

The Public Works Commission met at 7:15 p.m. on Wednesday, May 11, 2016, at 141 Keyes Road, Concord, Massachusetts. Pursuant to Chapter 303 of the Acts of 1975, notice of the above meeting was duly filed with the Town Clerk, Town House, and Monument Square, Concord, Massachusetts.

PRESENT:*Commissioners:*

Andrew Boardman
Arthur Fulman
Toby Kramer
Nick Pappas
Peter W. Wallis

Staff:

Richard K. Reine, PWLF, Public Works Director
William Renault, P.E. Town Engineer
Alan Cathcart, Water/Sewer Superintendent
Paul Cote, Assistant Water/Sewer Superintendent
Nathan Chin, Assistant Public Works Engineer
Anna R. Trout, Administrative & Special Projects Coordinator

Other:

Alice Kaufman (Select Board Observer)
Philip Swain (Finance Committee Observer)
Robert Hilsinger (League of Women Voters Observer)
Carlene Hempel (West Concord Advisory Committee)
Janet Rothrock, 618 Annursnac Hill Road
Cynthia First, Reading, Massachusetts
Sue Viskin, 32 Pleasant Street
Jarrod Billingsley, 320 Baker Ave.
Becky Mahoney, 320 Baker Ave.
Dorrie Kehoe, 51 MacArthur Road
Jeff Collins, 55 Highland St.
Sue Felshin, 19 Sunnyside Lane
George Vernet, 70 Washington Street, Salem, Mass.
Ann Sussman, 534 Old Marlboro Road
Carolyn Kiely, 11 Parkland Lane Acton MA

A: ACTION ITEMS

A-1 through A-4 - The meeting was convened at 7:15 p.m. by Commissioner Fulman.

The April 4, 2016 and April 13, 2016 meeting minutes were approved.

The next two PWC meetings were scheduled for Wednesday, June 8, 2016 and July 13, 2016 both at 7:15 P.M. at 141 Keyes Road.

Director Reine mentioned that it looks like the June meeting will likely be cancelled as the only potential agenda item was the Millbrook Tarry Sewer Appeal. It appears that Jim White will not be ready as he is awaiting approval from other boards and commissions. It is likely that he may be ready in the July or August timeframe. Director Reine agreed to notify the Commission of the next meeting date as soon as possible.

D: DISCUSSION/ACTION ITEMS

D-1: Review PWC Calendar Draft

The ADA Transition Plan Public Meeting could potentially be held at the September meeting if completed. The Cambridge Turnpike Project is back online. A kickoff meeting was held with the Engineering firm, CMA Engineers that will take the project from 50% design to 100%. Another public information meeting will be scheduled in the October/November timeframe.

Commissioner Fulman acknowledged the Mass DEP Public Water Systems Award recently awarded to Concord Public Works. Superintendent Cathcart explained that this was for calendar year 2015 recognizing the outstanding work performed by staff.

7:20 P.M. D-2: Water/Sewer Rate Public Hearing

Commissioner Fulman acknowledged that the proposed rates were posted in the Concord Journal in accordance with requirements.

Commissioner Wallis **MOVED** and Commissioner Pappas **SECONDED**, and it was **UNANIMOUSLY VOTED** as follows:

To open the Public Hearing for the FY17 Water/Sewer Rates

Director Reine referred to a detailed memo highlighting the changes being proposed in the water and sewer rates. This is a full cost accounting enterprise fund program supported for the most part by user fees. The water fund uses a conservation increasing block rate structure. The sewer fund has a uniform rate structure, which is performed on a winter/spring water flow meter rate to ensure that the potential for any outdoor irrigation impacts is removed. A ten year proforma has been adopted for both the water and sewer programs that allows CPW to predict and project its rates for up to ten years. The predicted O&M as well as capital costs are taken into account. This is an important tool which ensures costs are identified to prevent rate spikes. This provides for a very even increase as opposed to some systems that have large annual rate increases dependent upon project costs and capital investments.

Our proposed rate increase for water is detailed on the rate schedule shown in the memorandum to the Public Works Commission dated May 5, 2016. The step one and two increase is going up to 4%. Step 3 is going up by 3.9%. The general service rates are also increasing at about the same 4% percentage for step 1 and step 2. The proposed increase for the sewer rate is also detailed on

the above-mentioned memo. Residential and commercial rates are increasing by 3%. We are also recommending the continuation of the Senior and Needs Based Discount for step 1 water rates of 50%. We typically will have 60-70 customers that qualify for this program. The assumed impact to the budget is about \$20,000 annually. Also included is a recommendation to increase septage disposal rates at 1.2%.

