



## Operational Status Reports & Departmental Updates

For the Week Ending September 2, 2022

- In recognition of the **Labor Day Holiday**, the Town Manager’s Office and Human Resources Staff want to thank all of our employees for their public service and commitment to the Town of Concord! The town is fortunate to have such a qualified and committed municipal workforce. We appreciate all you do to make Concord a wonderful place to live, work and visit.
- The **Risk Committee** met this week and discussed, in connection with a recent focus on employee wellness, a recent MIIA workshop on debunking mental health myths. The Risk Committee also reviewed certain draft policies involving town operations.



- On Wed., Aug 31st, the Personnel Board and HR Team met remotely with Joellen Cademartori, President of GovHR. Later that day, a remote employee orientation was held to officially kick-off the **Classification & Compensation Study**.  
All regular status non-union employees received a copy of their job description this week and are encouraged to view the orientation. For anyone who missed the 1st session, two more orientations will be held in person on Wed. (9/7) at 2pm and on Thurs. (9/8) at 10am. Our consultant, Joellen, will be presenting in person and light refreshments will be served. The meetings will be hosted at the Select Board Conference Room at the Town House. For more information, contact Project Manager Kellie Hebert at x3013.
- Due to some recent security events on zoom, the Town Manager’s Office is leading a department-by-department refresher training on **Zoom best practices** and security tips for town staff.
- Early voting at the Town House for the State Primary and Special **Town Election** ended on Friday, September 2. Elections and the Town Clerk’s Office continue to prepare for voting on Election Day, September 6. More election information can be found on the [election webpage](#).

### Public Safety

#### Police Department

##### Activity Log Aug 25 – Aug 31

Log items	778
Traffic Enforcement	67
Motor Vehicle Stops	154
Arrests	2

- On Monday August 29th the department that Officers Cara Paladino and Derek Rodriguez have been assigned as Detectives. Both will now conduct investigations in addition to their School Resource Officer responsibilities. Detective Rodriguez is also involved with elder affairs matters and is the liaison to the Council on Aging.
- The School Resource Officers have been providing ALICE training to schools. ALICE stands for Alert-Lockdown-Inform-Counter-Evacuate and is used if a threat exists in a school. The system is also used by some businesses and the department is able to provide the training to businesses. Businesses can contact Lieutenant Kevin Monahan at [kmonahan@concordma.gov](mailto:kmonahan@concordma.gov) or 978-318-3412 .
- The department on August 31st shared posts from the FBI and State Police on their social media sites of a significant seizure of cocaine. See link to [FBI press release](#).
- The department share with the community via social media important information provided by the [Drug Enforcement Administration](#) which warns of brightly colored fentanyl pills and powders that are being distributed to target young people. Parents are encouraged to talk with their children about the dangers of drugs.
- The department has a presence on Twitter [@ConcordMAPD](#), [Facebook](#) and [Instagram](#).



*Officer Paladino, Officer Rodriguez,  
and Chief O'Connor*

### **Fire Department**

- **Calls for service:** The fire department responded to 99 calls for service during the week. **FF Todd Niemi** who is a member of the State Hazardous Materials Team in our region responded to the City of Worcester with the team for a HazMat incident.
- **Fire Prevention:** Fire Drills were conducted at Concord Academy Academic Buildings (Main School Bldg./CA Labs, Math & Arts Bldg., SHAC). During the drill, electrical hazards were discovered in the Machine Shop in CA Labs (overloaded outlets/extension cords used as permanent wiring), also Pull station in Math & Arts Bldg. not operating – both issues addressed with CA Operations Staff. On-duty Station 1 personnel assisted with the drill and conducted a building familiarization walk-through with CA Operations Staff.
- **Congratulations** to **Assistant Chief Latta** for writing a successful AFG grant for the second year in a row! The Fire Department was notified this week that we have been awarded a federal Assistance to Firefighters Grant (AFG). The AFG grant is a competitive program that provides funding to fire departments nationwide. This year CFD was awarded \$98,000 for the purchase of portable radios. This will push us closer to, if not achieve a long-term goal of assigning a portable radio to each member of the department. The ability for each member to have a radio assigned, with their identification information programmed, will improve safety and accountability for firefighters working in hazardous environments.

