

2014 ANNUAL TOWN REPORT

BEDFORD, MASSACHUSETTS



BEDFORD DAY - Parade & Fair - SATURDAY



BEDFORD, MASSACHUSETTS

Location

Bedford is located on the map of Massachusetts in Middlesex County-about fifteen miles northwest of Boston near the junction of routes 3 and 95 [128]. The Town may be accessed by car and public transportation on the M.B.T.A. Taxi, shuttle, and Logan Express connect to Boston's Logan Airport. Surrounding towns are Lexington, Concord, Carlisle, Burlington, Billerica, and Lincoln.

The Town map shows a land area of almost fourteen square miles, with 65.54 miles of public roads. There are rivers, ponds, fields, and forests saved as conservation lands. The Town maintains open spaces with walking trails and bikeways as well as athletic fields and parks for recreation.

History

Incorporated in 1729, the initial community of fifty households survived on farming and requisite industries. The Town's history is documented in the Bedford collection at the Bedford Public Library. Visitors are drawn to view historic sites including homes, the Old Burying Ground, The Wilson Mill, the Job Lane House and the original Bedford Flag that was taken to the battle of Lexington and Concord in 1775. With support from Friends of Depot Park, a historic park commemorating railroad activity in Bedford is located near the intersection of Loomis Street and Railroad Avenue. *Exploring Bedford*, a walking/biking tour guide describing these sites, is available at the Library and the Bedford Chamber.

<http://www.freedomsway.org/towns/bedford/bedford.html> will give you the history of what happened in Bedford the morning of April 19, 1775 and the addresses of the houses and other revolutionary sites that have been preserved in Bedford.

The circa 1713 Job Lane House, a beautifully preserved example of the New England saltbox-style house, was home to one of Bedford's founding families and is open for tours twice a month, May to December.

(www.bedfordmahistory.org/job_lane_house.htm).

The Bedford Historical Society offers an annual lecture series on local history, presents historical

displays in various town buildings, answers research requests from the public, and maintains in its Archives an extensive collection of Bedford artifacts, documents, photographs, and reference materials. (www.bedfordmahistory.org)

Population and Housing

Bedford's 2014 population of 14,329 represents 5,700 households and 9,601 voters. In 2014 per capita income was \$53,453. In FY2014 the median value of owner occupied housing was \$537,000. Detailed demographic information is documented by the Massachusetts Department of Housing and Community Development.

Local Town Government

Bedford's Selectmen-Open Town Meeting form of government has been operative since 1729. Descriptions of elected and appointed offices, processes, regulations and codes are contained in detail in the Charter and General Bylaws. Elected officials, staff and many appointed citizen committees are vital in preparation, planning and delivery of town government services. The Volunteer Coordinating Committee recruits volunteers for the appointed citizen participation committees. The annual Town election is on the second Saturday of March, with Annual Town Meeting beginning on the fourth Monday of March.

Business and Community Organizations, News Media

Some forty community groups with interests around arts, schools, social service, scouting, gardening, veterans and sports are active, with representation at a town wide parade and fair on Bedford Day, celebrated the third Saturday in September. The Town's strong business community has a Chamber of Commerce with 150 members ranging from local professional firms to large corporations with global headquarters in Bedford. Hanscom Air Force Base has been an important part in the strength of the Bedford economy.

Local news is covered in the weekly Bedford Minuteman newspaper, on local cable television, and online at thebedfordcitizen.org.

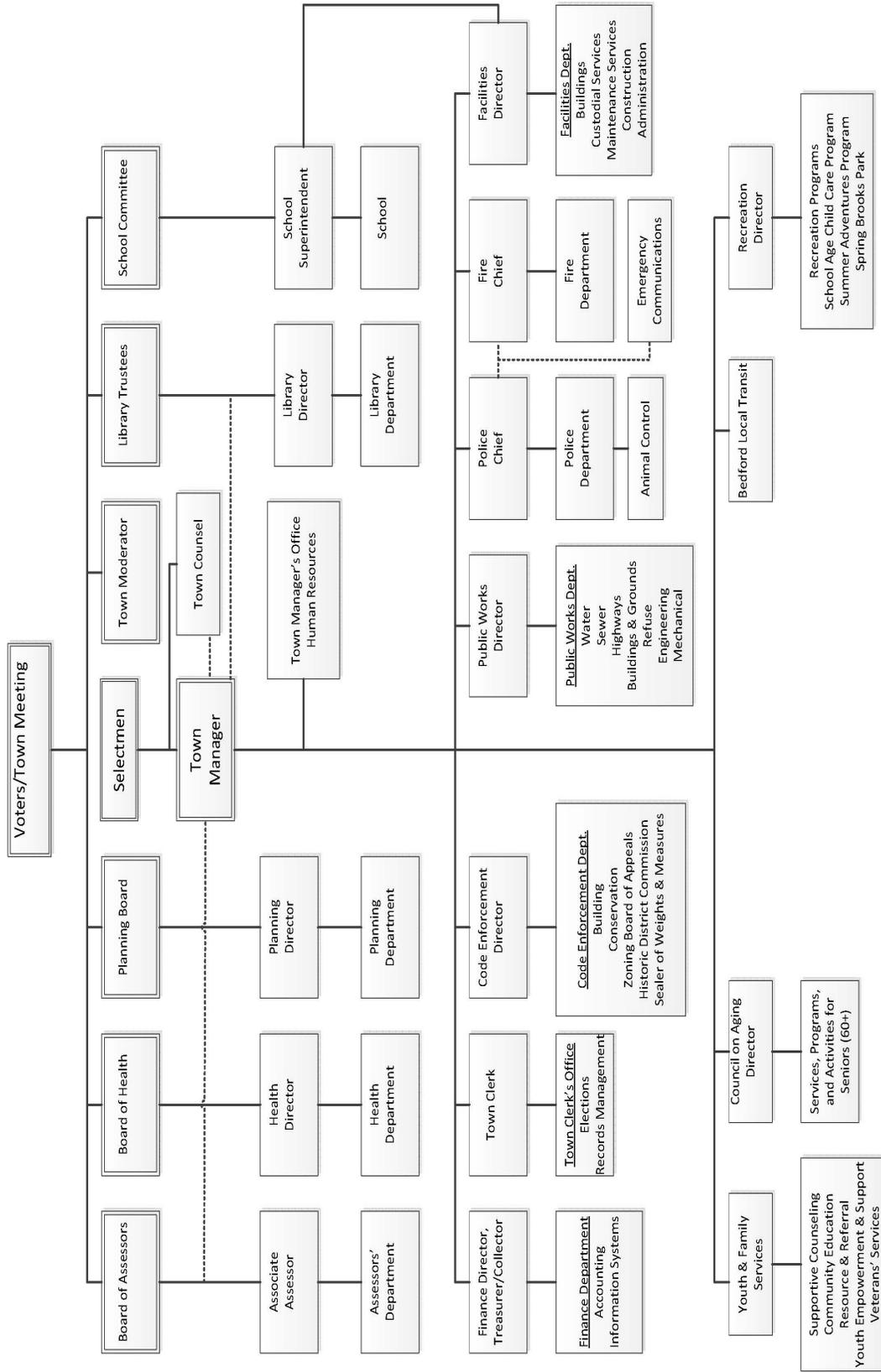
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*Cover designed by Bedford resident Jean Hammond.
Photographs taken by Assistant Town Manager Jessica Porter.*

Town of Bedford Organization Chart



TOWN OF BEDFORD DIRECTORY

<u>TOWN DEPARTMENTS & SERVICES</u>		
Bedford Community Access TV	16 South Road	781-275-5004
Bedford Public Library	7 Mudge Way	781-275-9440
Bedford Public Schools	97 McMahan Road	781-275-7588
Superintendent	97 McMahan Road	781-275-7588
Assistant Superintendent	97 McMahan Road	781-275-2155
Bedford High School	9 Mudge Way	781-275-1700
Eleazer Davis Elementary School	410 Davis Road	781-275-6804
Job Lane Elementary School	62 Sweetwater Ave.	781-275-7606
John Glenn Middle School	99 McMahan Road	781-275-3201
Facilities Department	101 McMahan Road	781-275-5290
Fire Department - Non-Emergency	55 Great Road	781-275-7262
Fire Department - Emergency		911
Police Department - Non-Emergency	2 Mudge Way	781-275-1212
Police Department - Emergency		911
Public Works Department	314 Great Road	781-275-7605
Town Center	12 Mudge Way	781-275-4880
Bedford Local Transit	12 Mudge Way	781-275-2255
Council on Aging	12 Mudge Way	781-275-6825
Health Department	12 Mudge Way	781-275-6507
Recreation Department	12 Mudge Way	781-275-1392
Town Center Coordinator	12 Mudge Way	781-275-4880
Veterans' Services	12 Mudge Way	781-275-1328
Youth & Family Services	12 Mudge Way	781-275-7727
Town Hall	10 Mudge Way	781-275-1111
Assessors	10 Mudge Way	781-275-0046
Code Enforcement	10 Mudge Way	781-275-7446
Collector's Office	10 Mudge Way	781-275-1517
Conservation Commission	10 Mudge Way	781-275-6211
Finance Department	10 Mudge Way	781-275-2218
Human Resources	10 Mudge Way	781-275-1111
Planning Board	10 Mudge Way	781-275-1548
Town Clerk	10 Mudge Way	781-275-0083
Town Manager	10 Mudge Way	781-275-1111