There is a change on how things are implemented based upon what we see in the Water Management Act and our ability to comply with the soon to come 65 residential gallons per capita per day limitations and permit condition. CPW is recommending some modifications in the water system connection fee calculation. The goal is to have this fee relate to the impact on system demand from non-essential high intensity use such as underground irrigation systems

Superintendent Cathcart was asked to provide a summary of this change and explained that when large residential developments have occurred, they have been obligated to calculate an impact assessment to demonstrate what their new demand would be for their impact on the entire system. We realized that we were challenged with outdoor irrigation. This triggered an analysis of all our in ground irrigation system customers that are registered in comparison to single family residential without. The connection fee provides a way to charge the cost for anything over 20 gallons per minute which is typically the peak demand for a single family residence up to 30. If a resident has an in ground system, by default, you may not be required to do an impact assessment. The analysis that CPW performed as it related to data associated with customers with and without irrigation systems was very informative. It will help us understand how much outreach is needed to inform people of the implications in terms of cost and restrictions before they install in ground systems.

Director Reine pointed out that at this time there is no intention to go back to people with existing registered irrigation systems. This is for new users that are establishing new systems.

There also is a new meter access fee. This is new in terms of single family residences. This had previously been in place for commercial and larger residential customers.

Superintendent Cathcart explained that single family homes don't require more than 30 gallons per minute. If they are over 30 gallons they would be required to complete an impact assessment to illustrate what the processes and demand may be.

No written comments were received regarding the rate changes and there were no public comments.

Commissioner Pappas **MOVED** and Commissioner Boardman **SECONDED**, and it was **UNANIMOUSLY VOTED** as follows:

To close the Public Hearing for the FY17 Water/Sewer Rates.

Commissioner Pappas **MOVED** and Commissioner Wallis **SECONDED**, and it was **UNANIMOUSLY VOTED** as follows:

To approve the Water Rate Schedules, and also Sewer Rate Schedules as presented and described in the memo dated May 5, 2016.

7:20 P.M. D-3: Church Street Traffic Calming Public Meeting

Director Reine explained, as he has reported over the last several years, CPW has been working with both the West Concord Advisory Committee and the West Concord Green Thumbs in the development of a preliminary design plan to address traffic, pedestrian and streetscape improvements as part of the Church Street and Commonwealth Avenue intersection. This area was targeted as a priority to make some improvements. The design has been advanced to a preliminary design level. This is a good time to take a pause and gain public input regarding the project.

The intent is to review the project design where it stands today, talking about the existing condition and some of the challenges with that existing condition and to share with the Commission and the public some of the design components and the direction we are headed with regard to intersection redesign and upgrades.

A kick off visioning meeting has been held. The conceptual design plans have been developed. Feasibility meetings have been held with various stakeholders including some of the property owners and tenants at the abutting properties that would be impacted. A preliminary design has been created which is in the process of being completed, with meetings with the West Concord Advisory Committee and the West Concord Green Thumbs. The West Concord Advisory Committee Open House was attended a few weeks ago. Also attending the meeting tonight are members of the West Concord Advisory Committee including Carlene Hempel and Jeff Collins along with members of the West Concord Green Thumbs including Dorrie Kehoe. These folks have been working closely with CPW to advance the design to its current level. The owner of both Concord Teacakes and the Twin Seafood properties, George Vernet is also here. We have been working with these stakeholders as well.

Town Engineer, Bill Renault was asked to review the current design. Mr. Renault proceeded to explain the existing conditions. He showed a photo of Mandrioli Park where there is some significant settling and puddling as well as limited access and ADA compliance issues. There currently is a small seating area next to Concord Teacakes. This specific area was identified within the West Concord Village Master Plan as an area for improvement and enhancement to eliminate traffic through the area and to try to develop more of a plaza area.

The proposed plan shows a teeing up of the intersection to improve sitelines along Commonwealth Avenue. Pedestrian improvements are planned on Comm. Ave. as part of a different project being constructed by Oak Tree Development as required by their permit for the 50 Beharrell Street project.

