

Town Manager's Report

December 9, 2014

To: Board of Selectmen
From Christopher Whelan, Town Manager

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

- **Community Services -**
 - Requests for assistance this week dealt with homelessness, rent payments, holiday assistance, job loss, domestic violence, fuel assistance, food assistance, mental health referrals and winter clothing requests.
 - The Community Services Coordinator received 19 Silent Fund envelopes for distribution and began the process of distribution.
 - The CSC attended an informational meeting about the mental health referral service, MSPP Interface.
 - The CSC continues to send out SMOC /Fuel Assistance application packets. Anyone under the age of 60 who is interested in receiving a fuel assistance application packet please contact Aileen Buford, MSW at Abuford@concordma.gov or 978-318-3034.
 - Concord Carlisle Community Services 2014 Holiday Donation Opportunities
 - **The Community Services Coordinator would like to request holiday assistance for Concord low-income families.**
 - **The first opportunity is a Gift Card Donation Drive.** Donated gift cards will be distributed to low income families in Concord who receive services from the Community Services department. Gift cards from stores such as TJ MAXX, Marshalls, Target for clothing and/or CVS, Walgreens for personal care items are suggested. Please keep in mind that some families do not have personal transportation and may have to walk, take the train or a bus to get to a store. The program will run from November 21st –December 17th. Gift cards can be dropped off at the Town House, 2nd flr.at the Town Manager's office, or can be sent through Inter-Office mail addressed to my attention.
 - The 2nd opportunity is to donate a gift/toy to the Concord Carlisle Community Chest- Concord Carlisle Youth Services Gift Drive. Gifts will be accepted at several drop-off locations in both Concord and West Concord. Drop boxes can be found at the Concord CVS, Concord &

Carlisle Elementary Schools, Cambridge Trust Bank, Revolutionary Concord, Footstock, Artisan's Way, Fritz & Gigi, and Potpourri. Please visit the Concord Carlisle Community Chest website www.cccommunitychest.org beginning December 1st for more details. Collected items will benefit clients of First Connections, Concord and Carlisle Councils on Aging, CC Community Services and other Community Chest supported programs. Suggested donations: Toys, board games, sports equipment, arts and crafts kits, school supplies, gift cards, pharmacy gift cards, warm clothing, blankets and grocery gift cards.

- Participation in these programs is not a requirement. Any questions please contact Aileen Buford, 978-318-3034 or abuford@concordma.gov
- Concord Carlisle Youth Services and the Concord Carlisle Community Chest have teamed up to sponsor a holiday gift drive for Concord and Carlisle residents in need. The collection benefits clients of First Connections, Concord Council on Aging, CC Community Services and other Community Chest supported programs. For gift drive dates and drop box locations please visit <http://ccccommunitychest.org/> or http://www.concordma.gov/pages/concordma_news/01F2ABCF-000F8513

- **Beede Center Report**

- Thanksgiving week was very busy with members getting in their workouts either before the big day or working off their sins after the fact. There were 3336 visits during the week with 160 of them taking place on Thanksgiving day- 7 and 11 am. The first snow storm of the season did not keep the Beede Members from their workouts, even with the Center closing early at 6 pm on that Wednesday, 470 people came to get fit.
- On Monday, December 1st the High School swim and dive season began. 100 students are participating in the program. They practice here at the Beede Center every day after school from 2:30 to 4:30 pm and Saturday Mornings 7-8 am. Their season will run through mid-February.
- This coming Monday, December 8th there will be a breath of fresh air at the Center. The new HVAC unit will be fired up. The contractor will run the unit for a few days and if all goes well, they will then decommission our current Dectron HVAC unit and begin demolition. This should take approximately a week and a half; then they will begin to install the replacement unit. If everything goes as planned, both units will be up and running by the end of December.



- **Recreation Report**

- After 36 years of dedicated service, Danner DeStephano is retiring. On January 9th, 2015, his last day, there will be a Retirement Reception for Invitees and Town Employees from 3:00-4:30pm with an Open House for the public to follow from 4:30-6:00pm. The Reception will be held at the Hunt Recreation Center, 90 Stow Street.
- The Middle School and the Elementary School Ski Programs which begin in January have sold out.
- The boys and girls basketball programs have started this weekend with evaluations at the Hunt Gym and Concord Academy.
- The Recreation Department is working with Town's IT Department to establish individual websites for their Preschool and After School programs as well as the Beede Swim and Fitness Center.