OUR TOWN

Situation

About 15 miles northwest of Boston
Middlesex County

Population

14,329 (January 1, 2014 census)

Elevation

Highest- 280 feet above sea level
Lowest- 110 feet above sea level

Assessed Valuation for FY14

Total Assessed Value- \$2,863,622,121

FY14 Tax Rates

Residential- \$15.71
Open Space- \$11.78
Comm., Ind., & Personal Property- \$34.04

FY14 Water Rates

Water Base Rate Minimum Bill- \$17.50
0-2000 cubic feet = \$1.20/100 CF
Over 2,000 cubic feet = \$5.70/100 CF

FY14 Sewer Rates

Sewer Base Rate Minimum Bill- \$22.50
0-2000 cubic feet = \$3.30/100 CF
Over 2000 cubic feet = \$9.40/100 CF

Website

www.bedfordma.gov

Type of Government

Board of Selectmen
Open Town Meeting

Senators in Congress

Elizabeth Warren, 617- 565-3170
Edward Markey, 617-565-8519

Representative in Congress

Seth Moulton (6th District),
978-531-1669

State Senator

Michael Barrett (3rd Middlesex District),
617-722-1572

Member of Governor's Council

Marilyn Petitto Devaney (3rd Middlesex District),
617-725-4015

Representative in General Court

Kenneth Gordon (21st Middlesex District),
617-722-2014



Qualifications for Registration as Voters

Mail-in forms are available upon request. A copy of your identification is required. Must be 18 years of age, American-born or fully naturalized. Registration Monday through Friday, 8:00 a.m. to 4:00 p.m. in the Town Clerk's Office; special evening sessions of Registrars held preceding elections at the Police Station. Absentee voting permitted in all elections.

Dog Licenses

A dog should be licensed when three months old. Registrations held June 1 through August 31 with the Town Clerk. License fees: \$15/1 year; \$18/2 years; \$25/3 years. All licenses expire August 31. After August 31, a \$5.00 fine is due up to thirty days. After thirty days, a \$25.00 fine is due.

Tax Bills

Tax bills are paid quarterly. The first two quarters are preliminary bills and are based on the previous year's bill. The first quarter is due on August 1, the second quarter is due on November 1, the third quarter is due on February 1, and the fourth quarter is due on May 1. If unpaid by due date, interest will be calculated from the due date to date of payment. Motor vehicle excise bills are due 30 days from date of issuance, as well as water bills. Interest and demand charges will be assessed if bills are past due. Online payments can be made at: www.bedfordma.gov.

Board of Health

Cases or suspect cases of communicable or infectious diseases shall be reported by household members, physicians, and other health care providers as defined by M.G.L. Ch. 111, Sec. 1, by telephone, in writing, by facsimile, or other electronic means, immediately, but in no case more than 24 hours after diagnosis or identification, to the Board of Health in the community where the case is diagnosed or suspect case is identified. The local Board of Health's responsibility, upon receipt of such a report, is set forth in Massachusetts Regulations 105 CMR 300.110 and 300. The telephone number for the Board of Health is 781-275-6507.

ELECTED OFFICIALS - JULY 1, 2013 - JUNE 30, 2014

<u>Bedford Housing Authority</u>	<u>Moderator</u>	<u>Selectmen</u>
Lewis Putney 2016	Betsey J. Anderson 2016	Margot Fleischman 2015
Jane Puffer 2017		Caroline Fedele 2016
Eugene J. Clerkin 2018	<u>Planning Board</u>	William S. Moonan 2016
Peggy Sukoff (eff. 11/13) 2019	Jeffrey M. Cohen 2015	Mark Siegenthaler 2017
William S. Moonan (appt. position)	Amy Faith Lloyd 2016	Michael Rosenberg 2017
	Shawn Hanegan 2016	
	Sandra Hackman 2017	<u>Bedford Library Trustees</u>
	Lisa R. Mustapich 2017	Michael Pulizzi 2015
<u>Board of Assessors</u>	<u>Regional Voc. School District</u>	Robert L. Batt 2016
John Linz (resn. 3/14) 2014	Glenn McIntyre 2015	Lorrie Dunham 2016
Ronald M. Cordes 2015	Deborah Kostas 2016	Howard Cohen 2016
Robert B. Murphy 2016		Abigail Hafer 2016
Zoe Pierce (eff. 3/14) 2017	<u>School Committee</u>	Rachel Field 2017
<u>Board of Health</u>	Abigail Seibert 2015	Lynne O'Connor 2017
Anita Raj 2015	Michael McAllister 2016	
Sarah B. Thompson 2015	Brad Hafer 2016	
Beatrice A. Brunkhorst 2016	Edward Pierce 2017	
Amy Faith Lloyd (PB) 2017	Ann Guay 2017	
Caroline Donnelly (eff. 3/14) 2017		
Thomas J. Kinzer III 2017		
Margot Fleischman (Sel)		

ELECTED OFFICIALS - JULY 1, 2013 - JUNE 30, 2014

<u>Affirmative Action</u>	<u>Bedford Housing Partnership cont.</u>	<u>Cable Television Advisory</u>
Lois Pulliam (resn. 6/14) 2014	Katherine Moskos 2015	Alicia Tillman (resn. 6/14) 2014
Francis Fornaro 2015	Jean Hammond 2015	James Shea 2014
Margot Fleischman (Sel)	Irma Carter 2016	Mildred Seaborn 2015
<u>Arbor Resources (Ad Hoc)</u>	Jane Puffer (BHA) 2016	William Deen 2015
Chris Gittins 2014	Lisa Mustapich (PB) 2016	Scott Counsell 2015
Melinda C. Dietrich 2014	Michael Roseberg (Sel) 2016	William Moonan (Sel)
Ruth Robinson 2014	<u>Bicycle Advisory</u>	<u>Capital Expenditure</u>
Carol Kelly 2014	Peter Weichman 2014	Mary-Ellen Carter (resn. 6/14) 2014
Jacqueline Edwards 2014	Alec Ellsworth 2014	Jean-Marc Slak 2014
Ralph Hammond (resn. 7/13) 2014	Terry Gleason 2015	Anthony Battaglia (eff. 1/14) 2015
Kenneth Prescott 2014	Ralph Hammond (resn.7/13) 2015	James O'Neil 2015
Michael Rosenberg (Sel) 2014	Jan Van Steenwijk 2015	Brian E. Bartkus 2016
Dennis Freeman (DPW)	Brian O'Donnell 2015	Jon O'Connor 2016
Sandra Hackman (PB)	David Enos 2016	Barbara Perry (Fincom)
<u>Bedford Housing Partnership</u>	John Premack 2016	Abigail Siebert (Sch)
Stephen Boyd (resn. 7/14) 2014	Amy Faith Lloyd (PB)	William Moonan (Sel)
Christina Wilgren 2014	Margot Fleischman (Sel)	
Alice Sun 2014		
Ellis Kriesberg 2015		

APPOINTED COMMITTEES

<u>Charter Review Committee</u>		<u>Council on Aging</u>		<u>Finance Committee</u>	
<u>(eff 3/2014)</u>					
Joanna Nickerson	unspec.	Lenore Dichard	2014	Stephen D. Steele	2014
Steven Hagan	unspec.	Armand Malo (resn. 7/13)	2014	Richard Bowen	2014
Jan Shepard	unspec.	Rosemary Dyer	2014	Michael Seibert	2014
Anne Bickford	unspec.	John Gerdes	2014	(resn. 6/14)	
Polly Herz	unspec.	Mary Pine	2015	Robert Kenney (resn. 6/14)	2015
Michael A. Rosenberg	unspec.	Arthur E. Walsh	2015	Barbara Perry	2015
(Sel.)		Pauline Salter	2015	Stephen C. Carluccio	2015
Ed Pierce (Sch.)	unspec.	Luigi DiNapoli	2016	Benjamin Thomas	2016
Amy Lloyd (PB)	unspec.	Roberta Ennis	2016	Peter Bentley	2016
Betsey Anderson (Town Moderator)	unspec.	Sandra Hackman (PB)		Thomas Busa	2016
		William Moonan (Sel)			
		<u>Cultural Council</u>		<u>Fiscal Planning</u>	
		Linda Connelly	2014		
		Barbara Purchia	2014	John C. Linz (Assessors)	2014
		Tim Garland (resn. 6/14)	2014	Thomas Kinzer (BOH)	2014
		Virginia Parker	2015	Mary Ellen Carter (CapEx)	2014
		George Epple	2015	Stephen D. Steele (FinCom)	2014
		Breena R. Daniell	2016	Richard Bowen (FinCom)	2014
		Susan Grieb (eff. 8/13)	2016	Howard Cohen (Library)	2014
		Polly Herz (eff. 8/13)	2016	Edward Pierce (Sch. Comm)	2014
		Gyasi Burks-Abbot (eff. 8/13)	2016	Bradford G. Hafer (Sch. Comm)	2014
		Caroline Fedele (Sel)		William Moonan (Sel)	2014
				Margot Fleischman (Sel)	2014
		<u>Depot Advisory Committee</u>		<u>Historic District Commission</u>	
		<u>(Ad Hoc)</u>		<u>Full Members</u>	
		James Shea (Fr Depot Park)	2015	Alan Long	2016
		Joseph Piantedosi (@ lg.)	2015	Carol Carlson	2016
		Roy E. Sorenson (Staff)	2015	William Moonan	2014
		Richard T. Reed (Staff)		Karen Kalil Brown	2015
		William Moonan (Sel)		<u>Associate Members</u>	
				Lorraine Dunham	2016
		<u>Energy Task Force (Ad Hoc)</u>		Christopher Weisz	2017
		Robert Kalantari		(eff. 4/14)	
		Abigail Hafer	2014	Jeffrey Cohen (PB)	
		Andreas Uthoff (resn. 10/13)			
		Brenda Kelly	2014		
		Carolyn Sarno	2014		
		Suzy Enos	2014		
		Margot Fleischman (Sel)	2014		
		Richard Jones (Fac Dir) (resn. 1/14)	2014		
		Taissir Alani (Fac Dir) (eff. 3/14)	2014		
		Amy Faith Lloyd (PB)	2014		
<u>Community Preservation</u>					
Catherine Cordes (@ lg.)	2014				
Christina Wilgren (BHP)	2014				
Robin Steele (Rec)	2014				
Vito LaMura (@ lg.)	2015				
Shawn Hanegan (PB)	2015				
Eugene Clerkin (HA)	2015				
Donald Corey (HPC)	2016				
Andreas Uthoff (CC) (resn. 2/14)	2016				
Lori Eggert (CC) (eff. 2/14)	2016				
Margot Fleischman (Sel)	2016				
<u>Conservation Commission</u>					
John Britton (eff. 8/13)	2014				
Andreas Uthoff	2014				
Allan Wirth	2015				
Tim Gray (resn. 6/14)	2015				
Steve Hagan	2015				
John Willson	2016				
Lori Eggert	2016				
Mark Siegenthaler (Sel)					
<u>Constables</u>					
Sheila Howard	2016				
Lewis Putney	2016				
Anthony J. Saia	2016				