These improvements are similar to a bumpout that was created on Main Street near Concord Academy. There are also plans for improvements to Mandrioli Park by replacing the existing brick surface and making some planting improvements along with adding a second ADA compliant access. The installation of removable bollards is being proposed in the plaza area which would still allow delivery access at certain times. A different type of brick material would be used to delineate the space.

Another major component is to look at sustainable infrastructure and retrofit that into this project as well. This would achieve some of the drainage goals that were discussed previously. The first sustainable infrastructure retrofit is regarding the hardscape itself. In Junction Park porous pavers were installed. This would be similar to what we would be looking to do in this new plaza area as well as at Mandrioli Park. The porous pavers allow stormwater to infiltrate through the small gaps in between the pavers where the water flows down into a stone reservoir. This works very well to enable stormwater recharge and treatment.

The second retrofit would incorporate a bioretention area. This essentially is a small planted depression that has a special soil media underneath the plants that allows it to actually infiltrate and provide treatment of stormwater. A third sustainable retrofit would be a tree box filter. This is similar to the bioretention area, only a lot smaller. It is a box installed below the pavement grade that allows stormwater to flow into it. This has been installed at the Thoreau Street Pocket Park. A lot more plantings will be incorporated in the area, whose theme will mimic the plantings that already exist in West Concord.

The water bubbler will be replaced with a modern unit that provides a water bubbler, water filling station and water for dogs. There also is potential for access into Mandrioli Park.

Director Reine explained that as mentioned earlier this project will work well with other offsite improvements required as part of the Oak Tree 50 Beharrell Street project. They are also required to install two bump outs on Beharrell Street. They will follow the design theme that has been created at Junction Park and at this location so there is continuity through the whole corridor. We hope to be able to complete this construction this year. Once the design of the Church Street project is complete it will be shared with Oak Tree, who will then analyze it and work with their own private engineering firm to finalize their design with the same design theme and begin construction at some point during mid to late summer or next spring if timelines do not line up. We hope we will be able to put this out to bid to allow the Town's construction to commence in the fall of 2016.

There was a bond authorization in 2014 for \$100,000 that was approved by Town Meeting for these West Concord improvements. There also is CPW capital, sidewalk and ADA funds as well as some capital park rehabilitation funding. We are in the process of designing this and will have to determine what the cost is and see how this all fits together within our established budget. There may be some tradeoffs at that time but we feel that what was presented

here tonight will be able to be funded with the existing budget. The other improvements by Oak Tree are funded separately. We work very well with both the West Concord Advisory Committee and the West Concord Green Thumbs who act as our partners in maintenance endeavors. We hope to share in this maintenance obligation similar to the Junction Park arrangement.

When asked about more details regarding the tree box filters, Director Reine explained that the trees that would be planted would be a 2-3 inch caliper. The tree itself is used to filter out storm water pollutants and there is also a soil composition that will filter out the heavy metals and other contaminants that are seen in stormwater. The tree will survive for years and act in that capacity. Tree box filters can cost as much as \$15,000. CPW was able to install this for \$8,000 from start to finish.

George Vernet asked if anyone had done a survey of the property lines and easements near Concord Teacakes. Mr. Renault replied that this type of work would need to be completed as some of the property is owned by the Town along with easements and other property is privately owned.

Ann Sussman, 534 Old Marlboro Road stated that West Concord looks like it will become a Cultural District. She stressed that things look good and special. She said it is important that the porous pavers are attractive. She did not like the appearance of the Junction Park porous pavers – she thought they were too big and clunky. She expressed that they should be refined and smooth. If you want people to sit in an area you need some sort of fence or wall. People are a “wall hugging” species. They need an edge for their brain to help navigate. She mentioned that we are competing with the look of Newbury Street and Nantucket. Commissioner Pappas expressed that West Concord has always been the antithesis of Newbury Street and he hopes it will stay that way. He does not believe that a Newbury Street appearance would be the goal.

Carlene Hempel, member of the West Concord Advisory Committee explained that she has worked with CPW on this project for the last few years and with Dorrie Kehoe and some of her colleagues on the Green Thumbs and with George. She expressed that she thinks this is a lovely design. She expressed that this was the result of conversations about how to make more open space for people in West Concord, especially with the bike trail coming through this area. She expressed appreciation to Director Reine and Town Manager, Chris Whelan about their responsiveness and helpfulness about making this area a very special area.

