

Town Manager's Report

Monday, November 7, 2011

To: Board of Selectmen
From Christopher Whelan, Town Manager

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

FIRE DEPARTMENT (Mark Cotreau, Chief)

Apparatus:

Our new Ladder 1 has been delivered to our dealer, Greenwood, for lettering and other work. Delivery to Concord is expected in two weeks.

Unusual emergency responses:

No unusual responses this weekend.

Personnel:

We have been working with HR to finalize our Firefighter Recruitment for two positions, filling vacancies created by retirement and promotion. I am hopeful we will be able to advertise very soon.

Other:

The Starmet company has vacated the 2229 Main Street location this past week. US EPA and its contractor DeMaximus have control of the building. We are working with the contractor, EPA and Mass. DPH to coordinate assessment of conditions, security etc. in preparation for de-construction activities. EPA will be working with town committees and distributing fact sheets in a community outreach program.

CONCORD MUNICIPAL LIGHT PLANT (Dave Wood, Director)

Sustainability Initiatives. CMLP has compiled a list of the practices and programs that it carries out in order to operate in a more sustainable manner, and to help the Concord community do the same. The list is available on the Town's Sustainability in Action webpage, accessible via the Town's home page at www.concordma.gov.

Tracking Energy Usage in Municipal Facilities. CMLP has completed the configuration of MassEnergyInsight, a software application that will allow the Town to track its energy usage at all Town-owned properties. Monthly data on the consumption of electricity, natural gas, heating oil, and/or propane have been uploaded to the application for each town property for FY09, FY10 and FY11. Procedures have been put in place to update the data on a regular basis going forward.

PLANNING & LAND MANAGEMENT (Marcia Rasmussen, Director)

Health Division

- **Employee flu clinic:** The Health Division sponsored a flu clinic for town employees on Tuesday; 68 employees were vaccinated.
- **1679 Main Street::** After a hearing before the judge on October 24, Northeast Housing Court rendered a judgment in favor of the property owner which requires the tenants to pay a proportionate amount of rent owed (based on the reduced space available for habitation) and allows the property owner to proceed with the eviction process.

- **Concord Academy proposed athletic fields off Fairhaven Rd/Arena Farm:** Health Inspector Gabrielle White met with CA Facilities Manager Don Kingman to ensure that the proposed facility will meet all requirements of the State Code 105 CMR 430.000: Minimum Standards for Recreational Camps for Children, so that the property can be licensed as a sports camp during the summer months.

Building and Inspections Division

- **Orchard House – School of Philosophy:** Building Commissioner John Minty learned that the contractor for the Louisa May Alcott Memorial Association had lifted the School of Philosophy so a new foundation could be poured without the benefit of a building permit. Town staff met with the Architect and Executive Director late Friday afternoon to discuss various issues that required attention before the permits could be issued (such as review by the Massachusetts Historical Commission and variance requests to the Architectural Access Board re: handicapped access).

Planning Division

- **Site Visit to proposed Concord Academy athletic facility @ the former Arena Farm:** Tuesday afternoon, the Planning Board and Natural Resources Commission held a joint site visit to the former Arena Farm, which is currently proposed to be developed with athletic fields by Concord Academy. The proposed project involves the removal of all existing structures and foundations, and the re-grading of the site for the construction of 1 baseball field (which will have a field hockey field located in the outfield), 2 multipurpose athletic fields (soccer, lacrosse), 6 tennis courts, a 1-story, 6,700 SF support building, 1 3-bay maintenance garage, 1 pump house, and parking for 57 passenger vehicles and 2 buses. The project also includes a public walking trail that will roughly follow the perimeter of the site. The Applicant is proposing that the site be covered with natural grass instead of artificial turf; the fields are proposed to be irrigated by the existing pond via a 6' x 6' pump house.
- **Historic Districts Commission:** On Thursday, the HDC accepted the withdrawal of the application to alter and expand the house at 51 Lang Street. The Commission also approved a request to install new gutters at 366 Lexington Road, to reconstruct the partially collapsed lumber storage building at 126 Lowell Road (Concord Lumber), and the relocation of the Concord School of Philosophy to a new foundation at 399 Lexington Road. The Commission also discussed the whether the existing parking signage for the Orchard House at 399 Lexington Road is in violation of the Historic Districts Act, and whether alternative solutions to the signage could be found which better direct traffic to the Hawthorne Road parking area. Approval of the relocation of the School is also subject to further review of the surface treatment of the retaining walls surrounding the new basement entrance in the future. Lastly, the Commission welcomed new member Dennis Fiori, who was recently appointed to fill the full member position representing the Concord Free Public Library.
- **Proposals Submitted for RFP #269 and 270:** The Town received three proposals in response to RFP #269 Lighting Consultant Services and four proposals in response to RFP #270 Parking Management Plan. The proposals will be reviewed and ranked in accordance with the criteria outlined in the RFP before opening the price proposals, which should occur over the next two weeks.

Natural Resources Division

- **Leasing farm land:** Director Delia Kaye attended a workshop titled "Leasing Your Land to a farmer" hosted by the New Entry Sustainable Farming Project and Land For Good. The workshop provided information on reasons for making land available to agriculture, types of agriculture, and leasing options.
- **Intern:** Natural Resources staff reviewed 14 applications for the Intern position; 7 interviews have been scheduled for next week. The Intern will assist the Division with conservation land inventories.
- **Natural Resources Commission:** On Wednesday night, the NRC issued the following permits: an Order of Conditions (OOC) for the reconstruction of a retaining wall at 65 College Road; an OOC for the reconstruction of a portion of the building at 126 Lowell Road; and a Negative Determination for the installation of underground conduits for Comcast on Hunter's Ridge Road. The Commission anticipates closing and issuing the following permits at their next meeting on November 16th: an OOC for the construction of a garage at 495 Monument Street; the installation of a sewer main at Concord Carlisle High

School; the removal of trees at 21 Riverside Avenue; and the installation of an underground conduit for Comcast to service 1373-1 Monument Street. New applications for the November 16th meeting received this week include: the construction of a garage, bulkhead and underground propane tank at 120 Channing Road; repaving and improvements to the storm water management system at Crosby's Market; and verification of the wetland delineation at 441 and 41A Lowell Road.