APPOINTED COMMITTEES

Election Officers (cont.)

Charles F. Huxsaw
 Charles W. Rosenberg
 Constance C. Pespisa
 Cynthia M. Donahue
 Deborah L. Larsen
 Dorothea LaLiberte
 Eileen L. Hansen
 Elizabeth A. Salzer
 Emidio L. DiClemente
 Emily M. Pruy
 G. Kenneth Clayton
 Gloria B. Moll
 J. Raymond Buxton
 James R. Kohm
 Jane Gallagher-Reid
 Janet Schimelfenyg
 Jean M. Harrison
 Joan B. Larsen
 Joan-Marie L. Freni
 John G. Clark
 Joy A. Kenen
 Kathryn E. Jarvis
 Kenneth T. Pruy
 Lee E. Vorderer
 Lenore Ann Teske
 Lois Chase
 Lucille C. Bean
 Marion Connarton
 Melvin H. Blitz
 Mercedes A. Kane
 Michele D. Ferland
 Muriel P. Leary
 Nancy Daugherty
 Nancy Forrest
 Patricia N. Leiby
 Peter Donahue
 Phyllis S. Ohanian
 Richard E. Leary
 Rita A. Sullivan
 Robert A. McClatchey
 Roberta F. Vernon
 Rosemary M. Dyer
 Ruth S. Greenberg
 Sandra D. Blitz
 Toni N. Engley
 William D. Miller

Hanscom Field Advisory Committee

Michael Rosenberg 2014
 Mark Siegenthaler 2014

HATS

John Willson 2015
 Lisa Mustapich 2016
 Michael Rosenberg (Sel) 2014
 Marguerite Debbie 2015

Metropolitan Area Planning Council

Sandra Hackman 2016
 Margot Fleischman (Sel) 2016

MBTA District Representative

Mark Siegenthaler 2014

Town Manager

Richard T. Reed

Assistant Town Manager

Jessica Porter

Town Counsel

Robert S. Mangiaratti 2014

Town Historian

John Dodge (resn. 6/14) 2015

Tree Warden

Roy Sorenson

Veteran's Grave's Officer

Paul Purchia 2014

Veteran's Officer

William Linnehan

SuAsCo River Stewardship Council

Joseph Piantedosi
 Ralph Hammond

SELECTMEN

Margot Fleischman, *Chair*

PURPOSE

The Selectmen are the executive branch of Bedford's Town government and oversee all municipal departments and offices that serve under the leadership of Town Manager Richard Reed. These include: Bedford Local Transit, Code Enforcement, Council on Aging, Facilities (shared management with the School Department), Finance, Fire, Police, Public Works, Recreation, Town Clerk, and Youth & Family Services. These departments and offices are staffed by 144 full-time employees. There are also approximately 33 part-time employees; their hours are equivalent to 12.19 full-time positions (these totals exclude employees who are hired by the Recreation Department, the majority of whom are seasonal workers and are paid through a revolving fund.)

FY14 HIGHLIGHTS

Awards and Recognition

At the 2014 Annual Meeting of the Massachusetts Municipal Association, the Town of Bedford received the Kenneth E. Pickard Memorial Innovation Award for participation in the Middlesex 3 Coalition Regional Economic Development Partnership. The Middlesex 3 Coalition was created to foster economic development, job growth and retention, diversification of the tax base and enhancement of quality of life for communities along the Route 3 corridor.

Personnel Changes

Facilities Director Richard Jones retired in January, 2014 having served in that position for 11 years. Among his many efforts on behalf of the town were substantial reductions in the energy usage of municipal buildings culminating with the successful designation of Bedford as a Green Community in 2011.

In March, 2014, Taissir Alani was hired as

Bedford's new Facilities Director. Mr. Alani worked previously as Facilities Director for the Town of Dedham and for the MBTA. The Town looks forward to benefitting from his talent and expertise in the years to come.

In May, 2014, Alyssa Sandoval was hired as Bedford's first Economic Development Coordinator. The position of Economic Development Coordinator was created to support existing businesses in Bedford and attract new business development, as well as to serve as a point of contact for businesses seeking to locate or expand in Bedford.

Town Officers

In March, 2014, Selectmen Michael Rosenberg and Mark Siegenthaler were re-elected for another three-year term.

Water/Sewer Improvements

During 2014, Bedford continued to experience challenges with the Town's water and sewer infrastructure.

Again this year, routine testing of Bedford's water supply resulted in a number of positive tests for total coliform bacteria. Actions taken to address this problem included targeted flushing, installation of internal mixers in water tanks, and an on-going program of cleaning and lining of water mains to eliminate the conditions that foster bacterial growth. Two major water main projects conducted in FY14 were the Great Road & Brooksbie Road Water Main Cleaning and Relining, and the Shawsheen Road & Page Road Water Main Cleaning and Relining (project carried over into FY2015). The number of positive coliform readings in FY14 was dramatically reduced over 2012 and 2013 levels. Furthermore, in FY14 no mobile disinfection units were required, and the level of chlorine residuals in the water improved, all indicating that the Town's efforts during this time period yielded substantial results. However, the age and condition of the Town's

SELECTMEN

water pipes continue to be of concern and further measures to eliminate the occurrence of coliform in the water are planned.

In January, 2014 a catastrophic failure of the Bedford Street (Lexington) sewer force main occurred. Although located in the Town of Lexington, this sewer force main belongs to the Town of Bedford and serves as Bedford's sole connection to the MWRA Sewer system. Following the initial emergency response and replacement of the broken segment of sewer pipe, a subsequent break in another location required further reconstruction, and the Bedford Street Sewer Force Main Rehabilitation Design and Construction project carried over into FY2015.

Fields

FY14 saw the completion of the Sabourin Field synthetic turf project. Usage on this lighted, full-sized field increased dramatically from approximately 40 hours per year to over 600 hours, enabling a wide variety of users to access this facility during both day and night time hours. During 2014, the Selectmen also continued to consider plans to develop natural turf fields at 9 Mudge Way/7 Liljegren Way, with the intention of moving forward with a design contract in FY2015. To support maintenance costs of all fields in the Town's inventory, the Selectmen established a schedule of usage fees for athletic fields that was implemented July 1, 2014.

Bicycle/Pedestrian Master Plan

In May, 2014, the Town issued a Request for Proposals for consulting services to design a Pedestrian and Bicycle Master Plan. The Town initiated this project to identify and prioritize capital investments to improve and expand the pedestrian and bicycle network.

Citizen Survey

In June, 2014, Bedford received the results of the 2014 National Citizen Survey. Last

conducted in 2009, this statistically significant survey provided the opinions of a representative sample of Bedford residents regarding community characteristics, governance, and participation. The Community Livability Report revealed that 90% of those surveyed rated the overall quality of life in Bedford as either Excellent or Good. The Town also included in this survey several questions designed to gauge interest in and support for a potential community swimming pool, and to prioritize potential Town projects relative to public transportation, local transit, commuter parking and bicycle facilities.

Coast Guard Housing

The Selectmen continued to consider the future of the vacant 5.4 acre property on Pine Hill Road that was formerly the site of the Coast Guard Housing. In conjunction with the Bedford Housing Authority, the Town engaged the architectural and planning firm of Dewing, Schmid Kearns to conduct two public workshops on April 1 and May 15, 2014, and the Selectmen endorsed two of the three resulting visions for the potential future redevelopment of this property.