- **Veterans Service Officer**

- Assist Abbott Lane resident/ Vietnam war veteran finding housing with Concord Housing Authority.
- Research Massachusetts Valor Act II in reference to Town of Concord being in compliance with Chapter 115 benefits.
- Maynard Elks Lodge made \$500 donation to Town of Concord veterans' services for the purpose of purchasing veteran grave flag holders for Sleepy Hollow and Saint Bernard's Cemeteries. Donation check picked up, deposited and flag holders ordered .
- Concord Brownie Troop dropped off Halloween candy that veterans' services donated to Bedford VA medical center.
- Conant Street veteran assisted with prescription advantage and social security issues.
- Pick up pay stubs from veteran living in Concord Mews who is receiving Chapter 115 benefits.

- Finalize request for fiscal 2016 Town of Concord veterans' services budget.
- Receive silent fund envelopes and distribute to recipients.
- Pick up medical bills from Raymond Road veterans receiving Chapter 115 benefits.
- Close out November Chapter 115 benefits with office of town treasurer and Department of Veterans' Services in Boston.
- File for Chapter 115 benefits with town managers office and Department of Veterans' Services in Boston.
- Pick up veteran and provide tour of public housing via Concord Housing Authority.
- Welfare check of veteran who has not been seen for some time at request of council of aging.
- Received a call from daughter of Concord senior/ veteran concerned about getting her parents into assisted living- daughter lives in North Carolina and looking for information on any assistance the Department of Veterans Affairs might offer. Information and military records of her father provided.

- **Finance Department**

- **Finance Committee issues Budget Guidelines for FY 2016**
- In accordance with a Town Bylaw, and following meetings with town and school administrations during October and November, the Finance Committee voted at its November 20th meeting to adopt Budget Guidelines for the Town government, the Concord Public Schools (k-8) and the Concord-Carlisle Regional High School operating budget assessment for FY2016, the budget year that will begin July 1, 2015.
- The report of the Finance Committee, dated November 30, 2015, is available at:
- [http://concordma.gov/pages/ConcordMA_BComm/FY2016%20Guideline%20memo%20\(Nov%20%2030%202014\).pdf](http://concordma.gov/pages/ConcordMA_BComm/FY2016%20Guideline%20memo%20(Nov%20%2030%202014).pdf)
- Highlight the link and choose "Open Hyperlink".
- **Property Record Cards available Online**
- The Concord Board of Assessors is pleased to announce that Property Record cards are now available online at:
- <http://gis.vgsi.com/concordma/>

- **Fire Department**

- **Personnel:**

- Lieutenant Murphy has returned from an intensive Incident Command course at the National Fire Academy in Emmitsburg, MD called Command

and Control of Multiple Alarm incident's. This course allows the participant to simulate management of large involved emergency incidents and gain perspective from fellow students who originate in various parts of the country.

- Newly hired firefighter Matt Vickery has been assigned to the Mass Fire Academy 9 week recruit school.
- Long-time Concord Firefighter (retired) Ed Curran passed away this past week. Ed was a dedicated member of the CFD for many years and the town is better off today because of his service. We wish his family well during this difficult time.
- **Emergency Management:**
 - On Friday, Concord Emergency Management hosted a table top training exercise involving our response to a possible Ebola patient. Concord Fire, Concord Public Health, Concord Police, CEMA, CMERA and Emerson Hospital all participated. This was a great training exercise not only for the remote chance we were to have a suspected Ebola case in Concord but also for our response to various types of incidents involving a Communicable / Infectious diseases.
- **Department of Planning and Land Management**
 - **Building Inspections Division**
 - New home construction in Concord to date: The Concord Building Inspections Division has issued 37 single family dwelling permits and 75 new condominium permits to date. This will add up to 112 new dwelling units to be permitted in 2014; which compares to 51 dwelling units permitted in 2013.
 - Minuteman ARC: Permits have been issued to allow Minuteman ARC to begin demolition and remodeling of their new office space at 35 Forest Ridge Road.
 - 561 Virginia Road: Formerly known as "Concord Farms Office Park", the new owners have started remodeling the first of five buildings beginning with 521 Virginia Road. This office park, originally constructed in the early 1980's at the end of Virginia Road near Hanscom Airfield, was purchased by Paradigm Properties earlier this year who have renamed the office park as "Middlesex Green".

