

Town Manager's Report **Monday, September 30, 2013**

To: Board of Selectmen
From Christopher Whelan, Town Manager

POLICE Chief Retiring: Police Chief Barry Neal worked his last day in office on Friday, September 27. He plans to put in his retirement paperwork immediately. At the time of his appointment in 2010, he had indicated plans to retire in the fall of 2013.

Chief Neal started with the Police Department in Concord in February of 1989 after serving two years in Carlisle. Barry was dedicated to the Town of Concord and the Concord Police Department, and contributed in a meaningful way to the Police Department's excellent reputation. He will be missed, and I wish him great success in his future endeavors.

Sergeant Jack Kennedy has been appointed acting Police Chief until such time as an interim Chief is named. Locating a permanent Police Chief will involve a full recruitment process and is likely to take 6 to 8 months.

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

FINANCE

Second Quarter Property Tax Bills Mailed: Fiscal Year 2014 second quarter preliminary taxes have been mailed and are due in the Collector's Office no later than Friday, November 1, 2013. The Town House business hours are Monday through Friday 8:30AM to 4:30PM.

The Town provides for online payments that credit your account as soon as you successfully submit your payment. The taxpayer has the choice of either paying electronically from a checking account or by credit card. While there is no charge to the customer for payments from a checking account, there is a fee charged by the credit card company when using MasterCard, VISA, or Discover. The applicable credit card fee is displayed on the payment screen for the customer to approve before finalizing the payment transaction.

To process a payment online, go to www.concordma.gov and click on "Online Payments". With bill and checkbook/credit card in hand, complete the necessary fields on each screen to process your payment.

If submitting a property tax payment through a personal banking online payment system, taxpayers are asked to verify that the bill properly identifies either the current fiscal year tax bill number or property parcel number. Please be aware that your personal banking online payment is not an electronic transaction between your bank and the town. Rather, your bank creates and mails a paper check issued to the Town of Concord. Many banks use third-party services to both create and mail payments, often adding many days beyond the

date you had set up with your bank for actual receipt by the Town. Accordingly, please allow ample time to ensure that your payment is received by the Town no later than the due date November 1, 2013.

PLANNING & LAND MANAGEMENT

Health Division

Weights & Measures: Administrative Assistant Karen Byrne reviewed the Weights & Measures program this week to ensure that establishments had been inspected in accordance with the contract with the State's Department of Standards, which includes all gas stations, facilities with scales (food & pharmacy), and retail scanners and followed up with State Inspectors. To date all of the gas stations and scales have been inspected and retail scanners are slated to be completed before December 31.

Tobacco Compliance Check & Regulations: In early spring, the Health Division was alerted that a facility was selling tobacco products to minors. The information was relayed by a concerned parent who had seen comments via Facebook. At that time, PHD Rask followed up with the owner, advising that the Board of Health would not tolerate the sale of tobacco to minors and reviewed the local bylaw requirements with the owner. On August 6, the Massachusetts Tobacco Control Program (at the request of the Concord Health Division) conducted a compliance check at the same facility and a minor was able to purchase a cigar. A letter and a ticket was hand delivered to the proprietor, and PHD Rask met with the owner and employee.

The matter was referred to the Board of Health and discussions will continue in the fall whether the Health Division should consider investigating grant funding and/or other means to enable it to have a more robust tobacco control program. The Concord Board of Health is committed to all available measures to deter the sale of tobacco to minors and eliminating nicotine delivery devices (e-cigarettes, lip balm, candy) that are geared towards children/youth. The Board of Health is also considering revising existing BOH tobacco regulations to prohibit the sale of e-cigarettes – preliminary discussions are currently planned for October.

New Board of Health Member: Board of Health members and staff welcomed Attorney David Erickson to the Board at its' September 17 meeting. Mr. Erickson filled a vacancy left by Ellen Hutt in December 2012 and previously served on the BOH (2001-2006). He will bring a unique historical perspective to members on many public health issues that he dealt with previously, but still remain in the forefront, tobacco regulations, housing/tenant issues, and the former Starmet cleanup process (Mr. Erickson was also a former member of the 2229 Main Street Committee).

