

# Town Manager's Report Monday, April 14, 2014

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

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

## **FIRE**

**Station 1 Renovation:** The station one emergency generator replacement project is in the final stages of completion. The existing emergency generator has been moved to the Harvey Wheeler community center to be used as an emergency generator in that facility as this is our primary town emergency shelter. Work to connect this generator to the HWCC will begin shortly.

**Personnel:** The CFD is pleased to announce that Evan Foisy is our new Firefighter EMT and will be starting Monday April 28. Evan endured a very competitive hiring process before being appointed by the Town Manager. He is filling a vacancy created by the retirement of Firefighter John Palma.

**Other Items:** Recently the CFD participated in regional fire training held in Maynard and sponsored by the Maynard Fire Department. Training was focused on emergency rescue of firefighters who transmit a "Mayday". This type of training evolution is among the most physically and mentally demanding exercises a firefighter does and is conducted in a smoke filled environment. Lieut. Sean Murphy, firefighters Peter Ostroskey, Brett Mills and Matt O'Donnell (below) represented the CFD.



## **PLANNING & LAND MANAGEMENT**

### **Natural Resources Division**

**Natural Resources Commission:** Applications to be heard at the April 16 NRC meeting include: a Request for Determination of Applicability for 163 Lindsay Pond Road to determine the extent of jurisdictional areas; an Abbreviated Notice of Resource Area Delineation for 1888 Main Street to confirm the extent of wetlands; a Notice of Intent (NOI) to install a gas line and solar panels, construct a porch and deck and associated tree removal at 280 Silver Hill Road; an NOI to install a synthetic turf athletic field and renovate the existing fields at Concord-Carlisle High School; an NOI to demolish and reconstruct the single-family home at 69 Pilgrim Road with associated site work; and, an NOI to construct an addition, patio and chimney at 160 Lindsay Pond Road. The Notice of Intent for Concord Public Works to replace culverts in Sleepy Hollow Cemetery has been withdrawn.

**PeopleGIS Training:** Assistant Director Capone attended a training session to learn how to better utilize People Forms and People Map Manager to assist the Natural Resources Division and develop interactive maps for the public.

### **Health Division**

**Annual Rabies Clinic:** The Concord Health Division held its' annual rabies vaccination clinic on March 15 at the Public Works Garage. Concord Animal Hospital vaccinated approximately 60 animals (dogs/cats) for another successful event. The Health Division extends thanks to CAH, as well as the Public Works Crew who assist in setting up and making the facility accessible to Town residents.

**Compliance with Requirements for Innovative/Alternative On-site Sewage Treatment Systems:** Assistant Public Health Director Stan Sosnicki has reviewed the files of the 43 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. Approximately twenty letters of non-compliance and/or tickets (to repeat offenders) have had to be issued to owners ordering them to remedy the situation and comply with the conditions of maintenance and operations for their system.

**Tobacco Control:** The Board of Health has scheduled a meeting to discuss finalizing the language of the draft proposed changes to Concord Board of Health Regulation "Sale of Tobacco Products and Nicotine delivery Products" on Thursday, April 17, 2014 at 7:30 AM, 141 Keyes Road, 1<sup>st</sup> Floor Conference Room. This is not a public hearing for the regulation that will be scheduled for a later date (tentatively June 2014). The Board of Health will also be finalizing preparations for its Special Town Meeting presentation to repeal or amend the current Tobacco to Minors Bylaw. The goal is not to have duplicative or conflicting bylaws/regulations on the books.

## **Planning Division**

**Brookside Square/50 Beharrell Street Redevelopment Recognized:** Last Monday, Town residents and officials were invited to join three State Secretaries (from Housing and Economic Development; Transportation and Land & Forest) in recognizing and celebrating how the new Brookside Square exemplifies transit-oriented, 'smart growth', energy-efficient construction, and public/private land use and conservation. The celebration included a 'walk-about' West Concord with Secretary Greg Bialecki and Assistant Secretary Stephanie Cooper.

**Parking Management Summit:** Town staff from Planning, Public Works Engineering and Police, who are involved in drafting parking management recommendations for the Town Manager and Board of Selectmen, attended a regional Parking Summit sponsored by the Town's regional planning agency, MAPC. The day-long event included presentations by educators, consultants and other communities about parking management strategies, pricing, technologies, design and economic development.