Museum Study Committee

During FY14, the Selectmen considered the creation of a committee to evaluate the feasibility of creating a local historical museum. The Ad Hoc Museum Study Committee was formed and charged to identify and evaluate potential sites or spaces for such a museum.

Charter Review Committee

In accordance with Section 9-14 of the Town of Bedford Charter, the Charter is reviewed every five years. In FY14, a Charter Review Committee was formed by the Selectmen to conduct this periodic study and recommend revisions and amendments.

Other Activities

The Selectmen continued to monitor the use of

SELECTMEN

Bedford Plaza Hotel for the State's Temporary Emergency Shelter housing program, and held a public forum to address questions about the impacts of this program to the Town.

Together with the Town of Lexington, Bedford participated in a very successful Solarize Massachusetts Program. As a result of the high level of participation, each municipality became eligible to receive a solar array worth approximately \$12,500.

During FY14, the Selectmen refined the Town Hall Building Systems Replacement Project Design (aka MEP Project) to address ongoing challenges with the HVAC and electrical systems in Town Hall.

A video broadcast system was installed in Selectmen's Meeting Room, making possible the regular videotaping of Selectmen's meetings for cable and internet viewing.

The Selectmen amended Bedford's Alcoholic Beverage Policies to allow 2 drinks to be served without an order of food.

The Selectmen considered several options for an on-road connection to the Minuteman Bikepath Extension along Railroad Avenue.

Substantial effort was made to develop and analyze a proposal for a Town-based paramedic service.

The Town executed a Tax Increment Financing Agreement with Aspen Technology.

The Selectmen approved an agreement with the Town of Lexington for the joint use of their animal shelter.

Contracts

On July 1, 2013, the Selectmen approved an amendment to the contract between the Town and Vanasse Hangen Brustlin, Inc. for the

completion of Middlesex Turnpike Phase 3 design.

Following a successful grant application to the Massachusetts Historical Commission and the appropriation of Community Preservation funds, on March 3, 2014 the Selectmen awarded a contract to Campbell Construction Group, LLC for the restoration of the Depot Station building exterior to its original 1870s appearance, as well as the addition of an accessible entrance ramp.

On March 10, 2014, the Selectmen approve a contract between the Town of Bedford and Weston & Sampson Engineers, Inc., for the force main rehabilitation project on Bedford Street in Lexington.

Following a thorough process of contract review and negotiation, on April 7, 2014 the Selectmen renewed a ten-year cable television license with Comcast.

A contract for a Town-wide Communications Study was awarded on June 23, 2014 to Entrada Communications, to evaluate the Town's communications systems, including data, telephone, and video services, and to establish a master plan to meet the Town's communications needs (project carried over into FY2015).

On June 30, 2014, the Selectmen awarded a contract to ET&L, Inc. for the School Way/Elm Street/Maple Street Reconstruction and Great Road/South Road Signal Installation (project carried over into FY2015).

During FY14, the Town conducted procurement for a new Public, Educational and Governmental (PEG) Access contract. The Selectmen approved a PEG Access Agreement with Bedford Community Access Television, Inc. on June 30, 2014.

SELECTMEN

Other

The Town of Bedford is grateful to the over 150 volunteers who serve on boards, committees, commissions and task forces. The Selectmen extend their sincere thanks to all of the staff and volunteers who work tirelessly throughout the year to make Bedford a wonderful community in which to live and conduct business.

The Selectmen encourage all residents to visit the Town's web site, www.bedfordma.gov and

welcome input. Questions or concerns can be emailed directly from the Selectmen's web page, www.bedfordma.gov/selectmen. To send an email to an individual Selectman, click on that Selectman's name; to contact all the Selectmen, click on "Board of Selectmen" at the bottom of the page.

To follow the Town of Bedford on Facebook go to www.facebook.com/BedfordMA or enter "Town of Bedford, MA" into the Facebook search box.

FINANCIAL SERVICES

Board of Assessors

Ronald Cordes, *Chair*

PURPOSE

Governed by provisions found mostly in Chapter 59 of the Massachusetts General Laws, the elected three-member Board of Assessors is obligated each year to appraise all real and personal property within the Town at its full and fair value as of January 1, for the purpose of ad valorem taxation. Accordingly, the assessors and their staff develop and maintain extensive records to catalogue and appraise all property within the Town. As a result, the assessing department must:

- Maintain legal, physical, and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale, and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional

economic data as the cost of land acquisition, development, and construction, as well as the prevailing commercial/industrial market rents, vacancy rates, and landlord/tenant expenses.

- Monitor all building permits, subdivisions, condominium conversions, and zoning changes.
- Conduct a cyclical reinspection program to ensure that each property is periodically reinspected so that data quality is constantly monitored and maintained.
- Maintain accurate tax maps and coordinate their digital integration with the parcel-based data.
- Inventory and value all items of taxable personal property within the town.
- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the town.

The legislature allows communities to set multiple tax rates through the process of

FINANCIAL SERVICES

Board of Assessors

classification. The responsibility for establishing separate tax rates for the residential, open space, and commercial/industrial/personal property classes lies not with the assessors, however, but with the Board of Selectmen. This decision is made in November at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes. The FY 2014 tax rates were \$15.71 per thousand dollars of assessed value for residential property, \$11.78 for open space, and \$34.04 for commercial/industrial/personal property.

The management of abatements and appeals is also a large part of the work performed by the assessors to ensure fairness and equity in the property valuations. In FY 2014, 57 real and personal property abatement applications were filed and acted upon by the assessors. The assessors are responsible for granting personal exemptions and CPA surcharge exemptions. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town.

EMPLOYEE STATISTICS

Full-time employees: 3

Part-time employees: 1

FY14 HIGHLIGHTS

Dedicated and competent office staff makes the functioning of the Assessing Department possible on a daily basis. Everyone is working hard ramping up in preparation for the coming triennial revaluation in FY15.

FY14 Data

Valuation	
[R] Residential	2,277,053,784
[O] Open Space	1,655,600
[C] Commercial	238,547,547
[I] Industrial	267,781,100
[P] Personal Property	78,584,090
Total	2,863,622,121

Betterments & Liens Added to Taxes

Sewer w/ committed interest	\$865.32
Water Liens	\$96,671.26
Sewer Liens	\$123,268.30
Total Betterments & Liens	\$220,804.88
Motor Vehicle Excise Committed	\$2,049,796.12
Total FY14 Taxes	\$55,702,447.48

FY15 PROJECTIONS

Fiscal Year 2015 is a Triennial Certification Year for the Assessing Department with the Massachusetts Department of Revenue (DOR). The Assessing Department will continue to conduct a detailed analysis of the data quality and methodologies used in order to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue with on-going inspections of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters.

FINANCIAL SERVICES

Finance Department

Victor Garofalo, Finance Director, Treasurer & Collector

- Provide technical assistance to various Town boards and committees

PURPOSE

The Finance/Administrative Services Department has organizational responsibilities for the following functions:

- Accounts payable for all departments
- Preparation of all payrolls Town and School
- Cash flow and investment management for all funds
- Debt budgeting, management, preparation, and coordination of municipal bond sales; make presentations to bond rating agencies
- Preparation and dispersal of all financial statements to federal and state agencies
- Ensure compliance with all Town, state, and federal financial regulations
- Coordination and assistance to independent auditors
- Benefits and worker's compensation management in conjunction with Human Resources
- General insurance and worker's compensation budgeting and management
- Financial management and forecasting
- Real estate and personal property tax billings and collections
- Motor vehicle billings and collections
- Water and sewer revenue collections and receiving other departmental revenue turnovers
- Coordination, planning, and maintenance of information system technologies and initiatives for Town departments
- Tracking and reporting of capital assets to ensure compliance with accounting standards
- Tracking and reporting of all Community Preservation Fund activity
- General office supply purchasing for all Town departments
- Processing and monitoring Town department mail and mailing expenses

EMPLOYEE STATISTICS

Full-Time: 9
Part-Time: 1

FY14 HIGHLIGHTS

For the tenth consecutive year, the Finance Department is pleased to report that the Certificate of Achievement for Excellence in Financial Reporting (CAFR) was awarded to the Town by the Governmental Finance Officers Association of the United States and Canada (GFOA) for the Town Comprehensive Annual Financial Report for the fiscal year ending June 30, 2013.

Standard & Poor's affirmed our AAA rating, received in 2006. This ratings are the absolute highest available and are an indication of the caliber of our credit. This ensures that we will receive the lowest possible interest rate whenever the Town has a bond sale. The Finance Department has also in the past been able to refinance some of its bonds, saving the Town over 2.5 million dollars over five year.

On an ongoing basis, throughout fiscal year 2014, the Finance/Administrative Services Department continued to implement, enhance, and expand operational efficiencies and services, both internally and throughout all Town departments. Some of these activities and accomplishments included:

- Continued refinement of all Governmental Accounting Standard Board (GASB) and Department of Revenue (DOR) financial reporting requirements, as well as the automation of many processes.
- Refinement of all the financial forecasting and modeling tools.
- Implemented paperless online billing system

FINANCIAL SERVICES

Finance Department

for its Real Estate Tax Bills.

