

Town Manager's Report Monday, February 28, 2011

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

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

FIRE

Station 1 Renovation: Interior painting, ceilings and floor prep was the concentration last week. Floor installation is scheduled to begin this week as the overall project continues on schedule.

LIGHT DEPARTMENT

Willard School – Solar Renewable Energy Credits: Concord Light has completed a preliminary assessment indicating that the Solar PV System on the Willard School is likely to qualify for Solar Renewable Energy Credits (SREC), which the Town can sell to Investor-Owned Utilities that need credits to meet their Renewable Portfolio Standard obligations. Energy New England has been directed to prepare a Statement of Qualification Application and submit it to the Massachusetts Department of Energy Resources for a formal determination on the Willard System's eligibility to qualify for SRECs. The estimated value of the SRECs in 2011 is \$15,000.

Welcome to Concord Post Card with Refrigerator Magnet:

Concord Light's Emergency Contact refrigerator magnet is now available. The magnets were designed in conjunction with a post card to be mailed to new residents as a welcome and to provide a list of key emergency telephone numbers in Concord. The post card also directs residents to the Town's websites for more information about the programs and services available to Concord residents. The post card and 3.5" x 4" magnet take the place of our outdated Welcome Package and will result in a savings of \$2500 per year. On average, about 400 new customers' accounts are created each year.

Concord Light Energy Purchases January 2010 Versus January 2011: Despite the fact that January of this year was 6% colder than January last year (based on heating degree days), Concord Light purchased 0.3% more energy which reflects customer conservation efforts and the economy.

Smart Grid: The installation of the aerial fiber optic cable is near completion. It is anticipated that this work will be done with in the next two weeks. The contractor is currently testing field equipment and the installation of the Optical Network Terminals (ONTs) will

commence in the next 2 weeks. With the fiber network near completion Light Plant staff will begin to deploy the fiber electronics in the Phase I area in the middle of March. They will be holding a kickoff meeting with the fiber electronics provider (Intelegrid) next week. This meeting will allow staff time to ask the vendor questions and get some hands on training.

Fowler Library – Fiber Electronic Installation: With the Fowler project coming to a close Light Plant staff will start installing the fiber electronics in the newly renovated building. This work has been coordinated with Library staff and will commence early next week.

2011 Undergrounding Conversion Project: This construction season Concord Light will be installing conduit for the overhead to underground conversion of electric facilities on Elsinore Street, Belknap Street (west of railroad crossing), Grant Street, Belknap Court, Brook Street, Byron Street, Love Lane, Sudbury (from railroad tracks to Southfield Road) and Whittemore Street. The electrical design and bidding documents have been completed by Light Plant staff and will be available on March 3. Two interactive meetings were held at the Light Plant last week with property owners to gather input and feedback on the upcoming project. The bid opening date is set for March 17 and the anticipated construction schedule will be from mid-April to early September. Updates will be available on Light Plant's webpage.

PLANNING & LAND MANAGEMENT

Building and Inspections Division

Caesar Robbins House Move: The Building Commissioner met with a representative of The Drinking Gourd Project last week to review their application to move the Caesar Robbins house from 324 Bedford Street to the Town-owned site next to the Old North Bridge parking lot off Monument Street. The applicant will need to review this proposed travel route with the Police and Fire Departments, NRC, the Board of Health, the Tree Warden, Public Works, CMLP, Verizon, and Comcast before presenting the move to the Selectmen for their approval. The move would hopefully take place early on a Saturday morning in May.

Natural Resources Division

Natural Resources Commission: Among matters before the Commission, the Fenn School has requested an Amendment to their Order of Conditions for the Meeting Hall & Performing Arts Center to include the construction of a gravel walkway and other drainage and parking lot improvements, which will be heard at the March 23 meeting.

Oil Spill at MCI: Early Monday morning there was a spill of several hundred gallons of #2 fuel oil at MCI. DNR staff was told the spill was contained within MCI's wastewater treatment system. DEP has not yet confirmed or denied containment of the spill. Clean Harbors has been onsite to clean up the spill.

Planning Division

Battle Road Scenic Byway Working Group: The BRSBWG is working with the MAPC to complete the draft Corridor Management Plan for the Battle Road Scenic Byway. The Draft Plan is anticipated to be ready for review next week and two public meetings have been scheduled in March - on March 10 the Working Group will hold a meeting to give those on the Land Use, Tourism and Transportation subcommittees an opportunity to comment on the draft and on March 31 the Committee will hold a public forum in the National Parks Visitor Center in Lincoln. The Working Group will also be submitting draft copies of the plan to the Board of Selectmen for their review. The draft Corridor Management Plan is anticipated to be finalized in late April for approval by the Selectmen in all four towns before the end of May.