Planning Division

Improving Traffic Safety for Bicyclists, Pedestrians and Drivers/a Healthy Community Initiative: The Health Division is preparing a grant to implement two of the many ideas

identified through the public engagement process undertaken the past 18 months, one of which is improving bicycle safety. Town staff from Planning, Engineering, Police and Community Education met with consultant Jill Block and Public Health Director Susan Rask to discuss the various existing programs in place and ideas for continued community engagement in making positive changes in the community for bicyclists, drivers and pedestrians including increased education, identifying and improving bike routes, considering implementation of complete streets and so forth.

Planning Board: At its Tuesday meeting, the Planning Board approved a street improvement plan for a short stretch of Riverside Ave (a private right-of-way laid out before adoption of the Subdivision Control Law), and approved the amendment to the Site Plan Approval for a solar array at Concord's former landfill site. The Board also met with the Millbrook Tarry Task Force (MTTF) to hear about the work undertaken so far and determine the next steps and timing of recommendations from the MTTF with regard to redevelopment of the Millbrook Tarry site at the intersection of Lowell Rd. and Keyes Rd.

Natural Resources Division

Natural Resources Commission: In preparation for the October 2 NRC meeting, staff reviewed the following projects: an Amended Notice of Intent (NOI) for 310 Lexington Road to demolish and reconstruct a new single-family dwelling; an NOI for 24 Off Harrington Avenue for the after-the-fact approval to reconfigure an existing dirt driveway and construct a walkway and deck; a Request for Determination of Applicability (RDA) for 64A Sudbury Road to conduct invasive species removal; an NOI for 1533 Monument Street to construct an in-ground pool; an NOI for 216 Southfield Road to demolish and reconstruct a new single-family dwelling; an RDA for 100 Walden Street to construct two additions; an RDA for 350 Plainfield Road to construct two small rear decks and a screened porch; and, an NOI for Concord Municipal Light Plant to install communication conduits for 1437-1, 1437-2, 1437-3 and 1437-5 Monument Street. The following matters will be continued to the October 16th NRC Agenda: an NOI for 955 Lexington Road to replace a failed septic system; an NOI for Concord Public Works to replace culverts at Sleepy Hollow Cemetery; and, an NOI for 109 Seymour Drive for after-the-fact construction of a greenhouse and tree maintenance.

Old Calf Pasture: The fourth season of buckthorn control begins Monday, September 30 at Old Calf Pasture. New England Wildflower Society will be treating buckthorn over 5 days in the next two weeks. Areas treated over the last three years will be spot-treated as needed, with new treatment expanding into lower portions of the pasture. Treatment continues to eradicate large buckthorn stands, improving habitat and viability of the rare Britton's violet in the field and trail edges.

Trail Committee: The Appalachian Mountain Club assisted the Trails Committee in clearing the trail head at the Domino-Nocella Land located at the corner of Domino Drive and Conant Street of invasive Japanese knotweed. Once successfully managed, a kiosk will be installed at the trail head. The Committee has completed blazing this trail and is working on developing a trail map.

POLICE

Operational Services: On Monday, September 23, Officer Harrington responded to the Station for a report of a past larceny from a non-profit group checking account. Off. Harrington filed the report and an investigation is ongoing.

On Monday September 23, Inspector Monahan and Officer Moore responded to a motor vehicle crash on Elm Street by Concord Gas involving a school bus. Officers arrived on scene and determined that no one was injured. Officers processed the crash scene, noting all of the students on board the bus and making the appropriate notifications. The operator of the other vehicle was issued a citation for failure to use care and a report was filed with the Registry of Motor Vehicles to review this operator's abilities to drive a vehicle.

On Friday September 27, Officers responded to separate residences for past larcenies from motor vehicles. Cars parked on Ridgeway Rd and Bedford St were entered during the night and items were taken. These cases are currently under investigation. Residents are reminded to make sure their vehicles are locked and secured even if they are parked in their driveways.

Community Services: On Sunday September 29, dayshift officers provided assistance with a bicycle ride that came through Town. No issues were reported and the event went off smoothly.

Administrative Services: The Department was saddened to learn that longtime senior assistant Hildegard Elson passed away. Her services took place on Saturday, September 28 and it was attended by several members of the Department. Off. Holsinger provided a funeral escort from Concord Funeral Home to Sleepy Hollow Cemetery.

