

The Public Works Commission met at 7:15 p.m. on Wednesday, March 8, 2017, at 141 Keyes Road, Concord, Massachusetts. Pursuant to Chapter 303 of the Acts of 1975, notice of the above meeting was duly filed with the Town Clerk, Town House, Monument Square, Concord, Massachusetts.

**PRESENT:***Commissioners:*

Peter W. Wallis  
Andrew Boardman  
Arthur Fulman  
Toby Kramer  
K.C. Winslow

*Staff:*

Richard K. Reine, PWLF, Public Works Director  
William Renault, P.E., Town Engineer  
Dan Rowley, Highway and Grounds Superintendent  
Keith Baldinger, Assistant Highway and Grounds Superintendent  
Jacob Zwicker, Assistant Public Works Engineer  
Anna R. Trout, Administrative & Special Projects Coordinator

*Other:*

Rich Higgins, 15 Grove Street  
Andrew Hillman, Davey Resource Group  
Robert Hilsinger (League of Women Voters Observer)  
Alice Kaufman (Select Board Observer)  
Elizabeth McKinley, Davey Resource Group  
Nick Pappas (Long Range Plan Committee)  
Marcia Rasmussen, Director of Planning and Land Management  
Ben Sprague, 76 Wright Road  
Mike Sprague, 76 Wright Road  
Philip Swain (Finance Committee Observer)  
Henry Vlacovsky, 44 Damon Street

**A: ACTION ITEMS**

**A-1 through A-4** - The meeting was convened at 7:15 p.m. by Commissioner Wallis.

The February 8, 2017 meeting minutes were approved. The February 8 Executive Session minutes were approved with edits.

The next two PWC meetings were scheduled for Wednesday, April 12, 2017 at 7:15 P.M. and Wednesday, May 10, 2017 at 7:15 P.M. both at 141 Keyes Road.

**D: DISCUSSION/ACTION ITEMS****D-1: Review PWC Calendar Draft**

Director Reine mentioned that the Roads Program Public Hearing will occur on April 12. There also will be a potential joint non-public meeting with the Select Board to discuss litigation strategy regarding Nagog Pond. A drought response plan update will also be presented.

## **D-2: Parking Lot Design/Reconstruction Public Meeting**

Director Reine explained that as the Commission is aware, the design of various parking lots has been undertaken in anticipation of the 2017 construction start. This followed a debt authorization that took place at the 2016 Annual Town Meeting which provided the funding for the first phase of these construction improvements. This project is being coordinated with other Town Departments such as CMLP that has electric car charging stations installed at several of the lots and DPLM where certain aspects of the Parking Management Plan such as parking payment kiosks are being implemented.

During CPW's public outreach efforts input was provided to Town staff regarding the Parking Management Plan. Although this Commission does not have jurisdiction over the Parking Management Plan and the regulations, since this is under the purview of the Select Board, some questions have been raised during our public outreach meetings in that regard. Marcia Rasmussen, Planning and Land Management Director, and the Parking Management Project Manager is in attendance at tonight's meeting to address any questions that may come up related to the Parking Program.

Drainage and safety improvements are being implemented when appropriate. Sustainability goals regarding stormwater management and bioretention are also being incorporated along with enhancements to traffic flow both within and outside the parking lot as well as the overall lot layout.

Town Engineer, Bill Renault explained that three parking lots were identified for reconstruction. These include the Church Street Lot in West Concord, the Walden/Hubbard Lot and the Keyes Road Parking Lot. The scope of work for all of these parking lots is reclaim and paving. Some reconfiguration of the parking lots and drive aisles are planned to improve the traffic flow. In all cases we are adding or maintaining the number of existing spaces in these lots. Sustainable infrastructure improvements have been identified on Walden Street and Keyes Road along with incorporating some of the Parking Management Plan recommendations.

The Keyes Road Parking lot currently has 138 spaces. This will be improved to include 141 spaces. A bioretention area will be installed along with three parking pay kiosks. The eastern portion of the lot will be a paid parking facility. The western portion will remain an all day no fee parking area. An electric charging station is being installed near the bank. Because of the significant development anticipated at Millbrook Tarry and the location of the Chamberlain Park bridge and park, handicapped parking spaces have been designated in that portion of the lot as well as nearer the center of Town.