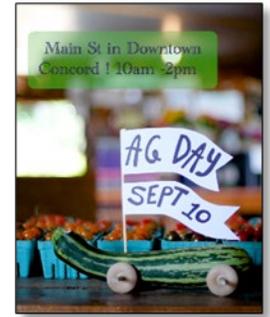
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### **Minuteman Media Network**

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- Mark Pauley meet with the new Town Administrator of Carlisle, Ryan McLane and discussed a variety of issues including:
  - the new replacement video recording equipment and other equipment changes for Carlisle's Clark Room

- Ryan’s invitation to attend the PEG Access Advisory Committee
- MMN’s continued desire to support Carlisle’s needs with local programming, noting the drop-off of Carlisle local meetings, and Carlisle COA events over the past 2 years.
- Matt and Tory, MMN’s lead producers, have been working on Concord and Carlisle local event promos, including Concord’s upcoming AG Day, the new Concord Bike Share rental, and soon the Carlisle playground rebuild.




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## Department of Planning and Land Management

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### Planning

**Housing Roundtable:** The Housing Roundtable – a meeting coordinated with the Concord Housing Authority, Concord Housing Development Corporation, Concord Municipal Housing Trust, and Concord Housing Foundation – was held on Tuesday, August 30<sup>th</sup>. The group heard about Zoning initiatives related to housing that are being discussed by the Planning Board, discussed proposed goals and strategies for the Housing Production Plan, and heard update from each group about current projects and possible applications to the Community Preservation Committee, which are due September 16<sup>th</sup>.

- **Housing Production Plan Public Forum!** The 2nd public forum on the Housing Production Plan is scheduled for Wednesday, September 14, 2022; pre-registration is required (see the QR code and link to the right).
- The **Concord Community Preservation Committee** submitted its annual CP-3 report to the Massachusetts Department of Revenue. The report includes new CPA project data for the most recent fiscal year and updates the status of prior CPA projects in an on-line database ([Commonwealth of Massachusetts CPA Project Database | Community Preservation Coalition](#)). The annual report helps keep the public informed of CPA projects statewide and must be submitted to receive the CPA trust fund matching distribution from the state.

Let us know that you are coming! Use this QR code or follow the link below to register for free:



<https://tinyurl.com/ConcordHPPForum2>

### Economic Vitality & Tourism

- **Massachusetts Office of Travel & Tourism request:** Last Friday, EVT Manager Beth Williams received a last-minute request from MOTT to contribute content for a destination 101 video (tour operator facing) being produced by Brand USA. Fortunately, she was able to connect with a videographer who had filmed areas of Concord for a television spot earlier this year and submitted the high resolution, copyright free b-roll to MOTT for use in marketing Massachusetts.
- **Collette Tours contract signed:** Collette Tours submitted a contract to secure a one-year agreement with the Town to provide licensed guides for all tour dates that Collette sends to Town. Currently there are 23 tours booked, with a choice of either a step-on guide or walking tour. This will generate approx. revenue of \$1500 to the Visitor Center.
- **Greater Boston Convention & Visitors Bureau:** The Concord Visitor Center has joined the GBCVB, which is the newest partner organization to share all the great things about Concord with visitors to the region.

### Natural Resources

- **Bruce Freeman Rail Trail 2B construction update:** Natural Resources Director Delia Kaye and DPLM Director Marcia Rasmussen attended the August 31 construction progress meeting to hear about the work schedule for early September. MIG Corporation will be working on the slopes of the bio-basin located on the north side of Route 2 and will begin Route 2 activity beginning the week of September 12. The subcontractor will begin milling the Route 2 pavement the week of September 12 with the hope of completing Route 2 paving by the end of September (this may involve night work). The landscape contractor will potentially be back on-site next week with loam, seed and plantings/landscaping along the entire stretch of the trail. Those bicyclists who have ventured onto the trail and bridge over the summer are advised that this is once again an active construction zone and to stay off the trail.

## Health

- **White Pond Update:** As noted last week, the Town is moving to a bi-weekly testing schedule and reporting schedule (look for information to be provided next week). A summary report on this past season will be prepared later this fall.
- **Housing complaint:** follow-up and coordination with other Town agencies and resources in the town of Lincoln for one housing complaint.
- Work continues on food inspections, permitting and inspection of onsite wastewater.
- Multiple order letters were issued this week to various property owners and businesses in the Thoreau business district to address a rat infestation due to illegal dumping and unsanitary dumpster enclosures after these property owners and businesses failed to address the situation when it was brought to their attention by Public Health staff earlier this summer.

