

**Director of Community Development
Tasks and Project Updates
Week of December 7, 2009**

Major Projects

Pavement Management Construction

No additional crack sealing work will occur this season. The weather will not allow such an operation. All scheduled work was completed. We were hoping to add an additional street or two however these streets can wait until next year.

Current Road Construction Project

All road work is completed for the season. School Street, Goden Street, and Beech Street will be completed next year after utility work is completed.

New Wellington School

Met with DPW and Wellington Building Committee members to discuss coordination of staff and resources. All effort will be made to complete the modular unit installations at the High School.

Still waiting for additional information and a formal building permit application for the temporary modular units to be located at the High School. I expect to permit this project next week.

Wellington Brook Water Quality Sewer Rehabilitation Project

Contractor continued working 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

The low bid came in at \$590,360.30. The bids have been reviewed and a recommendation to award has been made by our consultant, FST. The contract is being circulated for signatures.

Winn Brook Sewer Improvements

Fay, Spofford & Thorndike made a presentation before the BOS on December 7 and the board approved the project. A pre-bid meeting was held on 12/10. The project was advertised beginning 11/25 and the bid opening is scheduled for 12/21.

Trapelo Road

It appears submittal of the 75% drawings to Mass Highway will not occur by the end of the year. Several items have taken longer than expected and some new items, like drainage on Belmont Street, need to be addressed. Landscape design, grading at the back of sidewalk, and the Our Lady of Mercy development are examples of such items.

A meeting with residents of the Waverley Oaks Housing Authority was held on 12/10. The residents are in support of the project. Met with our consultant to discuss upgrading drainage facilities on Belmont street near Marlboro Street. This work is necessary and will be included in the project. A meeting is set for next week to discuss this matter further. The Light Department is reviewing plans to determine whether some underground lines can be relocated to accommodate additional trees along the corridor, specifically in the vicinity of Beech Street.

251 Mill Street

Working with the McLean Land Management Committee providing technical expertise and support on the proposal to demolish this structure. McLean Land Management Committee intends to demo the house this year if possible. I spoke to a land management representative. A contract for services is to be forwarded to Town Counsel soon. I advised bidding the work this winter in case an opportunity arises with the weather whereby the unsafe structure can be torn down. Final site work can be completed in the spring.

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. A draft version was submitted by DPW This will be an ongoing task though the winter as budget numbers are clarified.

Continued working on 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 11/28.

Completed a Loan Questionnaire required for the Clean Water State Revolving Fund (CWSRF) project. This questionnaire is part of the loan application submittal for our three sewer and drain projects referenced above. Worked with the Town Treasurer on the completion of the loan paperwork.

Met with a Department of Environmental Protection Project Inspector. All is in order. These inspections will occur monthly. The next one is scheduled for mid-January.

Asked to participate on the newly formed Energy Committee. BOS approval required.

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 and they are checking on the status of a building permit.**

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. I will notify the owner next week.

Inspector of Buildings

50 Leonard Street – Burke Property – The Architectural Access Board received a letter from the building owner dated October 28, 2009 stating the elevator is waiting for final state inspection. This inspection was completed two weeks ago and the elevator has been signed off by the state.

Homer Building – Installation of egress gates still pending.

61-63 Hull Street – Researched several deeds and office information trying to determine the legal status of two lots on Hull Street. Town Counsel responded looking for more information. Additional information has been provided by the attorney representing the property owner. **I spoke to Town Counsel and a written opinion should be coming next week.**

Assessors Reports – prepared and sent to Assessor’s Office monthly permit and inspection reports for November.

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 is finished and a meeting has now been scheduled for early January due to vacation schedules and the holidays.

Traffic Advisory Committee – TAC meeting was held on 12/10. The plan for traffic management at the new Wellington School was approved. Residents raised concerns about traffic speeds at the Post Office on Concord Avenue and on Stone Road. Belmont PD will monitor the traffic at each location and report back to the TAC in January.

872 Concord Avenue – Received a plan and deed clarifying the lot line of 872 Concord Avenue and the Mclean Hospital open space land.

Staff determined locations for polling restriction lines at the new Senior Center. All polling locations were marked in advance of the election.

Met with staff from Representative Markey's office to discuss transportation funding. A federal earmark has been included in the most recent transportation bill in the amount of \$330,000 for the Trapelo Road project. This money will be available to the town once the president signs the bill.

Met with DPW to discuss two gutter studies performed for street flooding issues on Waterhouse Road and Simmons Avenue. Made recommendations. DPW to determine how to proceed based on available funds.

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.