- Starting the upgrade the Finance Departments Payroll and Utility Billing system.
- We have one of the best commitment-to-collection ratios of real estate and personal property taxes of any community in Massachusetts by continuing to follow its internal collection procedures. Collections are at 99.9%.
- FY2014 Town Audit found the Town Financials in full compliance
- Upgraded and enhances the Six Year Capital Plan financing.
- Closed books on a timely basis and Town audit and free cash certified on a timely basis.

FY14 Technology Matters - Projects

- Setup tablets for Code Department's permitting and inspection program.
- Updated Xen virtual server environment to latest software release.
- Supported state grant application for Sharepoint based IT discussion site.
- Installed new server for Town applications.
- Assisted in migration of public safety records management program.
- Updated Active Directory for Windows network management.
- Setup SeeClickFix for citizen request reporting.
- Coordinated install of KVS Financial software system on virtual server.

FY14 Technology Matters

- Promoteed new training software for Town users.
- Continued security audit of Town IT systems.
- With Town Clerk, implemented a document management system.
- Installed new email archiving system.
- Setup a redundant firewall and alternate Internet provider for continuity of service.

- Investigated/created an Information Systems Advisory Committee.
- Assisted with Public Works video monitoring projects.
- Configured new help desk software to monitor level of service.

FY15 Technology Matters - Projections

- Install new storage array and migrate data after old system failure.
- Configure server and set up users for new payroll system.
- Configure server and train for new records management software.
- Elaborate IT equipment and project requests for new Capital Expenditures process.
- Request quotes and information for web-hosted email project.
- Continue replacement of no-longer-supported XP computers.
- Program virtual private networks (VPN) in network switches for new projects.
- Participate in Town-Wide Communications study development.
- Setup new server in Police Department to accommodate increased needs.
- Implement additional security features including network monitoring server.
- Roll out new document management system.
- Configure redundant Internet connection for improved service.
- Assist in new payroll and utility billing software implementation.
- Review wiring needs and prepare in general for town-wide communications plan.
- Transition email to an external, hosted service.
- Install new firewall and move old firewall to Police department.
- Reorganize and update IT operations documentation.
- Update Public Works server room, servers and backup process.

FINANCIAL SERVICES



CliftonLarsonAllen

CliftonLarsonAllen LLP
CLAAconnect.com

Independent Auditors' Report

To the Honorable Selectmen
Town of Bedford, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town of Bedford, Massachusetts' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

FINANCIAL SERVICES

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of June 30, 2014 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (located on pages 14 through 24), general fund and community preservation fund budgetary comparisons and certain pension and other postemployment benefits information (located on pages 67 through 73) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

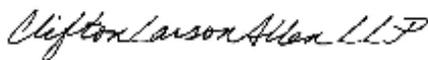
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Bedford, Massachusetts' basic financial statements. The introductory section, combining statements and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2014 on our consideration of the Town of Bedford, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Bedford, Massachusetts' internal control over financial reporting and compliance.



CliftonLarsonAllen LLP
Boston, MA
December 22, 2014

FINANCIAL SERVICES



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Bedford
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2013

A handwritten signature in black ink, reading "Jeffrey R. Egan". The signature is written in a cursive, flowing style.

Executive Director/CEO

FINANCIAL SERVICES

Collections and Unpaid Balances June 30, 2014

Uncollected 6/30/2013 Commitments & Adjustments Abatements & Adjustments Adjusted Collectable Transfer to Tax Title/Deferral Collections Refunds Uncollected 6/30/2014

Real Property

Real Estate	FY14	0	53,052,968	(141,854)	52,911,114	(52,020)	(52,568,512)	77,781	368,363
	FY13	562,608	0	(6,696)	555,912	(36,253)	(537,086)	21,797	4,370
	FY12	2,795	0	0	2,795	0	(2,795)	0	0

Personal Property	FY14	0	2,675,002	(28,441)	2,646,562	0	(2,640,021)	7,614	14,154
	FY13	47,333	0	(36,342)	10,991	0	(3,455)	0	7,536
	FY12	1,774	0	0	1,774	0	(31)	0	1,743
Prior Years		578	0	0	578	0	(214)	0	364

Motor Vehicle	FY14	0	1,858,715	(62,933)	1,795,782	0	(1,705,595)	16,435	106,622
	FY13	175,563	191,081	(23,889)	342,755	0	(334,832)	15,330	23,253
	FY12	31,209	0	(3,663)	27,546	0	(12,607)	1,261	16,199
	FY11	14,961	0	(286)	14,674	0	(2,093)	121	12,703
Prior Years Motor Vehicle		68,360		(57,170)	11,190	0	(656)		10,534

Total		905,181	57,777,767	(361,275)	58,321,672	(88,274)	(57,807,896)	140,339	565,842
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FY14

Apport Sewer Added to Tax		0	250	0	250	0	(250)	0	0
Sewer Comm Interest		0	615	0	615	0	(615)	0	0
Water Lien Added to Tax		0	96,671	(2,161)	94,511	(989)	(92,877)	7,144	7,789
Sewer Lien Added to Tax		0	123,268	(3,666)	119,603	(1,339)	(112,968)	3,666	8,962

FY13

Apport Sewer Added to Tax		0	0	0	0	0	0	0	0
Sewer Comm Interest		0	0	0	0	0	0	0	0
Water Lien Added to Tax		14,544	0	(1,049)	13,495	(146)	(13,500)	1,049	898
Sewer Lien Added to Tax		20,198	0	(2,189)	18,009	(291)	(18,259)	2,189	1,648

Total		34,742	220,805	(9,064)	246,483	(2,764)	(238,469)	14,047	19,298
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Water/Sewer Rates

Water/Sewer Liens

Water		379,027	2,995,266	(55,886)	3,318,408	(67,628)	(2,910,818)	10,959	350,920
Sewer		583,320	4,168,765	(176,793)	4,575,292	(111,364)	(3,917,867)	67,127	613,188

Total		962,347	7,164,032	(232,678)	7,893,700	(178,992)	(6,828,685)	78,086	964,108
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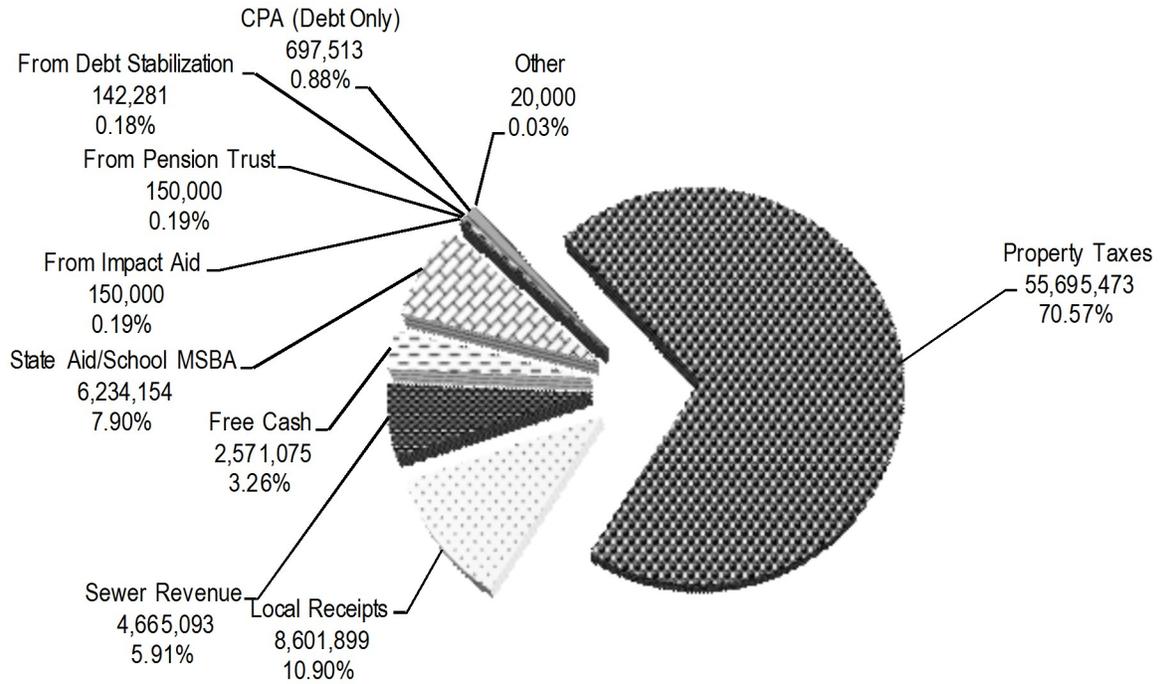
FINANCIAL SERVICES

