

Town Manager's Report

Monday, December 9, 2013

To: Board of Selectmen
From: Christopher Whelan, Town Manager

Following are some of the matters reported on this week by various Town Departments:

2012 Annual Town Report Awarded: The Massachusetts Municipal Association has informed the Town of Concord that it is being recognized with an award for placing among the top three municipalities with a population over 12,500 in the MMA's Annual Town Report contest. Judging criteria include attractiveness of the report cover and layout; material arrangement; presentation of statistics and data; summary of the year's achievements; evidence of local planning for the future; and the report's practical utility.

Credit for the material contained within the Annual Town Report goes to countless board and committee volunteers and staff who submit individual reports of their annual activity to the Town Manager's Office for inclusion, and thanks go to Selectmen's Administrative Assistant Ruth Lauer who for many years has gathered and prepared the report for publication.

Submittals for the 2013 Annual Town Report are due to the Town Manager's Office on Monday, January 6.

FINANCE

Finance Committee Guidelines: Chair John Hutchins and Vice Chair Wendy Rovelli have issued the FY15 Budget Guidelines adopted by the Finance Committee on November 21. A memorandum dated November 30, 2013 with supporting detail has been issued to the Selectmen, School Committees (CPS and CCHS), the Town Manager and the Superintendent of Schools. The document is available on the Town website at http://www.concordma.gov/pages/ConcordMA_BComm/FY15%20Budget%20GUIDELINE.pdf.

A Town Bylaw requires that the Finance Committee issue budget guidelines for the forthcoming year by the November 30 preceding the July 1 start of the next fiscal year. The Guidelines for FY15 operating budgets of the Town government and the schools is the Finance Committee's judgment of what it currently expects to recommend to the May 4, 2014 Annual Town Meeting.

Short-term Note Sale Planned: The Town Treasurer will be taking public bids on Thursday, December 12 at 11 AM from underwriters for \$4.65 million of short-term bond anticipation notes dated December 19 to be due and payable June 16, 2014. A Preliminary

Official Statement has been prepared for this Note sale and is available on the Town website. The notes will provide interim financing for various projects approved as debt authorizations at the 2011, 2012 and 2013 Annual Town Meetings, including \$2.8 million for the Light Plant expansion project (new transformers at the Forest Ridge Substation and expanded enclosed warehouse space at the CMLP Operations Center on Route 2A.

FEMA Reimbursement of February 2013 Blizzard Expenses: The Treasury Division has received \$100,823.97 from the Federal Emergency Management Agency for expenses incurred during the February 8-10, 2013 blizzard. CPW staff spearheaded the reimbursement application submission to the FEMA Public Assistance program. The Town received 75% of CPW's eligible storm maintenance expenses incurred over the three-days of exemplary efforts performed by CPW operations staff of snow removal and salting of roads, sidewalks and parking lots within the Town.

PLANNING & LAND MANAGEMENT

Health Division

Food Service: Health Inspector Gabrielle White has conducted the pre-opening inspection for Comella's at 33 Main St., which is expected to open for business next week.

Construction has begun for the conversion of Trail's End Cafe to a full service restaurant and bar. It is anticipated that the renovation project will take approximately three months to complete.

Septic Permits and Inspections: Assistant Health Director Stan Sosnicki has been busy with the issuance of permits and inspections for a number of septic systems in both Concord and Lincoln. As winter approaches, homeowners and contractors are anxious to get systems installed before construction must shut down due to freezing conditions.

Public Health Emergency Preparedness: Health Director Susan Rask recently attended training on the new MDPH WebEOC. This is an on-line Emergency Operations Center for use by local public health departments statewide. WebEOC can be used by local health directors to request resources in an emergency, and provides situational awareness about the magnitude of an emergency in surrounding communities. Susan Rask is serving as Public Health Emergency Planning Region 4A's representative to discussions on creation of the new MDPH Health and Medical Care Coordinating Coalitions (HMCCs). HMCCs will be regional coalitions of local public health, hospitals, long term care facilities and EMS who will work together in emergencies to coordinate and deliver resources needed for sheltering, medical care, patient transport, and mass prophylaxis.

