

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, September 8, 2021. This meeting has been properly noticed with the Town Clerk and has been recorded.

PRESENT:

Commissioners:

Jef Fasser
David DeLong
Andrea Solomon
James Terry
K.C. Winslow

Staff:

Alan H. Cathcart, Director
Aaron I. Miklosko, MSFM, Highway and Grounds Superintendent
Steve Dookran, Town Engineer
Stephane Cherduville, Public Works Engineer
Patrick Wood, Public Works Engineer
Nelson Mui, Management Analyst
Bob Hill, Management Analyst
Paul Reinhardt, Management Analyst
Melissa Simoncini, Environmental Services Program Administrator
Anna R. Trout, Administrative & Special Projects Coordinator

Other:

Henry Dane (Select Board Observer)
Robert Hilsinger (League of Women Voters Observer)
Nancy Nelson (Historical Commission Observer)
Rod Riedel, 324 Main Street (Council on Aging Observer)
Karlen Reed, 83 Whits End Road
Jane Prentiss, 15 Fern Street
Dan Schragger

A: ACTION ITEMS

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

The meeting minutes from June 9, 2021 were approved by roll call: James Terry, Aye, Andrea Solomon, Aye, David DeLong, Aye, K.C. Winslow, abstains as she was not in attendance and Jef Fasser, Aye.

Director Cathcart welcomed Andrea Solomon as a new member of the Public Works Commission. She was involved as a member of the Cemetery Committee in the past.

Henry Dane was welcomed as the new Select Board Observer for the Public Works Commission.

A review of the calendar including future proposed meeting dates occurred. This includes reference to the next Town Meeting which is scheduled for May 1, 2022. The next Public Works Commission meeting will be held on October 13, 2021.

D: DISCUSSION/ACTION ITEMS

D-1: State of Water Conservation Update

Director Cathcart explained that an important part of our seasonal water demand management strategy is to impose outdoor water use restrictions in response to unusually high demand periods and/or operational challenges. The water supply must operate 24/7 with an allowance that one or several sources of supply may need to be taken off-line for scheduled or emergency maintenance.

Demand on an average day is about 2 million gallons. Winter demand drops to about 1.5 million with the summer average reaching 2.5 million gallons per day. During high demand periods, demands can reach up to 4 million gallons per day. Peak operating capacity is at 3.7 million gallons per day, assuming all sources of supply are available.

Director Cathcart reminded the Commission of their authority to declare water demand restrictions and reviewed the seasonal demand management plan that informs such declarations. During the summer of 2020, due to an extended regional drought, the Commission imposed a mandatory outdoor water use restriction limiting water use to 1-day per week. The declaration remained in affect through the past winter and into the summer of 2021 with the understanding that work on the Nagog Pond intake would require this source of supply would be taken out of commission. With the recent completion of work, on July 23, 2021, Chair Fasser, acting on behalf of the PWC, removed the mandatory water use restriction, in accordance with pre-established protocols. In accordance with this protocol, this action has been reported back to the Commission (at next scheduled meeting) for formal review and consent.

Commissioner Winslow **MOVED**, Commissioner DeLong **SECONDED** and it was **UNANIMOUSLY VOTED** by roll call vote as follows: James Terry, Aye, Andrea Solomon, Aye, David DeLong, Aye, KC Winslow, Aye and Jef Fasser, Aye.

To retroactively remove the mandatory 1-day per week outdoor water use restriction as outlined within the State of Water Supply Conservation in accordance with the Water Use Restriction Bylaw, effective as of July 23, 2021.

D-2: Roads Program Preview

Director Cathcart introduced Town Engineer, Steve Dookran and Public Works Engineer, Stephane Cherduville. Mr. Dookran mentioned that rather than going over the roads program in the spring, switching this process to the fall allows the public to provide feedback prior to initiation of the work. There are 107 miles of public roads and 25 miles of private roads.