Significant public outreach has been performed to inform residents and businesses of the Parking Management Plan. DPLM Director, Marcia

Rasmussen added that when the public outreach on the parking lots was held, a number of businesses in Concord Center expressed some concerns. The Town Manager was provided with this information. There will be another meeting of the Parking Management Team and possibly an additional public meeting to follow up. A suggestion of installing some parking meters near the banks to allow easy short term parking was raised. This is being looked into as there are surplus meters available.

Lighting improvements are also being planned with review being required from the Historic District Commission. A retaining wall is being reconstructed and slightly extended near the South Burying ground, along with landscaping that will provide safer access. Substantial invasive species removal will also be performed along the segment where the parking lot aligns with the Mill Brook.

The Walden Street Lot is being reconfigured. Special attention is being paid to the south portion of the lot. The total number of spaces will remain at 88 for this parking lot. Two tree box filters for the treatment of storm water will be installed. Parking kiosks will be installed and lighting improvements made. There will be bioretention storm water management improvements within the landscape islands.

A suggestion was made that businesses might designate certain areas for their employee parking.

The biggest component of the Church Street parking lot renovation is coordinating the reconstruction with the massive retaining wall at the far end. A new dumpster location is also being installed.

We are in the final design stage with Historic District Commission permitting being done during the month of April. Bidding is scheduled for May, as long as HDC permitting goes smoothly. Construction start will be in July.

We are evaluating a full shut down of the Walden Street lot during portions of the construction. This will be three non-consecutive days. Evening work is also being investigated. Because there are two separate areas for the Keyes Rd. lot the work can be alternated. There will also need to be a shut down at the Church Street lot during construction. There will be a significant public outreach effort and notice prior to this construction.

Commissioner Boardman stressed that the businesses know who to contact at CPW with any questions regarding the construction. Director Reine explained that information will be available on the Town's website as well as public outreach meetings. Implementation of kiosks will be a phased process.

### **D-3: Public Shade Tree Inventory & Management Program – Public Meeting**

Director Reine explained that CPW is excited about this project which will provide the Department with tremendous benefits. It will allow us to make some deliberate and informed decisions about our urban forest. A grant application process was successful with the DCR. Davey Resource Group was chosen after a competitive selection process. The project team is headed by

Dan Rowley, Highway and Grounds Superintendent with Keith Baldinger, Assistant Highway and Grounds Superintendent, along with Andy Hillman and Elizabeth McKinley from Davey Resource Group.

Dan Rowley, Highway and Grounds Superintendent explained that this process will allow CPW to obtain a Town-Wide view. It will provide tree locations, and determine how many trees we have in Concord. It will also identify a number of planting sites for our public shade tree program. Hazardous trees will be identified, that otherwise may not be determined. We will be able to diversify the urban forest, and estimate future needs.

Public safety will be increased and efficiencies will be realized. This will provide the opportunity of mitigating major pest and disease outbreaks.

Andy Hillman from Davey Resource Group provided some information relative to his background, and the history of Davey Resource Group. He explained that they are one of the largest wholly employee owned companies in America in 47 states and 3 provinces.

Liz McKinley of Davey Tree went on to explain the work that will be done in more detail. She said that data which is collected will be entered into a tablet that will be synched up to the GPS system. This will provide accurate location data and is a faster way of collecting data. Right of Way information for the Town will be utilized to aid in determining whether trees are owned by the Town or privately owned. This information will be loaded into the Davey TreeKeeper proprietary software, of which certain fields residents will be able to access. It is hoped that specimen and historic trees will be identified.

This tool helps to determine the density of tree plantings. A number of data elements will be collected along with risk assessments and a photo of the tree. A risk assessment is determined indicating the likelihood of failure and how that failure may impact a target.

New planting sites will be inventoried and mapped which will include the optimal size and species selection. With regard to species distribution less than 5% is recommended. The reason for this is that if there is a disease outbreak or infestation that is attacking a certain species – we would not risk losing a large percentage of the Town's public shade trees.

The software that will be used is called TreeKeeper 7. There are about two million trees that are being managed through this software platform at this time. Work orders and reports can be generated through this system. The Town will own the data, and will pay for a subscription to this software. I-Tree is public domain software developed by the USDA Forest Service which provides a way to quantify the benefits of your trees. The project will be using the i-Tree platform to evaluate tree benefits and value such as carbon sequestration and the impact on storm water management.

