

## **Town Manager's Report**

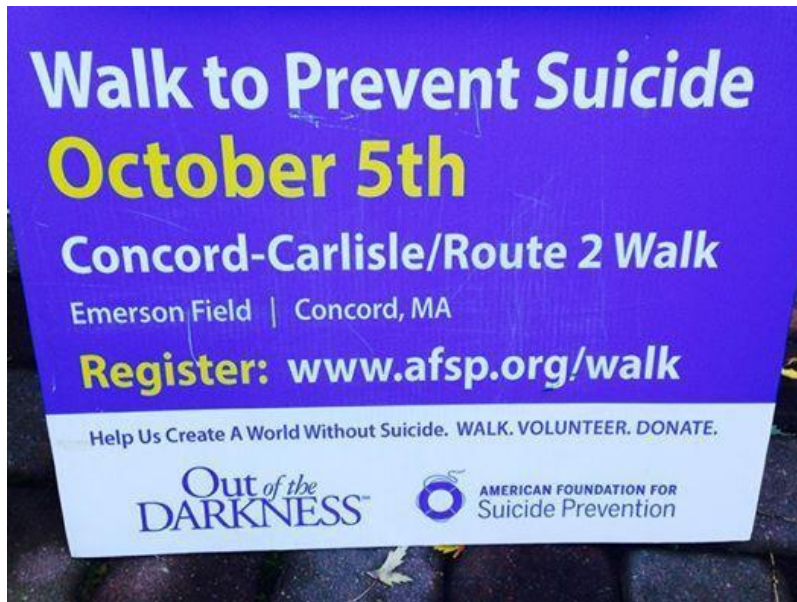
### **October 7, 2014**

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

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

- **Veterans Service Officer-** Update for the week of September 29<sup>th</sup>.
  - Two veterans in need of their military records so that they can apply for housing and other benefits. National Military Records Office located in St. Louis, MO was contacted and records applied for.
  - Medical bills for chapter 115 veteran/client collected and processed for monthly ordinary benefit, fuel assistance and medical payment.
  - Pay check stubs for chapter 115 veteran/client collected and processed as a new application for monthly financial benefits.
  - Assist veteran with his social security supplement payment.
  - Six chapter 115 veteran/clients benefits authorized and renewed for month of October.
  - Monthly closeout of chapter 115 benefits submitted for authorization to Dept. of Veterans' Services in Boston.
  - Assist new veteran service officers for Towns of Lexington and Bedford.
  
- **Community Services**
  - The Community Services Coordinator met with 5 Concord residents this week at their home or in the office, received 10 requests for assistance by phone, 30 request- related emails and assisted 12 Concord residents with various referrals and social service needs. Requests for assistance focused on rental costs assistance, utility bills assistance, locating housing, application process and advocacy issues.
  - Services provided were in collaboration with the Concord Housing Authority, the Concord Public Elementary Schools, Concord Carlisle High School, Concord Recreation, Concord Youth Services, CMLP, the Regional Housing Services office, St. Vincent De Paul Society, Hugh Cargill Trust, SMOC and First Parish Church of Concord.
  - This week, the Community Services Coordinator attended a Hoarding Task Force meeting, a Safelink training conference, met with Marion Visel, a new Minister of Pastoral Care at First Parish Church in Concord and met with the three Concord Elementary School counselors.

- For anyone under the age of 60 who is interested in applying to the **SMOC fuel assistance program** please contact the Community Services Coordinator— Aileen Buford, MSW for an informational packet. Face to face interviews are required for the application process and will begin the week of October 20<sup>th</sup>, 2014. Eligibility is based on gross annual income and household size. Heat types include oil, gas, electric and propane. Please call **978.318.3034** or email [abuford@concordma.gov](mailto:abuford@concordma.gov) to request an application packet and/or to schedule an appointment.



