

Town Manager's Report

Monday, April 30, 2012

To: Board of Selectmen
From Christopher Whelan, Town Manager

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

FINANCE

Town Clerk's Office

Town Meeting Wrap-up: The four-night Annual Town Meeting, along with an embedded Special Town Meeting, has been successfully completed. During this time, the Town Clerk's Office assisted with logistical and operational aspects by registering voters in at the beginning of each session, supporting the moderators recording and documenting proceedings during the sessions at the auditorium (Town Clerk Anita Tekle), cafeteria (Asst. Town Clerk Patricia Clifford), and gymnasium (Sr. Dept. Clerk Arlene Fitzpatrick). Others who were key contributors to the organizational success of the meeting in support of the Town Moderator, Eric Van Loon, included: Public Works staff (Andy Giles and Rich Weaver), Police and Fire officers, official timekeeper Denise Caruso (Sr. Administrative Assistant, Police Department), the Information Technology Office staff (Mark Howell and Leslie Koplou), and Town Meeting Coordinator Laurel Landry of the Town Manager's Office.

Attendance was good with 390 citizens registering for Monday's session, 650 for Tuesday's session, 831 for Wednesday's session, and 440 for Thursday's session.

Along with usual motions relating to Town, school, and enterprise budgets, there were several noteworthy articles that were adopted. Town Meeting authorized the Town to acquire a 79.5-acre parcel of land on Main Street in West Concord owned by W.R. Grace (off of Knox Trail). In addition, the Meeting approved two articles allowing the Town to lease land at the W.R. Grace site and the Town landfill on Walden Street for the purpose of installing solar panel arrays to produce electricity to be sold to the Town.

Town Meeting adopted a bylaw which would ban the sale of single-serving plastic water bottle in the Town effective on January 1, 2013 (subject to approval of the Attorney General), and defeated a bylaw to license and regulate cats. The Meeting voted to request Home Rule legislation seeking the state legislature's permission for Concord to develop a proposal for a local income tax, for consideration of approval at a future Town Meeting and eventual general electorate ballot as requirements for enactment, with the proceeds used solely to reduce the property tax.

Among the items addressed at the Special Town Meeting, the voters approved three non-binding resolutions concerning Concord's School Transportation Department and the publication of School budget documents.

The final vote of the Annual Town Meeting was the adoption of a resolution calling upon the U.S. Congress to pass and send to the states for ratification a Constitutional Amendment to reverse the decision of the U.S. Supreme Court in "Citizens United v. Federal Election Commission."

Treasurer/Collector Division

4th Quarter Tax Payments Due: Tuesday, May 1 is the due date for the FY12 fourth quarter property tax payments to be received by the Treasurer/Collector Division. A total of 6,510 property tax bills were mailed on Friday, March 30. Taxpayers can pay the taxes due by:

- going online to the Town website and using a credit card (service charges apply) or ACH electronic processing;
- sending the payment through the mail or alternative private delivery service (but it must be received at the Collector's Office by 4:30 PM on Tuesday, May 1 in order to avoid any late payment charges);
- bringing the payment to the Town House first floor office of the Treasurer-Collector (no later than 4:30 PM on Tuesday, May 1 in order to avoid any additional charges).

It is expected that over \$17 million will be received as a result of these fourth quarter bills. Any questions about property tax bills should be directed to the Treasurer/Collector Division at 978-318-3050.

PLANNING & LAND MANAGEMENT

Natural Resources Division

Massachusetts Society of Municipal Conservation Professionals (MSMCP) Annual Meeting: DNR staff attended the MSMCP Annual Meeting last week. Talks included: *State of the Birds Report* by MA Audubon Director of MA Important Bird Areas Program, highlighting the importance of managing habitat for declining grassland birds; *Current Stormwater BMPs & LID* by the Director of MA Watershed Coalition on ways to mitigate stormwater impacts; *Climate Change is Happening* by Richard Primack, PhD., who conducted much of his research in Concord on the natural history changes (esp. plants, butterflies, and birds) over time in response to climate change; *Water Policy Reform* by The Nature Conservancy's Director of Freshwater Programs; and *Climate Change & Governance* regarding community adaptation to climate change and handling conflict in a productive manner.

Crew Applications: Staff reviewed applications for the two summer crew positions available and will be interviewing candidates this week. Crew members are expected to begin in late May or early June.

