building. Up to four MPO meetings (one per quarter) are held in a community outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately two to three hours.

The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

**TOWN OF CONCORD
SPECIAL MUNICIPAL EMPLOYEES**

By vote of the Board of Selectmen August 4, 1986
Amended - by vote of the Board of Selectmen March 19, 1990
Amended – by vote of the Board of Selectmen October 16, 1995
Amended – by vote of the Board of Selectmen February 3, 1997
Amended – by vote of the Board of Selectmen October 5, 1998
Amended – by vote of the Board of Selectmen December 30, 2002
Amended – by vote of the Board of Selectmen, July 28, 2008
Amended – by vote of the Board of Selectmen, June 10, 2013
Amended – by vote of the Board of Selectmen, January 12, 2015

2229 Main Street Advisory Committee
Agriculture Committee & Associates
Appeals, Board of & Associates
Assessors, Board of & Associates
Bruce Freeman Rail Trail Advisory Committee
Burial Agents
Cemetery Committee
Civil Defense Director, Deputy Directors &
 Other Civil Defense positions
Committee on Disability
Community Preservation Act Committee
Comprehensive Sustainable Energy Committee
Concord Housing Authority
Concord Housing Development Corporation
Concord Local Cultural Council
Conservation Restriction Stewardship Committee
Council on Aging & Associates
Animal Control Officer & Deputy
East Middlesex Mosquito Control Commission
Election Officers
Finance Committee
Gas Inspector
Hanscom Field Advisory Committee
HATS
HATS Environmental Review Committee
Health, Board of
Historic Districts Commission & Associates
Historical Commission & Associates
Hugh Cargill Trust Committee
Inspector of Animals

MAPC Representative
MBTA Advisory Board Representative
Minuteman Regional High School Representative
Municipal Light Board
Natural Resources Commission & Associates
Personnel Board
Planning Board
Plumbing Inspector
Public Ceremonies & Celebrations Committee & Associates
Public Works Commission
Records & Archives Committee
Recreation Commission
Registrar of Veterans' Graves
Registrars, Board of
Retirement Board
School Committees
Special Counsel
Special Police Officers
SuAsCo River Stewardship Council Representative
Tax Fairness Committee
Tax Relief Committee
Town Counsel
Town Moderator and Deputy
Trustees of Town Donations
West Concord Advisory Committee
White Pond Advisory Committee
Wiring Inspector

Library Committee