

Town Manager's Report Monday, April 22, 2013

To: Board of Selectmen
From Christopher Whelan, Town Manager

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

FINANCE

Special State Primary Reminder: The Town Clerk's Office reminds registered voters that Massachusetts is holding a Special State Primary on Tuesday, April 30. Polls will be open from 7:00 am to 8:00 pm. The Primary is for Democrats and Republicans to choose candidates to represent the party at the June 25 Special State Election for U.S. Senate scheduled for June 25.

Absentee ballots are now available for voters unable to get to the polls in person on April 30. Absentee balloting may be done in person at the Town Clerk's Office before Noon on Monday, April 29, or ballots may be mailed directly to the voter. Contact the Town Clerk's Office via e-mail at townclerk@concordma.gov or check the Town's web site for further information – www.concordma.gov.

Tax Payments Due May 1: The Tax Collector reminds taxpayers that fourth quarter property tax payments are due by Wednesday, May 1 before 4:30 pm. The Tax Collector also reminds taxpayers that payments must be received in the Town House by that time in order to avoid any late payment fees. State law does not permit a postmark to be considered in determining timely payment.

PLANNING & LAND MANAGEMENT

Natural Resources Division

Natural Resources Commission: At their meeting of April 17, the NRC heard the after-the-fact Notice of Intent application for 24 Off-Harrington Avenue to reconstruct a driveway and construct a deck, and a Request for Determination Application to verify a wetland boundary at 221 Baker Avenue. The NRC also reviewed the two proposals received to farm Landmark Field and recommended that the license be awarded to Pete and Jen's Backyard Birds. A vote by the Commission on Articles 12, 13, and 14 was scheduled for Monday April 22 to allow all NRC members an opportunity to participate. Continued matters to be heard at the May 1 NRC meeting include: a Notice of Intent for Concord Public Works to replace and clean out culverts at Sleepy Hollow Cemetery; a Notice of Intent to redevelop 50 Beharrell Street; an Abbreviated Notice of Resource Area Delineation to verify the wetland boundary at Keuka Road; and the Notice of Intent for 24 Off-Harrington Road discussed above. New applications received for the May 1 NRC meeting include: an Amended Notice of Intent for

88 Martin Road for a sprinkler system, drywells, and stairs; Request for Determination of Applicability for Mass DOT for slope stabilization at Route 2 mile marker 122.2; a Request for Determination of Applicability for 455 Powder Mill Road to repair a stair near White Pond; and, a Notice of Intent for 73 Musketaquid Road to demolish and reconstruct a garage, construct additions, decks and retaining walls, and install a floating dock.

Division of Natural Resources Intern: Nancy Klaips joined the DNR team this week and will be interning with the Town until June 30. While with the Town, Nancy's main responsibility will be overhauling and updating the wetland permitting database.

Building Inspections Division

Salem Five Bank Opens: Construction has been completed, and a Certificate of Use & Occupancy has been issued allowing the new Salem Five Bank at 197 Sudbury Road to open for business. The bank occupies the former American Video retail space.

Health Division

Food Service Reviews: Health Inspector Gabrielle White is reviewing plans for a new restaurant, Bondir, at 24 Walden St. Plan review will be extensive, as the restaurant proposes to use several specialized food production processes which will require Hazard Analysis Critical Control Points (HACCP) plans. The Board of Health must approve these HACCP plans prior to licensing of the restaurant. Another new restaurant, Haute Coffee, to be located at 12 Walden St. (the current location of Comella's), is in the process of applying for licensure but has not yet submitted plans to the Health Division for review.

Weights and Measures Inspection Services: The contract with the Massachusetts Division of Standards for weights and measures inspections has been finalized, signed by the Town Manager, and returned to MA DOS for signature.

Beach Sampling Contracts: Contracts between beach owners and the Health Division for summer 2013 beach sampling have been sent out to the three beach associations; two have been signed and returned to the Health Division, and it is anticipated that the third contract will be finalized soon.