Health Division

Disposal of Medical Sharps: As of July 1, medical sharps, including needles, syringes and lancets, may not be disposed of in solid municipal waste including household trash. Residents are reminded that they can bring sharps to the Concord DropOff and SwapOff on Saturday May 5 for disposal at no cost. Sharps should be delivered to the drop off in a rigid, sealed plastic container such as a clothes detergent bottle or home sharps container.

New England Olive Oil Company, 191 Sudbury Rd: Health Inspector Gabrielle White completed the pre-opening inspection and New England Olive Oil Company has been allowed to open for business.

Region 4A Emergency Planning Efforts: Assistant Health Director Stan Sosnicki has been working with Chief Cotreau of Concord Fire Department and resident Steve Telsey to establish a dedicated storage area for Medical Reserve Corps equipment and other emergency supplies at the Fire Station. Region 4A has provided bar code readers and an on-line inventory management database to assist the town in maintaining an active inventory of these supplies.

Public Health Intern: The Health Division will be hosting a public health intern over the summer. The student, who is an MPH-candidate from Boston University, will be assisting Public Health Director Susan Rask in researching health status indicators. This information will be used as part of the Healthy Communities Planning Project which will be starting over the summer.

Building and Inspections Division

Sprinklers in Single-family and Two-family Homes on Hold: The Building Division staff attended an all-day seminar on Thursday relative to the installation of sprinklers in one and two family homes. Massachusetts elected in the last promulgated building code to delete this item, as many other states have also deleted it, until further studies have been conducted. The training focused on different types of systems and design layout. If this code item is adopted at a future date, either as an emergency amendment or a MGL, there will be an additional review process and involve several more inspections.

Concord Mews/Longview Meadow/Alexan: Shortly after the one-year anniversary of their start date for construction, the Concord Mews rental housing project received the last initial inspection of the entire project. Going forward, all other inspections conducted will be final inspections, by electrical, plumbing, fire and Building. The Building Division will ensure that all Board of Appeals decision items have been met prior to issuance of the last certificate of occupancy.

Planning Division

Concord Riverwalk Affordable Housing: Working with the Regional Housing Services Office and local attorney Peter Farrow, the affordable housing covenant for the affordable unit at Concord Riverwalk was finalized and submitted to the Town Manager for signature last week. The closing on the unit is anticipated for this week. Recently, Director Marcia Rasmussen and developer Dan Gainsboro met with representatives from the Mass Housing Partnership who were interested in learning more about the permitting and development processes for this project to determine how such pocket neighborhoods might be duplicated in other communities.

Parking Management Plan Update: Lisa Jacobson of Nelson Nygaard indicated that they had conducted 10 stakeholder interviews (out of 26 names suggested) and that there had been over 300 responses to the online parking surveys at the beginning of the week. Nelson-Nygaard interns have also been in town this week conducting an initial parking inventory in preparation for the public meeting/workshop scheduled for Wednesday, May 9 from 4:30 to 7:00 at the Town House.

POLICE

Operational Services: On Tuesday April 24 Officers were dispatched to a residence on Main St. after the homeowner reported her 9 year old daughter was missing. Concord Officers were able to locate the juvenile a short distance from the residence and return her home safely.

On Wednesday April 25, officers responded to a residence on Fairhaven Rd. for a report of an ongoing domestic disturbance. An involved female was placed under arrest and transported to the station for processing. This was the Department's 17th Domestic related Incident this year.

On Thursday April 26, several street signs were reported to have been spray painted in the area of Main St. and Commonwealth Ave. It appears the damage occurred sometime during the overnight hours. This remains under investigation.

On Friday April 27, officers responded to the Ninety Nine Restaurant for a report of a disturbance. Two involved individuals were identified and advised of their options.

Calls for service to the Emerson Hospital Emergency Department requesting police assistance continue to increase. During the past week officers responded to the ED four separate times for disturbance related calls. This brings the total number of response calls to Emerson Hospital to 70 (Not including fire alarms).

Community Services: Detectives are investigating the possible theft of prescription narcotics from the CVS on Sudbury Rd.

A resident of Forest Ridge Rd. reported the theft of a package which had been delivered to her residence.

A staff member at 148 Walden St. reported damage to a window, and it appears someone may have attempted to enter the building.

Officers assisted with traffic control and other duties during the recent Town Meeting held at Concord Carlisle High School. One party was escorted out of the meeting without incident.

