

# Town Manager's Report Monday, March 18, 2013

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

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

## FINANCE

**Town Manager's Proposed Enterprise Budgets for FY14 - Water, Sewer, Light, Solid Waste, and Swim & Fitness Center:** The Town Manager's Proposed Enterprise Budgets for FY14, the year beginning July 1, 2013, will be presented at the Finance Committee's public hearing this evening, Monday, March 18 at 7:00 P.M at the Town House. Public hearing presentations will be available on the Town website by Wednesday morning. The document will be available for public inspection later this week, on the Town website at [www.concordma.gov/pages/ConcordMA\\_Finance/books](http://www.concordma.gov/pages/ConcordMA_Finance/books). Copies will also be available at the Main and Fowler branch library reference desks.

## ELECTION REMINDER: Tuesday, March 19 Annual Town Election

The Concord Annual Town Election will take place as scheduled on Tuesday, March 19. Polls will be open from 7:00 am to 8:00 pm.

The ballot includes the following:

- Town Moderator – one-year term – one vacancy (Eric Van Loon running for re-election)
- Board of Selectmen – three-year terms – two vacancies (Carmin Reiss running for re-election; Alice Kaufman running)
- School Committee – three-year terms – two vacancies (four running for the two open spots – Lisa Bergen, Johanna Boynton, Cynthia Rainey, and Kathi Snook – vote for up to two)
- Concord Housing Authority – five-year term – one vacancy (Dennon Rodrigue running)

The deadline for absentee balloting is **NOON** on Monday, March 18 at the Town Clerk's Office.

**Motor Vehicle Excise Tax Demand Notices Issued by Tax Collector:** The Collector's Office issued demand bills Friday, March 15, 2013 for the first commitment of calendar

year 2013 motor vehicle excise tax bills that had not yet been paid. Demand bills assess an additional \$10.00 penalty to the original amount due. Of over 14,500 bills issued on January 24, 1,355 bills were issued demand notices. 92% of the \$1.9 Million total billed on January 24 had been received through March 14.

## **PLANNING & LAND MANAGEMENT**

### **Planning Division**

**Community Preservation Committee:** At the March 11 meeting, the CPC reviewed and approved their motion for Town Meeting; then went on to review existing and recommended CPA funding projects, the potential handouts and presentations for Town Meeting, and a request from the Friends of the Performing Arts in Concord to use CPA funds leftover from their Historic Structure Report to pay for other work at the building. The CPC's next meeting is currently scheduled for Monday, April 8.

**Affordable Housing Programs:** On May 12, Planning Director Marcia Rasmussen and Senior Planner Lara Kritzer met with Beth Rust of the Regional Housing Services Office and representatives of the Concord Mews to discuss the monitoring program for their Affordable Housing units as we near the first anniversary of the project. Senior Planner Lara Kritzer also attended the quarterly meeting of the Regional Housing Services Office where members reviewed current projects and programs completed in the last few months. Comments on the Amendment to the Program's MOU are due on March 22 with the goal that the revised MOU will be ready to be signed in May. HOME member communities are also individually working on their Analysis of Impediments to Affordable Housing with an anticipated completion date of June, 2013.

**Planning Board:** On Tuesday, the Planning Board discussed the relocation of Comella's Restaurant from 12 Walden Street to 33 Main Street - making a favorable recommendation to the Zoning Board of Appeals on the special permit for relief from parking requirements. The Board then heard a presentation and made a favorable recommendation on the special permit for construction of a new single-family home in the floodplain at 120 Laurel Street. After a lengthy conversation about the traffic and parking impacts for the 50 Beharrell Street redevelopment project, with both the Applicant's traffic engineer and the Town's 3<sup>rd</sup> party traffic review consultant present, the Board continued the application to their next meeting on April 2. The meeting concluded after the Board voted to endorse Approval Not Required plans for land of McGrath at 587 Bedford Street and land of Great Meadows LLC d/b/a Grand Pre at 68 and 112 Great Meadows Road.

**Bike Corral Photo Contest:** Senior Planner Julie Vaughan entered the Town of Concord into the Saris Bike Corral Photo Contest in the hopes of winning a bike corral to replace the parking space pictured below during the spring and summer months. There are many advantages to a bike corral, one of which is that it uses only 1 parking space to provide bicycle parking for up to 10 bikes. This is but one of the recommendations contained in the forthcoming Parking Management Plan Report.



**VOTING** takes place at the Saris Facebook page: ([www.facebook.com/SarisCycleRacks](http://www.facebook.com/SarisCycleRacks)). Anyone with a Facebook account can vote, and every vote counts! Of all the entries received, the 3 with the most public support will be selected as finalists for a second round of voting that will begin on April 1. Please vote early and often!!

### **Natural Resources Division**

**Natural Resources Commission:** New applications received for the March 20 NRC meeting include a Notice of Intent to replace the septic system at 1200 Monument Street and a Notice of Intent for the Concord Fire Department to replace the generator at 209 Walden Street. The NRC will also hear an Amendment to a Conservation Restriction at 455 Old Road to Nine Acre Corner. The following matters will be continued to the April 3 meeting: Concord Public Works Sleepy Hollow culvert replacement project, 50 Beharrell Street redevelopment project, and the Keuka Road wetland delineation confirmation.

**Open Space and Recreation Plan:** The second Community meeting was held on Wednesday, March 13 where the students from the Conway School presented some of the proposed action items for Concord residents to consider. The meeting was well attended with the discussion focused on integrating the protection of agricultural lands, protection of water resources and biodiversity, to identify where these resources overlap to provide guidance with land acquisition. The students also discussed ways to improve connectivity within the community and the region.

