

# **Town Manager's Report**

## **January 27, 2015**

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

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

- **Concord Carlisle Youth Services**

### **Emerson Hospital 2014 Youth Risk Behavior Survey of Concord-Carlisle Community Presentation February 9th, 7 p.m., CCHS Learning Commons**

- Kristen Herbert, Director of Teaching and Learning at CPS/CCRS, and Jennifer Clarke, CC Youth Services, will present the Concord-Carlisle Youth Risk Behavior Survey 2014 results. The survey is administered on a voluntary basis to public school students in grades 6, 8 and 9 through 12. The five main survey topics include Safety, Sexuality, Use of Tobacco, Alcohol and Drugs, Mental Health and Wellness and Bullying. A panel of representatives from both school and community organizations will be available for a Q&A session.  
<https://www.emersonhospital.org/HealthResources/YouthRiskBehaviorSurvey.aspx>
- **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

- Tickets for the Shamrock Ball, a parent/daughter dance sponsored by the Recreation Department will go on sale February 2 at 9:00am. This popular event which is March 14 raises funds for Summer Camp scholarships and

usually sells out within 24 hours. Tickets will be available online at [www.concordma.gov/recreation](http://www.concordma.gov/recreation) , available in person at 90 Stow Street or by phone. Please call the Recreation office for more information at 978-369-6460.

- Flyers for the February Vacation Week are now available. The Department offers coverage from 8AM to 6PM for children in the After School and Before School programs. Field trips and fun events are planned daily on a first come/first served basis.
- Summer Camp Registrations will be available this week in the Recreation office and at the Summer Camp website <http://summercamp.concordma.gov>. Please call the Recreation Office for more information.

- **Concord Free Public Library**

- The Friends of the Concord Free Public Library recently purchased a new museum pass for patrons to visit the Harvard Art Museums. This pass is available at the Main Library and admits two patrons free of charge to the Harvard Art Museums including: the collections of the Fogg Museum, the Arthur M. Sackler Museum, and the Busch-Reisinger Museum.
- The Special Collections Department recently mounted the second installment of Revolutionary-era town records digitized through the Concord Free Public Library's participation in the Digital Commonwealth on the library's website. Records for 1774 – 1778 are now accessible at <http://www.concordlibrary.org/scollect/reports/index.html>.
- Based on feedback we received in our community focus groups, CFPL has been added to the Town of Concord's "News and Notices." For timely updates residents can register to receive these email notifications at <http://www.concordma.gov/Subscriber>
- Next week the Concord Free Public Library is partnering with the Open Table Food Pantry to offer a Food for Fines program that will run from January 26th - February 1st. For every non-perishable item donated the library will waive \$1.00 in overdue fines (lost/damaged items excluded). Open Table offers the following suggestions based on identified needs: Cereal, soup, stew or chili, spaghetti sauce, canned meats, pasta, rice, grains and vegetables, canned fruit, peanut butter and jelly or jam, granola bars, cooking oil (small containers), coffee, tea, baking supplies,

fruit juice, paper supplies and personal hygiene items. The items can be delivered to either the Main Library or Fowler.

- On Friday 1/23 the Concord Free Public Library hosted the first Stay and Play, a drop- in program for children age 0 – 3 years old to enjoy the Main Library’s children’s space and educational toys while supervised by parents or caregivers. Stay and Play will take place on Fridays January 23rd – February 27th from 10:00 a.m. to 11:00 a.m.
- On 1/16 the Fowler Branch Library hosted a successful babysitting night with sixteen 8 to10 year olds for games, crafts, and a movie.
- On 1/17 Branch Librarian Theresa Maturevich provided an outreach visit to the Concord Carousel Preschool. Eighteen families (approximately 50 people total) attended a baby story time program and listened to literacy tips.
- **Community Services**
  - The Community Services Coordinator received 18 phone calls, 38 emails and had 4 office/home visits all related to assistance requests.
  - The assistance requests were related to housing issues, transportation needs, disability application processes, fuel assistance, food stamps, utility bill assistance and scholarships for extracurricular activities.
  - The CSC collaborated with the Concord COA, the Concord Carlisle Community Chest, Minute Man Protective Services, SMOC, SNAP, HCT, SVDP and the VA
  - The Community Services Coordinator attended a meeting of the Hoarding Task Force on January 13th, 2015.
  - The Community Services Coordinator participated in a service presentation which included Concord Youth Services and Concord COA staff, to the Concord Library staff on January 15th, 2015.
  - The Community Services Coordinator can assist Concord residents under the age of 60 with applying for the SMOC fuel assistance program as well as any Concord residents interested in applying for the Good Neighbor Energy Fund, sponsored through the Salvation Army. Please contact Aileen Buford, MSW for more information on either program. 978.318.3034 or abuford@concordma.gov

