



Town Manager's Report February 3, 2015

To: Board of Selectmen

From: Christopher Whelan, Town Manager

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

Welcome to Kate Hodges

As Town Manager Chris Whelan previously reported, Kate Hodges has been chosen to be the next Assistant Town Manager for Concord; she began work on Monday, February 2nd. Prior to coming to Concord, Kate served as the Director of Recreation, Parks and Community Education for the Town of Littleton, Massachusetts. Kate began her career in Human Services, as a social worker and outreach coordinator for the State of MA. In 2004 she worked as Director for the Parks and Recreation Department in Coventry, Ct. She has a Bachelor's Degree in Social Services and Women's Studies from the University of Massachusetts and a Master's Degree in Public Administration from Framingham State University.

Police Department

The Police Department planned for the blizzard and implemented an incident action plan in order to respond to any emergencies that may have arisen.

Prior to the arrival of the storm, the Department monitored information provided by the Massachusetts Emergency Management Agency (MEMA) and the National Weather Service and anticipated the declaration of a *State of Emergency* by the Governor. The Department participated in the level 2 activation of the town's Emergency Operations Center which ensured coordination with other town departments to address the public safety needs of the community.

Detectives were reassigned to uniform patrol which worked to increase the number of officers available to immediately respond to emergency situations. The Public Safety Dispatch Center staffing was increased to two dispatchers through the overnight shifts. In addition to increased staffing during the *State of Emergency*, members of the command staff remained on duty to oversee operations. In an effort to increase effective communication with residents, the Department utilized the *CodeRed* system, and posted important notices on several social media sites including: Twitter, Facebook and (for the first time) scrolling messages on CCTV.

Chief O'Connor is very appreciative of the partnership with CCTV which provided the Department the ability to send real-time messages to residents. The Chief wishes to extend his thanks to the residents of Concord who ensured their vehicles were off the roadways. In addition, the Chief would like to commend the Concord Police Department staff who did an excellent job.

Community Services

The Community Services Coordinator continues to assist Concord residents under the age of 60 with determining eligibility and completing both the SMOC Fuel Assistance and the Salvation Army Good Neighbor's Energy Fund applications. As always, if you or someone you know is in need of services or has a question regarding eligibility requirements, please contact Aileen Buford, MSW, at 978.318.3034 or abuford@concordma.gov.

The Community Service Center received eight phone calls, eighteen emails, and had two office visits relating to requests for aid or services. The requests related, in general, to the need for assistance with utility bills, food, discounted pre-school access, scholarship information, and fuel support. Additional requests related to town-wide weatherization programs, tax relief information, trash abatement and emergency shelter information.

It is important to note that the Children's Discovery Museum in Acton offers a *Discovery Membership* to lower income families. Anyone interested in applying for this type of membership should contact Aileen Buford, MSW, at 978.318.3034 or abuford@concordma.gov.

The Concord Social Services Resource guide was recently updated, and is available on line at the Town's Community Services webpage: www.concordma.gov.



Beede Center: Recreation

Due to the winter weather, the Beede Center along with all the other Town Departments had a shorter week. Aside from having to suspend service to our members, the Beede Center fared well; the blizzard and extreme cold weather did create a few problems including several areas where blustering snow had drifted down several roof vents causing numerous small leaks within the building.

In addition, the fitness rooms are without music for some time due to an inaccessible antenna which was under approximately 2 feet of snow.

Despite the bad weather, members were not deterred from visiting the center to work off their cabin fever. Despite the reduced number of hours the Beede Center was open, they boasted over three hundred and fifty members in attendance last week.

The High School Swim & Dive team had a meet scheduled for Tuesday afternoon. On Sunday, they contacted the center administration to see if it would be possible to move their meet to Monday afternoon. The Beede Center staff members were able to move some of their recreational swim programming in order to accommodate the request. Unfortunately, the Superintendent of Schools was forced to cancel all school activities Monday because of weather, and the meet was not held.

The Beede Center was also scheduled to host the Dual County League Championship Dive for both boys and girls on Wednesday and Thursday of this week. Once again, due to poor weather conditions, the boys' meet was not held. However, the Beede Center was able to offer the DCL an entire afternoon's time, on Thursday, in order for the meets to be held. The Concord Carlisle Dive team had 2 divers that placed in the top league. Tim O'Brien place 3rd for the Boys and his twin sister Meagan placed 1st for the Girls—Congratulations to CCHS dive team!

Department of Planning and Land Management

Representatives from Concord joined staff from Acton, Maynard, Westford, Littleton, Boxborough municipalities to attend the monthly CrossTown Connect meeting which was held on Friday. During this time, members were able to hear from MAPC Director of Transportation, Eric Bourassa regarding recent legislation (Community Benefit Districts, Parking Advancements for the Revitalization of Communities, Betterments for Transit Improvements and Promoting the Planning and Development of Sustainable Communities) and other efforts at the state level to improve suburban mobility in this region.

Director Marcia Rasmussen met on Friday with Acton Town staff, MassDOT Project Manager, and Engineering/Design consultants Greenman-Pedersen, Inc. to discuss the BFRT Phase 2A and 2C project scope and contract. The scope of work for Phase 2C has changed as a result of the accepted alternative route over the commuter rail in West Concord, which requires additional reporting and design efforts to coordinate with the existing conditions within the commuter parking lot, between the new restaurant Woods Hill Table (24 Commonwealth Ave.) and the West Concord Depot and integration with Junction Park.

Health Division carried out several of their routine divisional activities this last period. The Health Division staff provided the following services to residents:

Septic system permitting:

- 8 septic permit inquiries
- 7 building reviews to assess septic system capacity prior to issuance of building permits
- 5 septic permit inquiries from engineers answered
- 7 file reviews with residents at the counter
- 2 inquiries about the septic betterment program.

Other activities included:

- 1 meeting with business owner for plan review of design changes for proposed renovation
- 1 consult with builder for phasing of renovation
- 3 temporary food event permit reviews, 2 inquiries, and 3 permits issued
- 1 consult with food facility regarding labeling requirements
- 1 technical consult with MDPH on language which must be used to notify about potential allergens at retail food facilities including restaurants
- 2 inquiries about residential kitchens.

- 1 consultation with Water and Sewer Division regarding a problem with grease in the sewer system.
- 1 housing inspection.
- 1 tobacco compliance inspection
- 1 inquiry about the revised tobacco regulation.
- 2 weights and measures inquiries

Members of the Department also attended the *Healthy Concord* Steering Committee wrap-up meeting.

The Healthy Concord Forum will be conducting a seminar for residents entitled, *The Maturing Family*. For residents who may be concerned about the issues of aging—either for themselves or their parents, this forum is designed to help attendees learn about the changing health care, financial, and legal needs of older adults. The Committee also hopes that the seminar will serve as a way to help participants in their personal planning regarding these issues.

The forum is scheduled for Wednesday, March 4, 2015 from 7:00 to 9:00 p.m. at the Willard School located at 185 Powdermill Road. Admission is free, but registration is requested. For more information, please see: www.concordma.gov/Pages/ConcordMA_Thrive/index.

Regarding projects, the build out of the food service facility at the new CCHS building is near completion, and final inspections have commenced.

Staff members have begun planning for the spring 2015 Rabies clinic which is tentatively scheduled for March 14, 2015.