Planning Division

Community Preservation Committee: The Community Preservation Committee met on December 2 to begin discussing the funding recommendations for 2014. Several projects have amended their initial funding requests over the course of the CPC's review and the Committee is now considering how to allocate the approximately \$1.3 million anticipated to

be available for the 2014 Town Meeting between projects totaling \$1.57 million. The Committee has developed preliminary funding recommendations at this time and has made requests for additional information from several project applicants. The CPC expects to vote on its final funding recommendations at the next meeting on December 16.

Historic Districts Commission: The HDC met on Thursday evening where they reviewed and approved three applications for new Certificates of Appropriateness for a new roof at 25 Lowell Road; a new garden shed at 324 Sudbury Road; and to change the colors of the front doors at 33 Main Street/Comella's. The Commission also met with the owner of 445 Lowell Road to discuss potential plans for altering the existing house and ideas for the new house to be constructed at Lot 2. As this is the HDC's last meeting of 2013, the Commission also thanked departing member Dinny McIntyre, whose term will expire on January 1, for her service on the Commission.

Battle Road Scenic Byway Committee: The first meeting of the newly established Battle Road Scenic Byway Committee was held on Thursday, December 5, in Lexington. The first order of business for the Committee was the election of officers which, under the Memorandum of Understanding between Arlington, Lexington, Lincoln and Concord, requires that no more than one officer be chosen from each community. At this time, Richard Canale of Lexington was elected as Chair, Clarissa Rowe of Arlington as Vice Chair, and Lara Kritzer of Concord as Secretary. The Committee also discussed its priorities moving forward and potential grant and funding sources for that work. In the next few months, the Committee will work on introducing itself to the boards and commissions in each of its member communities and developing a process for reviewing potential projects involving the Battle Road Scenic Byway.

Planning Board: On Tuesday the Planning Board met with representatives from the Concord Housing Authority, Concord Housing Foundation and Concord Housing Development Corporation to discuss draft Zoning Bylaw revisions to the combined business/residence use to reduce the affordable housing requirement from 20% to 10% for projects that create more than 5 units. The Board also reviewed nine other potential Zoning Bylaw amendments for the Flood Plain Conservancy District, Front yard setbacks in two business districts, Agricultural Uses, Wireless Communication Facilities, changing the name of Medical Marijuana Treatment Center to Registered Marijuana Dispensary, size of restaurants in the West Concord Village District, relief from Design Standards for site plans, creation of a Limited Business District #9 for the Millbrook Tarry site at the intersection of Lowell Road and Keyes Road and a "housekeeping" amendment to address numbering errors.

Millbrook Tarry Task Force: The MTTF met on Thursday night to review the draft of the final report. The Task Force appointed a subcommittee to finalize the report, which will be distributed to and presented at the Planning Board meeting on Wednesday, December 18th at the Town House.

Natural Resources Division

Natural Resources Commission: At their December 5 meeting, the NRC heard the following applications: the continued Notice of Intent for 310 Lexington Road to demolish and reconstruct a single family house; a Request for Determination of Applicability to install a propane tank at 34 East Circle; a Notice of Intent to construct additions and a carport at 89 Heath's Bridge Road; and an Abbreviated Notice of Resource Area Delineation to confirm the wetland boundary at 1123 Monument Street. Certificates of Compliance were issued for 1200 Monument Street, 104 Nimrod Road, 363 Old Road to Nine Acre Corner, and 300 Baker Avenue. The Commission also adopted their revised Agricultural Land Use Policy. New applications received this week for the December 18 NRC meeting include: a Notice of Intent for 2250 – 2254 Main Street to construct an addition; a Notice of Intent for 108 Laurel Street to demolish and reconstruct a new single-family dwelling and replace an existing garage foundation; and a Notice of Intent for 190 Southfield Road to construct an attached garage and deck to the existing single-family dwelling.

Permitting Software: With CIO Mark Howell, Natural Resources Director Delia Kaye and Assistant Natural Resources Director Lori Capone attended the Massachusetts Government Information Systems Association meeting for a discussion and presentation of online permitting programs. Four companies presented their product and discussed their successes in other communities.

