

**PUBLIC WORKS COMMISSION                      MEETING MINUTES**

Pursuant to the notice filed with the Town Clerk, a virtual public meeting of the Public Works Commission in accordance with the Commonwealth of Massachusetts Executive Order of March 12, 2020 suspending certain provisions of the Open Meeting Law was held at 4:00 p.m. on Wednesday, February 10, 2021. This meeting has been properly noticed with the Town Clerk and has been recorded.

**PRESENT:**

*Commissioners:*

James Terry  
Andrew Boardman  
David DeLong  
Jef Fasser  
K.C. Winslow

*Staff:*

Alan H. Cathcart, Director  
Aaron I. Miklosko, MSFM, Highway and Grounds Superintendent  
Steve Dookran, Town Engineer  
John Rogers, Water & Sewer Superintendent  
Bob Hill, Management Analyst  
Paul Reinhardt, Management Analyst  
Melissa Simoncini, Environmental Services Program Administrator  
Anna R. Trout, Administrative & Special Projects Coordinator

*Other:*

Stephen Crane (Town Manager)  
Terri Ackerman (Select Board Observer)  
Robert Hilsinger (League of Women Voters Observer)  
Bernd Comjean, 99 Williams Road  
Rebecca Comjean, 99 Williams Road  
Greg Cincotta (Concord Country Club)  
Peter Newton (Concord Country Club)  
Peter Rappoccio (Bristol Engineering Advisors)  
Karlen Reed  
Gerard Riedel

**A: ACTION ITEMS**

**A-1 through A-3** - The meeting was convened at 4:00 PM. by Commissioner Terry. Attendance roll call of commissioners was made as follows: James Terry, Aye, Andrew Boardman, Aye, K.C. Winslow, Aye, David DeLong, Aye and Jef Fasser, Aye.

The meeting minutes from January 13, 2021 were approved by roll call: James Terry, Aye, Andrew Boardman, Aye, David DeLong, Aye, Jef Fasser, Aye and K.C. Winslow, Aye.

A review of the calendar including future proposed meeting dates occurred. In March, there will be a Roads Program Public Meeting Preview and an Enterprise Fund Capital Planning Update.

Superintendent Miklosko provided an update on the current snow operations, explaining that last week we had one of the largest snow storms of the last few years with twenty inches of snow. The total cost for that storm was \$124,000. Snow Removal in the downtown areas was performed Wednesday evening into Thursday morning to facilitate access by the public to Concord businesses. Town Manager, Stephen Crane added his thanks for this snow removal work which is appreciated by the local businesses.

## **D: DISCUSSION/ACTION ITEMS**

### **4:10 PM D-1: Solid Waste & Recycling Subscription Rate Hearing**

Commissioner Fasser **MOVED** to open the Public Hearing for the Solid Waste & Recycling Program Subscription Rates and Fees. Commissioner Boardman **SECONDED**, and it was **UNANIMOUSLY VOTED** by roll call vote as follows:

- James Terry – Aye
- Andrew Boardman – Aye
- David DeLong – Aye
- Jef Fasser – Aye
- KC Winslow - Aye

Director Cathcart explained that under Article 27 of the 1989 Annual Town Meeting the Solid Waste Disposal Fund was created. This is an Enterprise Fund. Rates must be considered and approved by the Public Works Commission after being advertised in a local newspaper and a public hearing must occur. Notice has appeared in the Concord Journal and the Public Hearing is occurring this evening.

Melissa Simoncini, the Environmental Services Program Administrator was introduced to provide information relative to the hearing. Concord's curbside program is a fee-based "Pay-as-you-throw" program. We have a dual stream recycling system, which means paper is separated from plastic, glass and metal. Concord's recycling rate is 39%.

Our future focus will be on waste reduction. There tends to be less waste in communities such as Concord that have a "Pay-as-you-throw" program rather than having their waste removal expenses paid through the tax base. We are proposing a 10% increase beginning April 1, 2021, which equates to \$40 per

year or \$20 per six month subscription period. There is no proposed increase in the cost of a six month barrel sticker or weekly disposal tag. Our rates are competitive with other local providers.

Some of the added value of our program versus private haulers include our dedicated customer service team, Minuteman Hazardous Waste pass, “Pay-as-you-throw”, flexible disposal by barrel or bag, semi-annual online bill payment and overall cost savings.

