

Town Manager's Report September 30, 2014

To: Board of Selectmen
From Christopher Whelan, Town Manager

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

- **Finance Department: Treasurer-Collector**
 - **Second Quarter Property Tax Bills Issued** - Fiscal Year 2015 second quarter preliminary taxes will be mailed by October 1 and are due in the Collector's Office no later than Monday, November 3, 2014. 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 lead time to ensure that your payment is received by the Town no later than the due date November 3, 2014. It is strongly suggested that you allow a full week ahead of the due date when setting your payment release date with your personal financial institution.
 - **Curbside Subscription Bills Mailed** - Curbside subscription renewal bills have been mailed and payments for the pick-up cycle November 1, 2014 through April 30, 2015 are due in the Collector's Office by October 27, 2014. The cost of the six-month subscription is \$110.00. In addition, customers must display

either a current barrel sticker for the six-month time period or a green tag affixed to each barrel and/or disposal bags. Barrel stickers and individual green tags are available for purchase at the Town House, Concord Lumber, Crosby's Supermarket, CVS, Cumberland Farms (tags only), West Concord Pharmacy, and West Concord 5 & 10. The Town provides the same online payment option for curbside subscribers. The one exception is that Visa does not participate in the processing of curbside online payments. 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. Please be advised that the six digit bill number on the curbside bill must be entered with the prefacing zeros when accessing your bill. The 'year' designation for the online payment is 2015B. Again, 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. Please be certain that you include either the curbside bill number or property address on your bank payment submission so that your account is properly credited with your payment. As the bill number changes each cycle, please take care in using the current bill number.

- **Youth Services –**

- Youth Services hosted the Eastern MA Youth Services Directors quarterly meeting in Concord on September 26th. Youth Services Directors from 15+ towns attended to share ideas and best practices. As part of the agenda, The Local Officials Human Services Council (LOHSC) of the Massachusetts Municipal Association held their quarterly meeting immediately following Youth Services Directors meeting. LOHSC is the human services arm of the Massachusetts Municipal Association, the statewide advocacy group providing legislative lobbying for and technical assistance to cities and towns in the Bay State.

- **Recreation Programs –**

- Due to the increase enrollment in the After School Programs at HWCC and Hunt Recreation Center revenue is up 19% this year. The Recreation Department ran a successful program for its After School and Before School families due to the Concord Schools being closed for Rosh Hashanah. There were 50 students in attendance.
- On September 23, 2014 the following items were discussed at the Recreation Commission meeting:
 - Chris Whelan reviewed the Recreation Facilities Strategic Plan draft and provided input for a final revision. Heller and Heller

Consulting, Inc. and the Recreation Department will present the plan at the Selectmen's meeting on October 20, 2014. The Commission was pleased with the level of detail in the plan and discussed how to proceed prioritizing the short and long term goals.

- The Community Use Agreement between the Concord-Carlisle Regional School District for the "CC at Play" renovated fields and tennis courts which Chris Whelan signed was shared with the Recreation Commission. The Commission was pleased with the revisions made by Chris Whelan which reflected fair and reasonable community and youth sport group use. The agreement is pending approval from the School Committee.

- **Beede Center Update –**

- Construction continues as the areaway walls were formed and the cement poured-they are about 20' high but will be backfilled and below grade at completion. Next week E. Amanti will start up the last two boilers and last two variable flow devices as work on the boiler hot water piece of the project comes to conclusion.
- The two air handling units should be shipped beginning of October; there is a possibility of receiving them marginally earlier than expected allowing installation of the units to begin sooner than scheduled.
- The first half of September, memberships (new, renewed and summer rollovers) are at 73% of the anticipated goal, which we expect to meet and exceed for this September.
- Swim enrollments are wrapping up and final number will be available beginning of October. Fitness enrollment is up slightly from last year at this time. Registration is ongoing as classes are prorated for late enrollments.

- **Community Services –**

- Concord Carlisle Community Services Coordinator, along with the Concord Carlisle Youth Services Coordinator presented the new Concord Social Services Resource Guide to the Concord Board of Selectman at their meeting on Monday, Sept, 22nd.
- The Community Services Coordinator presented as a guest at the Local officials Human Services Council (LOHSC) meeting held in Concord on Friday September 26th, 2014, to provide a summary of the services that the Community Services Coordinator provides to the residents of Concord.