- **Planning Division**
- **Planning Board:** At the December 2nd meeting, the Board voted to recommend to the ZBA approval of the Ingham Lane PRD at 1888 Main Street. The proposed project is for 7 single family dwellings with one affordable unit. The Concord Housing Development Corporation has voted to authorize the use of up to \$90,000 to buy down the affordable unit so it is at 80% AMI and can be included on the State's Subsidized Housing Inventory. The Board also heard a presentation on a proposed 25-unit, age-restricted "Alternative PRD" on Lot 6F Forest Ridge Road, which requires consideration at the 2015 Annual Town Meeting. The Board conducted a site visit to Forest Ridge Road on Saturday December 6th.
- **Historic Districts Commission:** The HDC met on December 4th. The public hearing was opened to consider changes to the approved design for new construction at 427 Lowell Road. All sides agreed that the house under construction was not the one approved by the Commission, but there were different opinions on the extent of the changes. Members felt that a site visit was necessary to better understand the site and the extent of the changes and the Owners agreed to continue the discussion to allow time for that review. The Commission agreed to schedule an extra meeting for Thursday December 18, to continue this discussion. A site visit was also scheduled for Thursday, December 18, beginning at 8:00 AM at 427 Lowell Road.
- **Bruce Freeman Rail Trail:** The BFRT Advisory Committee met on Thursday. Director Rasmussen provided updates on Phase 2A (Acton), which is out to bid with an expected construction start next spring 2015; 2B (Bridge over Rt. 2), where additional borings are underway to inform the bridge design with an expected completion of the 25% design in the spring 2015; and 2C (Concord) where the amendment for additional hydraulic analysis required by MassDOT staff for the bridge over the Nashoba Brook has been approved by the Town Manager. The Advisory Committee scheduled a site visit to the Jennie Dugan portion of the trail for Wednesday, December 10th at 3:00 p.m. to review the currently proposed alignment, the proposed fencing and existing slope and embankment conditions.
- **White Pond Seasonal Parking:** The Town has hired parking consultant, Nelson-Nygaard to review the seasonal parking concerns of residents living in the neighborhoods around White Pond. Nelson-Nygaard staff has

reviewed information received by the Town and met separately with Town staff and a small group of residents to gather information and hear people's concerns and ideas. This is the first step in developing strategies for addressing the concerns related to parking.

- **DHCD Downtown Initiative Technical Assistance Grant:** Planning Division staff, working with the Chamber of Commerce, submitted a grant application to the Massachusetts Dept. of Housing and Community Development (DHCD) for up to \$10,000 toward identifying local businesses and institutions that contribute to the "creative economy" (the economic sector that employs culture and creativity to create wealth and jobs through ideas, products or services) in West Concord. If approved, the resultant work will assist the Chamber of Commerce and the Town in preparing a future application for cultural district designation in West Concord.
- **Health Division**
- Routine Health Division Activities: Health Division staff provided the following services:
- Septic system permitting: 2 consultations with engineers regarding septic design; 33 residents assisted with information at the counter; 4 permits reviewed and 4 permits issued; 9 field inspections; 1 Deep Test Hole witnessed; 2 Certificates of Compliance issued; 1 Title 5 Sewer Review for proposed construction at Millbrook Tarry; 6 building reviews to assess septic system capacity prior to issuance of building permits; 1 septic complaint; assistance with 3 septic betterment application inquiries.
- Other: 6 food service inspections; 1 food service order letter issued; 2 temporary food service permits issued; 2 consultations related to proposed food service projects; 1 animal permit consultation; 2 complaint inspections; assistance with 1 emergency beaver removal permit inquiry; 2 weights and measures inquiries; assistance with Lincoln Board of Health regulations; 174 license renewal letters issued; 13 licenses issued.
- Meetings attended: Massachusetts Environmental Health Association seminar on New and Emerging Regulations; CEMA Ebola Tabletop Exercise; Tick-Borne Disease Network; meeting with CPW and CC@Play to discuss monitoring plan and addressing health concerns for proposed artificial turf playing field at CCHS.
- Transfer of shelter materials to the Harvey Wheeler Community Center: All shelter materials (90 cots and blankets, other shelter supplies, etc.)

previously stored in the Health Division trailer have now been transferred to the town's new shelter location at the Harvey Wheeler Community Center.