POLICE (Barry Neal, Chief)

Operational Services:

On Tuesday November 1, Officers stopped a motor vehicle on Simon Willard Rd. for erratic operation. After a brief investigation, officers determined that the operator was impaired and should not be driving. The operator was arrested and charged with drunk driving.

On Friday November 4, Officers stopped a motor vehicle for erratic operation on ORNAC. After officers conducted their investigation they determined that the operator was under the influence of liquor and that an arrest warrant existed for the passenger. Both subjects were subsequently arrested. Arrests by this Department for drunk driving continue to increase.

Community Services:

Officers McGrath and Bordenca will be completing their training in the upcoming week as peer advocates with the Domestic Violence Victim's Assistance Program (DVVAP). Both feel that it will help them tremendously in their roles as police officers in Concord.

CONCORD PUBLIC WORKS (Rich Reine, Director)

CPW - Administration, Engineering, Highway and Grounds, Solid Waste and Recycling, Water and Sewer

Halloween Storm/Nor'easter – The first major storm of the season arrived in New England on October 29th requiring a full snow and ice response from CPW. Public Works staff once again did an exceptional job in snow removal operations which were made more difficult with the challenge of downed trees and limbs causing road blockages and power outages. Clean-up of all Town right of ways will continue for a two to three week duration with Highway, Cemetery and Park and Tree Division staff responding.

Compost Site Extended Hours - Due to the recent storm, the compost site at 755 Walden Street will continue to be open to residents (no commercial disposal or contractors) for disposal of brush, branches and debris from fallen trees, week days and Saturdays, through November 12th from 9 - 3. Brush disposal fees are waived during this period of time.

The site will be closed on Friday, November 11, Veterans' Day.

The Compost site will remain open each Saturday afterward through November, possibly early December, weather permitting.

Drop-Off / Swap-Off - The fall Drop-Off / Swap-Off held on Saturday, October 15th was another successful event thanks to the 140 volunteers who helped out during the course of the day. Several other events in town were also scheduled on that day which likely diverted some of the usual traffic. Nevertheless, the event was well attended with 891 vehicles in attendance at the Drop-Off portion of the event alone. By the end of the event, all seventeen 30 yard roll-off containers were full. Items in the roll-offs (separated by category) included scrap metal, upholstered furniture, over size waste, C&D materials, and carpeting. This was in addition to multiple other items that were collected for recycling, as well as the numerous items collected for reuse by HGRM, Bikes Not Bombs, Got Books, and Cradles 2 Crayons and Building Materials Resource Center.

Unwanted Medication & Sharps Collection - This collection was held on October 15th, and coincided with the Drop-Off portion of the Drop-Off / Swap-Off event. Participation was once again high with five boxes of unwanted medications and three boxes of Sharps collected in addition to the collection of 15 gallons of controlled substances where coordination with the Concord Police Department took place. These collections have been beneficial in keeping pharmaceuticals out of the water and environment, and eliminating Sharps from the waste stream.

Stormwater/NPDES (GIS) — Concord Public Works is beginning the evaluation of exceptions to the outfall monitoring portion of the EPA's NPDES MS4 draft permit. The pertinent clauses in the draft permit eliminate the drainage outfall monitoring requirements for catchments within the low-density residential and forest land uses as well as small catchments with less than a certain percentage of impervious area. The Engineering Division will hire a vendor to produce a preliminary stormwater catchments GIS layer which will then be analyzed in-house using the GIS system to determine which outfalls meet these criteria and not require monitoring during the next permit term. This information will be critical in developing the Stormwater Management Plan and Notice of Intent for the new permit which EPA expects to issue prior to the end of the year.

Junction Park Rehabilitation Public Meeting – The Public Works Commission has included on their November 9th meeting agenda a second opportunity to discuss the process used to gain public input over the last several years as the design of this park rehabilitation was underway. A public meeting was also hosted by the Commission during their September meeting at which time the Junction Park 75% design was presented and public comment received. This second meeting was scheduled following receipt of a petition from residents Mari Weinberg and Leslie Sederlund and signed by six residents requesting further discussion on the design input process.

Wastewater Treatment Plant Capacity Alternatives Analysis Groundwater Discharge Load Testing – Concord Public Works staff and their consultant, Weston & Sampson, met with the DEP to discuss a draft work plan prior to submittal. The plan is to perform a detailed hydrogeological investigation at the Waste Water Treatment Plant to determine the viability of installing a high volume (100,000 to 200,000 gallon) groundwater discharge site on Town owned land at the treatment plant. A final work plan was completed and submitted to DEP. Public notice for this work has been posted with load testing to begin during the month of November while conditions allow.

Route 117, Fitchburg Turnpike Culvert Replacement – The culvert replacement has now been completed. This was accomplished on a Saturday so commuting traffic was not affected. Highway crews will now restore the waterway, remove the barriers, install a permanent patch and remove all stored material and equipment from the site.

Sustainability Programs and Projects

Concord Public Works Campus, Exterior Lighting Replacement Project – The new LED lighting, funded by the Sawyer Trust, which includes the replacement of older energy inefficient exterior lighting with state of the art LED lighting at 133 and 135 Keyes Road is nearing completion and will be in place prior to the winter season and more intensive use of exterior lighting.