- **Beede Center Report**

- 210 Beede Members met the challenge to workout at least 20 times between Thanksgiving and the 2<sup>nd</sup> week in January. Not only did they stay fit and trim through the holiday season, but they are all sporting a new Beede Well t-shirt marking their accomplishment.
- January has been very busy here at the Beede Center. 713 participants registered for the winter aquatic and fitness programs putting high demands on the administrative staff. The Beede Center has welcomed a lot of new members anxious to pursue their commitment to become active and healthier in 2015.
- The construction project is nearing the finish line. Both of the new air handling units are operational and the air quality in the Natatorium is outstanding. The few remaining items should be completed by the end of January.
- The winter weather has on more than one occasion caused icy conditions in the parking lot at the center. CPW has done a fabulous job keeping the lot sanded. Many thanks to John Wilson and the crews that spend long hard hours keeping members and staff safe.

- **Concord Municipal Light Plant**

- **Storm Preparedness**
- Launched in late 2013, the Concord Municipal Light Plant utilizes an advanced outage management system (OMS) to provide more timely restoration information to customers and manage utility resources more efficiently. The OMS system groups outage calls and can perform predictions to determine what protection equipment may have activated. Additionally, the OMS system is integrated with our Geographic Information System (GIS) to provide detailed mapping for impacted areas. The outage map is available for public viewing and can be accessed via CMLP's link on the Town website or directly at <http://cmlpoms.concordma.gov/OMSWebMap>.
- **Social Media**
- If you have not already heard, CMLP has a Twitter account! Tune in to @CMLPmedia for industry news, energy efficiency tips and outage information.

- **Main Street Lighting**
  - As part of CMLP's initiative to upgrade all of the Downtown Concord's decorative lighting to LED, CMLP crews installed 19 new fixtures along the Concord Academy Stretch of Main Street last week. We plan to continue the installations through this week and anticipate changing all 64 lights by the end of January.
  
- **Department of Planning and land Management**
  - **Building Inspections Division**
  - Energy Code and HVAC Code changes: Building Inspections staff attended a mandatory all-day seminar on Thursday, sponsored by Mass Saves. 'HVAC' stands for heating, ventilating and air-conditioning
  - **Natural Resources Division**
  - Natural Resources Commission: At the January 22<sup>nd</sup> NRC meeting, the Commission heard the following matters: a Notice of Intent (NOI) to remove eight trees and invasive species and incorporate landscape plantings at 1319 Monument Street; and an Amended NOI to construct a cabana and conduct invasive species management at 35 Attawan Road. These hearings were continued to the February 4<sup>th</sup> NRC meeting for additional information at which time the Commission anticipates issuing Orders of Conditions. The following matters were also continued to the February 4<sup>th</sup> NRC meeting without discussion: an NOI to construct an addition at 300 Main Street; an NOI to construct a wetland crossing for a driveway at 165 Ball's Hill Road; an NOI to construct a 22-unit Planned Residential Development at 140 Commerford Road; and an NOI for Middlesex School to renovate Clay Hall at 1400 Lowell Road. One new application was received this week for the February 4<sup>th</sup> NRC meeting to demolish and reconstruct a dwelling at 169-171 Commonwealth Avenue.
  - **Planning Division**
  - White Pond Forum: Over 100 Concord residents participated in the White Pond Forum at the Harvey Wheeler Community Center sponsored by the Board of Selectmen. Facilitated by a team from the Environmental Protection Agency and moderated by the Town Moderator, the forum provided an opportunity to hear from three consultants who have been working on the Watershed Management Plan, Seasonal Parking issues and design of the Bruce Freeman Rail Trail; ask questions about water quality, parking and the rail trail; and discuss these issues in small groups. At the end of the evening, the small groups reported out 2-3 ideas for addressing concerns in the White Pond area. Additional information

and follow-up answers to questions will be posted on the White Pond Forum web page in early February.