FY2014 Revenues/Appropriations as Recommended at ATM/STM

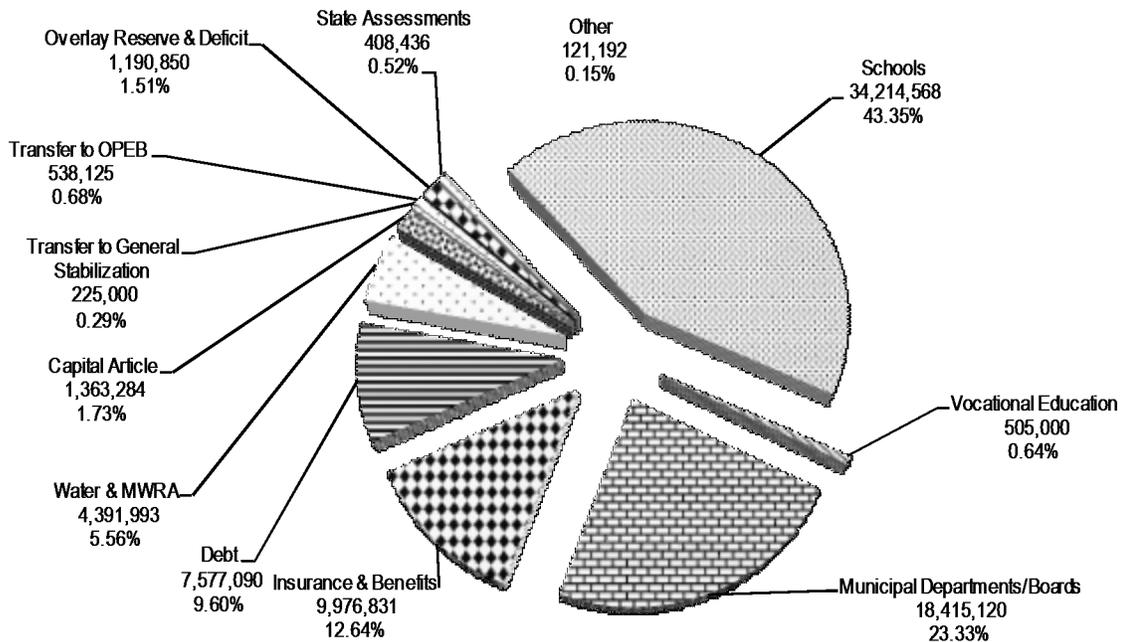
	FY2014	% of Total
<u>Revenues</u>		
Property Taxes	55,695,473	70.57%
Local Receipts	8,601,899	10.90%
Sewer Revenue	4,665,093	5.91%
Free Cash	2,571,075	3.26%
State Aid/School MSBA	6,234,154	7.90%
From Impact Aid	150,000	0.19%
From Pension Trust	150,000	0.19%
From Debt Stabilization	142,281	0.18%
CPA (Debt Only)	697,513	0.88%
Other	20,000	0.03%
	78,927,488	100%
<u>Total Revenue</u>		
 <u>Expenses (Appropriations)</u>		
Schools	34,214,568	43.35%
Vocational Education	505,000	0.64%
Municipal Departments/Boards	18,415,120	23.33%
Insurance & Benefits	9,976,831	12.64%
Debt	7,577,090	9.60%
Water & MWRA	4,391,993	5.56%
Capital Article	1,363,284	1.73%
Transfer to General Stabilization	225,000	0.29%
Transfer to OPEB	538,125	0.68%
Overlay Reserve & Deficit	1,190,850	1.51%
State Assessments	408,436	0.52%
Other	121,192	0.15%
	78,927,489	100%
<u>Total Expenses</u>		

FINANCIAL SERVICES

Revenues as Estimated at ATM/STM



Appropriations as Approved at ATM/STM



TOWN OF BEDFORD							
COMBINED BALANCE SHEET - ALL FUNDS & ACCOUNT GROUPS FOR FISCAL YEAR ENDING JUNE 30, 2014							
	General Fund	Special Revenue	Capital Projects	Ambulance Enterprise Fund	Trust/Agency Funds	Long-Term Debt Accounts	Total (Memorandum)
Assets							
Cash/Investments	13,874,923	12,658,598	2,090,267	170,511	13,136,235		41,930,533
Petty Cash	1,285	0					1,285
Receivables:							
Taxes	396,590						396,590
Excise	169,310						169,310
User Charges & Liens	380,566	699,839					1,080,405
Tax Liens/Possessions	323,387	0					323,387
Special Assessments							0
Departmental	-35,505						-35,505
State/Federal Grants							0
Reserve-Uncollected Funds	1,020,128	0					1,020,128
Reserve Abatements & Exemptions	-2,254,475						-2,254,475
Deferred Revenue		-699,839					-699,839
Loans Authorized							0
Loans Authorized and Unissued							0
Amounts to be Provided for Payments of Notes						50,918,673	50,918,673
Total Assets	13,876,208	12,658,598	2,090,267	170,511	13,136,235	50,918,673	92,850,491
Liabilities							
Warrants Payable	0	0	0				0
Payroll Withholdings	1,618,181						1,618,181
Notes Payable		0	2,309,690				2,309,690
Deferred Revenue		0					0
Due to Comm. Of Mass.	89,197						89,197
Agency	0						0
Bonds Payable						50,918,673	50,918,673
Tailings	222,403						222,403
Total Liabilities	1,929,781	0	2,309,690	0	0	50,918,673	55,158,144
Fund Balance/Retained Earnings							
Reserved Petty Cash	1,285						1,285
Reserved Expenditures	2,042,314		0				2,042,314
Reserved Tax Foreclose							0
Reserved Encumbrances	2,834,540	2,461,422		3,231			5,299,193
Reserved for Abate/Exemp-Overlay Surplus	0						0
Reserved Court Judgment							0
Reserved Approp. Deficit	-351,385						-351,385
Reserved for Unexpendable Trust					112,378		112,378
Reserved for Open Space		1,500					1,500
Reserved for Community Housing		764,068					764,068
Reserved for Historic Resources		0					0
Reserved for Recreation Land		0					0
Unrestricted	7,419,672	9,431,607	-219,423	167,280	13,023,857		29,822,993
Total Fund Balance/Retained Earnings	11,946,427	12,658,598	-219,423	170,511	13,136,235	0	37,692,347
Total Liabilities/Fund Balance	13,876,208	12,658,598	2,090,267	170,511	13,136,235	50,918,673	92,850,491

**TOWN OF BEDFORD
BALANCE SHEET - GENERAL FUND JUNE 30, 2014**

Assets			
Cash	13,874,923		
Petty Cash	1,285	13,876,208	
Receivables			
Real Estate Tax 2014	368,363		
Real Estate Prior	4,371	372,733	
Personal Property Tax 2014			
Personal Property Tax Prior	14,154		
	9,702	23,856	
Mobv Vehicle Excise 2014			
Mobv Vehicle Excise Prior	106,622		
	62,687	169,310	
User Charges & Liens			
Water Rates	350,919		
Water Liens	8,687		
Water Cross Conn/Sprinkler	20,960	380,566	
Tax Possessions			
Tax Title	53,769		
Tax Title C1.41A	247,788		
	21,830	323,387	
Departmental			
Ambulance	0		
Miscellaneous	-35,505	-35,505	
Reserved for Uncollected			
Property Tax	1,857,885		
Provision for Tax Abatement	-2,254,475		
Excise Tax	-169,310		
User Fees/Liens	-380,566		
Tax Title/Possessions	-323,387		
Departmental	35,505	-1,234,347	
Total Assets		13,876,208	

Liabilities		
Warrants Payable	0	
Payroll Withholding	1,618,181	
Accounts Payable		
Prepaid Tower Rentals	89,197	
Due to Comm. Of Mass.		
Agency		
Tailings	222,403	
Total Liabilities		1,929,781
Fund Balance		
Reserve for Petty Cash	1,285	
Reserve for Expenditures	2,042,314	
Desig Over/Under Assess		
Reserve for Encumbrances	2,834,540	
Res. Abate/Exempt-Overlay Surplus		
Unrestricted	7,419,672	
Reserve for Tax Foreclosure		
Res. Appropriation Deficit	-351,385	
Res. Subsequent Years		