- **Youth Services –**

- Youth Services welcomed close to 300 participants to the October 5th Out of Darkness Suicide Prevention Walk held at Concord Recreation's Hunt Recreation Center. The event raised \$19,284 for suicide prevention in Concord and the Greater Boston area. Thanks to all those who helped put this Walk together especially Jennifer Clarke and Laura Lunig for their invaluable assistance.

- **Beede Center Report**

- Beede Center Promotion for October: Discount on the Joining fee \$99 instead of \$199 with a donation of a non-perishable food item for Open Table. Also a coupon for a free family day pass (value \$40). The ad will appear in the Concord Journal, the Carlisle Mosquito and the Action Unlimited.

- The It department, Leslie Koplow and John Blanchard, has been working closely with us to install a new credit card reader and a new dual scanner. There have been issues with the installation of the scanner hardware. After many hours of tedious work and working with software and hardware support from two vendors, the installation was not successful. Many thanks to Leslie for all her time and effort. At this point it was determine to return the scanner hardware to the software vendor for testing.
- The construction project has been moving along as schedule most of the work has occurred in the mechanical rooms with the insulation of the pipes and has not affected the members or the public areas of the center.
- During the afternoons, the center has been very busy as swim lessons and the Otters Swim team programs have begun.

- **Concord Public Works**



- **Coming Soon - Monument Square Holiday Tree** - Through the generous donation of the Rotary Club of Concord, a new holiday tree will be planted on or around Tuesday, October 7<sup>th</sup> 2014 at the Monument Square flagpole island. A photo of the new tree is shown above (with Peter Flynn, CPW Park and Tree Superintendent). This new Concolor (White) Fir was selected from the Frank Maurer Company, a tree nursery located in Sudbury, MA. The new tree replaces the former Colorado Blue Spruce originally planted in 1961 in recognition of Town of Concord Tree Warden, Charles F. Myette through a

donation by the Inde-Cott Garden Club. Unfortunately, for several years the Colorado Blue Spruce has been heavily infected with, Cytospora cankers, a disease for which there is no known control. The disease causes stem cankers, which destroy conductive tissue and eventually leads to the trees death.

- **(Correction): Fall Water Main Flushing** - Concord Public Works (CPW) will be conducting seasonal water main flushing, October 14-23, M-F: 9-3, in the Northeast area of Town (Cambridge Turnpike to Lowell Road). Flushing is required to maintain and improve water quality throughout the distribution system, reducing the potential for discoloration and sediment in your home. For more information visit [www.concordma.gov/water](http://www.concordma.gov/water) or call 978-318-3250. We appreciate your patience.
  
- **Senior Services –**
  - The COA is pleased to share that Eagle Scout candidate; Nick Walters recently completed a beautification project at the Harvey Wheeler Community Center. Nick designed a wonderful hedge to surround a chain link fence on the property that will provide a much needed screen between properties and for the newly installed generator and equipment shed. The COA is very grateful to Nick, his fellow boy scouts and their supportive parents for all the effort that has gone into this project. Nick was a pleasure to work with and the citizens of Concord are indeed fortunate that Nick choose to complete his community service project at Harvey Wheeler.
  
- **Department of Planning and land Management**
  - **Natural Resources Division** -: At the October 1<sup>st</sup> meeting, the Natural Resources Commission opened a Notice of Intent hearing for invasive species control at 299 Estabrook Road, an NOI hearing for a 7-unit PRD at 1888 Main Street, and an NOI hearing for an addition and tree work at 105 Walden Street, all of which were continued to October 15<sup>th</sup>. The Commission also heard new information on the NOI for a 22-unit PRD at 140 Commerford Road, which was also continued to October 15<sup>th</sup>. Two Certificates of Compliance were issued, one for a garage reconstruction

at 48 Laws Brook Road, and the second for invasive species control at 65 Mattison Drive.

