



2013 CONCORD ANNUAL TOWN REPORT

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PUBLIC WORKS

Public Works Commission

Cemetery Committee

CPW Administration

Engineering Division

Highway & Grounds

Recycling & Waste

Water & Sewer

CONCORD PUBLIC WORKS ADMINISTRATION

Richard K. Reine, PWLF, Director

The Concord Public Works Team continues to focus on its mission to enhance the quality of life for those living, working or visiting the Town of Concord, and through sound management, innovation, teamwork and vision provide dependable, high quality, responsive public works and utility services, consistent with community values and at reasonable costs to Concord's stakeholders.

Protecting the Town's Infrastructure/Providing Essential Services

Concord Public Works (CPW) is comprised of four Divisions. These include two staff Divisions, Administration (including Recycling and Solid Waste Management) and Engineering and two line Divisions, Highway, Grounds & Cemetery and the Water & Sewer Division. The Department is responsible for planning and managing a large segment of the Town's infrastructure.

These assets include Concord's roads and roadsides; curbs and sidewalks; catch basins, storm drains, culverts and outfalls; traffic islands; guardrails; street signs and traffic signals; public shade trees and park trees; Town parks, common areas, playgrounds, ball fields, and recreation equipment; Town cemeteries; the Town's compost site, including the earth products and snow storage facility; the public water supply including its storage, pumping, and distribution systems; the Town's sewer collection, pumping, and treatment systems; and CPW buildings and equipment.

Delivering key services including water service; sewer service; recycling, curbside trash collection and disposal service; yard waste

disposal; and winter snow and ice management along with other storm and safety services is a core responsibility of Concord Public Works.

Keys to Organizational Excellence

CPW strategy for success in meeting its goals relies on the principles of ingenuity, fact-based problem solving, accountability, safety and environmental stewardship, context sensitivity, respect and integrity, diversity, customer satisfaction, empowerment, communication and continuous improvement. These key principles along with the experience and dedication of the CPW team leads to organizational excellence.

CPW Team, Programs & Organization

CPW is made up of 54 dedicated individuals with a wealth of experience. It is a team that is passionate about Concord, which takes great pride in their work, and fully understands their stewardship responsibilities.

The Four CPW divisions manage eight programs—Administration, Engineering, Highway, Grounds (Parks and Trees), Cemetery, Recycling and Waste Management, Water, and Sewer. Two of the programs—Water and Sewer are totally supported by user fees while two other programs— Recycling and Waste Management, and Cemetery, are primarily funded from fees.

Infrastructure Improvements and Initiatives

The Divisional Reports that follow summarize a series of initiatives and accomplishments in 2013. Notable accomplishments include:

- Continued targeted roadway and sidewalk maintenance and management program resulted in the internal design and scheduled construction of approximately 4.15 miles of roadway and 1.20 miles of sidewalk improvements.
- Multiple improvements were planned to the Town's drainage system including the replacement of 4,875 feet of drain line, 800 feet of roadway underdrain, 56 catch basins and 40 drain manholes.
- Design and permitting for the planned Sleepy Hollow Culvert replacement.
- Engineering technical support continued for the Cambridge Turnpike Improvement Project. A public information meeting

was held on Dec. 11, 2013 where a draft Preliminary Design Report was presented and community input was gathered.

- The completion of the Junction Park low impact development (LID) Stormwater Demonstration Project, which was celebrated at its grand opening in June.
- A GIS Program needs assessment and strategic plan was finalized. The GIS Program Coordinator position was reclassified into two positions within the Public Works and IT Departments: a GIS Technician/Analyst and a GIS Program and Applications Manager, respectively.
- Completion of a new GIS street sign layer development and asset management protocol.
- Park and Tree Staff under the direction of the Tree Warden planted over 90 public shade and park trees as well as street/scape trees.
- CPW Highway and Grounds Division staff maintained almost 50 acres of athletic fields for use by baseball, softball, soccer, lacrosse and other programs.
- Granite post and chain fencing was completed at the Sleepy Hollow Cemetery by CPW Highway and Cemetery staff, after preliminary design work and surveying by CPW Engineering.
- 37 snow removal events were performed, including winter storm NEMO which dropped over 27 inches of snow on Concord.
- DropOff SwapOff events in May and October were well attended and included unwanted medication and Sharps collection.
- Project construction oversight of the utility scale solar project at the closed municipal landfill located on Walden Street.
- A Declaration of a State of Water Supply Conservation was imposed by the Public Works Commission on July 18, and subsequently rescinded on October 9.
- Several hundred feet of 8-inch water main were re-laid near the intersection of Wilson Rd. and Nashoba Rd.
- Cleaning of over 12,000 linear feet of sewer main, closed-circuit television inspection of over 2,062 linear feet of main, root control on 2,330 feet of main and replacement or repair of nine services were conducted as part of the Inflow and

Infiltration Program.

- Formal petitions/appeals for relief of contested provisions of Concord's National Pollutant Discharge Elimination System wastewater discharge permit were made to both the EPA and MassDEP.
- Warm weather water quality piloting commenced managed by CPW Water and Sewer Division staff and project consultant for the Nagog Pond water supply treatment study and master plan.

Learning and Growth

With the ever increasing complexity of public works operations, the need for professional development of CPW employees continues to play an important role in the organization. CPW is committed to providing its employees with opportunities to increase skills while endeavoring to make certain our team is comprised of motivated, informed and inspired team members who can utilize this knowledge for the benefit of Concord.

Public Works Week – Middle School Event

Concord Public Works celebrated National Public Works Week on May 22 with the 8th grade class from Concord Middle School for the seventh consecutive year. The theme was "Because of Public Works..."

The entire public works team worked with CPW Administrative and Special Projects Coordinator, Anna Trout and Applied Technology Teacher, Doug Shattuck to showcase the importance of public works. Events included stormwater system maintenance, stormwater and water quality, hazardous waste disposal, a tour of the Wastewater Treatment Plant, best management practice for turf grass and presentations of stormwater pollution prevention videos created by the students.

Personnel

We were happy to welcome Jake Zwicker as Associate Engineer in May.