Our contract with Waste Management ends on June 30, 2021. We are looking at future alternative services/haulers, exploring the use of totes, rather than barrels/bags, and exploring new offerings such as cardboard compactors, glass crushers and expanded use of the Town’s compost site. Some other future efforts will be to explore organic waste diversion/composting, textile and mattress recycling. It is important that we minimize recycling contamination by continuing our dual stream recycling, performing enhanced outreach and utilizing a good online resource titled: RecycleSmartMA.

When asked about combining with other communities for a more beneficial rate Ms. Simoncini responded that this is a good opportunity to explore. Town Manager, Stephen Crane added that Solid Waste is Exempt from Mass Chapter 30B, which allows for some flexibility in negotiations. Director Cathcart explained that for the next year, the goal is to maintain the same level of service we have offered over the past few years which will likely result in a renegotiation of the one year contract with Waste Management.

Commissioner DeLong **MOVED** to close the Public Hearing for the Solid Waste & Recycling Program Subscription Rates and Fees. Commissioner Fasser **SECONDED**, and it was **UNANIMOUSLY VOTED** by roll call vote as follows:

- James Terry – Aye
- Andrew Boardman – Aye
- David DeLong – Aye
- Jef Fasser – Aye
- KC Winslow – Aye

Commissioner Boardman **MOVED** to adjust the curbside subscription rate from \$282 to \$322 annually for solid waste and recycling subscribers, and from \$154 to \$162 annually for recycling-only subscribers effective April 1, 2021. The cost of weekly disposal tags will remain at \$1.80 each. The cost of six month barrel stickers will remain at \$46.80. Commissioner Fasser **SECONDED**, and it was **UNANIMOUSLY VOTED** by roll call vote as follows:

- James Terry – Aye
- Andrew Boardman – Aye
- David DeLong – Aye
- Jef Fasser – Aye

- KC Winslow – Aye

## **D-2: Concord Country Club – Groundwater Conservancy District Review**

Commissioner DeLong abstained from discussion and voting on this topic upon guidance from the State Ethics Commission, as he is a member of the Concord Country Club.

Director Cathcart explained that the details of this matter is included in a memorandum to the Public Works Commission from Director Cathcart dated February 4, 2021. Mr. Greg Cincotta, General Manager of the Concord Country Club (CCC), was introduced as the owner representative and has taken the lead for the Club regarding this matter. The plan of work is proposed within a Groundwater Conservancy District and as such, requires an assessment to determine potential impact on the Town's water resources. The Zoning Board of Appeals is the approval granting authority but as called out in the Groundwater Conservancy District Bylaw, do consider recommendations on related matters from the Planning Board, Public Works Commission, the Natural Resources Commission and Board of Health.

The Concord Country Club has relied on existing large capacity groundwater wells that have served their needs for irrigation for over two decades. The introduction of a large retention pond to complement their irrigation system triggered ZBA review and approval.

Mr. Cincotta explained that this matter involves improving their irrigation system used across the Club's private golf course. Mr. Peter Newton, a consultant from Bristol Engineering Advisors, was introduced to go over a proposed plan of operation for the golf course improvements, including a water balance analysis. He explained that the Country Club needs to get a certain amount of water on the turf on a weekly basis. They have pumped their existing wells as needed for the last twenty years, which are constrained by the pumps' total capacity. Concord Public Works raised the concern that once the irrigation water is being diverted to a pond, rather than directly to the turf from the existing wells, constraints on pumping schedules and volumes would be reduced. Removal of such historic constraints could create a situation where the use of the wells could be dramatically increased – resulting in a potential adverse impact on groundwater availability to the nearby Deaconess municipal wells.

Mr. Newton explained that the irrigation pond has been designed to hold three million gallons of water. If one half of that volume of water is utilized to feed the irrigation system, that means that 1.5 million gallons of water could be used without running the wells at all. At the historic peak of 220,000 gallons per day, that would mean the storage pond could serve the country club's irrigation needs for a little less than a week.

Mr. Newton reviewed a drought management operation plan that was included in the letter report he had submitted to CCC. CCC has agreed to adopt this plan, which will reduce the amount of water withdrawn during the various stages of a drought declared by the State. To help evaluate drought conditions and associated response triggers, the installation of a groundwater monitoring well has been recommended that would be located between the Country Club's wells and the Town's wells, which would provide real-time groundwater level information that could translate to site-specific drought conditions, and the operations of the irrigation pumps.

