



TOWN OF CONCORD

Office of the Town Manager

Operational Status Reports & Departmental Updates

For the Week Ending May 5, 2023

General Administration:

Deputy Town Manager, Megan Zammuto and Economic Vitality Manager, Mimi Graney met with the Concord Business Partnership during their May meeting. The discussion included how staff can work together with the business community to further shared goals.

Concord's 2023 Annual Town Meeting was held at the Concord Carlisle High School (CCHS) on Sunday, April 30, 2023, with 728 voters in attendance and Monday, May 1, 2023 with 353 voters in attendance. The meeting concluded at 10:13pm on Monday evening, having no further business to take up.

ARTICLE	SUBJECT	ACTION TAKEN
1	Choose Town Officers	No Action
CC	Consent Calendar	Passed Unanimously
2	Hear Reports	Unanimous under Consent Calendar
3	Meeting Procedure	Unanimous under Consent Calendar
4	Ratify Personnel Board Classification Actions	Unanimous under Consent Calendar
5	New Classification & Compensation Plan for Regular-Status Positions	Passed by a near unanimous vote
6	Amended Classification & Compensation Plan for Regular-Status Positions	No Action
7	Use of Free Cash	Unanimous under Consent Calendar
8	FY23 Budget Line-Item Adjustments	No Action
9	FY24 Town Budget	Passed by a substantial majority
10	DEI Director – by Petition	Passed by a substantial majority
11	Capital Improvement and Debt Plan	Passed Unanimously
12	OPEB Trust Fund Appropriation	Unanimous under Consent Calendar
13	OPEB Trust Fund Expense	Unanimous under Consent Calendar

14	Appropriation of Opioid Settlement Funds Received from the State Settlement Fund	Unanimous under Consent Calendar
15	Minuteman Regional Technical High School District Budget	Passed Unanimously
16	Concord-Carlisle Regional High School Budget	Passed by an overwhelming majority
17	Concord Public Schools Budget	Passed by an overwhelming majority
18	Concord Public Schools Capital Projects	Passed Unanimously
19	Concord Public Schools Capital Projects – Fields & Landscaping	No Action
20	Appropriation to Middle School Stabilization Fund	Unanimous under Consent Calendar
21	Light Plan Solar Expansion – Middle School	Passed by a two-thirds majority
22	Municipal In-Town Solar Generation Task Force – by Petition	Passed Unanimously
23	Adopt Specialized Stretch Energy Code	Passed by a substantial majority
24	Light Plant Expenditures & Payment in Lieu of Taxes	Unanimous under Consent Calendar
25	Appropriation for 250 th Anniversary Celebration	No Action
26	Community Preservation Committee Appropriation Recommendations	Near Unanimous Vote

ARTICLE	SUBJECT	ACTION TAKEN
27	Community Preservation Act – Rescind and Reappropriate Funds	Unanimous under Consent Calendar
28	Community Preservation Committee Appropriation Recommendations – Concord Municipal Affordable Housing Trust	Unanimous under Consent Calendar
29	Transfer of Housing Funds	Unanimous under Consent Calendar
30	162 Plainfield Road Easement	Passed by well more than two-thirds majority
31	Beede Swim & Fitness Center Enterprise Fund Expenditures	Passed Unanimously
32	Demolition Review General Bylaw	Unanimous under Consent Calendar
33	Zoning Bylaw Amendment: Restaurant – Prohibited Uses – Parking	Passed by well more than two-thirds majority
34	Zoning Bylaw Amendment – Mobile Food Establishment	Passed by two-thirds counted vote Yes: 228 / No: 100

35	Zoning Bylaw Amendment – Combined Business / Residence	No Action
36	Update Concord Noise Bylaw – by Petition	No Action
37	Prohibition of Gas-powered Leaf Blowers	Passed by majority counted vote Yes: 184 / No: 133
38	Solid Waste Disposal Fund Expenditures	Unanimous under Consent Calendar
39	Sewer System Expenditures	Unanimous under Consent Calendar
40	Sewer Improvement Fund Expenditures	Unanimous under Consent Calendar
41	Water System Expenditures	Unanimous under Consent Calendar
42	Authorize Expenditure from PEG Access & Cable-Related Fund	Unanimous under Consent Calendar
43	Annual Appropriation of Parking Meter Receipts	No Action
44	Authorize Expenditure of Revolving Funds Under Mass. Gen. laws c. 44, §53E ½	Unanimous under Consent Calendar
45	Unpaid Bills	No Action
46	Debt Rescission	No Action

Police Department

Activity Log:

- Log items: **554**
- Traffic enforcement: **40**
- Motor vehicle stops: **23**
- Motor vehicle crashes and/or paper exchanges: **18**
- Arrests: **3**

Community:

- Detectives Paladino and Rodriguez met with Concord Recreation to plan upcoming ALICE training for staff.
- Officers assisted other departments with Town Meeting at CCHS.
- Detectives Paladino and Rodriguez conducted a safety talk to students at Concord Milldam Nursery School.
- Detectives Paladino and Rodriguez completed NEMLEC STARS (School Threat Assessment and Response System) interviews as part of joining that unit within NEMLEC.
- Detective Harrington attended Firearms Legal Update training.
- Officers Lacure and Olansky attended a three-day course sponsored by NEMLEC on certifying police bicycle officers.
- Officers assisted with “Bike/Walk to Alcott School.”

