

Town Manager's Report Monday, June 4, 2012

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

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

FINANCE

Summer Hours: Town House summer hours will go into effect the week of July 2 and run through August 31. The week of July 2, the Town House will be open from 8:30 a.m. – 5:00 p.m. on Monday, Tuesday and Thursday, and open from 8:30 a.m. – 1:00 p.m. Friday, July 6. Offices will be closed Wednesday July 4.

Beginning Monday, July 9, through Friday, August 31, the Town House will be open Mondays – Thursdays from 8:30 a.m. – 5:00 p.m., and Fridays from 8:30 a.m. – 12:00 noon.

Accounting Division

Fiscal Year Closing: With the current fiscal year ending on June 30, the Finance Department is preparing to close out the accounts for FY12. According to Generally Accepted Accounting Principles (GAAP), accounting transactions should be recorded when a commitment occurs, not necessarily when cash is transferred. The proper recording of transactions is especially important at year-end and the Finance Department makes a great effort to insure that all transactions are placed in the right year.

Accordingly, so that Town staff understands the correct procedures to be followed, the Accounting Division has organized two Year-End Workshop Sessions; the first was held on Friday, June 1 and the second will take place on Tuesday, June 5. All Department Heads, Division Managers and administrative staff responsible for handling financial transactions have been invited to attend one of the two sessions. The workshop covers year-end topics as well as procedures and policies for handling cash, recording Treasurer receipts, procuring goods and services, and administering the payroll for Town employees. This workshop has been conducted annually in early June for more than fifteen years.

Assessors Division

Supplemental Assessment: Based upon certificates of occupancy issued to date, the Tax Collector issued on May 30 a Supplemental property tax bill on the Concord Mews development in the amount of \$66,039. The Supplemental bill is issued pursuant to MGL Ch. 59, section 2D, a provision of state law which was accepted by vote of the Selectmen on June 21, 2004. This law provides that a supplemental assessment shall be issued by the Assessors whenever new construction increases the initial parcel value for the tax year by

more than 50%. The trigger is the date of issuance of a certificate of occupancy. This same law provides for an abatement of taxes in circumstances where the value of a parcel is reduced by more than 50% after the assessment date (January 1 for the ensuing fiscal year tax bill) due to fire or other natural disaster.

The bill being issued covers certificates of occupancy issued on the Club House and five of the three-story apartment buildings. If additional COs are issued through June 30, there will be further FY12 Supplemental tax bills issued – but the amounts will be minimal as the FY12 proration is calculated from the CO date to June 30.

As of July 1, 2012, the new value of the Concord Mews parcel will become part of the FY13 tax base. At an expected FY13 assessed value of \$53.6 million (92.5% of the projected final build-out assessed value), New Growth for FY13 (which affects the levy limit calculation) will be about \$530,000 from this single project. New Growth measures the difference between the FY13 tax on a parcel and the FY12 tax on a parcel, on account of new construction or change in use. The FY13 budget estimate for New Growth from all sources is \$750,000.

The total FY13 Tax levy on the Concord Mews parcel will be about \$740,000.

LIGHT DEPARTMENT

Willard PV System Solar Renewable Energy Credit (SREC) Revenue: Concord received \$3,107 in SREC revenue for the first quarter of 2012. The Town has earned over \$30,000 in SREC revenue since the Willard PV system was installed in September of 2010.

New Solar PV Systems in Town: Concord Light congratulates six customers who recently had solar PV systems installed on their roofs and are now generating solar electricity for use in their homes or businesses. All of these customers took advantage of the solar PV rebate offered by Concord Light. There are now a total of twenty-five solar PV systems in Town, with many more in the pipeline!

Electric Vehicle Charging Stations: Concord Light is currently evaluating electric vehicle charging stations with the intent of purchasing and installing two or three public stations in Town. With electric vehicles (EV) already on the market, Concord Light will work with other Town of Concord officials to strategically locate the EV charging stations to promote accessibility to the Town's points of interest. Concord Light will also develop policy on proper use of these facilities.

PLANNING & LAND MANAGEMENT

Natural Resources Division

Warner's Pond Watershed Management Plan: Please join the Division of Natural Resources and the Warner's Pond Stewardship Committee for a Public Meeting on Wednesday, June 13, at the Harvey Wheeler Center Auditorium, 1276 Main Street, between 7:00 p.m. and 9:00 p.m. to hear a presentation on the Warner's Pond Watershed Management Plan. The draft plan, which evaluates current conditions and provides

recommendations to enhance recreational use and improve the ecological health of Warner's Pond, is now available on the Division of Natural Resources webpage.