Bernd Comjean of 99 Williams Road expressed concern with regard to what affect the proposed irrigation pond would have on other aspects of the watershed, notably adjacent wetlands. Mr. Comjean was informed that while the PWC understood his concerns, their review was focused on the impact on the Town's drinking water supply. He was advised to bring his concerns to the attention of the Natural Resources Commission who would be better suited to address those issues.

While the PWC was satisfied with the general assessment and findings of the water balance and drought management plan, they also noted that unmitigated effects on the municipal water supply could be an issue. As such, they determined that should the ZBA approve the proposed irrigation system, provisions should be made to ensure CCC finalize and adopt a detailed drought management plan, with review, approval and monitoring administered and determined through and by the Director of Concord Public Works.

Commissioner Winslow **MOVED** to have staff prepare a formal recommendation from the Public Works Commission to the Zoning Board of Appeals for signature by the Public Works Commission Chair, referencing the letter report to Peter Rappoccio at the Concord Country Club from Peter Newton of Bristol Engineering, along with recommendations that had been incorporated into an accompanying memorandum that had been issued to the Commission from Director Cathcart. Commissioner Boardman **SECONDED**, and it was **VOTED** by roll call vote as follows:

- James Terry – Aye
- Andrew Boardman – Aye
- David DeLong – Abstains
- Jef Fasser – Aye
- KC Winslow – Aye

### **D-3: Town Meeting Coordination**

Director Cathcart explained that preparations are underway for Town Meeting. A warrant article coordination/preview meeting is scheduled for February 27. The actual warrant article deadline is March 26. While Public Works is not proposing any unusual or potentially controversial articles, it is possible that the PWC may offer positions on others that may directly or indirectly impact areas

within their authority. There will be an opportunity to discuss any such issues that may arise at the upcoming Public Works Meetings. Public Hearings will begin in April. Final motions are due by the end of May with Town Meeting scheduled on June 13.

#### **D-4: Director's Report**

- **Solid Waste and Recycling Program (Presented by Melissa Simoncini, Environmental Services Program Administrator) –**
  - **Oil Spill Prevention Control and Countermeasure Program – Nashawtuc Hydraulic Oil Release** – During the winter storm response on Jan. 2, 2021 there was a small hydraulic fluid leak from one of the plow trucks servicing the Nashawtuc Neighborhood. While an oily sheen was observed in a fairly widespread area, the actual and full clean-up action response indicated the quantity of fluid released was below the regulatory reporting threshold.
  
- **Engineering (Presented by Steve Dookran, Town Engineer) –**
  - **Guardrail Replacement at Annursnac Hill Road** – This work is being coordinated with the Water/Sewer Division because of the proximity to the water main at this location.
  - **Bedford Court** – National Grid is preparing to install gas prior to road restoration in the spring.
  - **Walden Street** - National Grid will be performing gas line upgrade here prior to opening of Walden Pond in the spring.
  
- **Highway, Grounds and Cemetery (Presented by Aaron Miklosko, Highway and Grounds Superintendent) –**
  - **Equipment** – Two Ford F-550 Plow/Dump Trucks were put in service.
  - **Sidewalk Plows** – Forty-four miles of sidewalks are maintained by our sidewalk plows. There have been an increase of requests for additional sidewalk plowing.
  
- **Water/Sewer (Presented by John Rogers, Water/Sewer Superintendent)-**
  - **Adopt a Fire Hydrant** – We have asked for assistance with hydrant clearing by residents during the recent winter weather, and received assistance from many residents.
  - **Lowell Road Pump Station** – New pumps have finally been delivered and set in place.

- **Assabet Pump Station** – Mechanical equipment continues to be replaced in the interior along with other important work, with the station projected to go into operation next month.

**D-5: Commissioner's Comments**

None.

**D-6: Public Comments**

Karlen Reed, 83 Whit's End - Complimented CPW on the work done at the Annursnac Hill barrier. It is an excellent safety measure.

Commissioner DeLong **MOVED** to adjourn the meeting at 5:50 PM, Commissioner Boardman **SECONDED**, and it was **VOTED** by roll call vote as follows: James Terry, Aye, Andrew Boardman, Aye, David DeLong, Aye, Jef Fasser, Aye and KC Winslow, Aye.

**ADJOURNED: 5:50 PM**

Respectfully submitted,

Approved,

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

James Terry  
Public Works Commission