

# Town Manager's Report

## August 26, 2014

**To: Board of Selectmen**  
**From Christopher Whelan, Town Manager**

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

- **Finance Department** - The Town Governance Study Committee has completed its work and the final report is being printed. The report will be available on the Town's web site ([www.concordma.gov](http://www.concordma.gov)) once it is delivered to the Selectmen, which is expected to be by Thursday, August 28<sup>th</sup>. Hard copies of the report will also be available for viewing at the two libraries, and will be available for sale at the Town Clerk's Office for \$5.00 (includes Appendix) during normal business hours.
- **Fire Department** - Promotional Interviews were held Tuesday August 19<sup>th</sup> to identify a replacement for LT Jon White who recently retired. A recommendation for appointment will be sent to the Town Manager shortly. Also newly hired firefighters Matt O'Donnell and Evan Foisy are attending the Massachusetts Fire Academy's recruit academy. This 9 week demanding curriculum will teach them the mindset, skills and physical fitness necessary to have a successful career here at the CFD. We look forward to their late September graduation!
- **Health Division**
  - **Proposed Restaurant, 84 Commonwealth Avenue:** The Health Division received plans for a proposed restaurant, Saltbox Kitchen, at 84 Commonwealth Avenue (the former "Concord Outfitters" space) on August 15<sup>th</sup>. Health Inspector Gabrielle White completed an initial review and is seeking additional information. Approval is anticipated by September 15<sup>th</sup>.
  - **Unsanitary housing:** Last week, Health Division staff was alerted by Concord Police about an unsanitary housing situation. Health Division staff worked with Community Services Coordinator Aileen Buford, Concord Police and the Animal Control officer to begin cleanup efforts at the property, which are now underway. Health Division staff and the Community Services Coordinator will continue to work together to resolve the issue and provide support services to help the residents maintain a sanitary home.
  - **Complaint about misuse of a pesticide:** Health Division staff received a complaint about possible misuse of pesticide at a business in Concord. At the request of the Health Division, an inspector from the Massachusetts

Department of Agricultural Resources Pesticide Division performed an inspection and provided necessary follow up to ensure the pesticide is used safely.

- **Natural Resources Division**

- **Natural Resources Commission:** At the August 13<sup>th</sup> meeting, the NRC heard the following matters: the continued Notice of Intent (NOI) hearing to construct a driveway with wetland crossing at 165 Balls Hill Road; an Abbreviated NOI to replace the concrete ramp and install condensing units at 91 Everett Street; and, a Request for Determination of Applicability to repair potholes in Off Harrington Road. The NOI hearings to construct a 22-unit Planned Residential Development at 140 Commerford Road, a driveway at 55 Estabrook Road, and demolition and reconstruction of a single family house at 84 Bruce Road were continued to the September 3<sup>rd</sup> NRC meeting. The Notice of Intent to construct two new single family houses at 385/405/37A Cambridge Turnpike was withdrawn. Orders were issued for landscaping work at 112 Great Meadows Road, demolition and reconstruction of the single family house at 163 Lindsay Pond Road, and a septic system replacement at 90 Pine Street. The Commission also held a public hearing on amendments to the Conservation Land Use Regulations, which were subsequently approved by the NRC and the Board of Selectmen. A gift of land at 36A Baker Avenue for conservation and passive recreation purposes was accepted by the NRC and subsequently approved by the Board of Selectmen.
- **DEP Site Visit:** DEP will conduct a site visit on August 26<sup>th</sup> at 10:30 AM regarding the appealed Order of Conditions issued for driveway work at 24 Off Harrington Avenue.
- **Warner's Pond Brochure:** The Division of Natural Resources has completed preparation of a brochure to provide information on the Warner's Pond Watershed Management Plan. The brochure will be sent to Concord residents located in the Warner's Pond watershed and will also be available on the Division of Natural Resources webpage under Reports, Plans, and Brochures.

- **Building Inspections Division**

- **Woods Hill Table restaurant:** A full building permit has been issued this week to complete the construction of the Woods Hill Table restaurant in the former West Concord Supermarket space at 24 Commonwealth Avenue. Work had started on the site in a limited manner to allow replacement of the foundation.
- **Trinity Episcopal Church project starts:** The Trinity Episcopal Church on the corner of Elm, River and Main Streets has been issued a full building permit to begin their \$1.3 million parish house renovation project.
- **Middlesex School:** Renovation of the LaBaron-Briggs and Robert-Winsor dormitories at Middlesex School is nearing completion. Certificates of Occupancy are expected to be issued next week.

- **Planning Division**

- **Commerford Road PRD:** At the August 26<sup>th</sup> Planning Board meeting, the Board will review the final draft report and recommendation letter to the Zoning Board of Appeals for the Commerford Road Planned Residential Development. The site at the end of Commerford Road is 44 acres; the proposed project is for 22 units of housing with 28.5 acres of open space deeded to the Town. This open space area has an existing trail that connects to the 118-acre Town-owned Annursnac Conservation Land. Through the research of a Historical Commission member, the name of the new road within the development is proposed to be Black Horse Place, after Dr. Joseph Lee who lived in the area and operated the Black Horse Tavern. The Zoning Board of Appeals will hear the application at the September 11<sup>th</sup> meeting.
- **Monsen Farm Subdivision:** Also at the August 26<sup>th</sup> meeting, the Planning Board will discuss with the developer the release of the Town's affordable housing restriction on Lot 7 in exchange for the payment of \$60,000. It is the recommendation of the Planning Division staff and the Town's housing consultant that the Board accept the payment and release the lot based on the fact that the fair market price for the lot would be over \$250,000, which for the creation of only one affordable unit is not fiscally prudent. It has been suggested that these funds could be used as a local match for further grant funds to complete the four remaining units of housing at the Concord Housing Authority project at Peter Bulkeley Terrace.
- **Middlesex School New Residence Hall:** On Monday, August 25<sup>th</sup>, Town staff from various departments are meeting with Middlesex School for a preliminary review of plans for a new residence hall that will include 2 small parking areas and a subsurface drainage system; a new guard house with a split driveway along the main driveway; a series of new walkways; and, replacement of existing decks and docks at the boathouse. The project includes the construction of a temporary construction access road and other work within wetland jurisdiction areas.

