



# TOWN OF CONCORD

*Office of the Interim Town Manager*

## Operational Status Reports & Departmental Updates

*For the week ending March 4, 2022*

### Town Manager & General Government

#### Town Manager's Office

- The Hugh Cargill Committee and the Tax Relief Committee raised over \$120,000 as part of their fundraising appeal to support the Hugh Cargill Fund/tax relief fund with gifts from over 300 residents. The Town Manager's Office supports this effort by mailing letters, recording donations, and drafting acknowledgement letters for both committees.
- The Town Manager's Office is one of several departments working with the Collins Center on automating certain applications and permits. The Collins Center will resume their work with staff in the office on creating the online capability of filing a tour guide license, common victualler license, livery license, and several other types of permits reviewed by the Select Board.
- The Town Manager's Office and the Town Clerk's Office have worked closely for years on maintaining the committee volunteer database. The database is no longer supported by Microsoft and Town staff have subsequently worked to maintain it. Staff from the Town Manager's Office, IT Department, Town Clerk's Office, and Public Information have agreed the database needs to be replaced. The Town Clerk's Office, after leading an effort to review and select a successor system, and has identified and contracted with a successor company.

The implementation process is expected to take several weeks. During implementation, the Town Manager's Office will be using an alternate system (Excel) to maintain and track committee volunteers. During implementation, the process for producing committee roster reports and related reports will be delayed. We are working to conclude this as soon as possible.

The new database will allow us to more efficiently manage the 60+ boards and committees, oaths of office, and acknowledgements of approximately 377 residents who serve on these committees. The new database is expected to provide more accurate and timely reporting for the Select Board and the public through online access.

#### Facilities

- The Facilities Department continued work on a new HVAC system for the Police/Fire Training Room and completed painting at Fire Station 1. An electric water heater was also installed at 141 Keyes Road, the Department of Planning and Land Management Building.
- After the snowstorm on February 25, the Facilities team completed snow removal at the Town's facilities.

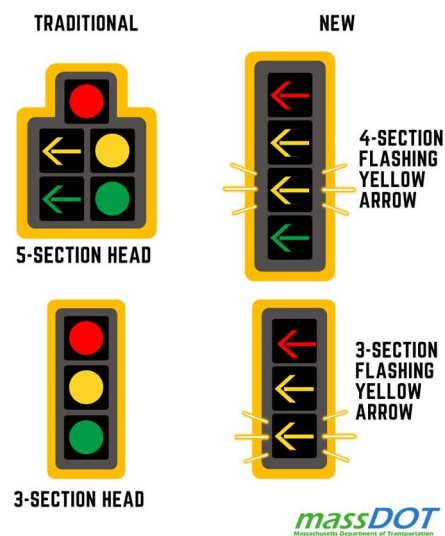
### Police Department:

- 704 log entries which included 173 Traffic Enforcement/Motor Vehicle Stops and 2 arrests
- The Department took delivery of a Tesla Model Y which will be sent out to be marked and outfitted for patrol duty. This vehicle is the second electric vehicle (EV) to replace an internal combustion engine in the department's fleet.
- Chief O'Connor and Lieutenant Monahan attended the Public Ceremonies and Celebrations Committee Meeting on February 25 and advised the committee the Police Department was prepared to support the Patriot's Day ceremonies and parade.
- Massachusetts Police Accreditation Commission will have assessors on site at the Police Station on March 10 and 11.

### *Did You Know?*

The Flashing Yellow Arrow signal aims to replace the circular green indication for left turns at signalized intersections. When the arrow is flashing, drivers are allowed to turn only after **YIELDING** to all oncoming traffic and to any pedestrians in the crosswalk.

### TYPES OF LEFT TURN SIGNALS



## Public Works

- **2022 Pavement Management - Crack Sealing** – In an effort to extend the life of existing roadways, engineering staff has selected 29 streets, totaling approximately 10 miles of roadway, to receive crack seal treatment for the 2022 Crack Sealing contract. The bid opening date for this contract will be March 10. The contract is separated into two parts, a base bid, and an additive alternative. This allows the Town flexibility to add work under the planned budget for the project if bids are favorable to the Town.
- **Spring 2022 Curbside Invoicing** - The spring 2022 solid waste and recycling curbside collection invoices were mailed to municipal customers the week of February 22. Payment for continued service is due by March 31 for the April – September subscription period. We are pleased to report that the cost of service has not increased.

### Health Division

- **COVID update:** It's so nice to be able to report that there is nothing major to report. 15 cases were recorded for Concord in the State's MAVEN database in the last 7 days. Of note:
  - 8 cases under 18-years of age
  - 1 case under 5 years
  - 2 cases of 80+ year-olds, one of which was in the hospital for a few days and released (both were vaccinated and boosted).

### Natural Resources Division

- **Assabet River Bluff Preservation Project:** Natural Resources Director Delia Kaye and Sustainability Director Amanda Kohn met with the MVP Regional Coordinator to discuss a potential MVP application for the Assabet River Bluff acquisition. The Town has already submitted a grant application to the Land and Water Conservation Fund program, but was also encouraged to submit under the MVP grant source given the importance of this project to nature-based climate solutions. Although both grant applications will be submitted, if successful, only one grant program will fund the project. Both grant requests are for \$500,000.

