



TOWN OF CONCORD

Office of the Town Manager

Operational Status Reports & Departmental Updates

For the Week Ending July 22, 2022

Town Manager and General Government

- On Thursday, July 21st the **Personnel Board** approved a number of classification recommendations for Chief Technology Officer, Broadband Manager (changed from Telecommunications Director), Environmental Services Coordinator, Senior Planner and Administrative Assistant (Finance). In addition to the classification actions, the Personnel Board received an update about the Classification and Compensation Study and discussed the upcoming Joint Meeting that is scheduled with the Personnel Task Force. The Board will be establishing a regular monthly meeting schedule for future meetings.
- GovHR USA was selected as the vendor for the Town's **Classification & Compensation Study**. GovHR has experience with hundreds of municipalities. The project includes a market survey of 50 non-union "benchmarked" positions with 12 comparable communities, and a review of the Town's Classification System and Non-Union Pay Plans. Two vendor proposals were received and thoroughly reviewed and ranked by a five-member selection committee that included Personnel Board Chair Bill Mrachek. Special thanks to Administrative Projects Manager Chris Carmody and Budget and Purchasing Director Jon Harris who worked with HR Director Amy Foley and Kellie Hebert to finalize the selection process by the close of FY22. Once underway, the project should take about 5-6 months with findings to be included with the FY24 budget planning process. While unionized positions are not directly included, the project represents a key initiative for our municipal workforce. A final report will review our employee benefits offerings and key recommendations to help attract, retain and support our employees. An employee presentation and Kick-Off Meetings with GovHR will be scheduled soon for employees ask questions and hear about next steps. For more questions, contact Kellie Hebert at 978-318-3013.
- This week, staff from the Town Manager's Office discussed ideas to help make **agenda preparation and board meeting management** more efficient with automated agenda management software. Staff arranged an online demonstration of one product by eScript. Agenda software can help promote efficiencies around meeting processes and allows multiple administrators to digitally create and manage public meetings for staff, elected officials, and the public. Some initial project objectives were discussed: To improve staff efficiency with automated workflow and approval processes; To reduce unnecessary time and paper waste produced by a traditional paper-based meeting packets or copies; and, to streamline agenda-setting procedures and enhance workflows for meeting logistics and communications. Next steps include convening a working group to further develop project goals and scope, identify system requirements and to consider an implementation plan, in order to inform the product evaluation process when comparing vendors.

Public Safety

Police Department

Activity Log July 7 – July 13

Log items	731
Traffic Enforcement	56
Motor Vehicle Stops	108
Arrests	1

- **Personnel update:** The Department is pleased to report that an offer to a police officer candidate has been extended and accepted. The background investigation is underway by our detectives.
- The **Department Honor Guard** participated in opening ceremonies for the NASCAR races at the Loudon, NH Raceway.
- On Wednesday July 20, the department conducted training for officers on a new device, the **BOLA Wrap**, designed to assist with actively resistant subjects. The device is designed to restrain an individual from 10 to 25 feet away, with less risk than other less-than-lethal devices. The wrap helps to reduce injuries to both individuals and police officers, by reducing the need for officers to engage in physical struggles.
- Both **School Resource Officers (SRO)** attended a school threat assessment training.

Fire Department

- **Personnel update:** Newly hired Firefighter Benjamin Lewis, shown being sworn in, started with us earlier this month. Ben was most recently a full-time firefighter in the Town of Oxford. Ben will be in a training assignment for several weeks and then assigned to a shift.
- **Call for service:** The fire department responded to 99 calls for service during the week.
- **Fire Prevention:** Fire prevention staff conducted their first ever inspection of an energy storage system in a home. The system using 48 solar panels is rated for 40kw. Another inspection of interest this week was at a home being newly constructed. The 12,000 square foot home will be heated by radiant floor heat – seven miles of tubing is needed for that system. Other inspections included numerous residential real estate transaction inspections.



Public Works and Engineering

- **Minuteman Hazardous Household Product Facility** - Highway & Grounds staff assisted in the coordination and staffing of the Hazardous Waste event at the Lexington DPW site on July 16th. As the town is a member community, there is a commitment to help run the event once a

year. A total of 342 cars participated, 15 being from Concord. A total of 70 residents from Concord have participated since April. This event is held monthly, April through November. Residents can dispose of hazardous waste such as paint thinner, gasoline, oils, antifreeze and other “hard to dispose of” items. Residents can find additional information on our website: <https://concordma.gov/466/Hazardous-Waste-Collection-Events>

- **Flashing Beacons on Old Marlborough Rd** – Residents reported that the flashers at the BFRT crossing are not working. The maintenance contractor determined that certain parts need to be replaced and has ordered the parts.
- **Hubbard Street Construction** – Adjustment of road manhole covers and drainage grates will start on Monday for the preparation of final paving of the street.
- **Roadway Improvement Project** – The contractor, All States Materials has completed the adjustments of roadway castings (frames and covers) on Barrett’s Mill Rd, Hildreth Ln, Farmer’s Cliff Rd and Annursnac Hill Rd in preparation for the application of asphalt rubber chip seal on July 26 and 27.
- **Right-of-way Permit Inspections** – CPW performed inspection on construction related to utility work on Commonwealth Ave for Nashoba Bakery and on Conant St and Elsinore St for National Grid.

