

Town Manager's Report

January 21, 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 family of Concord veteran with information regarding final arrangements (funeral, grave site, US Government grave marker, military honors, and any financial assistance).
 - Assist veteran getting his military records –questioning whether he meets the definition of “veteran” and may be eligible for benefits.
 - Obtain information about the naval ship “The USS Concord” for former members of the ship’s crew. The ship had been sunk off the coast of Hawaii on July 18, 2012 along with two other ships as part the Rim of the Pacific 2012 battle exercises.
 - Assist veteran with application for healthcare via Department of Veterans Affairs. Veteran served in the National Guard and was questioning whether he had enough days of active duty to meet “veteran status” for benefits.
 - Assist veteran in getting a new set of “dog tags”. Once a service member becomes a veteran, he no longer can get dog tags via the military. Companies like Medals of America will give you “after market” type dog tags for a fee.
 - Assist West Concord veteran with application for healthcare and Rx benefits.
 - Received a call from local son of veteran requesting help in getting aid and assistance benefit for his 98 year old mother. Assistance given through application process.
 - Information supplied to Concord Veterans’ Services from Habitat for Humanity based in Westford. Habitat for Humanity will built wheel chair ramps, interior and exterior repairs for veterans and low income families in a 14 town area if they meet certain restricted assets.
 - Assist veteran residing in Concord Mews renew her VASH (Veterans Affairs Special Housing) certificate as veteran has received an eviction

notice - a result of a VASH error in payments. Corrected through HUD-Boston.

- Assist veteran residing in Concord Mews with his Chapter 115 veteran benefit being authorized for the first six months of 2015.



- **Recreation**

- Online registration was held for Musical Theater at 7AM, January 7th. Two casts of 80 participants were sold out in 30 minutes. An additional cast was added to accommodate the demand.
- Tickets for the 8th grade Valentines Theme Party, to be held on February 7, went on sale on Monday, January 12th. All proceeds will be donated to the Concord Carlisle Community Chest.
- Registration was held for the Concord Carousel Preschool program on Wednesday, January 14th for September 2015 enrollment.
- The Recreation Department received 6 proposals for the Cleaning RFP for the Harvey Wheeler Community Center classrooms, Ripley Gym and the Ridout Field House. The contract will be awarded next week.
- Staff from the Beede Swim and Fitness Center and Recreation Services met with Virtual Town Hall to discuss a new website for the Recreation Department.

- **Department of Planning and land Management**

- **Health Division**

- Routine Health Division Activities—Health Division staff provided the following services:

- Septic system permitting: 3 permits issued; 1 Deep Test Holes witnessed; 7 septic installation field inspections; review of 4 septic design plans; 8 building reviews to assess septic system capacity prior to issuance of building permits; 1 investigation of a failed septic system at a business; 9 septic permit inquiries from residents answered; 1 well permit question; 15 file reviews with residents at the counter.
- Other: 4 food service inspections for new or expanded facilities; 2 food service re-inspections to follow up on violations and 1 follow-up of an order to correct letter; 3 consultations for food service establishment modifications; 2 food service plan reviews for proposed renovation; 2 temporary food event inquiries; 2 complaint investigations. 1 housing inspection and 1 housing consultation. 1 non-criminal citation issued to a retail store selling bottled water in violation of the town bylaw; 1 bottled water bylaw inquiry. 1 letter issued to tobacco retailer ordering the retailer to appear before the Board of Health for selling tobacco to a minor; 2 tobacco regulation inquiries. 2 inquiries regarding the 2015 town meeting article prohibiting retailers from distributing plastic bags. 4 inquiries about weights and measures inspections. Licenses issued for 6 septic installers and 5 Title 5 inspectors. 34 residents assisted with information at the counter or by phone.
- Meetings attended: Concord Hoarding Task Force; MA Public Health Emergency Preparedness Region 4A monthly meeting.
- 2229 Main St.: The Board of Health submitted a letter to EPA commenting on the Proposed Plan for remediation of the site. Administrative Assistant Karen Byrne assisted in coordinating comments from various citizens' groups so that the Board of Health could take these comments into consideration in writing their letter.
- Influenza at healthcare facilities: Two healthcare facilities reported confirmed and suspected cases of influenza within their facilities and were assisted with proper procedures for reporting cases to MDPH.
- Inventory of Emergency Supplies: Health Division staff inventoried emergency supplies stored at the Concord Fire Station. These supplies would be used in the event of a public health emergency such as a clinic where prophylactic medications would be distributed to residents.
- **Building Inspections Division**
- New High School nearing completion: Over the next three weeks building inspections staff have started to conduct the final electrical, plumbing, gas and

building inspections for the new high school building. The hope is to have these final inspections done before the end of January.

- New permitting role for the building department: Effective with the new fire code (527 CMR) Fire Departments will no longer be issuing permits for the installation of fire protection systems. This responsibility will now be carried out by local building inspections departments. Starting on January 1st 2015 the Concord building inspections division has now started issuing sprinkler and fire alarm permits instead of the Concord Fire Department. The Fire Department will continue to review sprinkler and fire alarm plans but will not be permitting this work.

Natural Resources Division

- Natural Resources Commission: New applications to be heard at the January 22nd NRC meeting include: a Notice of Intent for 1319 Monument Street to remove trees and perform invasive species management and an Amendment to an Order of Conditions at 35 Attawan Road to construct a cabana, incorporate landscape improvements, and conduct invasive species management.
- Town-wide Trail Map: Staff has commenced an update of the Town-wide trail map created in 2000. These maps will be completed and ready for purchase this spring.

Planning Division

- Planning Board: At the January 13th meeting, the Board voted to recommend that the Board of Appeals grant a Special Permit for relief from parking requirements for the Trail's End Café to allow an expansion in the number of seats to 140 seats and 25 employees by expanding to an adjacent area and adding a lounge and bar with a fireplace. This proposal would require 15 parking spaces for the seating and 11 parking spaces for the increased staffing; therefore, the Applicant is seeking additional relief of 26 parking spaces (relief from 10 parking spaces was granted previously). Also at the meeting, the Board began discussions with the Applicant regarding a proposed 5-unit PRD at 385-405 Cambridge Turnpike. The Board raised concerns that the project as proposed did not provide any diversity since all of the units have the same number of bedrooms, same basic floor plan and the same architecture; also, the total square footage of the units is too large and all of the units are proposed to be sold at market rate. Some Board members felt that while the project may be meeting the criteria of the PRD bylaw requirements, but not the spirit and intent.

- Community Preservation Committee: The CPC met on Wednesday to review proposed conditions for this year's CPA funding recommendations. The CPC is considering a new format for the funding allocation letters and is in the process of reviewing and revising those documents. The Committee plans to distribute draft letters and conditions for review by Town staff and applicants within the next few weeks. The Committee hopes to address any questions on the proposed conditions by March by working with the applicants and will finalize the conditions after Town Meeting. The Committee also briefly discussed its presentation for the Finance Committee Public Hearings in February and will hold its next meeting on February 9.
- Concord Historical Commission: At Thursday's meeting, the CHC reviewed the proposed planned residential development at 385 Cambridge Turnpike which includes a ca. 1691 historic house and agreed to provide their comments and concerns in a letter to the Planning Board. The Commission also approved new historic house markers for 68 Cambridge Turnpike and 277 Main Street, reviewed proposed changes to the Historic Marker application, discussed updates to the progress on the Archaeology project, and reviewed next steps for moving forward on changes to the Demolition Delay bylaw.