- Woods Hill Table Specialized Food Processes HACCP review: Health Division staff is reviewing the Hazard Analysis Critical Control Point (HACCP) plans submitted by Woods Hill Table for specialized food processes including reduced oxygen packaging, sous vide, and fermentation of vegetable and dairy products. Staff will work with the restaurant's food safety consultant to develop satisfactory plans which will be presented to the Board of Health for their approval to allow specialized food processes to occur.
- **Concord Free Public Library**
 - **Invitation for Community Focus Groups** - The Concord Free Public Library is in the process of developing a service plan for the next five years and is seeking community input. Residents are welcome to join one of two hour-long focus groups scheduled for Monday, December 15, 2014 beginning at 11:00 a.m. and 6:30 p.m. in the Main Library's Trustees' Room at 129 Main Street in Concord. The discussions will be facilitated by Management Consultant, Marc Wey and Library Director, Kerry Cronin and will focus on collections, space, technology, and programs. Pre-registration is not required.
 - **Holiday Book Sale** - Congratulations to the Friends of the Concord Free Public Library on raising \$8,400+ at their holiday book sale. Thanks to all shoppers and residents, who are so generous with book donations during the year.
 - **Book Discussion Group** - All are welcome to join the Tuesday Book Group's discussion of Dear Life by Alice Munro on December 9, 2014 from 9:30 a.m. – 11:15 a.m. in the Main Library's Trustees' Room. Alice Munro is considered the most accomplished and acclaimed contemporary short story writer in English. Winner of both the Man Booker Prize and the 2013 Nobel Prize for Literature, the Canadian author writes about rural and small towns in Western Ontario. What sets "Dear Life" apart from her other collections is that the last 4 stories are autobiographical. Beautifully crafted, these stories are a must-read. Copies of the book are available at the Main Library's Circulation Desk.
 - **Poetry Reading** - The Poetry at the Library Series will present Sandra Lim on Sunday, December 14, 2014 at 3:00 p.m. in the Main Library's Trustees' Room.

Sandra Lim is the author of *The Wilderness* (W.W. Norton, 2014), selected by Louise Glück for the Barnard Women Poets Prize, given for the best second collection of poetry written by an American female poet. Lim's previous collection of poetry, *Loveliest Grottesque* (Kore Press, 2006), has been described

as "the poems of a mind traversing a rich landscape in search of that boundary between the self and the world." A recipient of fellowships from the MacDowell Colony, the Vermont Studio Center, and the Getty Research Institute, she is a 2015 Pushcart Prize winner. Lim was born in Seoul, Korea and grew up in the San Francisco Bay Area. She earned a BA at Stanford University, a doctorate in American Literature at UC Berkeley, and an MFA from the Iowa Writers' Workshop. She teaches at the University of Massachusetts, Lowell. Reading will be followed by book signing reception. The event is sponsored by the Friends of the Concord Free Public Library. Open to all.

Events at the Fowler Branch Library

- **Lego Challenge**
Thursday, December 11th @ 4:00 p.m.
We'll bring the LEGOs®, you bring your imagination! Each month we will challenge you with a different theme. You can build on that theme or make your own creation. You can put your model on display until the next meeting. For kindergarteners to 5th graders.
 - **Gingerbread House Decorating**
Saturday, December 13th @ 2:00 p.m.
Decorate your own gingerbread house! For ages 6 and up. Children 10 and under should be accompanied by a caregiver. *Pre-registration required.*
 - **Christmas Storytime**
Monday, December 15th @ 10:00 a.m. Christmas stories, songs, and rhymes geared towards children ages 2-6 followed by a craft. Younger and older siblings are always welcome.
 - **Downloading Library eBooks to Your Kindle**
Wednesday, December 10th @ 3:00 p.m. Learn how to access the OverDrive collection of downloadable digital media. *Pre-registration required.*
-