- **Keuka Road:** Hope and Craig Beckman have appealed the DEP Superseding Order of Resource Area Delineation (SORAD) on four Keuka Road parcels. The SORAD upheld the NRC determination issued last fall that the wetland boundary was more extensive than flagged by the applicant. The appeal is in adjudicatory hearing, with hearings expected to commence in the next six weeks.
- **Building Inspections Division** - Short form for re-roofing and re-siding now available: In an effort to streamline the permitting process and reduce the backlog of permits to be reviewed, the Building Inspections staff has created a 2-page, short-form for small projects where a contractor is re-roofing or re-siding a structure. If an Inspector is available to review an application at the time it's filed and that application is complete, the Inspector can issue the building permit immediately.
- **Planning Division - Middlesex School Residence Hall:** On Monday, October 6<sup>th</sup> at 5:30 pm the Planning Board will be conducting a site visit for the proposed residence hall, main driveway guard house and boat house renovations.
- **Ingham Lane PRD:** On Tuesday September 30<sup>th</sup>, Town staff met with the developer of the proposed 7-unit Planned Residential Development at 1888 Main Street to review the plans and provide preliminary feedback on any issues or concerns. The developer informed the group that he is currently working with a solar company about options for the residential units and will be attending the Comprehensive Sustainable Energy Committee meeting on October 7<sup>th</sup> to discuss other sustainable energy options.
- **New Visitor Center for Walden Pond Reservation:** Director Marcia Rasmussen attended the Massachusetts Dept. of Conservation & Recreation (DCR) public meeting on September 30<sup>th</sup> to hear the latest information about the new visitor center at Walden Pond State Reservation. The Visitor Center project is on the fast track, with design/construction plans at 75 % completion; public comments will be accepted until October 14<sup>th</sup>. Plans will be finalized by the end of December 2014 and a contractor is expected to be selected by March. Construction begins in spring 2015, with completion expected by spring 2016. The Reservation will be open during construction.

- Two other projects will be underway prior to the Visitor Center project. One is installation of raised solar panels over two of the parking lots behind the current park headquarters (similar to the solar installation at REI in Natick), which is expected to generate enough electricity to power the entire reservation. The second project is installation of an on-site septic field in the location of the former trailer park to accommodate expanded public restrooms at the new Visitor Center and from the existing bath house.
- The plans reflect many of the public comments provided over the years (beginning with public meetings in 2011). The presentation slides can be viewed on line at: <http://www.mass.gov/eea/agencies/dcr/public-outreach/public-meetings/>.
- **Regional Transportation Forum at Devens:** Director Marcia Rasmussen attended the MAGIC Regional Transportation Forum – the Challenge of Suburban Mobility on Thursday to hear an MBTA Update on the capital improvements and operational changes along the Fitchburg commuter rail line, two panel discussions: improving options for the reverse commute and enabling interconnections for suburban mobility.
- **Health Division**
  - **Senior flu clinic:** The Senior Flu Clinic has been scheduled for Thursday, October 9<sup>th</sup> from 10 am to noon at the Concord COA Harvey Wheeler Community Center. Immunizations for influenza will be available at no cost to seniors. There is no need to pre-register or sign up for this clinic.
  - **Emerson Hospital and Concord Fire Emergency Preparedness Exercise:** Public Health Director Susan Rask and Assistant Director Stan Sosnicki were observers for a disaster exercise on October 1<sup>st</sup> at Emerson Hospital. Hospital staff and Fire Dept. personnel conducted a decontamination exercise in response to a simulated incident where victims were exposed to an unknown chemical. This simulation required Fire Dept. personnel to set up their large decontamination tent so both fire and hospital personnel could practice their mass influx procedures.
  - **Enterovirus D68:** Enterovirus D68 is now widespread across the country and one case has been reported in Massachusetts. Residents are reminded that simple, common-sense steps such as hand-washing can reduce the spread of illness. As with other respiratory viruses, hands should be washed using soap and warm water for 20 seconds. Other tips for parents and patients include: avoid touching eyes, nose and mouth with unwashed hands; avoid kissing, hugging, and sharing cups or eating

utensils with people who are sick; and clean and disinfect frequently touched surfaces, such as toys and doorknobs, especially if someone in the home is sick. More information about Enterovirus D68 can be found at <http://www.cdc.gov/non-polio-enterovirus/about/EV-D68.html>

- **Town of Lincoln Tobacco Regulation:** Assistant Health Director Stan Sosnicki is working with the Lincoln Board of Health to revise their tobacco regulation to prohibit the sale of tobacco and nicotine delivery products to persons under age 21, similar to the regulation recently adopted by the Concord Board of Health.