Senior Walking Program: The Division of Natural Resources and Council on Aging held a kick-off meeting this week to establish a walking program for seniors. The meeting was well attended. Attendees were enthusiastic and encouraged to learn about areas in Town where they could get off the sidewalk and enjoy the nature and historical heritage Concord has to offer. The first walk is scheduled for June 7 at 9:00 am along the Battle Road Trail, weather permitting. Anyone who would like to attend should meet at the Hartwell Tavern parking lot.

Conservation Crew: Our first Conservation Crew member, Ian Hunter, joined the Natural Resources team this week. Ian has begun by repairing signs and pulling invasives. Our second summer crew member, Brigit Avell, starts next week.

Natural Resources Commission: The following matters will be heard at the June 6 NRC meeting: an Amendment for Lot 10A Martin Road to construct a new single family house; a Notice of Intent for 1112 Main Street to demolish the existing gas station and construct a TD Bank; a Notice of Intent to replace a failed septic system at 477 Lowell Road; and an Amendment to replace a culvert, repave a driveway, and tree removal at 1385 Old Marlboro Road.

Building and Inspections Division

Concord's Electrical Inspector Retiring: After eighteen years as Concord's Electrical Inspector, Dick Leonard is retiring. Dick was well respected by local electrical tradespeople, using his many years of vocational technical teaching to carry out this job for the Town. We wish him many years of great fishing and golfing

2012 International Energy Conservation Code (IECC) Training: The Town's 3 Building Inspectors completed training on the new 2012 IECC International Energy Code. This energy code will soon be adopted for Massachusetts and it is expected to achieve a 30 percent increase in energy savings in both residential and commercial buildings compared to the 2006 energy code. Some of the changes include: a requirement for mandatory air infiltration test in all new homes to ensure building envelope efficiency, a requirement that HVAC ductwork be tested to a tighter duct leakage standard, and an increased stringency for insulation and glazing efficiency requirements

Building Permit Activity Up Again: Construction activity in Concord continues to increase. The number of building permits issued to date is up 7.6% over a year ago. Consider that last year was a record breaking year for the Building Division, with the office having issued more building permits last year than at any point in Concord's history.

Health Division

Permit Renewals: Administrative Assistant Karen Byrne processed nearly all of the renewal permits for food establishments, retail stores, hazardous waste, swimming pools, animals, and tanning beds for facilities whose licenses expire at the end of May. Permit renewals continue to be challenging because the permit management software, CCMunitrack,

continues not to function well, despite ongoing efforts to work with the software vendor to correct problems.

Camp Licensing and Inspections: Both Health Inspector Gabrielle White and Assistant Health Director Stan Sosnicki have been busy performing pre-opening inspections at recreational camps for children. Each camp routinely takes two to three hours to inspect. Camp inspections will consume almost all of Gabrielle's staff time in the month of June.

Planning Division

Concord Cultural District: Planning staff met with Chamber of Commerce Executive Director Stephanie Stillman to discuss supporting information needed to prepare an application to the Massachusetts Cultural Council to define a Concord Cultural District in Concord Center.

Local Initiative Project – the Homes on Elm: Director Rasmussen met with Jack McBride to discuss his proposed 8-unit affordable housing project at 1257 Elm Street. The plans and project description were submitted to the Board of Selectmen with a request for a letter of support of this Local Initiative Project on Friday. This site was identified as a potential affordable housing location in the 2010 Housing Production Plan update.

Planning Board Meetings: The Planning Board has been very busy recently with meetings the past two Tuesday nights, and an upcoming meeting this Tuesday, June 5. On May 22, the Board met with the development team for the Millbrook Tarry site at 91-107 Lowell Road to review the proposed project which includes parking relief, stormwater management and new buildings within the Floodplain Conservancy District. After making a number of suggestions regarding the great potential inherent on the site, which is a gateway to Concord Center as well as one of the last underdeveloped commercial properties downtown, the Board continued the discussion to a future meeting. This project needs approval from the HDC, NRC, PWC and a recommendation from the Planning Board before going before the Zoning Board of Appeals.

Squaw Sachem Trail Subdivision: The Planning Board spent four hours Tuesday, May 29 discussing and debating the merits of the proposed two lot subdivision; in the end, a tie vote meant that the motion to approve with conditions failed and a Certificate of Disapproval was filed with the Town Clerk on Friday.

Plan Review: Plan Review staff met with the development team for the Bradford Mill site at 23-53 & 8A Bradford Street on May 24, and reviewed the plans to make improvements to the 4 mill buildings, increase the parking and open space opportunities, and add a stormwater management system to the site. Staff then met with the developer for an 8-lot Preliminary Subdivision at 9B Monsen Road, which is currently proposed to meet the Town of Concord Subdivision Rules & Regulations for a standard subdivision, and includes Conservation Restriction Areas per the Natural Heritage & Endangered Species Program to protect estimated and priority habitat areas for Blanding's turtles. The Planning Board will be reviewing both of these projects at their meeting of Tuesday, June 5.