- Lieutenant Goldman attended a debrief meeting with assistant Fire Chief and local partners to discuss the Tough Ruck and Patriots Day events in order to prepare for next years' events.
- Detective Bordenca attended evidence recovery training through the Municipal Police Institute.

Fire Department:

Calls for Service:

The department responded to 101 calls for service during the period which included A3 & Engine 8 crews delivering a baby in an elevator at Emerson Hospital! Including a structure fire that destroyed an outbuilding adjacent to a residence on Main Street near Brook Trail Rd. Firefighters also responded to two serious motor vehicle crashes this week, one involving a vehicle off the road, down the embankment on Lowell Road, and the other a rollover accident on Sudbury Road which broke a pole and closed the road for a short time.

Training:

- The Massachusetts Firefighting Academy has been in Concord this week presenting the class "Taking action against cancer in the fire service", all group members have been taking this important class that discusses the cancer hazards associated with firefighting and the measures that can be taken to reduce the risk.

Fire Prevention:

- Open burning season ended on May 1st for residential burning. Agricultural businesses can continue to burn throughout the year with the appropriate permit.
- Assistant Chief Latta conducted an after action review this week of the public safety activities surrounding the Tough Ruck event. The after action included our partners from the Concord Police, along with Bedford, Lexington, and Lincoln Police and Fire Departments. They will take the lessons learned from this review and continue to improve the public safety event planning.

Facilities:

- Completed set-up and break down for Annual Town Meeting.
- Town House 2nd floor renovation completed rough plumbing, sheet rock installation.
- Spring landscaping clean-ups continue.
- Worked on Beede pumps, flow meter and chemical balance issues.
- Assisted Library with disposal of materials.

Library:

- Arbor Day Native Tree Seedling Giveaway - 150 for the 150th. Concord Free Public Library held its third annual native tree seedling giveaway last week. The program began in 2021 as part of our American Library Association Resilient Communities: Libraries Respond to Climate Change events. Our partners have included Concord Sustainability Department and Concord Highway and Grounds Department and support from the Friends of the Concord Free Public Library.
- The Library Green Team was pleased to celebrate Arbor Day and our 150 years with offering the community 150 native tree seedlings to plant and help mitigate the effects of climate change. We had Eastern Redbud, Tuliptree, and Sugar Maple seedlings, plus native seeds from

our Seed Lending Library. The seedlings and seeds were available at the Concord Main and Fowler branch libraries starting on Thursday, April 27th and they were quickly and enthusiastically claimed!

- We shared printed instructions, copies of Concord Public Works Tree Planning Guide, and a library Guide containing tree planting instructions and related videos, book recommendations, additional resources and links, and Concord Seed Lending Library information.
- The Library Green Team is working on many aspects to our certification from the Sustainable Libraries Initiative in support of the CFPL Corporation Sustainability Plan. The Library's sustainability work has been highlighted most recently in the LJ Library Journal on April, 12, 2023. The Native Tree Seedling project is one of our favorite activities; be sure to stay tuned for upcoming events!

Planning & Land Management:

Health:

Economic Vitality & Tourism

- On Friday May 5th Cindy Keene, VC staff will attend the North of Boston Convention Bureau meeting on our behalf, networking with the North of Boston region and getting our Concord brochures to that region via the Marie Miles Visitor Center.
- Beth Williams is collaborating with Deputy Town Manager and other Concord staff to create a smoother process for Town of Concord Events permitting process, including outdoor dining. More collaboration and communication between the business community and the Town has been enthusiastically welcomed.

Planning:

- Battle Road Scenic Byway update: Thanks in part to the persistent efforts of the Concord Historical Commission, proposed changes to Route 2A/Battle Road (primarily in Lincoln) have been found to have an "adverse effect" on the historic road and the Minute Man National Historical Park. The Federal Highway Administration will continue to consult with the CHC and other parties to find an acceptable solution.
- Annual Town Meeting approves 2 Zoning Bylaw Amendments proposed by the Planning Board: After lengthy discussion and debate, Articles 33 and 34 were passed. Article 33 authorized changes to the definition of Restaurants and prohibited uses, as well as changes to parking requirements for certain types of restaurants (Article 33), and Article 34 defined the use of Mobil Food Establishments (Article 34, which passed 228 in favor to 100 opposed).