The condition of pavement is measured by the Pavement Condition Index (PCI), a numerical rating of 0-100, with 100 being the best rating. StreetScan is a third-party contractor who was hired to perform a comprehensive survey of all Town owned roads. A survey completed in 2018 indicated an average PCI of 78 for public streets. A follow-up survey was recently performed, with preliminary results indicating the average PCI has dropped significantly. Final results are expected to be provided within the next few weeks.

Mr. Cherduville explained that PCI ratings do not track on a linear basis. Once a PCI reaches the “fair” condition, it begins to drop significantly from that point. Essentially, once a road deteriorates to this level, unless it is provided with a cost effective treatment method, it can rapidly deteriorate to a point where it requires more costly repair/reclamation. The goal of the Roads Program is to preserve the integrity of the roads and to raise the overall condition to a “good” status. Road distress is generally characterized as oxidation and raveling, rutting, fatigue cracking and longitudinal cracks.

Mr. Dookran reviewed the amount of work performed annually over the last three years. We have reclaimed between one and three miles of roadway, milled and overlaid from .30 to 2 miles and have increased the amount of crack sealing from 2.8 miles in 2019, 6.7 miles in 2020 and 11.5 miles in 2021. Crack sealing is a fairly low-cost treatment used to prevent water from entering the pavement which results in deterioration. Some communities have a pavement management program focused entirely on preserving the integrity of the roadways. Concord’s approach, bundled within what we call a full “Roads Program” or right of way program has historically included, sidewalks, ADA accessible ramps, parking lots, traffic safety devices and more.

Industry “best practices” would call for PCI evaluations to be performed every three years. The latest survey performed this past summer was completed using

an automated system comprised of vehicles equipped with multi-sensors which detect pavement & sidewalk surface distresses. This system of analyzing pavement conditions is efficient and cost effective. This survey, performed by StreetScan also captured other information such as roadway striping and road signs.

Mr. Cherduville explained that road maintenance practices are evolving with newer methods being used to reduce cost of maintenance while keeping more roads in good condition. This includes techniques such as micro surfacing, asphalt rubber seal and cold in-place recycling.

Mr. Dookran explained that there are 25 miles of private roads scattered throughout the Town. CPW has begun to evaluate how it could potentially leverage its technical resources to develop a program that might assist residents in determining how best they could implement a road repair program, perhaps being funded through betterment charges or special assessments. Assessment of short-term repairs required for private roads that are plowed by the Town is underway.

Jane Prentiss of 15 Fern Street identified herself as an abutter of a private road and expressed her support for any such program that could support residents such as with potential consideration of stormwater structures and management as well.

Commissioner Winslow noted that the maintenance and repair of private ways has been a long-standing challenge and was very supportive of having staff explore approaches that might provide such residents with support.

D-3: MS4 Stormwater Management Plan

Director Cathcart introduced Public Works Engineer, Patrick Wood who welcomed this opportunity to inform the Public Works Commission and the public about the Stormwater Management Plan and to solicit comments and feedback prior to completing an annual report that would be submitted to EPA and MassDEP in the near future.

In 1972 the National Pollution Discharge Elimination System (NPDES) was promulgated by the EPA establishing reporting requirements to prevent discharges from harming water quality. At first it only applied to larger cities, but then went on to apply to smaller communities such as Concord in 1999. The current permit was put in place in 2018.

An MS4 is a separate storm sewer system. Some municipalities have a Combined Sewer System, which includes sewage and stormwater which all goes to a treatment facility. The MS4 system, which Concord has in place has a separate system for sewage, which goes to the treatment plant, and stormwater, which is not treated and goes directly into local water bodies. What goes into

the catch basins is ultimately what is discharged into local rivers, ponds and streams.

Concord Public Works is responsible for maintaining our stormwater infrastructure which includes 3,700 catch basins, which are routinely cleaned, along with 170 culverts that are monitored and maintained.

The Stormwater Management Plan is divided into six different categories.