PUBLIC WORKS

Wastewater Capacity Update: Based on recommendations provided by the Wastewater Planning Task Force (WWPTF) and an outside consultant to the Town, the Public Works Commission during their August 2013 meeting voted to increase the existing Sewer Improvement Fee from \$26.27 per gallon to \$40.07 per gallon. This action is in accordance with the Town of Concord Sewer Improvement Bylaw. This new fee will offset the cost required to design and construct a large municipal groundwater discharge site to be located at the existing wastewater treatment facility. While additional permitting will be required prior to designing and constructing this facility, a detailed hydrogeologic evaluation of the discharge site was performed and accepted by Mass DEP, effectively demonstrating that, if constructed, the wastewater treatment capacity for the Town could expand from 1.2 million gallons per day to approximately 1.36 million gallons per day. Consistent with the WWPTF and the Public Works Commission's charge, staff continues to pursue additional wastewater capacity alternatives to meet the capacity goals identified and approved within the 2009 Town Meeting article. These alternatives include increases to the existing NPDES surface water discharge permit utilizing a proposed integrated water resources planning approach. Approval for increased flows associated with single family changes in use will continue to be approved administratively. As the recently identified expansion opportunity does not satisfy

all of the Town's wastewater build-out needs identified during the aforementioned planning process, the PWC will continue to review applications for increases in flows greater than 1,000 gallons per day to ensure specific criteria contained within the sewer rules and regulations and approved by the WWPTF and Public Works Commission are met.

Roads Program: Project contractor Lazaro Corporation will continue to finalize punch list items associated with the 2012/2013 Road Program including loaming, seeding and general cleanup. Final course paving of Brook Trail Road is planned during October before completion of the 2013 construction season.

Work began on the 2013/2014 Road Program with project subcontractor E.H. Perkins beginning rehabilitation and replacement work on the first of three closed drainage systems within the Crescent Road neighborhood. Town of Concord Water and Sewer Division staff were instrumental in construction improvements on a section of water main which allowed for the location of a bioretention area to improve drainage capacity and further the Town's sustainability goals. Below is a tentative schedule provided by the 2013/2014 Roads Program general contractor Lazaro. Please note the schedule is provided for general awareness purposes and is subject to change based on numerous factors. CPW will continue to coordinate public outreach and traffic management as the schedule is finalized.

Week of September 29

- Continue Drainage replacement in the Crescent Rd neighborhood
- Punch List 2012 on all the streets

Week of October 6

- Continue Crescent Road neighborhood drainage
- Perform milling on Caterina Heights

Week of October 13

- Begin Reclaim operations in the Crescent Road neighborhood
- Replace/Install drainage in Baker Ave/Sawmill Rd
- Begin milling operations on Fitchburg Turnpike
- Adjust structures Caterina Heights and Install curb ramps
- Pave additional course on Brook Trail Road

Week of October 20

- Reclaim Baker Ave neighborhood
- Pave Fitchburg Turnpike and Caterina Heights
- Reset Curbing/Ramps Brook Trail/Adjust structures (2012 Roads Punch list items involving concrete work will be coordinated with these operations)
- Pave binder course Crescent Road Neighborhood

Week of October 27th

- Pave binder course Baker Ave Neighborhood
- Pave top course Brook Trail Rd.

Business Recycling Event: The fall business recycling event held on Friday, September 27 was a successful one. The event was held in the 300 Baker Ave. Ext. parking lot, as in the past. Nineteen Concord businesses attended the electronics recycling portion of the event. Electronics and fluorescent bulbs were collected by Complete Recycling Solutions.

Documents were collected by Doc Shredding Corp. for shredding. Concord businesses dropped of 100 boxes of documents to be shredded.

These events are a great opportunity for Concord businesses to properly dispose of old computers, printers, fax machines, other electronics, and fluorescent light bulbs.

DropOff-SwapOff: The fall DropOff-SwapOff event is scheduled for Saturday, October 19, 9:30-3:00. There will also be an “early SwapOff” on Friday, October 18, from 11-2, weather permitting. The early SwapOff was developed in an effort to alleviate traffic on Saturday and provide residents with another option to bring in items for SwapOff, should they not be able to bring items to SwapOff on Saturday. Please note that labor will not be provided for unloading, and browsing / removal of items is not permitted at the early SwapOff.

Once again, SHARPS and unwanted medications will be collected at the DropOff portion of the event on Saturday, October 19. For a complete list of items collected and additional information, residents can visit www.concordma.gov, or call 978 318-3240.