- The Community Services Coordinator received 20 assistance related phone calls, 30 assistance related emails, had 3 office/home visits and assisted 20 Concord families with issues such as financial assistance for utility bills & rent payments, oil disbursement, emergency housing, Fuel Assistance applications (SMOC) and connection to resources for youth.
 - In order to provide services to Concord families this week, the Community Services Coordinator interacted with the Concord COA, Concord Public Schools, Concord Recreation, the Salvation Army, the VA, Concord Housing Authority, the Concord Veteran's Agent, The Society of St. Vincent De Paul, and Hugh Cargill Trust.
 - The SMOC Fuel Assistance program will start accepting applications for new clients at the end of October. If you are interested in receiving an informational packet and/or applying for fuel assistance please contact Aileen Buford either by phone 978.318.3034 or email abuford@concordma.gov .
- **Veterans Services –**
 - Veterans labels delivered to Public Ceremonies and Celebrations Committee for veterans' day mailing.
 - Assisting veteran obtaining "aid and attendance" benefit.
 - Assisting veteran with Medicare application.
 - Re-direct a veteran with assistance when losing a veterans benefit.
 - Attend monthly Northeast VSO meeting—Shawsheen Tech, Billerica
 - File monthly medical bills for veteran resident with Division of Veterans Services, Boston
 - Re-direct and assist veteran with VA housing.
- **Department of Planning and Land Management**
 - **Health Division** - Emerson Hospital and Concord Fire emergency preparedness drill: Assistant Director, Stan Sosnicki was an observer for a disaster exercise 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 Emerson personnel to set-up their small decontamination tent to practice their mass influx procedures. A larger mass casualty exercise is scheduled for October 1st.
 - **Natural Resources Division** - Natural Resources Commission: Staff reviewed the following projects for the October 1st NRC meeting: the continued Notice of Intent (NOI) hearing for a 22-unit Planned Residential

Development at 140 Commerford Road; an NOI to conduct invasive vegetation management at 299 Estabrook Road; an NOI for a 7-unit Planned Residential Development at 1888 and 188B Main Street; and, an NOI to construct an office at 105 Walden Street..

- Warner's Pond Dredging – Feasibility Study: Natural Resources Director Delia Kaye assisted in preparing the Community Preservation Committee application to conduct a feasibility study in dredging a portion of Warner's Pond as recommended in the 2012 Warner's Pond Watershed Management Plan.
- **Building Inspections Division** - 35 Forest Ridge Road: Inspections staff met this week with the Minuteman ARC organization, their contractor and architect to discuss their plan to renovate the office building at 35 Forest Ridge Road, which will allow consolidation of their offices and classroom spaces. Minuteman ARC is a non-profit entity which is committed to enhancing the quality of life for people with developmental disabilities.
- Building Inspector training course: All three building officials attended a course that provided an update on recent Massachusetts court decisions which should be considered when making zoning determinations. Attorney Mark Lanza from Concord was the speaker.
- **Planning Division** - Junction Village - West Concord: The Town Planner is working with the Concord Housing Development Corporation and the developer of Junction Village (Grantham) to organize a workshop on October 23rd at 1:30 pm in the 1st floor meeting room at 141 Keyes Road for the benefit of all staff members from the various Concord departments to provide an opportunity to learn more about the project and to ask related questions of the developer.
- **First Friday' Lecture Series - League of Women Voters:** On October 3rd at 9:15 am at **the Fowler Library**, Town Planner Elizabeth Hughes will be the first guest speaker at a League of Women Voters 'First Friday' lecture series. The topics of discussion will focus on the rolls of the Planning Board, Town Planner and Building Commissioner, the Planning Board's goals for the upcoming years, the various zoning and overlay districts in Town, and current projects. The discussion will be followed by a question and answer period.
- **Community Preservation Applications:** Senior Planner Lara Kritzer and Director Marcia Rasmussen worked to prepare four applications to the Community Preservation Committee for Town projects. The four projects

include: funding for design of the Bruce Freeman Rail Trail Phases 2B and 2C; additional funding to allow installation of a slate roof at 141 Keys Road; partial support of the Regional Housing Services Office (including an update of the 2010 Housing Production Plan); and the Feasibility Study of the Warner's Pond Dredging project. These various projects fall within the four areas of legislative focus – historic preservation, community housing, open space and recreation. Seven other project applications were submitted by the 4:00 p.m. deadline by local non-profit groups and the Concord Housing Authority.