- **Public Education and Outreach**, where we provide information through the Town’s website, American Public Works Association publications and posters at Town events.
- **Public Involvement and Education** is another segment including residential rain gardens, sustainable landscaping initiatives and river cleanup sponsored by OARS.
- **The Illicit Discharge and Detection Program (IDDE)** essentially provides for detection and elimination of anything other than stormwater from entering the discharge system.
- **Construction Site Stormwater Runoff Prevention** includes site inspections of erosion control.
- **Post Construction Stormwater Management** requires practices to ensure proper long term maintenance and operations, including “as-built” for projects, indicating that detention basins do in fact have a certain capacity. This is confirmed after construction. Low impact design planning is also required as a first option in designing and maintaining sites.
- **Good Housekeeping and Pollution Prevention** – These are CPW’s own operation and maintenance procedures for Town-owned facilities and lands. Stormwater Pollution Plans have been developed for the necessary facilities, along with proper disposal of snow and ice as part of our Highway and Grounds operations.

Mr. Wood closed his presentation noting that the intent of this SWMP presentation was to keep PWC members abreast of the ongoing efforts performed by CPW to minimize stormwater impacts to local waterbodies and to provide notice that staff was soliciting comments and questions from Town residents about the plan, before finalizing the report and submitting to the regulators. A copy of the SWMP, along with other stormwater information has been made available at <https://concordma.gov/175/Stormwater-Management-Program-MS4>.

D-4: Director’s Report

Gratitude was expressed to Andy Giles who recently retired after working in the Highway Division of Concord Public Works for over 34 years.

- **Solid Waste and Recycling Program (Presented by Melissa Simoncini, Environmental Services Program Administrator)** –

- **Solid Waste Trash and Recycling Contract** – Our current contract with Waste Management ends September 30, 2022. We have been working with several other communities gathering information towards a Request for Proposal. We have received over 650 responses to a survey we published to determine what resident’s value as part of the curbside collection program.
 - **Recycling Market Update** – Since spring of 2021 recycling markets for paper fiber, cardboard and metals have been favorable and are almost at record highs. These values can fluctuate at any time. Any savings will be incorporated into future subscription rates.
 - **Upcoming Recycling Events** – Electronic signups will be live soon for the Sept. 24 Electronics and Paper Shredding and the October 16 DropOff events.
- **Engineering (Presented by Steve Dookran, Town Engineer) –**
 - **Monument Street Culvert** – The Sawmill Brook culvert on Monument Street continues to be repaired. This should be complete within a few weeks.
 - **Warner Street** – A new infiltration catch basin and reclaim was performed.
 - **Prescott Road** – Reclamation has been performed.
 - **Bedford Court** – Reclaim and first layer of asphalt has been installed
- **Highway, Grounds and Cemetery (Presented by Aaron Miklosko, Highway and Grounds Superintendent) –**
 - **Right of Way Maintenance** – A number of maintenance upgrades have been performed throughout Town including catch basin reconstruction and road repairs.
 - **Equipment Repair** – Maintenance of over 100 pieces of equipment is performed by our fleet supervisor and master mechanic.
 - **Island Maintenance** – Maintenance of island areas and plantings are performed routinely throughout Town.
- **Water/Sewer (Presented by Aaron Miklosko, Acting Water/Sewer Superintendent)-**
 - **Nagog Pond** – New intake installation and air burst screen cleaning system have been completed.
 - **Pine Hill Reservoir** – Seasonal landscaping efforts around all facilities continue to require significant effort.
 - **Assabet Station** – Pump and Motor Service at the new facility was required to address unusual volume of solids (rags) that had been introduced into the collection system.

D-5: Commissioner's Comments

None.

D-6: Public Comments

None.

Commissioner DeLong MOVED to adjourn the meeting at 6:03 PM, Commissioner Terry **SECONDED**, and it was **VOTED** by roll call vote as follows: James Terry, Aye, Andrea Solomon, Aye, David DeLong, Aye, K.C. Winslow, Aye and Jef Fasser, Aye.

ADJOURNED: 6:03 PM

Respectfully submitted,

Approved,

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