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## Library

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### Program Highlights

- On Wednesday, September 7, 2022 at 5pm the Trustees of [the Concord Free Public Library Corporation](#) are proud to officially **dedicate the new Goodwin Forum with very special guest Doris Kearns Goodwin.** [The Goodwin Forum](#), named in honor of Doris Kearns Goodwin and Richard Goodwin, is a multi-use programming space that will foster civic engagement, historical scholarship, intellectual growth, and a love of learning. Registration for the in-person event is full, however, the program will also be live broadcast. Register on the library's website to be placed on the waiting list and also to receive the Zoom webinar link.
- **On September 10 at 11am the Friends of the Library in partnership with the Concord Conservatory of Music will be hosting a Bluegrass concert** on the library lawn for Ag Day. Tader Shipley & Maxfield Anderson will be joined by Hazel Royer (bass/voice) and Max Petersen (banjo) for two hours of musical entertainment.
- On Wednesday September 14 at 7pm, the library, in partnership with the Concord Visitor Center, will host the world premiere of the production **"Between Us Sisters - Little Women: A Living History Dialogue with beloved Louisa and May Alcott."** Concord playwrights Amy Cole and Stefanie Cloutier have created an intimate living history performance that brings the relationship between Louisa and May Alcott to life. Based on primary sources including letters, journal entries, and books, Cole and Cloutier uncovered innermost details between these beloved Little Women. Registration is required and available on the library's events calendar.

- **The Fowler library will host a Mandarin Storytime series with First Connections beginning September 14.** This special opportunity for learning and practicing Mandarin is open to children aged 2 to 5 years old. Parents and children attend together, and siblings are welcome to listen in as our Storyteller engages the children in songs, reads stories in Mandarin, leads language exercises, and introduces Chinese characters. This is a Mandarin immersion experience. Space is limited and registration is required.

### Library-Wide Initiatives

- Staffing - The library welcomed Maintenance Custodian [Connor Valliere](#) this week. Connor will be working two evenings a week and every Saturday. The library continues to interview to fill an additional evening/Sunday Custodian vacancy, as well as the Makerspace Coordinator position.
- Construction on the Stow St/Sudbury Rd parking lot continues. The parking lot will be closed on striping in mid-September. Thank you to the Public Works Department, the PIO, the Town Manager and Selectboard for their support during construction.

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## Information Technology/Broadband

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### Information Technology

- [Jason Bulger](#), the Town's Chief Technology Officer, officially takes over responsibility for the management of Minuteman Media (MMN). It had previously been managed by the Town's Public Information Officer, who has moved into a different role in Concord. We thank [Erin Stevens](#) for years of hard work managing that division and bringing MMN to where it is today.
- The Town is happy to announce that our new GIS Program Manager [Neill Fotheringham](#) has begun meeting with Division Managers and Department Heads to assess where the GIS program is today and where it can go in the future. We will provide outreach information to the public soon. Neill has most recently worked for the State of Texas as a GIS Team Lead in the Health Services division where he created and maintained the state's COVID dashboard using the ESRI Online platform. Neill has also worked at the county level in Arizona where he helped develop mobile mapping applications for studying the opioid epidemic and other health-related concerns. He will bring a wealth of experience and a fresh outlook to the strong and vital GIS Program we have today. On the personal side, Neill has two dogs and enjoys fencing and tennis.
- We continue to move forward with the Office 365 migration for files, one division/department at a time. This is a training opportunity for us as well as an opportunity to evaluate each group's workflows and use of technology so we can offer additional solutions and ensure more uniformity and consistency across the Town.



*Neill Fotheringham, GIS Program Manager*

### Broadband

- Concord Broadband is sad to announce the departure of [Victor Sencion](#), one of the two Network Engineers that worked for the Town. We wish Victor all the best in his next venture, and we have begun the recruitment process to fill that position.