- **Senior Services**

- The Council on Aging has announced that the annual flu clinic for seniors will be held at the Harvey Wheeler Community Center on Thursday, October 9th from 10am to noon. As a reminder, the COA also offers a weekly blood pressure clinic on Wednesdays from 10am –noon.
- On Thursday, October 16th at 2:00pm the COA will offer a Medicare overview presentation. Medicare annual open enrollment for Medicare Part D and Medicare supplements runs from October 15th to December 7th. Please come to learn the Medicare 2015 basics. Please call the COA at 978-318-3020 to make a reservation.

- **CPW - Administration, Engineering, Highway and Grounds, Solid Waste and Recycling, Water and Sewer**

- **2014/2015 Road Program** – Construction Improvements on the easterly portion of Powder Mill Road are scheduled to begin on Monday September 29th. Work is expected to last approximately ten days and includes substantial drainage system repairs. This drainage work will be followed by roadway reclamation and binder coarse paving. Drainage and paving of the westerly segment of Powder Mill Road, from Old Pickard to Stone Root Lane, is also scheduled for the 2014 construction season. Both the easterly and westerly segments will be left at binder coarse for one freeze/thaw cycle, with final coarse paving scheduled during the 2015 construction season.
- **MassDOT - Crosby Corner Project Construction Update** – Over the next several weeks beginning in October, project contractor D.W. White will begin to prepare a paved roadway, adjacent and north of the existing highway, and outside of the existing roadway alignment. This new paved surface will serve as the new travel way as construction activities take place between the eastbound

and westbound lanes. Upon completion and paving of this new alignment, traffic will be diverted and the east and westbound lanes will be split.

- Construction activities from this point forward and until the scheduled project completion date in June 2016 will necessitate shifts in traffic to accommodate construction sequencing. MassDOT has indicated that four lanes of traffic will remain open during peak AM and PM commutes, minimizing the disruption of lane shifts.
- **Monument Square Holiday Tree** – In accordance with MGL 87 Section 3, a public hearing has been scheduled for Friday, October 3rd at 9:30 AM for the existing holiday tree located at the Monument Square flagpole. The Hearing will take place at Monument Square at the flagpole island. The Colorado Blue Spruce was 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. **The Rotary Club of Concord** has graciously volunteered to donate a mature Concolor Fir (White Fir), with increased disease resistance, selected from Frank Maurer Company, a tree nursery located in Sudbury, MA. Coordination with Mr. Myette's family has occurred to place a granite marker at this location to continue to mark Charles F. Myette's contributions to the Town of Concord.
- **Concord Free Public Library**
 - **Thursday Author Talk – Rory Flynn**



The Concord Free Public Library's will present author, Rory Flynn on October 2, 2014 at 7:30 p.m. in the Main Library's Periodical Reading Room.

Rory Flynn (a.k.a. Concord novelist, Stona Fitch) will present his new crime novel, [Third Rail](#) (2014, Houghton Mifflin Harcourt) which marks the debut of the Eddy Harkness series of Boston-based crime novels. *Publisher Weekly* describes *Third Rail* as "a terrific debut . . . impressive, stylish, sophisticated. Readers will want to see more of Flynn's gritty Boston - and of

Eddy Harkness." A book signing with Rory Flynn will follow the author talk. This event is free and open to all.

- Expanded Digital Media Services - CFPL has recently added two new digital media services - *Zinio* and *Hoopla Digital* are now available to Concord library cardholders. In addition, Freegal Music has expanded its offerings to allow 5 music downloads per/week.
 - Zinio is an online newsstand and current subscriptions provide free access to 28 eMagazine titles. With a library card patrons are able to browse, check out, stream or download magazines onto a computer, tablet or smartphone without limits, waiting lists or overdue fines.
 - Hoopla Digital offers free access to 8,500 movies, 4,500 TV episodes, 150,000 full music albums and 12,400 audiobooks playable on your computer, tablet or smartphone.
 - Freegal Music enables Concord patrons to stream or download up to 5 songs per week and/or stream up to 3 hours of music per day. Free(legal) allows you to keep downloaded music on your device forever!
 - visit http://www.concordlibrary.org/pages/digital_media.html for a complete listing of CFPL's digital media services including, OverDrive eBooks/Audiobooks and OneClickDigital Classics. Registration for library orientation classes on how to access digital media is also available here.
- CFPL Fall StoryWalk



Several families enjoying Saturday's StoryWalk.