Total Fund Balance **11,946,427**

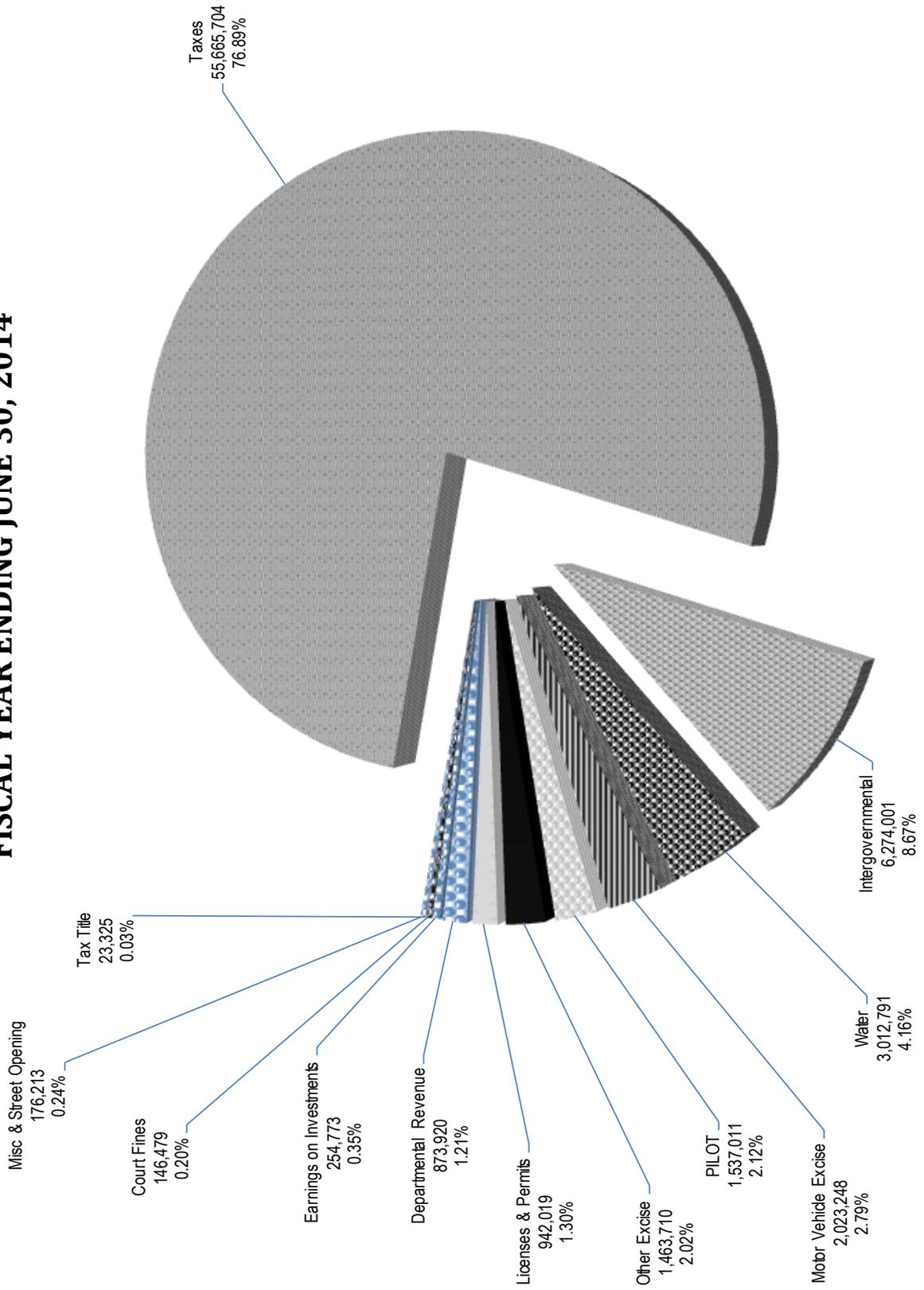
Total Liabilities and Fund Balance **13,876,208**

TOWN OF BEDFORD									
BALANCE SHEET - SPECIAL REVENUE JUNE 30, 2014									
	Total	School Lunch	Grants	Gifts	Perform Bond Settlement	Revolving	Sewer	Community Preservation	
Assets									
Cash	12,658,598	74,083	369,937	698,773	18,045	1,488,183	6,403,166	3,606,411	
Petty Cash	0								
Receivables									
User Charges	699,839						688,065	11,773	
Special Assessments	0								
Amount to be Provided Through	0								
Payment of Notes	0								
Reserved Uncollected Receivables	0								
Deferred Revenue	-699,839						-688,065	-11,773	
Total Assets	12,658,598	74,083	369,937	698,773	18,045	1,488,183	6,403,166	3,606,411	
Liabilities									
Notes Payable - BAN's	0								
Warrants Payable	0	0	0	0	0	0	0	0	
Deferred Revenue	0								
Total Liabilities	0	0	0	0	0	0	0	0	0
Fund Balance									
Reserved Petty Cash	0								
Reserved for Expenditures	0								
Reserved for Encumbrances	2,461,422							2,461,422	
Reserved for Open Space	1,500							1,500	
Reserved Community Housing	764,068							764,068	
Reserved for Historic Resources	0								
Reserved for Recreation Land	0								
Unrestricted	9,431,607	74,083	369,937	698,773	18,045	1,488,183	6,403,166	379,421	
Total Fund Balance	12,658,598	74,083	369,937	698,773	18,045	1,488,183	6,403,166	3,606,411	
Total Liabilities/Fund Balance	12,658,598	74,083	369,937	698,773	18,045	1,488,183	6,403,166	3,606,411	

TOWN OF BEDFORD	
BALANCE SHEET - CAPITAL PROJECT FUND - JUNE 30, 2014	
Assets	
Cash & Investments	2,090,267
Loans Authorized	6,544,719
Loans Author. & Unissued	(6,544,719)
Amount to be Provided for Payment of BANs/GANs	
Total Assets	2,090,267
Liabilities	
Warrants Payable	
Notes Payable	2,309,690
Accounts Payable	
Total Liabilities	2,309,690
Fund Balance	
Unrestricted	(219,423)
Reserved for Expenditures	
Reserved for Encumbrances	
Total Fund Balance	(219,423)
Total Liabilities & Fund Balance	2,090,267
TOWN OF BEDFORD	
BALANCE SHEET - TRUST FUNDS - JUNE 30, 2014	
Assets	
Cash & Investments - Town	12,482,257
Cash & Investments - Library	653,978
Total Assets	13,136,235
Liabilities	
Warrants Payable - Town	0
Warrants Payable - Library	0
Total Liabilities	0
Fund Balance	
Reserved for Unexpendable - Town	54,040
Reserved for Unexpendable - Library	58,338
Unrestricted - Town	12,428,217

TOWN OF BEDFORD	
BALANCE SHEET - AMBULANCE ENTERPRISE FUND - JUNE 30, 2014	
<u>Assets</u>	
Cash & Investments	170,511
Total Assets	170,511
<u>Liabilities</u>	
Warrants Payable	0
Accounts Payable	0
Total Liabilities	0
<u>Fund Balance/Retained Earnings</u>	
Reserved for Encumbrances	3,231
Unrestricted	167,280
Total Fund Balance/Retained Earnings	170,511
Total Liabilities & Fund Balance/Retained Earnings	170,511
TOWN OF BEDFORD	
BALANCE SHEET - GENERAL LONG TERM DEBT - JUNE 30, 2014	
Inside Debt Limit	
Sewer Bonds	443,943
Other General Bonds	45,490,000
Total Inside Debt Limit	45,933,943
Outside Debt Limit	
Water Bonds	4,984,730
Sewer Bonds	
Total Outside Debt Limit	4,984,730
Net Funded or Fixed Debt	50,918,673

**ANALYSIS OF CASH RECEIPTS - GENERAL FUND
FISCAL YEAR ENDING JUNE 30, 2014**



TOWN OF BEDFORD			
ANALYSIS OF CASH RECEIPTS - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014			
<u>Taxes</u>			
Real Estate	53,029,604.98		
Personal Property	2,636,099.48		55,665,704.46
Tax Title	23,325.30		23,325.30
<u>Motor Vehicles Excise</u>			
Previous Years	334,141.75		
FY 2012	1,689,106.31		2,023,248.06
<u>Other Excise</u>			
Hotel/Motel	716,929.31		
Meals	327,369.98		
Jet Fuel	419,411.06		1,463,710.35
<u>Departmental Revenue</u>			
Board of Selectmen - Tower Rental	251,509.53		
Board of Selectmen	12,251.00		
Finance Department	240,962.81		
Code Enforcement/ Conservation Comm	42,736.53		
Board of Assessors	1,350.00		
Town Clerk	51,639.20		
Planning Board	412.05		
Police Department	49,054.87		
Fire Department	31,175.00		
Board of Health	0.00		
Department of Public Works	48,917.98		
Cemetery	40,955.00		
Library	16,991.41		
School Department	85,964.95		873,920.33
<u>Court Fines</u>			
Police Department	146,478.60		146,478.60
<u>PILOT</u>			
Payment in Lieu of Taxes	1,537,010.96		1,537,010.96
<u>Licenses & Permits</u>			
Board of Selectmen	70,220.00		
Town Clerk	2,160.00		
Police Department	3,387.50		
Fire Department	41,185.00		
Code Enforcement	797,234.19		
Board of Health	27,832.00		942,018.69
<u>Earnings on Investments/Bond Premiums</u>			
	254,772.50		254,772.50
<u>Water</u>			
Rates	2,866,499.75		
Liens	98,435.40		
Miscellaneous	47,855.76		3,012,790.91
<u>Street Opening Permits</u>			
	10,565.20		10,565.20
<u>Miscellaneous</u>			
	165,647.44		165,647.44
<u>Intergovernmental</u>			
Exemptions: Elderly, Veterans, Blind, & Surviving Spouse	37,770.00		
Construction - School Projects	537,251.00		
Chapter 70	3,927,153.00		
Local Aid	993,887.00		
Police Career Incentive			
State Owned Land	633,935.00		
Medicaid - Special Needs	43,577.31		
Fisheries & Wildlife	10,070.00		
Veterans Benefits	90,358.00		6,274,001.31
Total			72,393,194.11

