

Town Manager's Report

November 25, 2014

To: Board of Selectmen
From Christopher Whelan, Town Manager

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

- **Community Services:**

- Community Services received assistance requests for financial assistance, mental health services, fuel assistance, application assistance, holiday gift needs, food related issues and homelessness.
- Community Services collaborated with Emerson Hospital, SMOC, Gaining Ground Farm/Food for Families, Concord COA, Carlisle COA, Concord Housing Authority, Carlisle Elementary School and Acton Discovery Museum.
- The Community Services Coordinator met with representatives from several service agencies and funding groups at the Meeting of the Minds meeting on Wednesday, November 19th, which took place at the Public Meeting Room at CMLP. There were representatives from the following groups present: Concord Carlisle Community Chest, Concord Veterans Services, Concord Council on Aging, the Tax Relief Committee, Hugh Cargill Trust, St. Vincent De Paul Society and First Parish Church in Concord.
- The Community Services Coordinator submitted the 2014 Silent Fund list with 27 Concord families on the list.
- Community Services worked with Gaining Ground/Food for Families staff to promote the final produce distribution on Saturday, November 22nd, 2014 for the pre-Thanksgiving distribution for all Food for Families participants.
- For a Fuel Assistance informational packet for anyone under the age of 60, please contact Community Services at 978.318.3034 or abuford@concordma.gov
- Community Services is offering several opportunities for Town of Concord employees and Concord residents to donate to Concord families who would benefit from some extra help during the holiday season. For more

information please contact Community Services at 978.318.3034 or abuford@concordma.gov



- **Beede Center Report –**
 - The construction project focus this week has been to complete the installation of HVAC unit 2. The refrigeration lines from the unit need to connect to the outside condenser. This requires some trenching and conduit work. Electrical connections and hot water piping to the unit are in progress. Enormous pieces of duct work that were prefabricated offsite have been delivered and will be joined to the existing duct work. Also in progress is the reconnection of the outside irrigation lines that were disconnected during the excavation of the area way.
 - Thus far, 188 members have taken the challenge to earn a T-Shirt and stay in shape during the holidays by working out 20 times between now and the first week in January.
 - This Friday, November 21st our **Fun Fridays** program will offer DIVE IN MOVIE NIGHT. The feature is the Lego Movie. This program is for ages 6+. The kids float around in the dive well in their own inner tube (provided) and watch the movie on the big screen.
 - The Otter's Swim team will host their first home meet of the season on Saturday, November 22. All pools will close at 4:30 pm. The fitness center will remain open.
 - The Beede Center schedule will offer reduced hours for the Thanksgiving Day holiday. On Thanksgiving day, the Center will be opened 7:00 am-11:00 am and the day after Thanksgiving (Friday), the Center will be opened from 7:00 am -6 pm.

- **Department of Planning and Land Management**
 - **Health Division**
 - **Weights and Measures contract renewal:** Concord contracts with the Massachusetts Division of Standards (DOS) to perform required annual weights and measures inspections. The 2015 contract has been submitted to DOS for signature.

- **Lincoln Board of Health adopts two revised regulations:** At its Nov. 19 meeting, the Lincoln Board of Health held a public hearing and voted to adopt revisions to two regulations. The board voted to amend its tobacco regulation to prohibit the sale of tobacco and nicotine delivery products to persons under 21 years of age. The Board approved a revised septic regulation to allow staff to approve variances from the local regulation to allow the installation of garbage disposals. Assistant Health Director Stan Sosnicki, who serves as staff to the Lincoln Board of Health, drafted the revised regulations.
- **Health Division Activities:** Health Division staff completed the following this week.
- **Septic system permitting:** 1 consultation with clients regarding large projects; 4 Septic Permits issued; 1 Deep Test Hole witnessed; 10 field inspections; 2 Certificates of Compliance issued; 4 Title 5 Sewer Reviews completed; 4 building reviews to assess septic system capacity prior to issuance of building permits. 35 clients assisted with septic information at the counter; 47 phone conversations to provide information on septic, zoning, and building permitting to engineers and realtors. Reviewed 3 septic permit applications for completeness before submission. 5 consultations with realtors, banks, and clients on status of septic upgrades prior to property closings.
- **Other:** 3 routine inspections and 3 re-inspections of food establishments; 4 consultations related to restaurant expansions. Submitted annual Animal Inspection summary report to MDAR as required. 3 consultations with staff in other towns regarding monitoring of artificial turf installations. Updated Health Division website and checked functionality of links. Assisted 24 clients at counter and 27 by phone to provide information on asbestos, animals, temporary food permits, housing, communicable disease, complaints, and permit questions.
- **New activities:** Created Standard Operating Procedures and checklist for suggested daily, weekly, and monthly cleaning activities at restaurants. This information will be made available to all food establishments via handouts and online. Worked with Fire Chief Cotreau to plan transfer of shelter materials from current location in MRC trailer to new shelter location at Harvey Wheeler Center; transfer of materials will occur next week. Created Health Division permitting information document for DPLM Development Guide.
- **Meetings attended:** Lincoln Board of Health; MDPH conference call on planning public health Ebola response; Region 4A Medical Reserve Corps Advisory Board; Concord CAN meeting on artificial turf.
- **Building Inspections Division**
- **97-105 Lowell Road:** The Trails End Café has submitted a proposal to increase the seating in their restaurant from 95 seats to 170 seats. This change would also mean that the number of employees would increase from 9 to 20 employees on the largest shift. Since there is not adequate parking on the site for this increase in parking demand so the owner will be seeking “relief from the parking requirements” from the Planning Board and the Zoning Board of Appeals.