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## Recreation Department

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## Recreation

- Summer camp programs and outdoor aquatics programs have finished for the season. We had a very successful summer across all program areas, including White Pond beach operation:
  - **Summer Specialty Camps:** We served 144 participants in specialized camp programs including musical theater, cooking, and legos.
  - **Camp Three Rivers Day Camp:** We served 1525 campers this summer up from 1260 campers in 2021. In the end, we had 40 camp staff when we were hoping for 50 but had a diverse and committed team of counselors and specialists that made camp a huge success. We had 19 campers attend that were children of town employees.
  - **White Pond Beach:** We had 63 days planned for the beach season and only had to close for 6 days which is a SIGNIFICANT improvement from last summer's closures. We had 523 memberships (down from 571 in 2021) and sold 1129 day passes to visitors ages 3+. The most popular check in times were between 10A-11A and 4P-5P. We employed 24 staff to operate the beach.
  - **Emerson Pool:** We had 92 memberships for the outdoor pool at Emerson Park. On average, we had 42 visitors per day.
- The Recreation Department is working to educate our staff on DEB initiatives whenever possible. In June, we had Transplaining, an organization that works to create a safe(r) world for transgender and gender non-conforming youth and adults, facilitate a workshop on the inclusion of transgender campers and staff in a camp setting. James Shultis Consulting recently worked with Beede Center staff to facilitate a conversation on creating gender inclusive recreation and fitness programs.
- We are receiving proposals on 8/25/22 for RFP 453 - Comprehensive Recreation Facilities Strategic Plan. We plan to review submissions and make decisions on a vendor to work with to start the project.

## Beede Center

- We are excited to have [Mary Holland](#) join our Beede team as the new Aquatics Program Manager. Mary comes to Beede with nearly a decade of experience in aquatics and recreation planning as well as membership sales, recruitment, and retention. A marathon runner, avid swimmer, and collegiate athlete, Mary's diverse background of professional and personal experiences will bring a fresh perspective to Beede Center Aquatics Programs. Her current role at Nashua's Charlotte Elementary School has offered her the opportunity to work with diverse students and staff while also providing the administrative oversight of school budgets, staff scheduling, and the student/family experience. We are excited to have Mary join our leadership team and look forward to the great things she will do with us in the days, weeks, and months ahead.
- After a nationwide search, we are also very excited to announce that we have hired a new General Manager for the Beede Swim and Fitness Center. [Cathi Ellis](#) will be relocating from Beaverton, OR and joining our team on 9/19/22. Cathi is a Certified Parks and Recreation Professional and Certified Pool Operator with over 15 years of experience in the recreation, fitness and aquatics industry. In her current role, she manages a Recreation and Aquatics Center with a \$3M budget, 9 full time employees and over 40 FTEs. A leader that focuses on innovation and creativity, Cathi has a proven track record of successfully running high quality recreation programs supported by data-driven decision making. Cathi's professional and personal mission in parks and recreation is to work towards a community that is a better place to work, live and visit.
- The next Recreation Commission meeting will be on 9/27 at 7:00P via zoom.

- The Beede Swim and Fitness Center is closed this week for annual shutdown maintenance. The team is working hard to update systems and amenities and we want to thank the Facilities team, Public Works and the MCI Work Crew for their help. Projects that are getting completed this week include:
  - Replacement of Filter Sand in all pools by Weston and Sampson who won the project bid
  - Installation of water bottle filler in the cardio room
  - Upkeep and revitalization of the outdoor garden beds
  - Fitness equipment annual maintenance
  - Installation of therapy pool heat exchanger
  - Replacement of drywall in the women's locker room
  - New paint throughout the building, including the family locker rooms
  - New locker room shower curtains, shampoo racks and shower heads
  - Installation of new ADA door openers at the main entrance
  - Thorough deep clean of entire facility
  - Inventory of all supplies
  - Installing of new Virginia Graeme Baker compliant drain covers in the therapy pool and kiddie pool (due to shipping delays the lap pool installation happens at a later date).
  - Finalizing a sustainability project that was started in 2019 by RISE Engineering. RISE Engineering replaced the three-way valves on the four heat exchangers at Beede with modulating two-way valves, retaining one three-way valve on the loop with a pressure sensor control. The modifications were finalized in 2019 but the system was never connected to our current energy management system, a Viking Controls unit. Therefore, we were not yet seeing any thermal savings. Viking is connecting the system this week and providing instruction on use in the coming weeks.