

# **Town Manager's Report**

## **Tuesday, February 21, 2012**

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

**As the Board is aware, the Town maintains a number of “subscribable folders” on our Web site, where visitors may sign up to receive documents such as this Weekly Report, meeting minutes and agendas via e-mail. As of last week here are the number of subscribers for each folder:**

News and Notices-858 Subscribers  
Recreation News-556 Subscribers  
Board of Selectmen Agendas-272 Subscribers  
Board of Selectmen Minutes-251 Subscribers  
Board of Selectmen Agenda Supporting Materials-18 Subscribers  
Cemetery Committee Minutes-75 Subscribers  
Public Works Commission Minutes-198 Subscribers  
Employment Opportunities-801 Subscribers  
Council on Aging Newsletters-297 Subscribers  
Town Manager Reports-275 Subscribers

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

### **FIRE**

#### **Engine 8 Refurbishment:**



As one can see from the above photo, the Engine 8 refurbishment is an in-depth rework of both the mechanical and aesthetic components of the truck. We should have the truck back in approximately 3 weeks.

**Station 1 Renovation:** The air conditioning work will begin this week, and completed in 1-2 weeks. The renovation of the floor 1 offices should be completed shortly thereafter.

**Unusual Emergency Responses:** Last week, the Department responded to an Adin Drive residence for a possible explosive package. The State Bomb Squad was called as a precaution, and removed the package.

**Other Items:** Last Wednesday, in an effort to correct a serious radio communication issue, the Fire Department reprogrammed all its radios. In order to keep two-way communications effective, the Police Department, the Department of Fire Services and all mutual aid communities also had radio reprogramming completed. This appears to have solved the biggest issue but we will be evaluating performance over the next few weeks to get an idea of what, if any further work needs to be done.

## **LIGHT DEPARTMENT**

**Laurel Street Underground Electrical Conversion:** Concord Light has been working on Laurel Street, building a new underground electrical distribution to replace the existing overhead electrical distribution system. With the exception of 4 houses, the entire street is now fed from the newly installed underground conductors. Once the remaining 4 houses are converted, the Lineworkers will commence with the removal of the overhead electrical facilities.

**Smart Thermostats – Request for Qualifications:** Concord Light is in the process of soliciting statements of qualifications from HVAC and/or electrical contractors for the installation of Radio Thermostat CT80 Smart Thermostats in conjunction with the Smart Grid deployment in Concord. The Smart Thermostats require the use of a C-wire for proper functionality, which many homes in Concord do not currently have as part of their HVAC control systems. The RFQ calls for the thermostats to be installed in the homes of 100 customers who have volunteered to participate in Concord Light's controlled central air conditioning pilot program beginning on June 1, 2012. The pilot program will assist Concord Light to find additional ways to reduce the summer peak demand for electricity.

## **PLANNING & LAND MANAGEMENT**

### **Natural Resources Division**

**Natural Resources Commission (NRC):** At the meeting of February 15, the NRC closed and issued Orders of Conditions for the following projects: 1373-4 Monument Street for the installation of underground utilities; 95 Allen Farm Road for the after-the-fact construction of retaining walls and tree removal and for the construction of a shed, fence and swing set; 124 Nashoba Road for the after-the-fact reconstruction of an ornamental pond; 76 Hawthorne Lane for the construction of an addition; and Concord-Carlisle High School for the sewer line

and culvert replacement. The Commission heard the continued hearing for Save Our Heritage for the reestablishment of underground drainage pipes, which the Commission anticipates closing and issuing an Order at the next meeting. New applications received last week include: a Request for Determination of Applicability for 686 Elm Street to introduce 340 square feet of additional bituminous asphalt to access the rear addition; an after-the-fact Notice of Intent for 88 Crowell Farm Road for tree and invasive species removal, restoration and management; and, a Notice of Intent for 1723 Monument Street to demolish and reconstruct a single family house.

**Marabello Update:** The Commission also issued four Certificates of Compliance (COC) closing out completed projects, including one for the Marabello property at 874 Barrett's Mill Road. Issuance of this COC resolved a wetlands violation first identified in 2008, and included removal of about 25,000 cubic yards of compost product, wetland restoration, and delineation of the historic wetland boundary. The NRC also voted to lift the Enforcement Order from the property.

