

**Director of Community Development  
Tasks and Project Updates  
Week of January 11, 2010**

**Major Projects**

**New Wellington School**

Performed a progress inspection of the modular units at the high school. Was joined by a state inspector. Still waiting for a complete permit package.

The request from the Wellington Committee for a new traffic pattern at the High School was approved by the TAC and will be sent to the board for approval.

**Wellington Brook Water Quality Sewer Rehabilitation Project**

Contractor continues to work on Bow Road. Bow Road, Beech Street, School Street, and Goden Street will be the focus in the next few weeks.

**Sewer Pump Station Redesign**

Contract has been approved by DEP. A preconstruction meeting is scheduled for Thursday 1/21

**Winn Brook Sewer Improvements**

Contract has been approved by DEP. A preconstruction meeting is scheduled for Friday 1/22

**Trapelo Road**

Continued working on design details needed for completion of 75% drawings. Manhole structures and casting details were discussed. Met with several departments to discuss traffic management plans for the project. Met with DPW – Water to discuss water main repairs. Water main work is scheduled to begin this year.

**251 Mill Street**

Met with a representative from the McLean Land Management Committee to discuss final contact documents and details. The demolition of the structure is expected to be bid this winter.

**Tasks**

**Administration**

Continued to work on the FY 2011 – FY 2015 Pavement Management Plan.

Continued to work on the FY 2011 Sewer Enterprise Budget including major sewer repair capital projects. This will be an ongoing task through the winter as budget numbers are clarified.

**Met with the Board of Selectmen to discuss the Community Development budget for FY 11.**

**Continued working on American Recover and Reinvestment Act (ARRA) requirements. Continued working with DEP getting clarification on reporting requirements. Submitted reporting information for the week of 01/02/10. Met with selectmen Jones on 1/12 to discuss federal reporting requirements.**

### **Code Enforcement**

Received a report from the Fire Department regarding work inside the High School being done without a building permit. **I contacted school officials again and they have not responded yet.**

Davis Road - Received an application for a Home Occupation permit for a basement apartment that appears to be illegal. A follow-up inspection was performed and the illegality was confirmed. **A local inspector spoke to the home owner who is due to report. If no response is received by 1/19 a violation notice will be sent.**

**Slade Street – Received a complaint from Town Clerk regarding a possible illegal apartment in the attic. I will research our records and make a determination.**

**Responded to more complaints of properties discharging water onto the sidewalk and roadway causing unsafe freezing.**

**Staff performed inspections of commercial properties for compliance with snow removal regulations. Violators were spoken to directly and other than the vacant properties on Common Street, violations were corrected.**

**Researched two businesses seeking extended hours approval by the board of selectmen. There are zoning implications with both businesses. Research is ongoing.**

### **Inspector of Buildings**

Homer Building – Installation of egress gates still pending.

**363 Pleasant Street – Met with an architect to discuss remodeling work in the basement of the building. I will research the building code and respond back.**

### **Town Engineer**

Transfer Station –The town must decide soon – possibly within the next 4-6 months- what the post closure use of the site will be. **CDM’s report on post closure alternatives was presented at a meeting held on 1/14 where a proposed reuse plan was presented. A single soccer field and provisions for public works uses was presented. I was unable to attend this meeting due to a conflict at EPA.**

**Traffic Advisory Committee – Met on 1/14/10. Belmont PD will perform spot enforcement at the crosswalk near the Concord Avenue Post Office. A study by BPD on the traffic on Stone Road showed nothing unusual. BPD will post their message board on the street in the future to try and slow traffic down. BPD will report back to the concerned resident. A proposal for a new traffic pattern at the High School was approved.**

**Met with the Town Administrator and Assessing Administrator to discuss the status of White Street trying to determine the ownership status of two segments of this road. Information was forwarded to counsel so that they may continue to research the matter.**

**Received town meeting warrant draft wording regarding new flood insurance rate maps from a representative from DCR regarding the new FEMA maps. Approval is required at the April Town Meeting warrant.**

**Attended a meeting at EPA for the Mystic River Watershed Municipal Subcommittee. Learned that new federal stormwater management regulations are due soon that will potentially have a major impact on Belmont.**

**Approved plans for a new sanitary sewer connection at the new house proposed at 18 Hastings Road.**

**Met Friday 1/15 with town staff and a resident at the Burbank School to witness traffic problems at the morning drop-off. Problems were non-existent possibly due to a light traffic day. We all agreed to look at the problem again in the near future. The resident will coordinate.**

### **Pavement Management Program**

2010 Pavement Management Project - Upper Concord Avenue, Pleasant Street to Mill Street, and Grove Street from Fairview Avenue to Belmont Street are included in the project.