

Town Manager's Report December 23, 2014



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

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

- **Veterans Services –**
 - Fuel assistance applications sent out to four chapter 115 clients who should qualify for fuel assistance through the state.
 - Wellbeing check performed on spouse of veteran residing at Peter Buckley Building. Check ok.
 - Veterans' services town report and photograph submitted for publication.
 - Wellbeing check on former chapter 115 client/veteran who hadn't been seen for some time, failed to show for doctor's appointment. Check ok
 - Hand delivered three silent fund envelopes to Concord residents.
 - Received a call for Boston HUD Veterans Affairs Special Housing program requesting assistance with a Concord VASH veteran who needed help with providing presents for her child, fuel assistance and other utility bills. Assistance provided.

- **Community Services**
 - THANK YOU VERY MUCH to all the town employees and Concord residents who contributed to the Community Services Holiday Gift Card Drive. \$4,975 in gift cards were donated this year! Of the total \$1,425 came from Concord town employees and Concord town residents. The remaining \$3,550 was donated by the Concord Masons, from their Masonic Angel Fund.

- Also, several thousands of dollars in gifts and toys were donated through the Concord Carlisle Youth Services and Community Chest gift drive. The gifts and gift cards have been distributed to 36 Concord low-income families and 3 Carlisle low-income families, which includes 87 dependent children.



- The Community Services Coordinator met with 20 individuals this week and responded to 82 emails and 21 incoming phone calls, all related to assistance requests.
- Assistance requests dealt with housing issues, fuel assistance, financial assistance, food assistance, holiday assistance, donation opportunities, weatherization and transportation.
- The Community Services Coordinator collaborated with Minuteman Arc, The Concord Council on Aging, The Carlisle Council on Aging, The Concord Carlisle Community Chest, The Concord Carlisle Youth Services Coordinator, The Concord Veteran's Agent, Minuteman Senior Services, The Concord Police Department, The Concord Housing Authority, SMOC, SNAP, Hugh Cargill Trust, The Society of St. Vincent De Paul, The Concord Masons, The Concord Rotary Club and The Salvation Army.



- **Recreation**
 - There will be a coaches meeting for Boys basketball on Monday, December 22 at the Hunt Gym to distribute rosters, equipment and schedules. Currently there are 210 participants in grades 3 through 8.
 - The Hunt gym floor will be refinished on December 24 and as a result, unavailable through December 28th.
 - On January 5 the **Family Open Gym** program will begin. On Mondays, Wednesdays and Thursdays there will be equipment such as balls, hula hoops and other play features in the Hunt gym for families and children up to age 6.
 - This program is **free**. Call the Hunt Recreation Center for more information at 978-369-6460.

- **Department of Planning and Land Management**
 - **Natural Resources Division**
 - 2014 Open Space and Recreation Plan: Assistant Natural Resources Director Lori Capone presented the draft 2014 OSRP to the community at a public meeting Thursday night at the Harvey Wheeler Community Center. Public comments received by the end of the year will be incorporated into the report. Additional public comments and letters of support will be accepted through January 9, 2015 for inclusion in the document and can be submitted to Lori Capone at lcapone@concordma.gov or can be mailed to the Division of Natural Resources 141 Keyes Road, Concord, MA 01742. The draft Plan can be viewed on line at: www.concordma.gov/pages/ConcordMA_NaturalResources/OSRP/OSRP.

- White Pond Watershed Management Plan: The Division of Natural Resources hosted a neighborhood meeting with the ESS Group on the Watershed Management Plan draft attended by approximately two dozen residents. The meeting provided an opportunity for community feedback; comments will be incorporated in the final report, which is due in February. The draft Plan is available at: www.concordma.gov/pages/ConcordMA_NaturalResources/index.
- Natural Resources Commission: At the December 17th meeting, the NRC heard the following matters: continued Notice of Intent (NOI) for 51 Coolidge Road to install a play structure; continued NOI for 1888/188B Main Street to construct a seven-unit Planned Residential Development (PRD); continued NOI for Middlesex School to construct a new residence hall, a new guard house and make improvements to the boathouse; a Request for Determination of Applicability for 632 Main Street to construct an addition and two bay windows; and an NOI for 19 Sunnyside Lane to construct a screened porch. The Commission issued permits for the following: a septic repair at 150 Garfield Road; a garage addition at 40 Whippoorwill Lane; pool improvements at 79 Commerford Road; the play structure at 51 Coolidge Road; the PRD at 1888/188B Main Street; the addition at 632 Main Street; and the screened porch at 19 Sunnyside Lane.
- **Planning Division**
- Community Preservation Committee: The CPC completed its review of this year's CPA funding applications on December 15th and made final recommendations for CPA funding at the 2015 Annual Town Meeting. The Committee has recommended allocating \$1,802,921 in current year and reserved funds to projects in Community Housing, Open Space, Historic Preservation and Recreation. Town projects proposed for funding this year include the Bruce Freeman Rail Trail, the Regional Housing Services Office, the Warner's Pond Dredging Feasibility Study, and the Archaeology Program Administration Program. Funding was also recommended to restore the historic fountain at MCI Concord's Reformatory Building; the exterior restoration of Wright Tavern; the interior restoration of the Old Manse; the Natural Playscape at Ripley School; the new CCHS Playing Field Project's Phase II; the addition of four new affordable units at the Peter Bulkeley Terrace building and the construction of 83 affordable assisted living units at Junction Village.

Additional funds have been recommended to be set aside this year for future use on Open Space and Land Acquisition Projects.