Building Inspections Division

Comella's Restaurant Can Now Open: Comella's Restaurant has passed all of their inspection and a Certificate of Occupancy has been issued to open at their new location at 33 Main Street.

Middlesex School: Middlesex School has applied for building permits to renovate Lebaron Briggs & Robert Winsor Dorms on the Middlesex School campus. This work will start soon and be completed by Fall 2014. The value of this work is over \$4.0 million.

POLICE

Operational Services: On Monday December 2, Sgt. Troiano and Officer Dirienzo responded Emerson Hospital Emergency Department for an out of control patient. Upon arrival officers located the subject and assisted staff with calming the patient down.

On Monday December 2, Officer Reinold responded to a Seven Star Lane residence for a report of a past larceny. Officer Reinold learned that during the last two months several pieces of jewelry had been stolen from the residence. Several leads are being pursued and the case remains under active investigation.

On Tuesday December 3, Officer Harrington responded to Emerson Hospital for a report of an employee receiving threats. Officer Harrington learned that the threats were made by a former friend of the reporting party who placed a phone call to her while she was at work (at

Emerson Hospital). Office Harrington spoke with the other party involved and was able to peacefully resolve the situation.

On Thursday December 5, Officers took reports of several more vehicles being broken into sometime during the early evening / late night hours. The Department received several reports on Thursday and Friday from citizens reporting that their vehicles had been entered and searched, with some reporting missing item such as loose change. All vehicles were unlocked at the time of entry.

The Department urges residents to keep their vehicle locked and call if they hear or see anything or anyone acting suspicious, especially during the overnight hours.

Community Services: On Wednesday December 4, officers assisted with the Special Town Meeting that took place at CCHS. Although the parking issues due to the ongoing construction at CCHS present a unique challenge, officers were able to manage the area without incident.

Administrative Services: Beginning on December 13 and ending on January 1, 2014, the Department, along with other law enforcement agencies in Massachusetts, will be increasing patrols in an effort to detect drunk drivers. *Drive Sober or Get Pulled Over* is the National campaign that will be taking place over the Holidays. The Executive Office of Public Safety provides additional funds to assist department so they may increase their patrols during this time.

Officer Barryn Carlton is officially retiring as on December 11, 2013, He has been a dedicated employee of the Department for the last 24 years. Officer Carlton is leaving his current post as meter officer, which he has held for approximately the last 15 years. We all wish Barryn good luck in his retirement and hope he enjoys the warmer weather of sunny Florida, where he and his wife Nina are relocating to.

PUBLIC WORKS

Compost Site & Christmas Tree / Styrofoam Collection: The compost site will remain open Saturdays, 9-3, through December 14, weather permitting. Residents can bring leaves and grass clippings at no cost; there is a charge for brush. The compost site will also be open the first two Saturdays in January (January 4 & 11) from 9-3 for Christmas Tree & Polystyrene (Styrofoam™) collection. In addition, the compost site will also be open for Christmas tree collection on two Fridays in January: January 3 & 10, from 9-3.

Inclement Weather Policy For Curbside Program: The inclement weather policy for the curbside collection program will remain the same as last season. The inclement weather policy is outlined below:

- **Snow** – When weather is inclement but roads are passable, collection will occur as

scheduled, but residents are encouraged to hold materials until the following week if possible, in order to minimize the number of roadside obstacles that may interfere with CPW's plowing operations.

- **Severe Snow Storm** – In the event of a severe snow storm / snow emergency, where roads are no longer safely passable and Concord's solid waste and recycling contractor, Waste Management, is unable to travel, collection will be postponed that day and trash & recycling will be collected on Saturday instead. Only the route on the day of the storm will be affected; there will be no delay in collection on other days that week, unless subscribers are notified otherwise. Should there be a delay in collection, it will be indicated on the outgoing voicemail message at 978-318-3240. Subscribers can also reach Concord Public Works at this number for updates during business hours. Collection delays are also typically posted under News & Notices on the Town's website.

