

**Director of Community Development  
Tasks and Project Updates  
Week of January 18, 2010**

**Major Projects**

**New Wellington School**

**Completed Permit applications for the LABB building and the temporary Wellington buildings were received and will be reviewed and approved asap.**

**Wellington Brook Water Quality Sewer Rehabilitation Project**

**Contractor has begun work on Goden Street. Beech Street and School Street to follow.**

**Sewer Pump Station Redesign**

**A preconstruction meeting was held on Thursday 1/21. The contractor, D&C Construction, plans to begin field work June 11, 2010 and complete the project by August 30, 2010. The time leading up to June will be spent submitting shop drawings for approval and ordering the two pump station. A letter has been drafted and will be sent to abutters in the next few weeks explaining the project.**

**Winn Brook Sewer Improvements**

**A preconstruction meeting was held Friday 1/22. The contractor, Albanese D&S Inc., plans to begin field work March 1, 2010 (weather permitting) and complete the project by September 23, 2010. A letter has been drafted and will be sent to abutters of the project in the next few weeks explaining the project and asking for voluntary assistance with I/I removal in the Winn Brook neighborhood.**

**Trapelo Road**

**Continued working on design details needed for completion of 75% drawings. Scheduled to meet with consultant to discuss drainage design on 1/28. Discussions regarding the culvert at the Waltham Belmont line are back on the table. I have asked the design consultant to generate and estimate for service needed to complete the design of the culvert.**

**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.**

**Continued working on American Recover and Reinvestment Act (ARRA) requirements. Submitted reporting information for the week of 01/09/10.**

### **Code Enforcement**

Received a report from the Fire Department regarding work inside the High School being done without a building permit. **School officials are scheduled to meet with me on 1/26.**

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. **No response received by 1/19 so a violation notice was sent.**

Slade Street – Received a complaint from Town Clerk regarding a possible illegal apartment in the attic. **A violation notice was sent.**

Researched two businesses seeking extended hours approval by the board of selectmen. There are zoning implications with both businesses. **A final determination was made that each property requires Zoning Board of Appeals action. This information was passed along to the selectmen's office.**

### **Inspector of Buildings**

**Homer Building – Installation of egress gates began and was completed. Electrical work required to install hold open devices integrated into the fire alarm system remains to be completed.**

363 Pleasant Street – Met with an architect to discuss remodeling work in the basement of the building. **Performed a site inspection at the property. Architect and tenant will be notified of my findings.**

### **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.

**Traffic Advisory Committee – Next meeting scheduled for February 11. Proposals for traffic pattern changes at the high school and the proposal for traffic management at the new Welling School will be presented to the selectmen on 1/25.**

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.

**Met with several departments to discuss the development and maintenance of a Master Address File for Belmont. IT will coordinate the effort and ultimately the Town Engineer will have responsibility of issuing street numbers and enforcing any regulations adopted during this process. This will be an ongoing effort for the next year.**

**Met with a resident to discuss special signage for bicycles using Oliver Road and Garrison Road. Will follow-up with DPW and possibly the BOS if required.**

### **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.