Jeff Collins, member of the West Concord Advisory Committee, expressed that the design has incorporated three goals of the West Concord Master Plan. One is pedestrian crossing safety by using the bumpouts, the tree box filter is a great addition and the sitting area.

Sue Felshin, 19 Sunnyside Lane stated that she was a member of the West Concord Task Force and that she had been longing for this plan for many years and is thrilled to see it progressing like this. The original master plan actually took away several more parking spaces unnecessarily – she expressed that this

is a much improved plan. The improvement to Church Street which is so dangerous as people don't know who has the right of way, is again wonderful. She distributed some photos of Commonwealth Avenue from 100 years ago that shows Elm trees lining the street.

George Vernet asked what type of trees would be planted. Director Reine explained that the type of tree has not yet been decided, but will meet the goals of stormwater treatment and survivability. Visibility and site distance will also be important. Commissioner Pappas suggested that it is important that trees don't obscure businesses.

Commissioner Boardman asked about the bio retention area asking if the snow that would be plowed there might be substantial – and if that would be problematic for the plants that would be placed there. Mr. Renault answered that the plants that are used are quite hardy and will not be damaged by salt.

Commissioner Kramer asked about the seating area. She asked if any additional seating would be added. Director Reine explained that there would be outdoor seating that could be taken out and put in as necessary if a delivery were to come down that road. Commissioner Pappas stated he felt that was impractical. In his experience he felt that no one would be moving tables and chairs back and forth. Director Reine explained that based on conversations with the business owners the deliveries could come in from a different location. The bollards are not too heavy to lift. This is a great place for people to come with their bicycles and sit down outside and have a cup of coffee, etc. The location of the bike racks was discussed.

Dorrie Kehoe (West Concord Green Thumbs) mentioned that it has been a pleasure to work with Director Reine. In Junction Park it was a joint effort picking out the porous pavers which she really likes. The Green Thumbs is committed to doing the maintenance of the plants. There should be no problem with the snow plows as the type of plants selected thrive despite sand, salt, etc.

Sue Felshin mentioned that perhaps an unattractive juniper could be removed from Mandrioli Park and that space used for bicycle parking.

Commissioner Kramer mentioned that this is creating a cultural identity to West Concord. There is a lot of old industrial history. There is a shop that made chairs, benches and tables out of found materials as well as cement and granite items that were interesting art for outdoor use. It would be wonderful if these types of benches or tables could be created for use in West Concord.

Mr. Vernet asked about cross easements that need to be created. Director Reine suggested that a private meeting be held to discuss these matters.

Commissioner Fulman mentioned sitting in a meeting with Dorrie Kehoe and others a few years ago talking about what could be done in West Concord. So much has happened since that time with the beautiful hanging plants and the parks. It is great to see and has become a place that he brings visitors.

D-4: Residence Inn (320 Baker Ave.Ext.) – Wastewater Capacity Appeal

Director Reine explained that this is a fairly straightforward appeal, but because there are some new members on the commission, background has been provided on this matter. There was an approval granted in 2014. There was a sewer review that allowed for 15,000 or so gallons per day that were accepted as part of that project. There was a \$615,875.90 sewer improvement fee assessment that was paid. Some refinements have been made in their design which affects the number of seats. The additional seats equates to some additional flow, amounting to 1,310 gallons per day. Since that time their flow has been decreased, but they still will be over the 1,000 gallon per day threshold that would require the Commission to review and approve this based upon our administrative denial of the capacity.

We support the increase. This has already been reviewed by the Commission with a determination that it is in the best interest of the Town. This is just an increase of capacity. There are no plumbing changes. The changes are for an outdoor seating area.

Commissioner Boardman **MOVED** and Commissioner Wallis **SECONDED**, and it was **UNANIMOUSLY VOTED** as follows:

To approve the appeal made by Waterford Development Corporation, the property owner of 320 Baker Avenue, (Parcel 3794-1-2) for the administrative denial of its Request for Title 5 Sewer Review #16-31 (dated April 22, 2016 and revised May 19, 2016). This approval will allow for an additional Title 5 sewer design flow of 1,150 gallons per day, bringing the total Title 5 sewer design allowance for this property to 16,520 gallons per day, with the understanding that the actual authorized flow may be less, pending appropriate administrative review and approval.

This approval shall remain in effect for a period not to exceed one year from date of approval at which time a building permit must have been issued for the project or an extension of the approval has been made in writing to and granted by the Public Works Commission.