- Historic Districts Commission: The HDC met on Thursday to review two new and two continued applications for Certificates of Appropriateness within the District. The Commission approved the installation of new lights on the white barn at 449 Barretts Mill Road. The Commission continued an application to install stone walls at 55 Estabrook Road to allow further revision of the wall design. The HDC also continued the application to amend the approved design of the house at 427 Lowell Road to allow the owners/developers additional time to consider altering the design to better match the dimensions and intent of the original approval. The Commission denied one application for solar panels on the front façade of 36 Lowell Road. Lastly, the HDC held an informal review of potential revisions to the design of the new access point in Heywood Meadow.

#### **Health Division**

- Routine Health Division Activities—Health Division staff provided the following services:
- Septic system permitting: 7 permits issued; 1 Deep Test Holes witnessed; 6 septic installation field inspections; review of 2 septic design plans; 7 building reviews to assess septic system capacity prior to issuance of building permits; 2 sewer reviews; 3 septic permit inquiries from engineers answered; 10 file reviews with residents at the counter.
- Other: 3 consultations for new food service establishment or modifications; 2 food service plan reviews for proposed renovation; 1 temporary food event inquiry; 1 complaint investigation; 1 grease in sewer investigation with Water and Sewer Division; and, 1 consultation regarding composting organic wastes. 44 residents assisted with information at the counter or by phone.

- **Finance Department**

- **Reminder from the Tax Collector and Assessors about property tax payment due date and abatement application deadline**
- Quarterly property tax payments must be received in hand by the Tax Collector no later than **4:30 PM, Monday, February 2nd** at the Town House in order to be considered timely and avoid penalty charges, in accordance with state law. By state law, postmarks cannot be considered as proof of timely payment. Please mail early so that your payment is received by Monday.

- Taxpayers using their own bank to make a "check free" payment are reminded that such payments DO NOT come to the town electronically. Rather your bank issues a physical check - typically a multi-day process , and mails the check to the town - several more days in transit. If you are using your bank for this purpose, please allow at least five business days before the due date.
- The only true electronic payment connection to the town treasury is through the online payment option at [www.concordma.gov](http://www.concordma.gov).
- Applications for abatement are timely, by state law, if postmarked by **February 2nd** and mailed to the Board of Assessors, PO Box 535, Concord, MA 01742.
- Information from the Tax Collector is available at:  
[http://www.concordma.gov/Pages/ConcordMA\\_Collector/index](http://www.concordma.gov/Pages/ConcordMA_Collector/index)
- Or contact the Treasurer-Collector at: [collector@concordma.gov](mailto:collector@concordma.gov)
- For online payments, go to:  
<https://unipaygold.unibank.com/Default.aspx?customerid=540>
- For information about your assessed valuation, contact the Assessing Office at: [assessing@concordma.gov](mailto:assessing@concordma.gov)
- Or visit the website at:  
[http://www.concordma.gov/pages/ConcordMA\\_assessor/index](http://www.concordma.gov/pages/ConcordMA_assessor/index)
- (all hyperlinks may be highlighted and then click "open hyperlink")
  
- **2015 Motor Vehicle Excise Tax Bills issued**
- 13,889 motor vehicle excise tax bills for calendar year 2015 were issued on January 22 . If a vehicle was registered for all of the last calendar year, the 2015 bill should have been in this group. Vehicles newly registered late in 2014 may not yet be billed for 2015. Those bills can be expected in the near future.
- Also on January 22nd, 377 excise tax bills were issued for the calendar year 2014 tax. This represents vehicles newly registered late in 2014 and now receiving a part-year pro-rated bill for 2014.
- It is possible for the 2014 and 2015 bills to be issued simultaneously, based solely upon the processing at the Registry of Motor Vehicles. Any vehicle owner who expected a bill for a vehicle registered with the state RMV and garaged in Concord as of December 31, 2014 and who has any questions about an excise tax bill received or has not received an expected bill is urged to call or contact the Assessors Office:
- Phone 978-318-370, or
- e-mail to [assessing@concordma.gov](mailto:assessing@concordma.gov).