Administrative Services: Background investigations are currently being conducted on the finalists for the Dispatch vacancy.

All Command Staff members have completed their Domestic Violence High Risk Team training. This event was hosted by DVVAP in conjunction with the Middlesex County District Attorney's Office. Over the next several months the patrol officers will attend similar training.

Firearms training for officers is currently underway, and will continue this week.

PUBLIC WORKS

Seasonal Water Main Flushing: Activities are scheduled to take place Monday through Friday (9:30-3:30) April 30- May 11 in the West Concord & Old Marlboro Road areas. Visit http://www.concordma.gov/Pages/ConcordMA_Water/flush for more detailed information.

Concord Mews Housing Development: Diaz Construction Co., has been authorized to install the final section of 10-inch water main within the town owned land located in the general area of Old Powder Mill Road. This work will complete a new water service loop extending from Forest Ridge Road to Border Road.

Water Main Replacement Project: The Town's Water Main Contractor, Fenton & Son's, has mobilized to Belknap Street to complete the water main project contracted last summer. This final phase of work will involve the replacement of outdated and undersized water main from the intersection of Belknap and Thoreau Street approximately several hundred feet west on Belknap towards Main Street. The work will also include replacement of water services to each respective property line. Traffic will be detoured during construction.

Nagog Pond: Concord Public Works is soliciting statements of qualifications from experienced, qualified professional planning/engineering firms with expertise to develop a Nagog Pond Watershed - Land-Use Master Plan and Design Services for a Treatment Facility. CPW has included within the FY 12 and 13 Water Division budget plans funding to accomplish design and master planning in developing a strategic, long-range water resource

plan which will consider the opportunities associated with Nagog Pond's water supply conveyance system, treatment facilities and all properties which will secure its primary function as a public water supply while evaluating the economic and environmental potential of these assets in an integrated and sustainable manner. Following completion of design and master planning, it is anticipated a debt authorization to implement recommendations, including full scale filtration, will be forthcoming.

Unwanted Medication & SHARPS Collection Saturday, May 5: Concord Public Works and REUSIT are sponsoring an unwanted medication & SHARPS collection on Saturday, May 5, from 9:30 AM - 3:00 PM at 135 Keyes Road. This will coincide with the May 5 Drop-Off event, which also runs 9:30 AM - 3:00 PM. This is a free collection for Concord residents only (ID required); voluntary \$ contributions will be gratefully accepted. This is a great opportunity for residents to clean out their medicine cabinets and bring all expired or unwanted medications, veterinary medications, vitamins, and SHARPS (hypodermic needles, syringes, etc.) for proper disposal, with the added benefit of keeping these materials out of the waste stream.

Nagog Dam Reconstruction: The Nagog dam reconstruction project has been advertised as of May 2 with sealed bids scheduled to be received on May 25, 2012. Work is scheduled to commence this construction season during low flow periods and includes:

- Installation of erosion and sediment control devices including straw bales and silt fence
- Installation of phased cofferdam and control of water measures.
- Chipping, removal, and replacement of deteriorated concrete along the entire dam structure including below the existing ground/mud line.
- Replacement of the low level outlet gate, including excavating to restore the approach channel.
- Installation of precast concrete culvert sections for proposed outlet channel alignments
- Filling along the downstream side of the dam; Installation of downstream slope erosion protection stone
- Modification of existing water supply and pressurized sampling line configuration
- Replacement of gate valves within the existing gatehouse
- Loaming and seeding of the downstream areas and other areas disturbed by construction activities; restoration of all staging areas.

Junction Park Reconstruction: Concord Public Works Engineering staff are currently checking references and reviewing similar projects completed by NE Distinctive Properties of Salem, NH. which submitted the most competitive and responsive bid proposal for the reconstruction of Junction Park. It is expected that a recommendation for award will occur over the next week with improvements scheduled to commence in mid to late May.

Cambridge Turnpike Reconstruction, Engineering Design and Permitting Services: Concord Public Works staff continue to engage in scope and fee negotiations with The Louis Berger Group following receipt and qualitative ranking of 11 statement of qualification packages relative to engineering services for the Cambridge Turnpike Reconstruction

project. It is expected that a final contract document will be developed over the next 2-3 weeks followed by a recommendation to award allowing design, permitting and public outreach to get underway.