



# TOWN OF CONCORD

*Office of the Interim Town Manager*

## Operational Status Reports & Departmental Updates

*For the Period Ending May 27, 2022*

### Town Manager and General Government

#### Town Manager's Office

- Staff from the Town Clerk's Office and the Town Manager's Office have been working diligently on updating the data in the volunteer committee database. The database itself has been updated and town staff is working on a data integrity audit which is time consuming. Town staff expect to have an accurate database by the end of this summer.

#### Sustainability

- The Sustainability Division worked on a draft matrix on knowns and unknowns for a solar feasibility study scope of work discussion. Staff also attended webinars on federal grants and found some resources to share with colleagues in other departments.
- Met with the Senior Management Team on the Fleet Study and have been working on doing follow up, especially on Electric Vehicle (EV) charging infrastructure implementation
- The Sustainability Division also assisted volunteers, CMLP, and the Concord Sustainable Energy Committee to prepare for an upcoming event on June 4 looking at EVs and charging

### Emergency Services

#### Police

Log Items 707

Traffic Enforcement 48

Motor Vehicle Stops 106

Arrest 2

- The Department has been monitoring the tragedy which occurred in Uvalde, Texas. The department recognizes that recent events may cause concern for families and others in the community. Emerson Hospital provided the following link <https://www.childtrends.org/blog/resources-help-children-wake-school-shooting> to help children after a school shooting. The department wants the community to know that if they see something or someone displaying suspicious behavior to call 911 or 978-318-3400 immediately. Officers will be dispatched and investigate.
- Captain Thomas Mulcahy and Lieutenant Brian Goldman attended training sponsored by the Massachusetts Emergency Management Agency (MEMA) which provided participants with tools and methodologies for conducting venue-specific and event-specific risk assessments designed to complement and expand on the national critical infrastructure framework guidelines. The training was provided by the National Center for Spectator Sports Safety and Security at the University of Southern Mississippi and Texas A&M Engineering Extension Service.

## **Fire and Rescue**

### *Training*

- Two Concord Firefighters graduated this past week from the Massachusetts Firefighting Academy Recruit Program at the Bridgewater Campus. Firefighters Samantha McChesney and Conor Finerty graduated with class BW19 on Friday, May 19, 2022. Both excelled at the eleven program and we are pleased to have them back on shift!



Massachusetts Firefighting Academy

Career Recruit Class #BW19 Graduation • May 20, 2022

### *Calls for service*

- The Fire department responded to 94 calls over the previous week, including a response on Sunday to a leaking 220lb propane tank on Arrowhead Road. Fire Companies were on scene with hose lines deployed until the tank was made safe. Also on Sunday, Concord responded to assist the Acton Fire Department with a brush fire on Independence Road in Acton.

### *Fire Prevention*

- Fire Prevention conducted a variety of inspections and plan reviews this week. Of interest was a violation noted by Lt. Nichols conducting a propane tank installation inspection. The tank was installed within the prohibited range from a window in the structure and the inspection failed pending reinstallation.

### Planning Division

- **Housing Production Plan – virtual Public Forum scheduled for June 7!** The purpose of the Housing Production Plan (HPP) is to help Concord find the best ways to meet its housing needs and shape the location, type, and design of development. The HPP will consider best practices to help promote diverse housing options that are sensitive to the community context and capacity. Join the Town’s project team for a virtual **Community Forum on Tuesday, 06/07 at 7:00pm**. This online event is free and open to the public. To register type this link into a browser: [concordma.gov/hpppublicforum](https://concordma.gov/hpppublicforum).
- **Planning Board meeting of May 24:** the Planning Board discussed the Sunnyside Lane Definitive Subdivision Plan and appreciate the efforts by the Applicant and the Public Works Engineering Division for proposed improvements to the intersection of Sunnyside Lane and Laws Brook Road that would improve the sight distance for drivers exiting Sunnyside Lane and allow for two very large oaks trees on Laws Brook Road to remain.
- The Board accepted the withdrawal without prejudice the Site Plan Review application for the proposed Bubble Tea Restaurant at 191 Sudbury Road.
- The Town Planner presented the first draft of the Scenic Roads Bylaw Rules & Regulations. The Board briefly discussed the draft Regulations just make sure they had an understanding of the process and to see if they had any issues, concerns, or questions they would like Town staff and/or the Historical Commission or Public Works Commission to discuss/comment/recommend as the HC and PWC begin their review and as the Town Planner gets input from other stakeholders before coming back to the Board later this summer.