Alice Kaufman asked if there was any coordination with the Planning Board and the Tree Protection Bylaw which is coming up at this year's Town Meeting. Director Reine responded that there has been communication with Elizabeth Hughes who is the staff liaison to that committee. She has been informed of

this work that is being done. Originally the Public Tree Preservation Committee was looking to include in their analysis public shade trees but have decided to limit their purview to only private trees since the PWC and Tree Warden has oversight over trees in the public realm. We don't know if the Preservation Committee will be performing an inventory on private property. With the Tree Protection Bylaw – there is a proposal for a mitigation process so that if a tree comes down it would be replaced on the property, somewhere else, or funding allocated towards the purchase of a public shade tree.

Director Reine further explained that this software will also allow us to make determinations about canopy coverage in certain areas. With the canopy coverage and planting sites identified the planting program areas can be optimized.

#### **D-4: Roads Program Briefing**

Director Reine explained that each year prior to the Roads Program Public Hearing a briefing is conducted for the Public Works Commission. The purpose is to provide an update to the Commission regarding what the plans are for the upcoming paving season and beyond as well as the Town Meeting warrant article. The PWC is sponsoring an article at Town Meeting – for the borrowing of \$1,415,000 which includes the continued roadway improvements as well as some additional contributions to the parking lot program for Phase 2 improvements.

Bill Renault, Town Engineer explained that in addition to the borrowing authorization referred to above, Chapter 90 State Aid in the amount of \$680,000 will be utilized. Portions of the Road Revolving Fund which is established through fees charged for Life Cycle Maintenance resulting from roadway cuts is incorporated into the overall plan. Some of the Highway operating budget is also utilized for CPW's crack sealing and patching program.

The roads are selected for the program based on a condition assessment that is performed on the entire Town every four years. A percentage rating of 1 to 100 is determined. As the road degrades with time, treatment strategies are determined based on predetermined treatment bands. Recommendations show that about a \$1.5 million dollar annual investment in pavement rehabilitation will keep us at our target which is a Town wide Pavement Condition Index (PCI) of 80.

About 21 miles of rehabilitation are included in the five year plan which is approximately 1.5 million dollars per year. 4.3 miles of roads reconstruction, 1.7 miles of planned patching and parking lot rehabilitation are being planned for FY17.

Director Reine added that this plan covers the current and the next construction season. Some preliminary work might take place one year, for instance Lowell Road drainage work, and the following year the mill and overlay will occur. Whit's End Road will have water main work completed – and reclaim work will occur afterwards.

Commissioner Wallis asked what the total cost would be if all the roadways in Concord were rehabilitated at the same time. Director Reine will perform that analysis and provide a response.

#### **D-5: Town Meeting Coordination**

Director Reine referred to a memo from himself to the Public Works Commission dated February 21, 2017 which provides a summary of the Public Works Commission articles as well as some other articles that the PWC may want to develop a position on and designate a Commissioner to provide comments at Town Meeting or indicate the Commission's support through the Town Moderator. At the Moderator's Coordination Meeting which occurs in early to mid-April, the Commission indicates whether it wants to support a certain article. We will want to assign Commissioners to various articles such as the Roads Program, Water/Sewer, etc. in the event they are pulled off the consent agenda.

Article 47 (2017 Roads and Parking Lots Program) – This article is pretty straightforward with the 1.4 million dollar borrowing authorization. Director Reine will update the presentations from last year and provide to the same Commissioners with the presentation that they were assigned last year – or to Commissioner Winslow in the event the prior year's article was presented by a former Commissioner.

The other standard articles include Article 45 (Road Repair Revolving Fund Expenditures), Article 54 (Solid Waste Disposal Fund Expenditures), Article 55 (Sewer System Expenditures), Article 56 (Sewer Improvement Fund Expenditures) and Article 57 (Water System Expenditures). Director Reine will provide updated presentations for these articles as well.

Article 28 – (Guideline for Preservation of Public Access to Open Space) – This motion has been refined to some degree. It is important to distinguish open space from water supply land. It is also important that we take a position that the water supply land is not affected by this article or this motion. The water supply land and the ability to do some of the things shown in the original motion or article might compromise our interest on our water supply land. This is a petition article that came about as a result of Estabrook Woods.

Commissioner Fulman suggested that when more definitive language is obtained, the Commission could state that the policy is that we support access to public lands and open space and conservation to the extent there is no risk of the public affecting water. Director Reine will obtain more details regarding this motion to follow up at the next Public Works Commission meeting.