- **Historic Districts Commission:**

- The HDC met Thursday evening where they reviewed one continued and eight new applications for changes within the Historic Districts. The Commission approved installation of new lighting and rear entrance doors at 24-28 Walden Street; revised design for the stone walls, sidewalk and stairs at Heywood Meadow; 45 new lighting fixtures on existing poles throughout Concord Center; the installation of 19 new lights (and the removal of the existing sodium street lights) between 122-228 Main Street; the removal/replacement of a gutter at 7 Lexington Road; new garage door colors at 276 Main Street; new additions at 607 Lowell Road; and the replacement of windows at 58 Monument Square (Masonic Lodge). In addition, the Commission opened the discussion of proposed new construction of a house at 5A Barrett's Mill Road on an existing

open lot. This application was continued to the September 4 meeting to allow time for the Commission to hold a site visit on September 3.

- **Historic Resource Information Now Online:** The Concord Historical Commission has been working for several years to increase the availability of the Town's Historic Resource information by making it available online. This summer, the Town's MassPort Summer Intern, Jana Herman, worked with Planning Division and IT staff to make this goal a reality. Three new layers are now available on the Town's WebGIS system which allows staff and residents to search for the age of an historic structure, any local/state/federal designations, and to access the historical and architectural information available on any surveyed property. In addition, updated photos of Concord's Historic Resources, taken for the CHC by Tom Bagley, have also been added to the WebGIS system and can be viewed with the Historic Resource Survey information.
  
- **Council on Aging –**
  - The Council on Aging is pleased to announce the arrival of a new 14 passenger wheel chair lift equipped van. Providing safe and reliable transportation for residents over the age of 60 is a high priority. The van was purchased with funds donated by the Concord Friends of the Aging and is operated by the COA. The COA wishes to thank all the many individuals that made this acquisition possible.
  
  - The Harvey Wheeler Community Center, where both the COA and the Recreation Pre-School and After School Care programs are housed is in the process of obtaining a new flat rubber roof. The construction project is expected to be complete at the end of this week.
  
- **Veterans Services –**
  - Most of the week was consumed by planning and preparations for the special event recognizing Medal of Honor recipient Thomas Hudner and the US Postal Service's new Medal of Honor stamp. The Postal Service stamp is designated for Korean veterans who are recipients of the medal. The event was well attended and we want to thank all those who attended to recognize a truly remarkable man.
  
  - Other events of the week are the common veterans' services business, eg: families making flag donations, veteran looking for the aid and attendance benefit, VA home improvement grant, home bound veteran well-fare checks and hearing aids benefit and further research into the request to add a name to the Concord War Memorial.

- **Recreation -**

- The Recreation Department is having a “soft shut down” this week busily preparing the classrooms at HWCC and Hunt for another year at After School. The Department is experiencing record numbers in both the After School and Before School programs hiring new teachers and adding classrooms. ‘Open House’ for new parents and students at both sites is on Thursday, August 28<sup>th</sup> from 9:00-11:00am.
- Online registration has begun for many recreation programs with the help and excellent collaboration between departments. Special thanks to the IT Department as well as Pat Robinson in Finance who have made online registration a reality. We have accepted our first successful online payment and we are now in the process of educating our customers of this new form of registration. This is also advertised in the new recreation brochure which sent to every Carlisle and Concord household this weekend.

- **Community Services –**

- The Community Services and Youth Services departments are very excited to announce the Social Service Resource Guide has been completed and are ready to be distributed. The plan is to post the guide to both departments’ webpages first, then send out digital copies to all Town Departments. Going forward we plan to print and distribute hard copies throughout town for distribution as needed.
- During the week of August 18<sup>th</sup>-22<sup>nd</sup>, Community Services collaborated with The Concord Health Department, The Concord Carlisle Community Chest, SNAP, The Concord Council on Aging, The Salvation Army and the Good Neighbor Energy Fund, The Masonic Angel Fund and the Food for Families program to provide resources and assistance to 8 Concord families.

- **Recreation – Beede Swim & Fitness Center – Beede Center**

- Online Registration became a reality on Friday afternoon. There is a “registration” link on Recreation’s home page that takes you to the program/membership registration. Information announcing online registration was published in the Recreation seasonal brochure. The brochure was delivered to the post office on Friday and should be received all households in Concord and Carlisle today. Online registration was also announced via the Town’s news and notices feature on the Town website.
- Shutdown began this Saturday and will continue until the Tuesday after Labor day. The HVAC project is in full gear. Boilers and Domestic Hot Water systems will be demolished and new equipment installed this week.
- Cleaning, caulking, painting, tiling, plumbing are ongoing throughout the week. It’s a busy place