Solar Project : Landfill Construction Update: The installation of the 1.72 Megawatt solar array at the landfill is on schedule. The work performed to date by the general contractor, Innovative Engineering Solutions, Inc., and their subcontractors (T-Ford and Fishbach & Moore) has been in compliance with the requirements of the Post Closure Use Permit (PCUP). CPW and Weston & Sampson have been closely monitoring the construction activities to ensure compliance with the requirements of the Post Closure Use Permit.

The building and electrical permits have been issued and work to date has consisted of inverter pad construction, trenching along the existing access road off of the landfill for underground duct bank, installation of an electrical manhole, erosion control measures, extension of an existing access road, and installation of a temporary road beyond the old AT&T shed. The solar racking is scheduled to be delivered on 12/16/13.

Southfield/Riverdale Neighborhood - Water and Roadway Rehabilitation: CPW's Engineering and Water & Sewer Divisions began the development of the plan set for a coordinated rehabilitation of the water and roadway infrastructure for the entire Southfield & Riverdale neighborhood. The project's estimated cost is upwards of \$2 million dollars and will be designed and bid internally by CPW's Engineering and Water & Sewer Divisions. Over the next month, CPW will evaluate the procurement and project management strategies to determine if the project will bid as one large standalone project or separated into a roadway rehabilitation contract and water main replacement contract. Construction for the project is anticipated to begin within the spring and continue over the 2014 and 2015 construction seasons.

2013 Sidewalk/ADA Compliance Program: Project contractor Allied Paving Corporation has reached substantial completion for the contract. Minor punch list work remains, including the installation of a small section of curb at the Monument Street/Bartlett Hill Road/Railroad Trail intersection. The 2013 Sidewalk Program included the following scope: Fairhaven Road, Monument Square, Commonwealth Avenue, Old Bedford Road, Fox Lane, Thoreau Street, Monument Street at Bartlett Hill Road, and Rideout Playground. In addition to the sidewalks listed, CPW also included the installation of new ADA compliant ramps on Old

Bedford Rd. and Bedford St. from the Bedford Town Line to Monument Square, and at several downtown locations on Main Street and Walden Street. Throughout the project, CPW also coordinated a few additional concrete ramp/apron improvements with Allied that were associated with other projects; locations of the additional work included Main Street/Academy Lane, Crosby's Market at Sudbury Road, Cambridge Savings Bank on Grant Street, and Pleasant Street.

2013/2014 Roads Program: Project contractor Lazaro Paving Corporation and sub-contractor E.H. Perkins have completed program work for this construction season and will return in spring to complete remaining contract items. The Baker Avenue and Wilson/Crescent neighborhoods were paved with binder course asphalt in mid-November. Driveways transitions were completed for residents with entrance/egress issues due to grade changes in roadway profiles. CPW is currently working to finalize additional improvements which will be implemented to the Fitchburg Turnpike and Sudbury Road intersection's traffic signal infrastructure. This will include the replacement of the signal controller, installation of a new traffic signal video detection system and the installation of emergency preemption. It is anticipated that the work will be completed over the winter.

CPW Winter Maintenance Responses CPW Highway Division Snow Fighters continue to be well prepared for responses to winter maintenance emergencies. CPW fleet maintenance staff have efforded to prepare all winter maintenance equipment for immediate mobilization when needed. Through December 8, there have been three icing events that required the mobilization of the roadway and sidewalk treatment crews. These events included two minor events along with a major black ice event occurring on December 1st which required town wide treatment. Once again, all crews performed in an exceptional manner to minimize risk to the traveling public.

Water Meter Accuracy: With the potential migration to smart meter technology, all new water meters are being procured with an ability to allow for water use registration with a much greater precision. This added precision will afford customers with the ability to monitor their water usage down to amounts equal to 7.48 gallons. Existing water meters register water in units of 748 gallons (which can represent one or two days of typical use for many homes). Until such time that CPW implements a smart meter user "portal" for real time readings of customer's individual water use information, the only difference customers will observe is in the "units" of water reported in their bi-monthly bills. When such a change occurs, individual customers who are affected will be sent a special notice along with their bill to make sure they are informed of this change.