Article 29 (Community Preservation Committee Appropriation Recommendations) – Director Reine suggests that the Commission voice their support to the Moderator as the Sleepy Hollow project is being recommended as part of the CPC project funding list, to perform infrastructure Phase 2 upgrades. There also is Article 46 for a \$150,000 debt authorization, which is being offered for Town Meeting consideration by the Cemetery Committee. It is suggested that the Commission should indicate support to the Moderator for this article as well.

Article 32 (Accept Easements – Brookside Square Development) – These are easements that we have worked with DPLM as well as Oak Tree Development to put in a form that provides the Town with the easement on the right of way as well as a recreational easement. The Director recommends an indication of support to the Moderator for both of these articles as well.

With regard to the letter that Director Reine sent to Oak Tree Development about the 13B property – and the sewer service. No response has been received. Director Reine spoke with their counsel prior to sending the letter and they understood our perspective and the letter was accepted as written.

Commissioner Fulman **MOVED** and Commissioner Boardman **SECONDED** and it was **UNANIMOUSLY VOTED** as follows:

To vote in support of Article 29.

Commissioner Winslow **MOVED** and Commissioner Fulman **SECONDED** and it was **UNANIMOUSLY VOTED** as follows:

To vote in support of Article 46.

Commissioner Boardman **MOVED** and Commissioner Wallis **SECONDED** and it was **UNANIMOUSLY VOTED** as follows:

To vote in support of Article 32.

Director Reine indicated that support for these articles will be communicated to the Town Moderator.

Article 34 – (Grant of Easement over 26A Balls Hill Road) – There was a discussion that took place between the Town Manager and the President of the Concord Land Trust, Joan Ferguson, John Stevens (former president) and Mike Lawson the Chair of the Select Board. There has been agreement that this will not be moved by the petitioner at Town Meeting. The agreement is that the trail that would be constructed on the adjacent conservation land would be constructed sometime in the near future. CPW forces might be able to assist in some way to construct that trail. The trail could be discontinued on the Balls Hill site, on the Water Supply land property, at the discretion of the Public Works Commission for any reason they determine is necessary.

If the article is moved, there should be some indication of amending the article or motion, by inserting language that the approval of any easement terms and conditions should be made by the Select Board and the Public Works Commission. Director Reine will have that amendment ready if necessary.

Commissioner Fulman **MOVED** and Commissioner Kramer **SECONDED** and it was **UNANIMOUSLY VOTED** as follows:

With respect to Article 34, in the event it is moved at Town Meeting, we will seek an amendment to the article which will require approval of the easement language by not only the Select Board but the Public Works Commission as well.

#### **D-6: Director's Report**

- **Water Main Break on Peter Spring Road** – This break occurred on February 24. We have some older pipe but we also have a very aggressive water main replacement program over the next several years, replacing a million dollars of pipe each year. This is a significant investment. The recent Bedford Street water main break was a 1931 cast iron pipe. In the Peter Spring Road water main break it was actually a 1953 valve that failed.
- **Assabet Avenue Drainage Repair** – It has been a long process to get this one drainage outfall permitted through the various entities. This drains into the Assabet River – and there have been chronic flooding problems associated with it. A compromise was reached with the River Stewardship Council, OARS, The National Parks as well as the Army Corps of Engineers and the NRC.
- **Pot Hole Patching** – A significant amount of this work is being done, utilizing our Hot Box and also using a truck to obtain asphalt.
- **Pine Hill Reservoir** – Water/Sewer personnel constructed a shed to store safety equipment.

#### **D-7: Commissioner's Comments**

Commissioner Wallis commended the Director and staff on the six month reports provided. There are very few negative comments attributed to Concord Public Works. When there are issues they are quickly fixed and turn into positive rather than negative issues. He pointed out that CPW continues to obtain grants that are very helpful and have been able to utilize grant money to implement energy savings at the Wastewater Treatment Plant. Superintendent Cathcart and his staff were commended for working with new construction people to do as much water conservation as is feasible that keeps our growth and demand on the water and sewer system at a minimum.

Director Reine also commended his staff for the work involved in putting together those six month reports – they act as a roadmap for CPW work and planning.

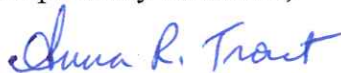
Commissioner Kramer announced that she and her husband have sold their house and are looking forward to moving to San Diego, likely in June. Appreciation was expressed to her for her service to the Commission.

#### **D-8: Public Comments**

None.

**ADJOURNED: 8:55 P.M.**

Respectfully submitted,



Anna R. Trout

Administrative & Special Projects Coordinator  
Concord Public Works

Approved,



Peter W. Wallis

Public Works Commission