PUBLIC WORKS COMMISSION MEETING MINUTES

The Public Works Commission met at 7:15 p.m. on Wednesday, January 9, 2019, 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:
K.C. Winslow
Andrew Boardman
Steven Ng
James Terry
Peter W. Wallis

Staff:
Richard K. Reine, M.S.C.E., Public Works Director
Alan Cathcart, Water/Sewer Superintendent
Anna R. Trout, Administrative & Special Projects Coordinator

Other:
Robert Hilsinger (League of Women Voters Observer)
Richard Jamison (Finance Committee Observer)
Alice Kaufman (Select Board Observer)
Arthur Fulman, 64 Annursnae Hill Road
Peter Durning (Mackie Shea, PC)
Regan Harrold (Beals & Thomas Inc.)

A: ACTION ITEMS

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

The meeting minutes from December 12, 2018, were approved. Commissioner Wallis abstained as he was not in attendance at that meeting.

The next two PWC meetings were scheduled for Wednesday, February 13 and Wednesday, March 13 both at 7:15 P.M. at 141 Keyes Road.

D: DISCUSSION/ACTION ITEMS

D-1: Review PWC Calendar Draft

D-2: Deaconess Addition & Groundwater Special Permit

Director Reine explained that a memo was provided to the Commissioners explaining the details of this project and the role that the Commission plays in
the Special Permit Process in the Groundwater Conservancy District. The project is an addition to the building located at 80 Deaconess Road, which is the Deaconess Abundant Life Communities. Since the project is located in the Groundwater Conservancy District the bylaw requires that the Public Works Commission weigh in on various criteria that are outlined in that memo. This relates to minimizing impacts to quality and quantity of groundwater.

Section 7.6.4.2(b) of the Concord Zoning Bylaw does allow certain uses to be permitted without Board review if there is no impact to impervious cover and it does not increase. In this case the impervious cover does increases from 17.61% to 17.75%. CPW did request a complete stormwater report.

Regan Harrold, a landscape architect from Beals & Thomas Inc. provided information regarding the project. She explained that this is an addition to the Rivercrest Building which is the one closest to Old Road to Nine Acre Corner. They are considering the increase in impervious cover to be De Minimis. Director Reine expressed that they have satisfied all the requirements of the Special Permit as far as protection of quality and quantity of groundwater and we have made a recommendation to the Commission that they approve this request and send a letter to the Zoning Board of Appeals so it may be incorporated into the Special Permit. There are a few things that are being asked for in the letter that were more housekeeping or plan corrections, which Ms. Harrold explained have already been addressed.

Commissioner Wallis MOVED and Commissioner Ng SECONDED, and it was UNANIMOUSLY VOTED as follows:

To recommend approval of the 80 Deaconess Road – Rivercrest Addition-Groundwater Conservancy District Review as explained above and detailed in a letter to the Zoning Board of Appeals Chair dated January 9, 2019 from the Public Works Commission Chair.

D-3: Director’s Report

- **Winter Weather** – Icy conditions have occurred which has been caused by instances of freezing rain.
- **Cambridge Turnpike Project** – Phase I is underway, with the work being performed by J. Tropeano. Phase I is from Lexington Road to the Mill Brook Farm, then from Hawthorne Lane to Sandy Pond. Phase II is the marsh area between the Farm Stand and Hawthorne Lane and the Crosby’s Dam location beyond Sandy Pond. The roadway will likely be closed in the very near future, first on a daily basis and then a full closure to accommodate the installation of the bridge, culverts and wall structures.

The apparent low bidders for Phase II are MDR Construction and George R. Cairns and Sons, Inc. We are working through a bid discrepancy between the two contractors. We hope to have a Notice of Award issued over the next few weeks. Due to the robust bidding climate and strong
economy bids came in higher than the engineer's estimate of probable cost by approximately $800,000. We have set aside contingency funding for the construction phase in the amount of approximately $900,000, however a portion of this contingency will now be used for the project award. If we award the construction administration as well as the resident inspection it would leave us with an insufficient amount for construction contingency. One option we are exploring is to increase our FY20 debt authorization from the Road Program from $1.4 Million to $2 Million to allow us to have some contingency funds in place for this project or identify a portion of the $1.4 Million to be used for construction contingency. This would require a deferment by a maximum of one season for planned road program work. We would request a one time increase in debt funding for FY21 to $2 Million to catch up on deferred roads. If any of the contingency funds are not used for the Cambridge Turnpike Project they would be reprogrammed for other Roads Program needs. Phase II should last about 365 days, but there will be a shutdown in the winter extending this timeframe.

