

# **Town Manager's Report**

## **January 13, 2015**

**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 –**
  - Assist veteran looking to have his military records reproduced as he had lost his records and was in need of proof that he was a veteran to receive an assisted living benefit.
  - Assist spouse of veteran getting her pension information from the Concord retirement board, rent information from the housing authority and social security information so that she can reapply for chapter 115 benefits.
  - Assist veteran with his financial records so that he can apply for a “prescription advantage” state benefit.
  - Assist spouse of veteran who recently moved into the Concord Mews applying for aid and attendance benefit. This benefit applies to a veteran who can no longer dress, bathe or feed him/her self without assistance.
  
- **Community Services –**
  - Community Services received 10 emails and 12 phone calls this week related to assistance requests.
  - Requests for assistance were for housing issues, food assistance, fuel assistance, mental health services, domestic violence services, utility bill payment assistance and job search assistance.
  - Community Services collaborated with Concord COA, Concord Housing Authority, SMOC, SNAP, Minuteman Arc, DVSN and the Regional Housing Services.
  - The Salvation Army established a statewide fund called The Good Neighbor Energy Fund, to assist households within the Commonwealth facing financial crisis, with paying their winter energy bills. This is the 30th year of the Good Neighbor Energy Fund program. This program is specifically for those having a household income between 60% -80% of the State Median Income Level.

- Eligibility guidelines for assistance are based on the gross annual income of a household for the previous 12 month period. Eligible clients will be awarded a \$275.00 GNEF grant that will be paid directly to either the gas or electric utility company. Concord residents under the age of 60 can contact the Concord Community Services Coordinator, Aileen Buford, MSW at 978-318-3034 or abuford@concordma.gov for assistance with completing the application. For Concord residents over the age of 60 please contact the Concord COA at 978.318.3020 for assistance.

**2014-2015  
Good Neighbor Energy Fund  
Eligibility Guidelines**

Income for either the PRIOR twelve months or the past month (times 12 months for annual figure) must be within 60% to 80% of the State Median Income Level as indicated below.

Household Size	Total GROSS ANNUAL Income	
	Minimum	Maximum
1	\$32,618	to \$43,491
2	\$42,654	to \$56,872
3	\$52,691	to \$70,254
4	\$62,727	to \$83,636
5	\$72,763	to \$97,018
6	\$82,800	to \$110,400
7	\$84,681	to \$112,909
8	\$85,563	to \$115,418
9	\$88,445	to \$117,927
10	\$90,327	to \$120,436
11	\$92,209	to \$122,945
12	\$94,091	to \$125,454

**Emergency** Grant Applications will be accepted starting December 1, 2014.  
Grant for a household is \$275.00 per season regardless of amount owed.  
Grant for a household must be paid directly to vendors.

For more information please visit [www.magoedneighbor.org](http://www.magoedneighbor.org).

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- **Recreation**

- The retirement reception for Danner DeStephano was Friday, January 9, 2015. With over 250 Town Employees and Concord residents in attendance, the event was a wonderful tribute to the Recreation Director who had served the community for 36 years. Danner received a Resolution from Cory Atkins, State Representative, an award from Marc Cotreau, Concord Fire Chief, and a plaque of recognition of service from Massachusetts Parks and Recreation Association. In addition the Danner Destephano Scholarship Fund was announced. The fund has collected \$110,000 to date. If you are interested in donating, contact the Town of Concord Finance Department or the Recreation Department. The Recreation Department would like to thank the anonymous donor who contributed funds for the food and beverages and all those who made this a memorable event.

- **Department of Planning and land Management**

- Planning Division**

- Historic Districts Commission: The HDC met on Thursday, January 8th to review one continued application and six new application for changes within the Historic Districts. Certificates of Appropriateness were approved to replace doors and windows and paint storm windows at 93 Monument Street; to install a new chimney at 375 Lexington Road; to install new roofing, fencing and windows

at 24 Lowell Road; to install new fencing at 1322 Main Street, Fowler Library; to install new signage and lighting at the Mill Brook Tarry, 97-105 Lowell Road; and to alter the approved design for the new parish hall at Trinity Church, 81 Elm Street. The Commission also reviewed a solar panel installation at 36 Lowell Road but continued the discussion to their January 22 meeting to allow for a site visit. The Commission had also continued further discussion of changes to 427 Lowell Road to January 22 prior to this meeting to allow time to develop additional materials.

