

# Town Manager's Report Monday, May 21, 2012

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

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

## **FINANCE**

### **Finance Administration Division**

**Bond Sale:** The Town received competitive bids on \$2.785 million of tax-exempt general obligation bonds on Wednesday, May 16. These serial bonds have a maturity date ranging from 1 to 7 years with a weighted average maturity of 3.3 years. The bonds will provide permanent financing of various capital projects authorized by the 2010 and 2011 Annual Town Meetings. Proceeds of the bonds will be applied to redeem \$2,625,000 of short-term Bond Anticipation Notes issued last October and maturing May 31. The adopted FY13 budget includes funding of the scheduled principal and interest repayment for these bonds.

The low bidder in the competitive sale was Janney Montgomery Scott LLC, which offered a premium of \$175,519 above face value for the bonds and assigned a coupon rate of 2% for the first year and 3% for the following years. The Town Finance Director has recommended that the Board of Selectmen award the bonds to the low bidder based upon a True Interest Cost (TIC) of 0.94% an action that is on the Board's agenda for vote at the May 21 meeting. The TIC is a measure of the present value of future principal and interest payments measured against the initial proceeds of \$2,960,519 to be paid to the Town on May 29th. The 0.94% TIC is a very low interest cost, attributable to the current low interest rate environment driven by Federal Reserve policy, the relatively short duration of the offering, and the stability of Concord's credit as represented by the highest possible Aaa bond rating from Moody's Investors Services.

The memorandum of the Finance Director discussing the bond sale results is available on the Town website, along with the Official Statement dated May 16 issued in connection with the sale and the full Credit Report dated May 11 issued by Moody's Investors Service.

### **Treasury Division**

**Demand Notices:** On Friday, May 18, the Treasury Division sent out the first Demand Notice to all property owners who are delinquent in paying their outstanding real estate or personal property taxes for fiscal year 2012. As provided by State law, the Treasurer-Collector may issue the Demand Notice no sooner than 14 days after the fourth quarter due date, which was May 1.

The Demand Notice went out to those property owners who had not yet fully paid the amount due. Pursuant to state law and Article 53 of the 2009 Annual Town Meeting, a \$10 fee is added. If needed, a second reminder notice will be sent out in September followed by the advertisement of any remaining delinquent tax amount and recording of a Tax Taking at the Registry of Deeds, all as set forth in state law. This annual process usually is concluded by late October. Through these collection processes, and through year-round communication with taxpayers, the Treasury Division has maintained a record of collecting more than 99% of property taxes owed by the first June 30 of each tax year. Ultimately, all taxes levied, net of abatements granted by the Board of Assessors, are either collected or secured by enforceable lien.

Out of more than 6,500 property tax bills that were sent out, there are 333 real estate property owners and 29 personal property owners who are delinquent. The total amount of the FY12 tax levy remaining outstanding as of May 18<sup>th</sup> is approximately \$1.4 million, which is about 2% of the original FY12 tax levy.

## **FIRE**

**Personnel:** New Firefighter Peter Ostroskey completed his 2 week orientation period and will be joining Group 2 this week.

### **Other items:**



### **Ladder 1 Training**

Last week, some may have seen firefighters operating the ladder truck throughout various locations in Town. Worcester Fire Lt. Steve Connole recently conducted Ladder

Truck operations training with our CFD personnel assigned to this apparatus. His experience and knowledge was well received by all. Many thanks to Worcester Chief Gerry Dio who offered to detail Lt. Connole to training in Concord.

## **PLANNING & LAND MANAGEMENT**

### **Planning Division**

**Historic Districts Commission:** The HDC met Thursday evening to review five new applications and one continued application for Certificates of Appropriateness at that time. The Commission approved two after-the-fact Certificates of Appropriateness – one for a change in paint color at 19 Sudbury Road and a second for the existing street furniture, planters, and hanging baskets but not the sandwich board sign at 42 Main Street (Main Street Café). The Commission also approved Certificates for new signage at 26 Main Street; new lighting and retaining walls at 26 Elm Street; and new picnic tables, lighting, and a vent at 42 Main Street (Main Street Café). The Commission began review of the proposed new development and awning requested at the Mill Brook Tarry and Concord Convenience, respectively, continuing this discussion to the June 7 meeting to allow the Applicant time to revise the design. The Commission also reviewed the continued application for new additions at 324 Sudbury Road.