Department of Planning & Land Management

Natural Resources Division

- **Water Chestnut Harvesting:** Town of Concord water chestnut harvesting began this week on the Sudbury River and Fairhaven Bay, an annual tradition since the early 2000s. Natural Resources staff are continuing the multi-year effort in collaboration with the Town of Lincoln, Concord Land Conservation Trust, and OARS. Two days of harvesting on the Sudbury River are complete, with Concord staff pulling over 30 bushels of water chestnut and helping to eliminate visible water chestnut in Fairhaven Bay. At least one more day is scheduled for this Friday the 22nd on the Sudbury River and various other days at Macone Pond, Hutchins Pond, and Warner’s Pond.
- **White Pond Slope Restoration Signage:** Conservation Crew sign routing has continued into this year with the early summer’s focus on restoration area signage. Ten wooden restoration signs were routed, primed, and painted for installation at White Pond to complement the 2019 slope restoration project. Additional new property signs are also scheduled for this year. Sign routing, priming, painting, and installation are done by Natural Resources staff and volunteers.



Economic Vitality & Tourism Division

- Over the weekend, one of the town’s new adaptive bikes was heavily vandalized at the bike share location in West Concord. Our TOC facilities team is bringing it back to the Visitor Center, our

bike mechanic has ordered new parts, and a police report is being filed. The bike share, since its launch in April, has doubled in both ridership and revenue each month which makes this occurrence even harder to understand. The adaptive bikes will now remain at the Concord Visitor Center for better monitoring until an alternative can be identified.

- The Visitor Center’s newest tour guides, have completed their training and are now leading tours, giving us a total of 9 tour guides and 8 desk staff.
- Visitation continues to skyrocket with international visitors. Despite travel challenges, we have greeted visitors from Germany, Israel, the Netherlands, Ireland and England in just the past 7 days.



- The next large Chamber of Commerce and Town partnership is the [Summer Sidewalk Celebration](#) on August 6th in all Concord retail centers. A band will play on Walden Street, and many Town departments and Committees, non-profits groups and other non-brick-and-mortar stores, will set up to showcase what they offer.

Planning Division

- **BFRT 2B – Bridge over Route 2:** Town staff from Acton and Concord met with MDOT representatives at the northern bridge abutment to discuss potential resolution of the fencing/screening along the State Police horse barn site. After considering various options prepared by the design consultant and working with representatives from the State Mounted Police Unit, the contract will be amended to install an 8-foot-high cedar fence along the rail trail located immediately adjacent to the 2-foot stone dust shoulder for approximately 1000 feet (along the property line of the State Police horse barn and paddock site). This revision was acceptable to both Acton and Concord staff, given the concerns of the State Police.



Building Inspections Division

- Since July 11th, the Building Inspections Division has issued 35 building permits, 36 electrical permits, 18 plumbing permits and 11 gas permits.
- The Building Inspections Division has also received Zoning Board of Appeals applications for The Centennial Arts Center at Concord Academy and the new Concord Middle School.

Health Division

Administrative:

- The Emerson Hospital Contract is under review.
- Mojin contract is finalized.

- First round of interviews completed and second round interviews for the environmental health inspector is underway

Inspections:

- Summer Camp inspection and support, onsite wastewater reviews and support ongoing.
- White pond monitoring and education continues.

Reporting:

- Investigation into one food borne illness case is closed, and one is on ongoing.
- COVID Case update (below):

Confirmed and probable COVID Cases July 1-July 7, 2022

Source: Massachusetts Virtual Epidemiologic Network (MAVEN)

	<18 years	>18 years	Total
Lincoln	0	3	3
Carlisle	1	3	4
Concord	3	17	20

- **Confirmed and probable COVID Cases July 8-July 14, 2022**

- *Source: Massachusetts Virtual Epidemiologic Network (MAVEN)*

	<18 years	>18 years	Total
Lincoln	0	5	5
Carlisle	5	10	15
Concord	3	12	15

- **Confirmed and probable COVID Cases July 15-July 21, 2022**

- *Source: Massachusetts Virtual Epidemiologic Network (MAVEN)*

	<18 years	>18 years	Total
Lincoln	1	5	6
Carlisle	0	8	8
Concord	2	13	15

Equipment

- Completing equipment tagging and recording the new equipment into our inventory log. In addition, creating a “what’s needed next” list for the new cameras.
- Configuring the new computers with the necessary software in order to deploy.

Production

- Will be working with IT to reconfigure our firewall to allow the new encoder to receive video from the internet. This will allow us to send a live video feed from anywhere back to the studio. (an example: a live feed from the 250th event in Concord!)
- Reconfigured the Select Board room to show the Zoom meeting participants on all 3 screens. For use during zoom meetings held in the Select Board room.

Inter-community support

- Working with the Carlisle Town administrator on a quote to completely replace the video equipment in the Carlisle Town Hall. Quoting is done, ready to place a PO.
- Working with the School IT team to replace most of the video equipment at the Ripley Building conference room 4. They should be ready to do the install shortly.