**Community Preservation Committee:** The CPC met last Monday to review the motion and presentation for Town Meeting as well as review the current status of new and ongoing projects. John Boynton of Concord-Carlisle at Play also provided an update to the CPC on the organization's progress over the last few months. Mr. Boynton reviewed both the status with other project reviews as well as CC@Play's work to meet the conditions assigned to the Commission's recommendations. Lastly, members reviewed completed projects and agreed to review project files for completeness before the next meeting on May 19.

**Historical Commission:** The CHC met Thursday to approve an historic house marker for 11 Wood Street; review progress of the Wheeler-Harrington House project; and discuss the proposed restoration and reuse of the Concord Armory building. The Commission also reviewed the Town Meeting presentation for Article 57, revisions to the Demolition Delay Bylaw, and discussed a future project to team with Brandeis University to complete archeological research in Concord.

## **Building Inspections Division**

**Zoning Enforcement Actions This Past Week:** Letters were sent to property owners concerning an illegal home occupation in the White Pond area and junk storage complaint on property off of Harrington Avenue. A complaint regarding handicapped access to a local hotel was investigated. A complaint regarding a messy construction site in the center of town was filed.

**Assistant Local Building Inspector:** The first round of interviews for Assistant Local Building Inspector position was completed. Four candidates were chosen to move forward in the process. These four finalists will be asked to conduct a framing inspection of a new home that is currently under construction in Concord.

**Building permit activity:** Last year was a record breaking year for construction permitting activity in Concord and Building Inspection's staff notes that the number of permits issued to date are already almost 5% over a year ago at this time.

## **POLICE**

**Operational Services:** On Monday, April 7, Officer McGrath responded to the area of 710 Old Marlboro Road for a vehicle that had gone off the road. Upon arrival he learned that the operator had not reported the crash when it happened. The operator left the scene and called for a tow truck rather than call the Police. Officer McGrath also determined during the course of his investigation that the vehicle had been traveling too fast for the road conditions and that the operator's negligence contributed to the crash. The operator was issued a summons for several motor vehicle offenses, including leaving the scene of a property damage accident and negligent operation of a motor vehicle.

On Tuesday, April 8, Sergeant Flynn and Detective Forten responded to Baker Ave for a report of a theft from the T-Mobile Cell Tower. Officers met with a representative and learned that the battery back-ups had been stolen sometime since March 26, 2014. It was also learned that the battery back-ups from the Bedford St site were also stolen, sometime after April 1, 2014. The case is currently under investigation.

On Wednesday April 9, Officer Burgess responded to the landfill for a report of vandalism to a piece of construction equipment. Officer Burgess learned that someone had taken off the oil filter and put sand inside a mini excavator. The case is under investigation and patrol shifts are monitoring the area for any suspicious activity.

On Thursday April 10, Officer Burgess responded to Rideout Field for a report of vandalism to the bathrooms. Officer Burgess located graffiti which had been painted inside the building. Photographs were taken of the damage and they are being compared to past incidents to see if there are any similarities. The case is under investigation.

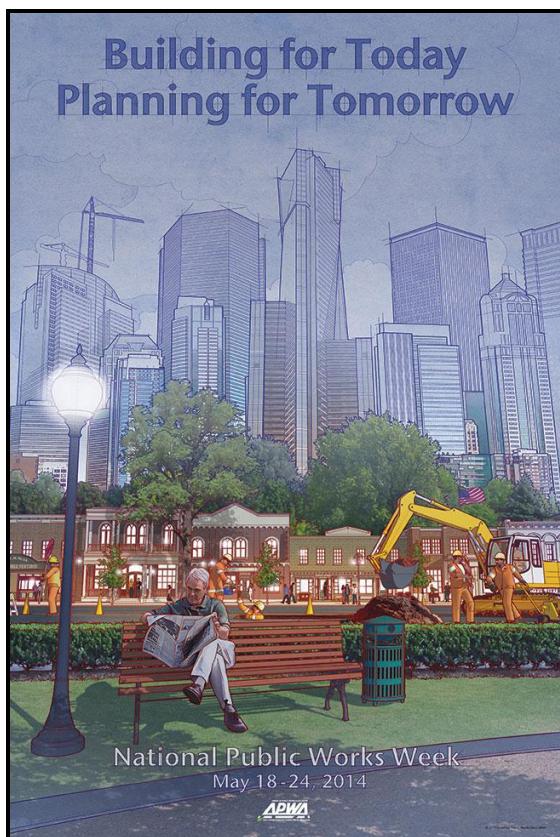
**Community Services:** On Wednesday April 2, Officers assisted with the filming of the movie "Tumbledown" while cast and crew worked in Concord Center. Filming took place all day and wrapped up around 8:00PM. Traffic was detoured around Concord Center during the event.