### Planning Division

- **MAPC/MAGIC Workshop:** Town Planner Elizabeth Hughes attended a Downtown Business District Revitalization and Navigating Hybrid Engagement workshop hosted by the MAPC MAGIC Subregion. The Town of Hudson gave an overview of the process for revitalizing downtown Hudson, which had many vacant store fronts and did not have a vibrant, pedestrian friendly environment. Hudson amended the zoning for the downtown business district to foster redevelopment, which includes no setback requirements, no parking minimums, and allows for 4 story buildings. Additionally, Hudson was successful in obtaining a MassWorks grant to help fund roadway and pedestrian improvements. Town staff also worked with all the property owners on the development of a Business Improvement District (BID). The BID now supports filling vacant storefronts, increasing foot traffic, improving the area's aesthetic appearance, marketing existing businesses, and promoting cultural resources downtown. Today, vacant store fronts are a thing of the past and, competing with more than 200 nominees, Hudson earned the most of over a million votes cast nationwide to win the sixth annual "America's Best Main Street" contest on December 20, 2021. The workshop also featured MAPC's new Hybrid Engagement Hud, which is designed to be a central source of information to support communities as they develop an approach to hybrid meetings, investigate tools, and design public participation at the local level: <https://www.mapc.org/resource-library/hybrid-engagement/>.
- **West Concord Junction Cultural District Committee meeting of March 1:** The Committee discussed the timeline for unveiling the latest West Concord mural as September 24 (same day as Porchfest music festival) and reviewed the latest compilation of photographs for an educational exhibit and draft Walking Tour brochure. Twelve artists are being sought to help create the mural, which has been designed by WCJCDC member Ed Feather, that will be located on the building at 30 Beharrell Street.

### Economic Vitality & Tourism

- **Final tally of the Micro-enterprise Grants:** final distribution of 2020/2021 Micro-enterprise grant funds is underway this week by Massachusetts Growth Capital Corporation. Six businesses in Concord benefitted, with \$115,000 distributed in Concord. The remaining Concord funds (\$95,000) were distributed to micro-

enterprise businesses in one of the other 23 communities participating in this grant opportunity led by the Town of Ashland.

- **“Between Us Sisters”:** The Visitor Center staff have created a new program in collaboration with the Colonial Inn titled “Between Us Sisters” as a living history experience with Louisa May Alcott and her sister May. Participants will enjoy tea and cake in the Thoreau Room at the Inn, while listening as Louisa and May reminisce about growing up in Concord around Emerson and Thoreau, the suffragist movement, and their own successful careers. Two opportunities are currently scheduled for March 30 and April 26.

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## Human Services

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### Senior Services:

- The COA Director met with the Community Chest Allocations Committee to review the COA grant for the upcoming fiscal year
- The Passport Club will be taking a live virtual walking tour of Amsterdam this month on March 15th from 10:30 – 11:30am
- COA will offer a complimentary 30-minute consultation with a volunteer elder law attorney on Thursday March 31st by appointment. Limited time slots available.
- Podiatrist, Dr. Aileen Gregorian will see seniors by appointment on Friday, March 11. Please call for an appointment. Cost is \$35.
- Boston Red Sox: The Agony and the Ecstasy, an in-person program being offered on Tuesday, March 29 from 1:00 to 2:00pm. Call to sign up.
- Drop-in Seamstress Service on Tuesday March 8 from 10:00am to Noon. Limited to three items per visit. Free of charge
- *Reminder:* The COA offers the following exercise classes for \$5 per session: Yoga, Tai Chi, Strength and Flexibility and Aerobics. Call to inquire or sign up.
- Concord Carlisle High School will host at drive thru St. Patrick’s Day Luncheon on Saturday, March 12 from 11am to 1pm. Students are willing to deliver to homebound seniors. Call the COA to sign up. No Charge.

### Recreation/Beede Center:

- Registration has opened and is going strong for summer camp, White Pond, Emerson Pool, Triple Play, and more. Recreation is excited to prepare for the upcoming season of programming. See the brochure and [find fun spring and summer activities here](#)
- We welcome back Anna McKeown, our Recreation Director, from her maternity leave!

### Community Services

- Concord residents have begun to register their kids for summer camp, and many are reaching out to the Community Services Coordinator for assistance. Low-income families, as well as parents who lost income due to the pandemic, are struggling to afford the cost of camp. In many households, camp is a necessity and serves as childcare while parents are at work. There are many local camp and summer program options, and there is scholarship assistance available through the town, and through the Concord-Carlisle Community Chest. For more information on assistance, contact Bonny Wilbur at [bwilbur@concordma.gov](mailto:bwilbur@concordma.gov)

**Public Information/PEG Services:**

- MMN has been working recording the Annual Town Meeting Public Hearings in the Hearing room at the Town House. MMN's audio and video systems are working well.
- MMN will be working with Carlisle to suggest new equipment for their town hall to replace and increase the availability of loaner video equipment.