### Building Inspections Division

- From May 12 – May 26 the Building Inspections staff issued 32 Residential building permits, 2 Commercial building permits, 30 Electrical permits, 20 Plumbing permits, 7 Gas permits, 5 Sheet metal permits, and 2 Sign permits.
- From May 12 – May 26 the Building Inspections staff conducted 73 Building inspections, 70 Electrical inspections, 60 Plumbing & Gas inspections, 6 Annual Inspections of Commercial buildings, and reviewed 3 ZBA applications for the July 14 ZBA meeting.
- Building Inspections staff is available on a daily basis by phone (978.318.3280) or by email ([buildinginspections@concordma.gov](mailto:buildinginspections@concordma.gov)) to answer various zoning, permitting, and building code questions from Concord residents, Contractors, Architects, Land Surveyors, and Realtors.

### Health Division

- **White Pond Watershed page on Town website:** Health Division staff have been working with other Town staff to create a new webpage that will link various town interests relating to White Pond (Beach & Park, Cyanobacteria, Natural Resources, and White Pond Advisory Committee) so folks can find information in one convenient place. We are working to improve the links to this page: <https://concordma.gov/3039/White-Pond-Watershed>.

- **White Pond Beach:** Met with Facilities and Recreation staff regarding opening White Pond Beach by June 20, the opening of which has been delayed due to construction activities.
- **Board of Health/DPH projections for 2022 Mosquito season:** Health Division staff and Board of Health (BOH) member Dr. Deborah Greene attended the May 23 Select Board meeting to discuss the recent BOH vote 4-0 in favor of NOT opting out of the State Reclamation and Mosquito Control Board (SRMCB) Mosquito Spraying Program. This vote was taken after a discussion of previous mosquito control efforts, review of historical surveillance and response data, the MDPH 2022 projected Risk level of Middlesex County which is projected to be “High Risk” for Eastern Equine Encephalitis (EEE), and the health impacts of EEE.

### Natural Resources Division

- **Seasonal/Summer Crew now on-board:** Rangers DeAnna Collins and Vanessa Vallee started this week and will be patrolling conservation lands and Estabrook Trail to advise trail users of rules and regulations, and to educate the public on our local ecology and history. Shelby Guinard also joined the Natural Resources staff this week as the first Conservation Crew member and will be joined in the next few weeks by a second Crew member. They assist the Division in maintaining over 34 miles of trails and 1,500 acres of conservation land.

### Economic Vitality & Tourism Division

- **Partnering with the Umbrella:** This past Sunday was the first of 3 Sunday afternoon African American History Walking Tours, conducted in partnership with the Umbrella Arts Center’s “The Colored Museum” production. There were 7 attendees this past weekend with additional folks signed up for the following 2 weekends.
- **Discover West Concord Days:** On Saturday, May 21<sup>st</sup> the EV&T division participated in Discover West Concord Days, running 2 free West Concord Walking Tours which were very well received with 20 participants.
- **Additional Tour Guides needed!** EV&T Manager Beth Williams will be interviewing additional candidates as tour guides due to increased demand for private tours!

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## Library

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- The Library thanks the Interim Town Manager and Selectboard for joining the Open House celebrations at the Main and Fowler libraries on Saturday. The events were well attended, and ice cream was enjoyed by many. The mural at Fowler library has been unveiled and we dedicated the expansion at the Main Library.
- The Library Corporation, Friends, and staff are planning a second Open House for June 18 from 11am to 3pm. The program will include a visit by sculptor Nancy Schön to dedicate the rubber ducky sculpture in the Children’s Garden, as well as the unveiling of the Wayside Dollhouse with the Guiod family.
- This year’s Summer Reading theme is “Read beyond the beaten path!”. The program explores new lands and creatures all over the world with books, outdoorsy programs, music and more. Children receive a necklace and brag tag when they register. They earn beads for the necklace by reading and completing weekly challenges. The popular scavenger hunt around Concord for Henry and

Weezie, our library owl mascots, is returning as well. To sign up and read more (and see the staff's PSA video!) go to <https://concordlibrary.org/kids/summer-reading-2022>. Registration begins June 6. This program is generously supported by the Friends of the Concord Free Public Library.