On Saturday April 12, Officers assisted with the annual Merriam's Corner re-enactment exercises. Lt. Roy Mulcahy coordinated the Police activities. He was assisted by Lt. Tom Mulcahy, Inspector Monahan, Officer Capone and Officer Soll.

**Administrative Services:** Officer Ronald Holsinger will begin instructing DARE at the Alcott School on Wednesday afternoons.

## PUBLIC WORKS

**Public Works Week:** CPW is hard at work planning its 8<sup>th</sup> annual Public Works Week celebration with the eighth grade students from Concord's Middle School on Wednesday, May 21. The theme of this year's national campaign sponsored by the American Public Works Association is "Building for Today Planning for Tomorrow". CPW's Engineering Division will be showcasing Junction Park and its bioretention systems and rain gardens. Rideout Field will be the location for CPW's Park and Tree Division's presentation on turf maintenance and quality, while the student's perform pH testing. A tour of the Wastewater Treatment Plant and a water conservation exercise will take place. The Keyes Road facility will host a number of events including viewing of student's stormwater pollution prevention videos, a skit on hazardous waste pollution prevention, demonstration of storm drain cleaning and more.



**Pavement Condition Survey:** The Town's pavement software management consultant, Vanasse Hangen Brustlin, Inc. (VHB), has begun the first phase of a multi-layered roadway and sidewalk condition assessment, in order to properly update the software's database. This assessment is completed Town-wide once every four (4) years. In the first phase, VHB will assess the entire 107 mile roadway network to note the type and extent of pavement degradation. In the second phase, the data collected (type and amount of distresses) is processed utilizing the RoadManager™ system rating method. All the data collected will receive appropriate quality assurance checks and will be entered into CPW's RoadManagerGPMS™ software. Based on the data, each roadway segment is assigned a

pavement condition index or PCI. The PCI is utilized along with several other factors, such as but not limited to, traffic counts, cost, utility coordination, etc. when developing the annual roads program. VHB will also update the condition ratings of the Town's sidewalk inventory. New segments will be added to the database as appropriate. Lastly, as part of the contract, VHB will provide software support to the Town. The support will include assistance in developing budget scenarios, preparing maps and reports, and improving the efficiencies of the program by incorporating additional criteria which will more accurately depict the roadway condition and allow the division to improve management of roadway maintenance.

**2013 Sidewalk/ADA Compliance Program:** Project Contractor Allied Paving reached substantial completion for the contract in November. Punch list work was completed on the first two (2) Fridays in April. This work included the installation of a small section of curb at the Monument Street/Bartlett Hill Road/Railroad Trail intersection, as well as a small section at the intersection of Prescott Road/Bedford Street. Additionally, Allied installed bricks at the ADA ramp/crosswalk at Main Street/Academy Lane and adjusted a slate walkway on Thoreau Street. Loam and seeding took place at various ADA ramp installation locations along Bedford Street/Old Bedford Road, Monument Square, Thoreau Street, and the aforementioned work locations. Finally, Allied installed an approximate 220 SF asphalt patch on Pleasant Street that is in conjunction with the ADA ramp work that they completed in the fall/pot hole treatment from the winter. Miscellaneous loam and seed installation may need to occur in the coming weeks should the applications from today not take.

The 2013 Sidewalk Program included sidewalk rehabilitations on 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. Additional work on the project included ADA ramps at Main Street/Academy Lane, Crosby's Market at Sudbury Road, Cambridge Savings Bank on Grant Street, and Pleasant Street.

**Landfill Solar Development Project:** The Solar Development Project at the Town's former landfill is approximately 95% complete. Less than four hundred solar panels remain to be installed. The scheduled completion date for the project is April 30, 2014, however it is noted that the project may be delayed beyond April 30 due to recent precipitation which resulted in erosion and rutting on a section of the landfill's eastern portion. Woodard & Curran, the contractor's environmental consultant along with Weston & Sampson, the Town's 3<sup>rd</sup> party engineer inspector assessed the impacted area to determine if the landfill cap in this area had been penetrated. Following on site test borings, both firms confirmed that the cap had not been compromised to the point where the impervious clay layer was damaged. As a safeguard and to prevent further damage to the vegetative layer of the cap's cross section, there has been a cessation of activities in this area. No equipment is to be utilized in the impacted area until the Town and Weston and Sampson determine soil conditions will allow. It is possible that the remaining solar arrays in this section will need to be set in place manually following grading and restoration of damaged vegetative layer.