**Plan Review Meeting:** Plan Review staff met on Thursday with the development team for the Millbrook Tarry application for a Special Permit and Site Plan Approval. The Applicant is proposing to construct a 2-story, 7,009 SF retail and office building adjacent to the northwest corner of the existing Rite Aid/Nail Salon building at 91 Lowell Road, and a 1 ½ -story, 1,925 SF retail building next to the southern corner of the existing Millbrook Tarry building at 97-107 Lowell Road. Also proposed is expansion of the existing 47-seat Trail's End Café into a 135-seat, 9-employee full-service restaurant with a liquor license, to resurface and restripe the parking areas, and to make stormwater and drainage improvements to the site. As the site is also within the Main Street Historic District, the floodplain, the riverfront, and the wetlands buffer, the Applicant will have to gain approvals from the Public Works Commission, Historic Districts Commission, Natural Resources Commission, Board of Health, Zoning Board, and Board of Selectmen.

**Regional Housing Services Update:** Planning staff met with Beth Rust and Dan Gaulin from the Regional Housing Services Office to review recently completed work and discuss projects for the upcoming year. A couple of the items on the docket include assisting with a contract with the owner of Concord Mews for annual monitoring services; assistance in defining HOME funded projects for Concord; and, assisting in preparation of a Fair Housing Analysis of Impediments (a requirement of the HOME and State housing programs).

**MassPort Community Summer Jobs Program:** The Application requesting funding and participation in the MassPort Community Summer Jobs Program was submitted by the deadline. This year we are seeking funds to support one-two intern positions to assist CPW-Engineering and Planning.

**Community Food Project Update:** The Community Food Assessment Report has arrived! DPLM received one color copy of the report while the Steering Committee identifies funds to publish additional copies. We expect to make the document more publicly available in the next few weeks. The report is scheduled to be discussed at the June Sustainable Coffee sponsored by ConcordCAN (June 19 at 7:30 a.m. at the Harvey Wheeler Community Center).

### **Natural Resources Division**

**Natural Resources Commission:** At the May 16 meeting, the Commission heard the continued Notice of Intent hearing for 445 and 41A Lowell Road for the construction of two houses. The Applicant is in the process of completing a Conservation Restriction for this development as required by the Natural Heritage Endangered Species Program. The Commission anticipates closing this matter and issuing an Order of Conditions at their meeting on June 6. The Commission also held a hearing for a Notice of Intent filed to demolish and reconstruct a single family house at 42 Ridgeway Road; which was also continued to June 6. Additionally, the Commission continued the hearing for 1112 Main Street, without discussion, to the June 6 meeting.

**Cousin's Field Wetland:** Susan Erickson's 5<sup>th</sup> grade class presented to the NRC the findings regarding their investigation of the wetland at Cousin's Field. They measured water depth, diameter, conductivity, pH, identified species living in the wetland, invasive species impacting the wetland, and identified potential negative influences to the wetland. The students did a great job and provided valuable information.

**SuAsCoShaw DEP Network Meeting:** DNR staff attended the monthly DEP Network Meeting. This month's guest speaker was Scott Jackson, Extension Associate Professor from UMass-Amherst. Dr. Jackson discussed the Conservation Assessment and Prioritization System (CAPS) model developed by UMass-Amherst which is a landscape-based ecological assessment with an approach for assessing the ecological integrity of lands and waters, and prioritizing land for habitat and biodiversity conservation. Maps for the entire Commonwealth were released in November 2011 and can be viewed at [http://www.umass.edu/landeco/research/caps/data/caps\\_data.html](http://www.umass.edu/landeco/research/caps/data/caps_data.html).

### **Building and Inspections Division**

**Finigan Way Development is Completed:** The last Certificate of Occupancy has been issued for the Finigan Way Planned Residential Development (PRD) off of Strawberry Hill Road. This project consisted of twenty (20) houses of which four (4) units were affordable.

**Fenn School Library & Science Center:** Fenn School has applied for permits to begin the renovation and replacement of Robb Hall with a new Library & Science Center. The work will continue this summer and is estimated to cost over \$5 Million.

**Concord Prime and Fish:** The Concord Prime and Fish retail store located at 97 Thoreau Street closed its doors on Saturday. Word is that they will be re-opening in Somerville (under a new name).