Commissioner Kramer asked about monitoring the measurement of the gallons per day. Director Reine explained that Title 5 that is used as a calculation comes very close to the peak flow for facilities. It proves to be a good indicator. Superintendent Cathcart added that Title 5 is two times the average daily flow, and that this has been found to be fairly reliable.

D-5: Select Board Chair Communication/PWC Charge

Commissioner Fulman explained that a request was made by Michael Lawson, Chair of the Select Board to review the Public Works Commission “charge” and communicate to the Select Board if any changes are needed – in addition to making sure that website information is up-to-date and that meeting agendas and minutes are posted promptly.

He explained that the “mission statement” looked brief and up to date. He also stated that the web site looked excellent and maintained up to date with minutes and agendas.

The Charge is as follows:

The five members of the Public Works Commission are appointed by the Town Manager for staggered, three-year terms. The commission advises the Town Manager, the Director of the Public Works Department, the Planning Board and other Town boards on matters that concern Town water and sewerage service, drainage, and roads. It is responsible for setting policy and rate schedules for water and sewerage service, and approves minimum standards for and the final layout of Town roads.

The Mission Statement is as Follows:

It is the mission of Concord Public Works to enhance Concord's quality of life, 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 citizens, businesses, institutions and visitors.

Commissioner Pappas mentioned that the only thing that seemed to be missing from the “charge” is reference to trash and recycling responsibilities. Director Reine explained that this is captured in the Solid Waste Bylaw where the rates are established by the Public Works Commission. Commissioner Fulman suggested that the “charge” be edited to include reference to solid waste and recycling along with reference to sustainability. Director Reine stated he would look at the wording of the Solid Waste Bylaw and see how that could be incorporated into the “charge”. Commissioner Kramer also suggested that the goal to use sustainable practices should also be added to the mission statement. She also suggested the use of a Concord Public Works logo.

D-6: PWC Reorganization

Commissioner Pappas **MOVED** and Commissioner Kramer **SECONDED**, and it was **UNANIMOUSLY VOTED** to elect Commissioner Wallis Chair of the Public Works Commission. Commissioner Kramer **MOVED** and Commissioner Wallis **SECONDED**, and it was **UNANIMOUSLY VOTED** to elect Commissioner Boardman Vice Chair of the Public Works Commission.

A presentation of a Concord Public Works sweatshirt was gratefully presented to Commission Pappas for his seven years of service to the Commission. We look forward to working with Mr. Pappas in his role on the Town’s Long Range Plan Committee in the future.

D-7: Director’s Report

- **Public Works Week Celebration** – This event is being celebrated on June 2. It is a great opportunity to travel to the various CPW sites for tours and information.
- **Concord “Re-CYCLE” Bike Giveaway** – At the DropOff SwapOff many bicycles are dropped off. Some are in very good shape. In the past we would have a vendor come in to refurbish them and sell them overseas or to other localities. We are trying this new program to take in the bicycles, refurbish them and provide them free of charge to Concord residents. Passes are being distributed upon request to Concord residents who then can come to 133 Keyes Road on June 22 to select an adult or child’s bicycle. We are also working with the Police Department to obtain some free helmets for children.
- **Patriots’ Day Parade** – In spite of the late April 4 snowstorm we were able to complete the necessary cleanup in preparation for the Patriots’ Day parade.
- **Street and Sidewalk Sweeping** – This work was able to be completed a few weeks ahead of schedule as a result of the mild winter.
- **Rideout 3 Infield Renovation** – The existing smaller baseball field was transitioned into a larger field, with the benefit of a gift received from the Concord—Carlisle Youth Baseball group.
- **Arbor Day Celebration** – A swamp white maple was planted at Monument Square to replace a tree that had been removed in the prior year.
- **Doug White Field** – Maintenance work is being performed.
- **Canoe For A Clean River** – Water/Sewer staff attended this celebration designed to increase awareness and appreciation of the Concord River and related natural resources.
- **Water Main Break** – This occurred on April 29 on Cambridge Turnpike.
- **Meter Calibration** – The manufacturer was used to perform an assessment and calibration of our master meters.

D-8: Commissioner’s Comments

None.

D-9: Public Comments

None.

ADJOURNED: 8:50 P.M.

Respectfully submitted,

Approved,

Anna R. Trout
Administrative & Special Projects Coordinator
Concord Public Works

Arthur Fulman
Public Works Commission