- **FY 16 BUDGET - PLANNING FOR THE NEXT BUDGET YEAR IS UNDERWAY**

- The annual joint planning session of the Selectmen, school committees and finance committees of Concord and Carlisle took place last Monday, September 29th. The Concord Finance Department presented updated information about the current budget year (fiscal year 2015 that began last July 1) and issued its forecast of General Fund resources expected for the next budget year (fiscal year 2016). The Concord Finance Committee uses this information in preparing ITS Budget Guidelines to be issued to the Concord Selectmen, the CPS and CCRSD School Committees, the Concord Town manager and the CPS/CCRSD Superintendent. A Town Meeting Standing Vote adopted in 1976 requires that the Finance Committee issue its Guidelines by November 30 each year. The Guidelines represent the Finance Committee's expectation of the budget recommendations it will make to the 2015 Annual Town Meeting, the Town of Concord's legislative body, next April.
- The Finance Department presentation can be found at: [http://concordma.gov/pages/ConcordMA\\_BComm/Joint%20Meeting%20\(FY15%20Update%20%20FY16%20Forecast\)%20-%20Sept%20%2029%202014.pdf](http://concordma.gov/pages/ConcordMA_BComm/Joint%20Meeting%20(FY15%20Update%20%20FY16%20Forecast)%20-%20Sept%20%2029%202014.pdf).
- On October 2, the Town Manager submitted a memorandum to the Finance Committee regarding potential budget requests for FY16, responding to its questions issued on August 1.
- A copy of the Finance Committee's August 1 letter can be found at [http://concordma.gov/pages/ConcordMA\\_BComm/FY16%20Finance%20Guidelines/Annual%20Budget%20Data%20Request%20Letter%20-%20Town%20\(dated%208%201%202014\).pdf](http://concordma.gov/pages/ConcordMA_BComm/FY16%20Finance%20Guidelines/Annual%20Budget%20Data%20Request%20Letter%20-%20Town%20(dated%208%201%202014).pdf).
- The Town Manager's memo is available at: [http://concordma.gov/pages/ConcordMA\\_BComm/FY16%20Finance%20Guidelines/Town%20Manager's%20memo%20to%20FinCom%20\(Oct%20%203%202014\).pdf](http://concordma.gov/pages/ConcordMA_BComm/FY16%20Finance%20Guidelines/Town%20Manager's%20memo%20to%20FinCom%20(Oct%20%203%202014).pdf).

- **Concord Police Department – Sergeant Promotion**

- Officer Kevin Monahan began his law enforcement career in 1993 at the University of Massachusetts at Amherst Police Department where he worked as a patrol officer for 4 years. While there he was active as both a bike officer and a Field Training Officer. In 1997, Off. Monahan transferred to Harvard MA where he began his work as a municipal police officer, working for Harvard PD for another 3 years.
- In January of 2000, Officer Monahan was hired as a patrol officer by the Concord Police Dept. Over the next eleven years, Officer Monahan worked predominantly in patrol while also distinguishing himself as part of the NEMLEC Regional Response Team and again as an FTO for the department. Officer Monahan remains actively involved as one of our three Child Passenger Safety Technicians for the department installing car seats for the community.
- In 2009 Off. Monahan was appointed as the Assistant Safety Officer, where he excelled for 2 years before becoming the Lead Safety Officer in 2011 where he has served admirably since.
- During the course of the sergeant's promotional process, Inspector Monahan distinguished himself above others in the testing as well as the evaluations and interviews that followed.