## Health Division

**Board of Health (BOH):** Last week the BOH approved licenses to Kurt Brown for a Body Art Practitioners License, as well as a License to Operate a Body Art Establishment (Gallery Tattoo Studio), 1139 Main Street. Several residents attended the hearing in opposition and urged the Board to deny the license. However, the Board felt that the proposal did not pose any threat to the public health. The Board granted one variance for the location of a janitorial closet, but otherwise felt that Mr. Brown met all of the requirements of the local Body Art Establishment Regulations. This facility will be inspected and licensed annually by the Health Division staff.

The Board also issued (2) Camp Site Licenses to the Willard and Sanborn Schools respectively. Due to the anticipated summer construction schedule at CCHS, several camps that would normally be held at CCHS will have to be relocated to other school properties; hence, site assignments are required by State Regulations (MGL Ch. 140, s., 32B). Site licenses cover the physical location of a camp; however, any Recreational Camps for Children applying for licenses to operate in Concord are reviewed separately for compliance/adherence to the State Sanitary Code, 105 CMR 430.00, *Minimum Safety Standards for Recreational Camps for Children* and will be done so accordingly.

**Swimming Pools:** Public Health Inspector Gabrielle White has begun the pre-operational inspections to ensure that the semi-public and public swimming pools will be ready to open for Memorial Day.

**Title 5 Reviews:** Septic and building reviews continue at a steady pace. Assistant Public Health Director, Stanley Sosnicki, has processed 100 applications so far this year. A fairly busy construction season is anticipated if this trend continues.

## **POLICE**

**Operational Services:** On Wednesday May 16, officers responded to Crosby's Mobil Station for a report of a domestic disturbance between two brothers. Upon their arrival, officers determined that one of the brothers had left the area on foot. They also determined that this brother was the aggressor and initiated the assault. Officer Toumayan along with her K-9 was summoned to assist. Officer McGrath subsequently located and arrested the subject at the Best Western.

On Wednesday May 16, officers responded to Walden Pond for a missing subject who was suicidal. Officers located the subject coming out of Walden Pond. They also learned that the subject had discarded a firearm in the area. After searching the vicinity of the Pond, officers located and secured the firearm. The subject was transported to Emerson hospital for treatment.

On Sunday May 20, a Boxboro resident was arrested on Rte. 2 and charged with operating under the influence of alcohol.

**Community Services:** On Friday May 18, and Saturday May 19, Officer Damon Reinold and Officer Jeffrey Young continued the reading of Little Women at the Concord Public Library.

On Sunday May 20, officers assisted with the PTG road race at the Thoreau School, and with The Brain Tumor Society ride that came through Concord.

**Administrative Services:** The past week was the beginning of the national campaign, "Click It or Ticket". Concord, like other communities across the State, has received grant funding from the State to target speeding vehicles and operators not wearing seatbelts. Officers will be conducting enforcement through June 3.

## **PUBLIC WORKS**

**Concord Mews Housing Development:** Diaz Construction Co., has installed the final section of 10-inch water main within the town owned land located in the general area of Old Powder Mill Road. This work has created a new water service loop extending from Forest Ridge Road to Border Road.

**Water Main Replacement Project:** Fenton & Son's completed water main replacement work planned along Belknap Street (approximately several hundred feet west on Belknap towards Main Street). A permanent road patch will be installed within the impacted area.

**Rehabilitation Project – Park Lane/Gifford Lane:** Aqua Line Utility Inc. (East Bridgewater, MA) has remobilized to Gifford Lane to begin the next phase of work associated with the Sewer Ejector Station Replacement Project. This phase of work will include the installation of emergency bypass pumping, demolition and removal of existing equipment, refurbishing and installation of cathodic protection of existing cans, and the furnishing and installation of new submersible pumps and associated mechanical, electrical and instrumentation systems. Bypass assemblies were installed at both locations.

**DropOff-SwapOff Results:** The May 5 DropOff-SwapOff was highly attended with 890 vehicles at the DropOff portion of the event alone. Among the numerous items collected for recycling and reuse were four 30 yard roll-off containers of scrap metal, four 30 yard roll-off containers of construction & demolition materials, 244 bags of Polystyrene foam, one 30 yard roll-off container of carpeting, 42 mattresses, ½ truckload of reusable building materials, nineteen bags of sneakers, 75% of a 53' truckload of electronics, and sixty-two cell phones. The unwanted medication collection took in seven boxes of unwanted medication and four boxes of SHARPS. The fall DropOff-SwapOff is scheduled for October 13.