Planning Division

Technical Assistance Funds for Way-finding in Concord Center: After receiving notification in late March that Concord was awarded up to \$10,000 of consultant services under the Downtown Initiative Technical Assistance Program to assist with creating a way-finding program for the Concord Center Cultural District, Planning Division staff met Wednesday morning with DHCD's Program Coordinator Emmy Hahn to walk through Concord Center. It was noted that in addition to the Sign Bylaw and Historic District Guidelines, the Town is currently working with consultants on a Parking Management Plan and a Signage Inventory and Condition Assessment. Based on the information provided, Ms. Hahn will be recommending a consultant to work with the Town to create an appropriate

and historically-sensitive system of standardized navigational tools that will aid visitors in finding historic sites, parks, natural features, cultural attractions, parking lots, public restrooms and other amenities.

Millbrook Tarry Task Force Members Notified: Planning Division staff prepared letters to the nine residents appointed to the Millbrook Tarry Task Force informing them of their appointment and the need to be sworn in. Letters were also sent to the 13 other residents who were not selected, thanking them for their interest. The first meeting of the Task Force will be scheduled with the input of Planning Board Chair Elisabeth Elden for early-mid May.

POLICE

Operational Services: On Tuesday April 16, Officer Capone and Officer Mearn responded to the Old North Bridge to assist the National Park Service with a suspicious cooler that had been located. An Explosive Detection dog was used to examine the cooler, which was later found to be safe. Further investigation by CPD Officers deemed that it had been inadvertently left behind during Patriot's Day activities the previous day.

CPD Officers assisted the National Park Service with a small group of gun rights advocates, who had assembled at the North Bridge. The group left the area without incident.

On Saturday April 20, Inspector Skinner responded to the Acton Police Department to meet with a witness in the recent bank robberies in the Merrimack Valley area. The witness was able to provide detailed information so Inspector Skinner could complete a composite sketch of the individual responsible for the robberies.

Community Services: All Department members took part in the Patriot's Day Parade activities, assisting with traffic assignments to ensure the events went off smoothly.

Sgt. Troiano, Officer Shelley, Officer Toumayan, Officer Burgess and Dispatcher Landers were all a part of NEMLEC's Regional Response Teams that were sent into Boston throughout the week following the tragic events at the Boston Marathon. They were also part of the manhunt that ensued in Watertown and eventually led to the capture of the suspects.

PUBLIC WORKS

Lowell Road Gas Line Construction: National Grid and their contractor NEUCO resume work on Lowell Rd Monday April 22. The contractor will begin installing new gas main where they ceased operations last year, near 1000 Lowell Rd, and continue up Lowell Rd to Westford Rd. Work will continue throughout the summer. The contractor will be working within the roadway from 9 AM - 4 PM and will maintain alternating traffic at the work site. Delays should be minimal and traffic will be managed by police details.

Baker Avenue Extension Lane Construction and Traffic Impacts: Town staff have reviewed and approved the proposed schedule and impacts associated with the new lane construction and related infrastructure improvements required as part of the construction of the medical office building at 300 Baker Avenue Extension location. These requirements

were included as conditions within the MEPA and special permit. Work is scheduled to begin during the week of May 27 (Memorial Day week) and be completed prior to September 2. The majority of construction activities will occur during the day when Baker Ave Extension will be open for traffic in both directions. Police details will support construction activities to coordinate traffic operations when construction vehicles are required in the work zone. These events will be coordinated outside traffic peak hours.

Paving activities along with installation of drainage and traffic signal coordination will require Baker Ave Extension to be closed for regular traffic. This work is planned to take place during low traffic conditions on weekends and weeknights with detours in place. Emergency vehicles will have access to the road at all times.

Public Works Week Celebration – May 22: This year's Public Works Week Celebration will be held on Wednesday, May 22 from 8:30 AM to noon. This is the seventh annual event including all 8th grade students from the Middle School. The students will be competing in a Stormwater Pollution Prevention video contest for the 2nd year, after a great response last year. A panel of judges will be assembled for the event. Other activities include a stormwater/catch basin cleaning demonstration, hazardous material interactive skit, a tour of the Wastewater Treatment Plant, including a water conservation exercise and irrigation and soil testing event at Emerson Field. This is a wonderful opportunity to showcase the critically important work performed by Concord Public Works staff, and to educate the students about the importance of protecting our valuable resources and infrastructure.