- Flood Map Updates 2014: Administrative Assistant Nancy Hausherr and Town Planner Elizabeth Hughes recently updated the Town's Flood Map web page to incorporate the revised 2014 FEMA Flood Insurance Rate Maps, the 2014 Flood Insurance Study, information on the Mill Brook Flood Plain Letter Of Map Revision, the annotated flood plain maps showing the changes to the Mill Brook as part of the Letter Of Map Revision, as well as additional information for property owners on the Letter of Map Amendment process.
- Planning Board: At the December 16th meeting, the Board voted to submit the following Zoning Bylaw amendments to the warrant for the 2015 Town Meeting: amend the Boarding House definition so it is consistent with State Law; amend the Lot Width exception to specify the minimum lot frontage is required; amend the Earth Removal & Personal Wireless Communication Facility sections to include reference to the Town's Wetlands Bylaw, which was adopted after these bylaws; amend the Wetland Conservancy District so it references the Town's Wetlands Bylaw and the definition is consistent with the Wetlands Bylaw; amend the Residential Cluster Development to require a minimum of 50% of the open space be upland, which is consistent with the current requirement in the Planned Residential Development (PRD) bylaw; amend the PRD bylaw to reference the Town's Wetlands Bylaw and to correct a Section number reference error, amend the Height bylaw so that the method to measure the height of a structure is the same in all of the residential zone districts; and; adopt a Floor Area Ratio for the Residence A, B & C zone district.
- **Health Division**
- Routine Health Division Activities—Health Division staff provided the following services:
- Septic system permitting: 5 septic plans reviewed and 4 permits issued; 1 review of a septic design > 2000 gpd for proposed hospice facility in Lincoln; 14 field inspections; 1 Deep Test Hole witnessed; 4 Certificates of Compliance issued; 2 Title 5 Sewer Reviews; 8 building reviews to assess septic system capacity prior to issuance of building permits; 14 file reviews with residents at the counter.
- Other: 2 food service inspections for new or expanded facility; 1 temporary food service consultation; 5 consultations with business

owners related to proposed food service projects; 3 consultations with business owner and MDPH regarding proposed recreational camp; 1 housing inspection for unsanitary conditions; 2 beaver removal permits issued; 1 bottled water bylaw complaint inspection.

- Meetings attended: Concord Board of Health; Lincoln Board of Health; CHNA 15 Healthy Communities meeting; Middlesex Tick Task Force; MDPH Region 4A coalition meeting.
 - Organic waste recycling: In an effort to further the town's sustainability goals, Health Inspector Gabrielle White has been working with business owner Kristen Canty to organize a program for collection and recycling of organic food waste from local restaurants and other institutions. Gabrielle has met with several large food service facilities to explain the program and elicit their participation.
 - **Building Inspections Division**
 - Code Enforcement Coordination training: The Building Inspections staff attended training at the State Fire Services building in Stow this past week. The training was centered on the new Massachusetts Comprehensive Fire Safety Code which was recently adopted by the State and goes into effect on January 1, 2015. This new regulation is enforced by the Fire Department and coordination is needed between the Fire Department and the Building Inspector on some of the common code issues.
- **Concord Fire Department-**
 - **Hiring Process** - The department is involved in completing a firefighter hiring process to fill the current vacancy due to our recent retirement. The department narrowed down the remaining list of candidates to 11 individuals who were brought in for an oral board. The board narrowed the list further down and the remaining candidates will be going to the next phase of the hiring process which will be conducted on January 6th, 2015 at the Walden Street station. The potential hiring date for the final candidate will be around the middle of February.
 - **NFPA 1** - The department is currently working with both the building and planning departments to coordinate the implementation of the new Mass Law concerning NFPA 1. This implementation will be a coordinated effort by everyone. There will be changes in our permits (giving out more), and recommendations for fire safety and building access. Some

fire department personnel along with the building department have both attended the new training to assist us in a smooth transition.

- **Concord Municipal Light Plant**

- Retirement of Utility Software Coordinator Eldin Joslyn: After twenty-seven years of dedicated service, our Utility Software Coordinator, Eldin Joslyn is retiring as of December 22, 2014. Eldin has made countless contributions to Concord Light since arriving in 1987 and she will be greatly missed.
- Eldin joined the Town of Concord as the Utility Billing Clerk in 1987. In 1994, she joined the Light Department as the Purchasing Clerk and was responsible for purchasing and invoicing. Eldin quickly advanced through the ranks and became the Utility Software Coordinator. She played a key role in so many projects and was instrumental in upgrading the billing software. Eldin's dedication to customer service was exceptional.
- Though we all will miss Eldin heartily, we congratulate her on a successful career and wish her a long and fruitful retirement.

- **Concord Senior Services –**

- **MCOA Awards 17 Aging Mastery Grants for 2015**

The Massachusetts Association of Councils on Aging, in conjunction with the Massachusetts Executive Office of Elder Affairs and National Council on Aging, is pleased to announce the following 17 councils on aging have been awarded an Aging Mastery Pilot Program grant for 2015: Auburn, **Concord**, Dalton, Easthampton, Harwich, Kingston, Lawrence, Lexington, Marshfield, Millville, Plymouth, Rochester, Scituate, Shirley, Ware, Weston, and Williamstown.

Nearby councils on aging will partner with these 17 communities and recruit participants for the program. Formal partnerships have been struck with Adams, Ashby, Cheshire, Clarksburg, Florida, Hancock, Lincoln, North Adams, Savoy, and Wayland.

The Aging Mastery Program is an innovative program designed to demonstrate how consumer training, self-tracking of adoption of health aging behaviors, and small incentives can empower older adults to make

and maintain small but impactful changes in their health behaviors. In 2013, the Aging Mastery program was launched by the National Council on Aging with 5 nationally accredited senior centers, including the Duxbury Senior Center. By the end of 2015, 46 communities in Massachusetts will have adopted this dynamic and effective program for their annual training system. Councils on Aging provide a rich array of educational courses and wellness activities to support older adults as they grow and change.