Historic Districts Commission: Among other business at their meeting on February 17, the HDC reviewed and approved an application for a Certificates of Appropriateness for a new sign post in Heywood Meadow to mark the Bay Circuit Trail. The HDC also voted to extend the approval for the restoration of the stone walls at Heywood Meadow for an additional year to accommodate the CPC funding and public bid requirement schedules.

Former Elks Lodge Site: Last Wednesday, DPLM staff met with the owner's development team to review the proposed 2-story 55,000 SF medical office building that will take the place of the former Elks Lodge at 221 Baker Avenue. Currently, the project is in two phases; phase 1 will include construction of the 55,000 SF building and 278 parking spaces and phase 2 will include the removal of 25 parking spaces in order to add another 10,000 SF to the building. The building shell will meet LEED standards and comply with the Stretch Code. The proposed parking ratio is approximately 5 spaces per 1,000 SF which is more in line with the actual parking demand of medical facilities than the required 4 spaces per 1,000 SF. Recommendations were made regarding the proposed parking and driveway layout, the drainage scheme, lighting, landscaping and plantings, employee areas and requirements for NPDES compliance. Nick anticipates filing the application in time for the Planning Board meeting on April 12.

Health Division

Public Health District Incentive Grant: Staff have been working to provide information to the grant writing consultant hired by the Town of Acton to prepare a planning grant submittal to the Massachusetts Dept. of Public Health. Concord is one of seven communities that have expressed an active interest in this planning grant, which will be filed on Monday, February 28.

POLICE

Operational Services: On Monday, February 21, Officers stopped a motor vehicle on Fitchburg Turnpike for a minor traffic violation. As a result of the stop, officers determined that the operator was intoxicated and should not be driving. The operator was arrested and charged with his third drunk driving arrest. On Wednesday February 23 the Canine Officer and her partner (Charik) conducted a drug search of a motor vehicle in which narcotics were

believed to be located. As a result of the search drugs (marijuana), were located and the operator was subsequently arrested. On Friday, February 25, officers responded to Strawberry Hill Rd., for a report of a past housebreak. Several items were taken including two laptop computers and a digital camera. The break appears to be tied into several others that occurred in neighboring towns in which electronic devices were taken. Entry was gained by prying open a sliding glass door.

The Department investigated one minor crash on Sunday, February 27, during the morning snowstorm. The operator had crashed into a height restriction sign at the intersection of Main St. and Wood St. CPW was notified to replace the sign.

Community Services: Concord officers have been assisting our residents with the installation of child passenger safety seats. They are available to help by either appointment or walk in service.

PUBLIC WORKS

Water Supply – White Pond Well: The Public Works Water Division has recently advertised for a request for bids which includes mechanical, electrical and pumping system improvements required at the White Pond well. This work is designed to restore the quantity and improve the quality of the water available from the White Pond well site through the use of the two replacement wells. These wells will blend with the original well and be transmitted to the Deaconess Water Treatment Plant (WTP) prior to entering the distribution system.

Water Supply – Deaconess Well: Two test wells have been installed at the Deaconess well site located off of ORNAC to determine if replacement wells can be used to restore the quantity of water available from this site to its original rate. Following successful well yield and quality results, the CPW Water Division will begin the permitting, design and procurement process with well installation and construction planned for summer 2011.

Public Works – Design and Construction Standards and Regulations: The Engineering Division continues work to update the 1960 Public Works Standards and Details. A briefing was provided to the Public Works Commission at the February meeting and revisions are being completed based on the feedback provided at the briefing. The new Drainage Regulations and Standards/Details have also been reviewed with a number of local developers and engineering consultants. Valuable input was received and is now being incorporated into the document prior to the March Public Works Commission public hearing. Lastly, town counsel has also reviewed and provided recommendations which will be included into the final documents. Two primary goals of the documents are to clarify storm water management plan and erosion control plan submittal requirements and augment the Town's compliance with the NPDES MS4 permit minimum control measures.

Outdoor Skating Rinks at Emerson and Rideout Fields: Park and Tree Division staff continue their efforts to maintain the outdoor ice skating rinks. Recent warmer temperatures have had an impact on the ice condition; however, Park and Tree crews worked hard to restore both sites and have managed to successfully extend the skating season through and

beyond the school vacation week. As warmer temperatures over the next several weeks make ice rink maintenance prohibitive, Park and Tree crews will curtail rink operations for the 2010/2011 season.