**Conservation Restrictions:** The Division issued a Request for Proposals (RFP) for a minimum of 16 Baseline Documentation Reports on Conservation Restrictions (CRs) held by the Town. This work supplements two prior contracts for which 28 Baselines were completed, and 10 additional reports completed or in progress by the CR Stewardship Committee. Proposals are due by March 28, 2013.

**Landmark Agricultural Field RFP:** The Division issued an RFP for agricultural services on a 3-acre portion of land at Landmark Field across from Mattison Field (79B Old Road to Nine Acre Corner). Proposals are due by April 4, 2013.

### **Building Inspections Division**

**Middlesex School Faculty Housing to Start:** The Building Inspections Division started issuing the permits to allow Middlesex School to begin construction of the five new faculty houses. These single family dwellings will be built across the street from the main campus off Lowell Road. This project and site plan was reviewed and approved by the Planning Board last fall.

**Salem Five Bank Begins:** Construction started this week on the new Salem Five bank at 197 Sudbury Road. The bank will be occupying the former American Video store retail space (next to Serafina's Restaurant).

### **Health Division**

**Healthy Concord Community Forum:** All Concord residents are invited to attend the THRIVE: Healthy Concord Community Forum which will be held Saturday March 30 from 9:30 am-12:30 pm at the Harvey Wheeler Community Center. Over the past few months, Healthy Concord has asked residents to express their views on community health and well-being. We've heard back from residents that our key issues are: enhancing programming that increases our sense of community; creating better support systems for youth, families, and seniors; and transportation including bikeways, walkways and getting around town. We hope many residents of all ages will attend the forum to share their ideas for possible solutions to these issues.

**Compliance with Requirements for Innovative/Alternative On-site Sewage Treatment Systems:** Assistant Public Health Director Stan Sosnicki has reviewed the files of the 42 residential properties in Town which contain Innovative/Alternative on-site sewage treatment systems to ensure that property owners are in compliance with the requirement to have an ongoing maintenance contract for the system. Twenty letters of non-compliance have been issued to owners asking them to verify that a contract is in place for their system.

**Food Service Reviews:** Public Health Inspector Gabrielle White continues to work with the owners of Comella's and Main Street Market as these projects move through food service review due to relocation or expansion of these businesses.

**Bottled Water Bylaw:** Two citizen groups have requested to make presentations to the Board of Health at its next meeting, March 19, regarding the upcoming vote at Town Meeting for possible repeal of the bylaw. Administrative Assistant Karen Byrne has devoted a significant amount of time to collating and reproducing materials submitted by these groups in advance of the meeting, and in responding to requests for public records associated with the bylaw.

## **PUBLIC WORKS**

**Crosby Corner Project Update:** On Wednesday March 13, 2013 Concord Public Works staff attended a construction progress meeting coordinated by MassDOT with project contractor D.W. White in attendance along with design engineer, Louis Berger. A one week look-ahead schedule was reviewed, and is now posted on the Town's website. Near term work includes the pumping and decommissioning/abandonment of septic tanks at 10 properties, continued land clearing and stumping and ongoing demolition of buildings. MassDOT has indicated that no night work is scheduled for the week of March 18 to March 22.

### **Main Street at Thoreau Street Traffic Signalization and Curb Ramp Improvements:**

With improving weather and site conditions, Project Contractor J. Tropeano has requested authorization to commence work at this intersection. The project scope includes the replacement of existing mast arms, new signalization, including vehicle detection, installation of pedestrian signalization, construction of ADA compliant curb ramps and enhanced pavement markings. Currently, Concord Public Works Engineering staff is reviewing project submittals, including a traffic management plan which will also be reviewed and approved by the Police Department.

**Old Stow Road Bridge Rehabilitation:** Members of Concord Public Works met with representatives of MassDOT to review plans for the rehabilitation of this bridge which carries Old Stow Road over the MBTA Rail line. This meeting followed the submittal of a letter to MassDOT by Concord's Board of Selectman expressing concerns related to project aesthetics and potential neighborhood construction impacts associated with the current plan. MassDOT has indicated that they are willing to implement a public outreach component for this project to gain feedback and increase neighborhood awareness and will review options related to bridge appearance and construction schedule. CPW's expects to hear back from MassDOT over the following weeks.

**MIAA Loss Control Grant Award:** Concord Public Works has recently been notified that they were successful in receiving a \$3,800 grant award for a 5 unit and base station wireless headset system to be used during tree removal operations. The grant application was developed following the Tree Operations Crew identifying this improved technology as being used increasingly more often in tree work operations to improve the safety and efficiency of the operation.

**2013 Sidewalk/ADA Compliance Program:** CPW continues to advance the design of the 2013 sidewalk program. A certificate of appropriateness was obtained at the February 21 HDC meeting. The HDC suggested minor changes to the curbing at the Monument Square sidewalk adjacent to the stair area and approved the small sidewalk extension area on Monument Street between Bartlett Hill Road and the reformatory RR trail as proposed. Additionally, CPW submitted for approval a new design standard for curb ramps within the Historic District to allow for the completion of ramp rehabilitations without having to file with the HDC each time. The HDC approved CPW's standard design detail as proposed.

A project bid opening is planned in early April to support an early spring construction start. The following sidewalks are proposed within the 2013 program: 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 has 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.