- **Natural Resources Division**
- **New Boardwalk at Old Calf Pasture:** This week, Trails Committee members Bill Robichaud and Bob White, with assistance from Assistant Director Lori Capone, installed a 40-foot long boardwalk section along the dike trail at the Old Calf Pasture. This new boardwalk was anchored with 39-inch long FENO survey spikes, and will provide an additional trail access from the railroad embankment to the picnic area during periods of high water.
- **Walden Pond Reservation Visitor Center site:** Natural Resources Division staff coordinated a meeting between Town of Concord staff (Police, Public Works, Planning & Land Management) and Massachusetts Department of Conservation & Recreation staff to review the latest site plans for the visitor center. The following areas of concern were discussed – adequacy of stormwater detention given the new sources of stormwater directed to an existing depression; status of the existing porous pavement parking lots (maintenance and functionality); water service conservation measures; right-of-way permitting process; design of the pedestrian crosswalk (including provision of adequate sight distances) and future planning for traffic/parking management during peak summer use.
- **Planning Division**
- **Potential Floor-Area-Ratio FAR) bylaw:** At the November 18th meeting, the Planning Board reviewed a PowerPoint presentation from Board of Appeals member Matt Johnson on a potential Floor Area Ratio Bylaw amendment for 2015 Town Meeting. As this represents a significant bylaw amendment, the Board discussed issues, concerns and possible questions that would be raised at Town Meeting. The Board was concerned there may not be sufficient time for education/outreach and determined they would present the possible bylaw amendment at the Coordination meeting to get feedback on whether to move forward.
- **Middlesex School Residence Hall:** At the meeting on November 18th, the Planning Board issued Site Plan Approval for the new Middlesex School Residence Hall, an estimated \$15 million dollar project that is expected to break ground in the spring.
- **Regional Housing Services Office:** Planning Division staff received an update from the RHSO staff regarding Concord housing services. Of note, RHSO staff have been working with the Concord Housing Authority to prepare a HOME fund application to assist with completing the four remaining units in the Peter Bulkeley Terrace senior housing project; obtained a quote for assistance with an open space planning workshop for the Junction Village site in West Concord; prepared a Local Action Units application for the 8 affordable units in the Brookside Square development (50 Beharrell Street, which allows the 8 units to be included on the State's Subsidized Housing Inventory; and are planning development of an RHSO website.

- **Veterans Services –**

- Northeast Veteran’s Services Association meeting at Shawsheen Tech in Billerica. Discussion on veteran homelessness and its prevention, women veteran issues, veteran’s legislative luncheon, VSO trainings in February and June so that all Massachusetts veteran service officers are state certified.
- Town of Concord Veterans’ Services involvement in the Moore-Mart project. This is an effort to send school supplies, toys, outerwear, and personal hygiene items to the troops in Afghanistan and Iraq. These efforts make the deployments easier for out troops as well as the local children in war torn areas enjoying the long awaited privilege of participating in the educational process.
- All issues on setting up this project have not been worked yet. However it appears that the Town of Concord Veterans’ Services will work together with the Town of Westford Veterans’ Services in getting all donations to Nashua, NH where the donations will be shipped to our deployed troops for distribution.
- “Meeting of the Minds” meeting at CMLP with Hugh Cargill Trust, First Parish Church, Community Services, COA, Tax Relief Committee, St. Vincent DePaul and CC Community Chest. These are all community service organizations that work together to service residents that are in need of any public assistance.
- Assistance given to Abbott Lane veteran looking for his military records and looking to move into housing at the Concord housing authority.
- Employment opportunity for a Concord veteran via Concord veterans’ services passed onto veterans seeking employment.
- The Maynard Elks had a fund raiser that will be donating \$400 to Concord Veterans’ Services for the purchase of flag holders that are used on veterans graves. The holders cost \$5 each and get damaged from the weather and lawn maintenance equipment. Each year 20 to 40 holders need to be replaced for the 2,250 veterans that are buried in Concord’s two main cemeteries.



- The Concord Carousel Preschool and the After School Programs have decorated trees in the **Family Trees: A Celebration of Children's Literature** exhibit at the Concord Museum. The exhibit opens on November 26th.
- Tony Logalbo, Finance Director commented that the finest prepared and presented budget he has ever reviewed was the FY 16 Recreation Department budget submitted on Tuesday, November 18, 2014.
- There will be a Blood Drive sponsored by the American Red Cross on Friday, November 28 from 10:00-3:00 at the Hunt Recreation Center, 90 Stow Street.

- **CPW - Administration, Engineering, Highway and Grounds, Solid Waste and Recycling, Water and Sewer**
 - **CPW Snow Fighter's Annual Training Event** – The Concord Public Works Snow fighting team, which is responsible for carrying out CPW's winter maintenance and emergency response program, is conducting its annual snow operational meeting on Monday November 24th. The meeting serves as a kickoff event for the upcoming winter season to review the steps necessary to achieve its goal of "Continuing to keep Concord's public roads, sidewalks, bridges, parking lots and related town and transportation infrastructure clear and safe for motorists, pedestrians and other facility users while maintaining professional, efficient and safe operations at all times for snow-fighting personnel and the public". Following the meeting, all CPW Snow Fighters will drive their routes with assigned winter maintenance equipment to both physically and mentally mark hazards and re-familiarize themselves with their routes. Hometown Weather's Principal and Head Meteorologist, Rob Carolan will also meet with the Snow Fighting team to debrief on the 2013/2014 winter season

projections and provide his forecast relative to what can be expected during the 2014/2015 winter season.