- The deadline for applications for the Charles Williams Scholarship is June 3. The Charles Williams Fund provides an annual stipend for scholarships awarded to college-bound Concord students who demonstrate an interest and aptitude in the Studio Arts or in Music. This fund is administered by the Concord Free Public Library Corporation. For more information: <https://concordlibrary.org/about/williams-scholarship>
- Concord Carlisle High School students are invited to attend the library's Finals Study Day on Sunday, June 12 from 1pm-8pm. Hit the books in Concord's #1 place to study, the Concord Free Public Library.

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## Human Services

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### **Minuteman Media Network**

- The Productions team have a full plate with projects ranging from farm/agriculture, art and culture to the "Music Makes Me Happy Chorus" <https://www.mmmh-singers.org>, to town school chorus at the middle school to the high school.
- MMN Videographers have been very helpful recording and assisting to run many meetings and events including the Concord Select Board, the School Committee, the Concord Museum live streaming, Concord Finance Committee, middle school music events, and high school chorus.
- We are prepping for the CCHS graduation June 4, with a fiber video test later this week. We will be using 3 wireless video cameras to make setup and break-down fast and allow for a safer event on the football field. (no wires!)

### **Recreation:**

#### **1. Staffing**

- a. Received no applications for our full time Aquatics Program Manager position which is concerning.
- b. Received a limited number of applications for part time summer employment.

#### **2. Budgets**

- a. Beede revenue for FY22 is projected to reach \$2M which would surpass the revised FY22 revenue estimate of \$1.5M. We are working to analyze and anticipate expenses for the remainder of the year in the coming year but expect to be at budget. We will proceed with purchasing equipment to allow for the required system replacements if the FY22 budget allows. We are working closely with the facilities Department to review the depreciation schedule and will be bringing in vendors to provide estimates on equipment and facility areas that need attention as soon as possible.
- b. The CPC award for \$75K to fund a consultant to update to the Recreation Facilities Strategic Plan was approved at Town Meeting. The Recreation Commission will be formulating an RFP in the coming weeks so we can begin the strategic planning as soon as the new fiscal year begins.

3. **White Pond**

- a. We have sold 482 memberships so far out of an available 600. 380 of those memberships are sold to Concord residents.
- b. Planning to open June 20 as of now. Facilities and Health Department have been great working collaboratively to prepare for the beach inspection the week of June 13.

4. **Summer Camp**

- a. Camp regulations for summer 2022 were made available by MDPH. Regulations are very reasonable as they relate to COVID19 and our staff will prepare to share all requirements with our health care supervisor, health care consultant, parents and staff as we lead up to the start of camp (June 21, 2022). A link to those requirements can be [found here](#).

5. **Special Events**

- a. Preparing for the Stow Street Block Part on June 4. Multiple Town Departments will be participating in the Touch-a-Truck event including Police, Fire and Public Works.

6. **Beede Memberships**

A reminder to all Town employees that we have discounted memberships available for purchase at the Beede Swim and Fitness Center, info below. Thank you for sharing with your employees.

The Beede Swim & Fitness Center, located on the campus of the Concord-Carlisle Regional High School, hosts an 8-lane lap pool, a therapy pool, a children’s pool, a diving well, and pool-side spectator seating. There are two 1,600-square-foot fitness rooms; one for weight training and one for cardiovascular exercise. In addition, the facility includes men’s and women’s locker/shower rooms, and family changing rooms. The facility is open approximately 100 hours each week throughout the year Monday-Friday 5:30A-9:00P and weekends 7:00A-6:00P. Never seen the Beede Center? Check out our welcome video by [clicking here](#).



**We are forever grateful for the ultimate sacrifice of those who died for the United States of America. May their courage and dedication never be forgotten.**