- **Cut Through Traffic Analysis** – A large volume of motorists are utilizing navigation software to find routes less congested through residential roadways to avoid traffic. Concord Public Works initially identified 42 of these cut throughs and then circulated this listing to other Town Departments, including Police to determine if other well known cut through routes existed. The study will involve hiring a traffic engineering firm who will compile traffic data to determine the extent of the problem in each neighborhood identified, develop criteria and suggest options to mitigate this cut through traffic. Also included in this study is the review and optimization based on traffic counts and turning movements of two lights on Sudbury and Thoreau as well as Main and Thoreau. One of the largest issues impacting traffic in Concord is the congestion at Monument Square which then radiates out to other arterials and collectors. In some cases we may find that there may not be a good solution to cut through traffic without impacting other areas. There will be a public outreach component to this project to gain feedback and share findings.

- **Thickly Settled Speed Limit Select Board Adoption** – Town Meeting accepted this throughout the entire Town. These 33 signs are being ordered and will be installed soon subject to weather conditions. This only pertains to roads that do not have a special speed regulation.

- **Potential Special Conservation Restriction for the Landfill** – A determination has been made that an article in this regard is not being submitted at this upcoming Town Meeting.

- **Punkatasset Parking** – The stone wall was relocated to the limits of the Right of Way and the parking area has been reconstructed so it can now accommodate a full car. Five or six spaces have been established in this area.

- **Gerow Property at 369 Commonwealth Avenue** – CPW has taken on the demolition portion of this project. The contract is being awarded to Jay-Mori Enterprises at a cost of $23,200.
• **Road Maintenance** – As a result of freeze-thaw conditions CPW has been working on full depth patching and pot hole repairs.

• **Drainage Repairs at 842 Monument Street** – CPW crews worked with the contractor to complete these repairs.

• **58 Potter Street** – A water main break was repaired at this location on January 3.

**D-4: Commissioner’s Comments**

A question was asked about what can be brought to the Paint Shed at the compost site at 755 Walden Street. Director Reine responded that the compost site is currently closed for the season and will reopen in April. Residents can bring oil based paint or good latex paint there for recycling. They also can pick up any paint they would like for their own use. Non-usable latex paint should be dried out and properly disposed of.

When asked about the volume coming through the wastewater treatment plant Director Reine responded that the numbers are not alarming. Some work has been done on I/I which reduced the flow. There also were extraneous flows from illicit stormwater connections to the wastewater collection system where businesses that connected without authorization have now been disconnected. This I/I work is an ongoing effort for any wastewater collection system and results in additional treatment capacity being available. We are not taxing the system at this point. We also identified the 155,000 gallon groundwater discharge facility at the treatment plant that we established our Sewer Improvement Fee around. We are also in the process of asking the EPA and DEP for an increase in our flow. The permit was submitted some time ago, and has not yet been responded to. We hope to get additional flow through our NPDES wastewater permit.

**D-5: Public Comments**

None.

**D-6: Executive Session – Litigation Strategy**

Commissioner Winslow MOVED and Commissioner Wallis SECONDED to enter into Executive Session for the purpose of discussing strategy with regard to litigation, as an open meeting may have a detrimental effect on the litigating position of the Town. The open session will not reconvene at the end of the Executive Session.

Therefore in a roll call vote recorded as follows:

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<th>Aye</th>
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<tr>
<td>K.C. Winslow</td>
<td>Aye</td>
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<tr>
<td>Andrew Boardman</td>
<td>Aye</td>
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<tr>
<td>Steven Ng</td>
<td>Aye</td>
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<td>James Terry</td>
<td>Aye</td>
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<tr>
<td>Peter W. Wallis</td>
<td>Aye</td>
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It was unanimously voted to enter into Executive Session and not to reconvene the open session at the end of the Executive Session.

**ADJOURNED:** 7:55 P.M.

Respectfully submitted,

Anna R. Trout  
Administrative & Special Projects Coordinator  
Concord Public Works

Approved,

Peter W. Wallis  
Public Works Commission

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