Building Inspections:

- Permitting update: Since April 19th, the Building Inspections Division staff have issued 65 building permits, 57 electrical permits, 49 Plumbing and Gas Permits. Staff also conducted 85 building inspections, 104 electrical inspections and 52 plumbing and gas inspections.
- Congratulations! to Local Building Inspectors Gary Smith and Kevin Pickering, who recently completed courses and passed the required exams to become "Certified Massachusetts Building Commissioners".

Recreation:

- The next recreation commission meeting will be 6/7/23 at 7:00P at the Beede Center.
- Upcoming Recreation Events:
- 5/6/23 Kite Fest @ Rideout Park
- 5/13/23 Community Yard Sale @Hunt
- 6/3/23 Stow Street Block Party @Hunt

April's employee of the month is **Cathi Ellis**, General Manager of the Beede Swim and Fitness Center.

The Concord Recreation team is incredibly lucky to have Cathi Ellis as its new General Manager. In her short seven months with the organization, Cathi has worked tirelessly to streamline policies and procedures, and has introduced creative new special events, and has offered a fresh perspective on the ways Beede can better support the community. Her leadership style is action-oriented and her familiarity with all aspects of the swim and fitness facility operation is unparalleled. Cathi takes the challenges of the Beede Center head-on with a positive attitude and uses her strong problem-solving skills to make data-driven decisions that continue to move the Center forward. We can only imagine the impact Cathi will have on Concord in the months and years ahead. Well done, Cathi!



Training and DEIB/ Inclusion Initiatives:

The full-time Concord Recreation team and selected seasonal employees will be participating in the Town's upcoming Mental Health First Aid Training. The team has also taken the Chase Bjork Foundation's Brain Health Bootcamp Training and will utilize various Town resources in our seasonal camp staff training. The Carousel Preschool team is taking part in a 5-part series of DEIB in the classroom. This month's training looked at evaluating and assuring classroom books are diverse.

Program Updates:

Beede hosted 80 attendees in our first annual Underwater Egg Hunt. Kids were given a laminated card with specific egg designs they had to find among the 5,000 poured into the pools. Beede had three distinct age groups and ran two separate sessions. All participants walked away with a goodie bag and 6 walked away with a bigger prize for finding the "special egg".



- Beede Management is working with the Concord Chamber of Commerce to find businesses to sponsor a "free" day of Yoga at Emerson Park on Saturday mornings this summer. This will be part of the Center's Fitness in Nature series this year.
- Concord Recreation hosted our annual outdoor egg hunt this year. The team spread 20,000 eggs for hunting with nearly 1,000 people in attendance.
- White Pond Beach is scheduled to open for Memorial Day weekend.
- Camp enrollment is at about 1,800 camper weeks (an 18% increase from last summer).

- The Department is working with the School Department and MOC to welcome 18 students who live at the Emergency Shelter to camp this summer. Our team is strengthening our inclusion program to assure these students have a successful summer.
- The Recreation Facilities Strategic Plan's online survey closed in mid-April. The Weston and Sampson team is finalizing recreation site evaluations and will begin to draft the report in the coming weeks. The consulting team will have a table at the Stow Street Block Party to inform residents of the project and share their findings.

Department of Public Works:

- Rich Hathaway –After 34 years of service to the Town, Rich Hathaway, Crew Leader for the Highway & Grounds Division, has retired. Rich has been a well-respected leader and coach to Public Works operators for many years. Rich always led by example and his good humor and commitment to the Town and Department have been greatly appreciated.
- Stormwater Utility –CPW's Engineering Division is developing a Request for Qualifications (RFQ) from experienced and qualified consulting companies to assist with the development and adoption of a Stormwater Utility and management plan. A Stormwater Utility can provide the Town with a sustainable long-term funding source to address existing and future costs related to maintaining and upgrading aging infrastructure, while also protecting and preserving Concord's environment, improving water quality and meet stringent state and federal stormwater requirements.
- Public Shade Tree Planting. The Town has planted 23 new trees in the month of April, with more to be completed in May. This is part of the Town's commitment to plant right- of-way and setback trees to increase the tree canopy in Concord. Eastern Redbuds, Hornbeams, Magnolias, Sourwoods, Yellowwoods, Red Maples, and American Elm Trees will all be planted in the right-of-way throughout the Town.
- Phase 2, Intake Main Rehabilitation: D&C Construction continues to perform cleaning and inspect of 1,100 linear feet of original 16-inch intake piping (circa 1909) within the limits of the Nagog Pond Cove (between the cofferdam and Nagog Pond Gatehouse) in anticipation of installing a new liner. Due to unforeseen challenges and difficulties in the pipe cleaning process, completion of the project has been delayed. As this intake rehabilitation must be completed before Nagog Pond can be activated to meet peak seasonal demand, Staff will continue to track progress closely while making preparations for a potential need to impose temporary outdoor water use restrictions – if necessary.