**Great Meadows Blanding's Turtle Conservation Project:** The Natural Resources Commission voted to continue their annual contribution towards funding a portion of the Great Meadows Blanding's Turtle Conservation Project. Dr. Bryan Windmiller is currently headstarting 26 juvenile Blanding's turtles from Great Meadows and two from a female Blanding's turtle killed on Route 2 in Littleton, MA at Zoo New England, the Alcott, Willard, and, Thoreau Elementary Schools, and the Carlisle Middle School. In addition, Dr. Windmiller is conducting curriculum programs with the Pike School, Concord Carlisle High School, and the Curtis Middle School, all of which are raising Blanding's turtles from Oxbow NWR that will be released at the Assabet River NWR as part of an ongoing Blanding's turtle reintroduction program at Assabet River. This year they will be participating in a regional State Wildlife Grant initiative to determine the conservation needs of Blanding's turtles throughout the Northeast.

## **Health Division**

**Revisions to Board of Health Regulation - Minimum Standards for Keeping of Animals:** The Board of Health has completed its review and has finalized proposed regulations for keeping of animals. The proposed regulation will be sent to all current holders of Animal Permits, and to the Agriculture Committee. The proposed regulation will also be posted on the Health Division website by March 1, and written copies will be available in the Health Division office this week. The Board will hold a public hearing on the regulation at its meeting on March 20. Anyone who wishes to comment on the proposed regulation may do so at the hearing, and/or may submit written comments to the Board prior to the hearing.

**Main St. Market Café at 42 Main St.:** Environmental Health Inspector Stan Sosnicki conducted an extensive review of the street address files in order to determine whether there is an increase in sewer capacity required by the proposed increased seating at Main Street Market Café. The results of this review have been forwarded to the Water and Sewer Division.

## **Building and Inspections Division**

**Construction About to Begin:** The Building Division staff met with Normandy Real Estate Partners and their contractor to review the building permit application for the new “Vanguard Medical” building to be built on the 300 Baker Avenue site. The project was approved by the Board of Appeals, Board of Health and the Natural Resources Commission. The contractor hopes to start construction at the site in early April with the building completed and ready for occupancy in July of 2013.

**New Concord-Carlisle High School and Zoning Requirements:** The Building Commissioner and Planning Director met with the architectural and design staff on the proposed High School building. It has been determined that the High School site lies within Concord’s Ground Water Conservancy Zoning District and that the site does not conform to the requirements of that water protection overlay district; which will require the project to obtain a special permit with site plan approval from the Concord Zoning Board of Appeals (with recommendations from the Planning Board and Natural Resources Commission). This project has been “fast tracked” with the goal of having the new High School open for students in the fall of 2014.

**Potential Assisted Living Facility:** Last week, the Building Commissioner and Planning Director met with representatives from the “Northbridge Companies” to preliminarily discuss their proposal to locate a new assisted-living facility with a focus on “memory-care” at the Elks Club site on Baker Avenue. Northbridge Companies is located in Burlington MA; they develop senior living facilities throughout New England. They currently own and operate 322 assisted living facilities - 5 located in Massachusetts. It was determined that a zoning bylaw amendment would need to be considered at a Town Meeting before this use could be considered by Town Boards for this site.

## **Planning Division**

**Parking Management Plan Kick-off Meeting:** Town staff met with the project team from Nelson-Nygaard to discuss the goals for the Parking Management Plan, key background issues, opportunities for outreach and public input, available information and information to be gathered and the preliminary schedule for the work. Nelson-Nygaard will begin immediately to create an inventory of parking, learn about the collection program and conduct a land-use analysis. We anticipate user surveys, stakeholder interviews and a charrette-style workshop to be done in March, 2012.

**MAGIC Suburban Mobility Project:** MAPC Transit Planner Eric Halvorsen is working with the 13 area towns that comprise the MAGIC sub-region to develop the next phase of the suburban mobility project (ways to connect residents to work, schools and key locations within the region). Eight planners from area towns met last Monday to comment on a draft town-wide transit survey and discuss next steps for the project.

**Concord Housing Development Corporation:** Director Marcia Rasmussen attended the recent meeting of the CHDC to learn more about the housing group’s recent activity. It was noted that the improvements and re-sale of unit #10 at Emerson Annex had recently been completed. There was discussion about what was next for the CHDC and whether there

would be any benefit in promoting or supporting “in-law” housing. It was suggested that the Corporation re-examine the list of Town-owned parcels of land previously reviewed and rejected by the former Affordable Housing Committee (2003) because they were too small. The CHDC is planning to attend the February 27 Board of Selectmen meeting to provide an update to the Board.

**Historic Districts Commission:** On Thursday, the HDC held an executive session on current litigation. After returning to open session, the Commission reviewed and approved a Certificate of Appropriateness to install new storm windows and replace/relocate existing windows and vents at 315 Lexington Road. The Commission reviewed and denied an application for approval of alterations made to the design of the mudroom at 586 Main Street. The Commission also continued their review of the draft Rules and Regulations document.