- White Pond Public Forum: Director Marcia Rasmussen coordinated with the EPA Facilitation Team on planning for a public forum sponsored by the Board of Selectmen. The Forum is scheduled for Wednesday, January 21st at the Harvey Wheeler Community Center auditorium and will be held from 6:45 to 9:30 p.m. The forum will include a facilitated panel discussion with three consultants who have been working on various projects and issues in the White Pond area – watershed management plan, seasonal parking and future rail trail, with the second hour dedicated to small group discussion of issues, ideas and vision. Community input will provide information to decision-makers on short and long term actions for the White Pond area.
- Residence Inn – 320 Baker Ave: Town staff will be meeting with the developer on Tuesday January 20th to review the Special Permit conditions of approval and the permitting and plan requirements for the various departments as they seek a building permit to start construction in March.
- Planning Board: On January 13th, the Board will review two Special Permit applications to prepare a recommendation to the Zoning Board of Appeals. The first application by the owner of the Trail's End Café is a request for further relief from parking requirements to allow an expansion of the number of seats from 95 to 140 seats (and relief from providing a total of 31 parking spaces). The second application is for a Planned Residential Development at 385-405 Cambridge Turnpike on three existing lots totaling approximately 8.21 acres where the existing 7-bedroom house at 385 Cambridge Turnpike is to remain and new construction of four 4-bedroom detached dwellings for a total of five units within the PRD.

### **Health Division**

- Healthy Concord continues discussion on Stress and Youth: On Saturday January 24th, there will be a World Café to discuss Stress and Youth at Emerson Integrative Health and Wellness Center. A World Cafe process uses progressive rounds of conversation to generate connections and identify possible actions for

change. The overarching goal for the discussion is to determine if we as a community can be doing more to reduce stress in youth. Participation is by invitation only and will include adults from the schools, sports community, faith groups, and others that are leaders in town.

- Routine Health Division Activities—Health Division staff provided the following services:
- Septic system permitting: 3 permits issued; 5 Deep Test Holes witnessed; 1 Certificate of Compliance issued; 2 Title 5 Sewer Reviews; 6 building reviews to assess septic system capacity prior to issuance of building permits; 5 consultations with engineers about septic design plans; 1 letter sent to business owner regarding possible septic system failure; 5 septic permit inquiries from residents answered; 1 well permit denied; 15 file reviews with residents at the counter.
- Other: 7 food service inspections for new or expanded facilities; 1 consultation with business owner related to proposed food service project; 1 food service plan review for a proposed renovation; 3 inquiries about temporary food events; 1 order to correct letter issued to a food service facility; review of variance request for operations at a food service facility; responded to broken sprinkler/flood at Concord Park to assess possible impact on food service operations; 131 licenses issued for septic installers, haulers, Title 5 inspectors, rubbish haulers; 3 housing consultations; 22 residents assisted with information at the counter or by phone.
- Meetings attended: Council On Aging meeting to plan for new Aging Mastery Program; Healthy Concord planning meeting.
- Planned Residential Development, Ingham Lane/1888 Main Street—the permit for construction of the septic system was issued.

#### **Building Inspections Division**

- Middlesex School - Clay Dorm renovation: Based on a preliminary plan review by the Inspections Division it was determined that the proposed Clay Dorm renovation project at Middlesex School does not trigger site plan approval. Construction work is proposed to begin this spring.
- Sprinkler and pipe leaks: The Inspections Division responded to a series of sprinkler and water pipe leaks in several buildings in Town this week. There was a water pipe leak in the 2nd floor at the Volunteers of America/Concord Assisted Living located at 68 Commonwealth Avenue. There were multiple sprinkler pipe leaks at the Conant Crossing apartments at 95 Conant Street. These were the result of freezing and then thawing of the sprinkler pipes in the third floor

spaces. There was a sprinkler leak also reported at the Concord Mews condominium project on Nathan Pratt Drive.

#### **Natural Resources Division**

- Natural Resources Commission: The NRC heard the following matters at their meeting on Wednesday: the continued Notice of Intent for a 22-unit Planned Residential Development at 140 Commerford Road and a new Notice of Intent for Middlesex School for the renovation of Clay Hall. Both matters were continued to the January 22nd NRC meeting for submittal of additional information. The Commission also issued an Order of Conditions for Middlesex School to construct a new residence hall, guard house, and renovations to the boathouse.
  - Open Space and Recreation Plan: The 2014 Open Space and Recreation Plan has been submitted to the Executive Office of Environmental Affairs Division of Conservation Services for review and approval.
  - 2015 Community Gardens: Gardener agreements for the 2015 community gardening season at the Hugh Cargill, Cousins, and East Quarter Farm Community Gardens are available online at [www.concordma.gov/pages/ConcordMA\\_NaturalResources/gardens/Gardens](http://www.concordma.gov/pages/ConcordMA_NaturalResources/gardens/Gardens). Planning for a fourth community garden off Harrington Ave. (former Rogers' Land) is underway for the 2016 growing season.
- **Concord Fire Department –**
    - The Sub-freezing temperatures mid-week caused CFD to respond to multiple frozen water pipe calls especially as these broken pipes began to thaw when temperatures warmed on Friday. Several of these caused substantial water damage to buildings affecting sprinkler and smoke detection systems. We continue to work through associated issues with these situations.
    - Last week we finished new hire firefighters interviews to fill the vacancy created by Firefighter Fulton's recent retirement. We will be forwarding a recommendation early this week.