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
GENERAL GOVERNMENT									
Board of Selectmen									
Salaries		441,437.00	7,886.00	426,841.09				22,481.91	
Office		2,000.00		2,000.00				0.00	
Chairman		1,500.00		1,500.00				0.00	
Clerk		3,600.00		3,600.00				0.00	
Other		254,075.00	-122,038.00	94,053.01		8,000.00	4,230.00	25,753.99	
Expenditures	87,311.04			49,498.27				37,812.77	
Expenditures-prior									
Finance Department									
Salaries		585,737.00	22,497.00	583,449.13				14,784.87	
Expenditures		255,850.00		219,254.96		35,990.60	5,176.16	-4,571.72	
Expenditures-prior	20,152.11			13,868.61		6,211.65		71.85	
Capital Outlay		34,500.00		26,259.66		8,240.00		0.34	
Capital Outlay-prior	4,628.13			4,521.13		107.00		0.00	
Finance Committee									
Expenditures		1,614.00	204.00	204.00				1,410.00	
Reserve Fund		450,982.00	-266,299.55					184,682.45	
Board of Assessors									
Salaries		199,780.00	-6,607.00	173,782.18				19,390.82	
Office		4,800.00		4,800.00				0.00	
Assessors		58,300.00	6,607.00	59,861.21				5,045.79	
Expenditures									
Expenditures-prior									
Town Counsel									
Special Legal Services		180,162.00		169,976.93				10,185.07	
Expenditures		128.00		277.00				-149.00	
Town Clerk									
Salaries		177,784.00	6,691.00	183,881.30				593.70	
Salaries / Stipends		310.00		154.92				155.08	
Expenditures		24,172.00		20,418.38				3,753.62	
Expenditures-prior	4,341.60			4,341.60				0.00	
Elections/Registrations									
Personnel Costs		11,903.00		9,531.11				2,371.89	
Stipends		1,350.00		1,350.00				0.00	
Expenditures		8,800.00		8,800.00				0.00	
Expenditures-prior								0.00	
Planning Board									
Salaries		148,463.00	5,089.00	151,680.05				1,871.95	
Expenditures		12,100.00		11,876.77				223.23	
Expenditures-prior								0.00	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014									
Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Insurance / Benefits		9,976,831.00		9,247,201.38			150,000.00	579,629.62	
Insurance / Benefits-prior	96,022.80			16,859.80				79,163.00	
A 3B/13-Audit of FY12 & Other Related Exps	14,876.74			14,876.74				0.00	
A 3 B/14-Audit of FY13 & Other Related Exps			59,000.00	39,123.26			19,876.74	0.00	
A 16-01/10 Middlesex Tpk Mitigation	38,220.81			10,078.26			28,142.55	0.00	
A 14-08/12 Computer Server & Equipment	7,194.26			6,913.82		280.44		0.00	
A 23/09 Design BHS Synth Turf Fld	20,463.00			15,828.00		2,135.00		0.00	
A 2-11/11-Bedford Compreh Plan	10,504.00			10,504.00	2,500.00			0.00	
A 25/11 Salary Plan Addl Fund	5,076.06			0.00			5,076.06	0.00	
A 23/13 Salary Plan Addl Fund	110,723.00		-109,838.00	0.00			885.00	0.00	
A 27/14 Salary Plan Addl Fund			147,030.00	0.00			147,030.00	0.00	
A 3-1/03 Sick Leave	350,850.75				350,850.75			0.00	
A 13-03/13 Fin Copier Rep/IT. Hall	8,482.31			2,482.31	6,000.00			0.00	
A 13-06/13 Finance Info Sys Repl	8,823.41			7,131.41		1,692.00		0.00	
A 13-07/13 Town Clerk Electr Rec Mgmt	20,000.00			9,750.00		9,750.00	500.00	0.00	
A 13-13/13 Finance Info Sys-OS Upgrade	6,510.00			6,510.00				0.00	
A 13-18/13 Town Info Sys-Security Audit/Enhanc	4,968.12			818.12		4,150.00		0.00	
A 13-22/13 Capital Asset Software	371.72			0.00			371.72	0.00	
A 20-04/14 Fin Netwk Equip&Sew Update		14,000.00		12,401.00		1,599.00		0.00	
A 20-05/14 Fin Postage Machine		11,000.00		11,000.00				0.00	
A 20-09/14 Fin Financial Sys Software Expan		5,000.00		0.00		5,000.00		0.00	
A 20-18/14 Finance Email Archival Sys		7,500.00		0.00		7,500.00		0.00	
A 20-25/14 Finance Photocopier Rptl		6,000.00		6,000.00				0.00	
Total General Government	819,519.86	12,879,678.00	-249,982.55	11,653,259.41	359,350.75	90,655.69	361,288.23	984,661.23	
PUBLIC SAFETY									
Police Department									
Salaries		3,157,217.00	55,286.00	3,212,498.66				4.34	
Expenditures		128,473.00	5,221.00	122,149.24			7,715.06	3,829.70	
Expenditures-prior	987.00			987.00				0.00	
Capital Outlay / Equipment		14,473.00		14,472.92				0.08	
Capital Outlay / Equipment-prior								0.00	
Fire Department									
Salaries		1,886,586.00	41,169.00	1,886,303.96				13,451.04	
Expenditures		122,998.00	2,880.00	123,797.32			686.09	1,394.59	
Expenditures-prior	2,597.15			2,206.22				390.93	
Capital Outlay		18,476.00		18,476.00				0.00	
Capital Outlay-prior	577.85			577.85				0.00	
Code Enforcement									
Salaries		405,792.00	10,967.00	400,543.96				16,215.04	
Expenditures		31,846.00		29,192.01			325.00	2,328.99	
Expenditures	280.00			266.93				13.07	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014									
Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
A 13-26/13 Fire-SC Breathing Apparatus	219,390.00			219,155.00			235.00	0.00	
Total Public Safety	223,832.00	5,737,861.00	115,523.00	6,030,627.07	0.00	0.00	8,961.15	37,627.78	
HIGHWAY									
Department of Public Works									
Salaries		2,631,759.00	34,110.00	2,619,554.15				46,314.85	
Salaries-OT Sewer Main Break			8,138.00	8,138.00				0.00	
Overtime - Snow Removal		132,000.00		196,714.45				-64,714.45	
Snow Removal Expenses		205,453.00		492,123.31				-286,670.31	
Snow Removal Expenses	3,300.00			3,300.00				0.00	
Expenditures		813,358.00	-10,822.00	639,618.52			14,885.96	114,115.57	
Expenditure-Sewer Main Break	89,974.95		45,862.00	45,862.00				0.00	
Expenditures-prior		629,175.00	-34,819.00	575,268.57			5,000.00	9,495.33	
Utilities							1,689.68	29,246.92	
Utilities-prior	105.24			105.24				0.00	
Refuse Disposal		919,617.00		888,680.40				0.00	
Refuse Disposal-prior	21,307.10			21,307.10			211,860.85	0.01	
Water Purchase		1,455,499.00	179,373.93	1,423,012.07				0.00	
Water Purchase-prior	147,662.27			147,662.27				0.00	
Capital Outlay / Equipment		517,308.00		437,855.43				0.30	
Capital Outlay / Equipment-prior	47,015.31			47,015.31			79,452.27	0.00	
Articles									
A 14-10/12-SBP Field Maint	28,200.06			0.00			16,441.00	0.00	
A 17-16/09 DPW Sewer Sump Pump Stations	2,386.08			147.24			2,238.84	0.00	
A 17-14/11 DPW-Sewer Force Main	50,091.74						50,091.74	0.00	
A 3 11/08 Water Supply Pond Dam-Phil investig	4,758.50			0.00			4,758.50	0.00	
A 26-06/07 Sewer Pump Sta Repl	5,617.00			949.98			4,667.02	0.00	
A 15-2/00 Shawshen Wells	5,990.65			0.00			5,990.65	0.00	
A 14-11/12-Hazardous Tree Program	14,050.00			0.00			14,050.00	0.00	
A 14-12/12-Main Sewer Station	128,000.00			0.00			128,000.00	0.00	
A 14-13/12-Water Leak Detecton	3,062.50			3,062.50				0.00	
A 14-15/12-Sewer Pump Stations Rehab	35,000.00			0.00			35,000.00	0.00	
A 14-01/12-DPW-Undrgrd Fuel Tank Testing	61.50			0.00			61.50	0.00	
A 14-06/12-DPW-Storm Water Regulations	3,865.57			214.70			3,650.87	0.00	
A 13-02/13 DPW Storm Water Implem Svcs	65,920.00			10,900.04			55,019.96	0.00	
A 13-09/13 DPW-Equipment/Vehicle Replmt	81,000.00			5,694.29			75,305.71	0.00	
A 13-14/13 DPW-Apron Replace-Fire Station	58,554.12			58,554.12				0.00	
A 13-17/13 DPW-Springs Brk Pk-Spray Pk Equip	13,356.00			0.00			13,356.00	0.00	
A 13-21/13 DPW-Mun Complex Grounds Replmt	6,000.00			2,745.12			3,254.88	0.00	
A 13-24/13 DPW/Water-Water Treatment Enhancement	2,200.00			1,092.00			4,569.07	0.00	
A 13-25/13 DPW/Water-Wr Main Leak Detect	9,000.00			2,033.28	166.72		7,125.00	0.00	
A 20-07/14 DPW-Vehicle/Equipment Repl		360,000.00		1,875.00			14,757.22	0.00	
A 20-24/14 DPW-Tree Planting Program		14,000.00		345,242.78			12,645.50	0.00	
A 20-26/14 DPW-Leak Detecton Prog		10,000.00		1,354.50			10,000.00	0.00	
A 20-27/14 DPW-Sewer Pump St Rep Prog		15,746.00		0.00			15,746.00	0.00	
Total Highway	832,139.76	7,703,915.00	221,842.93	8,053,867.79	99,784.03	175,052.38	573,287.84	-136,124.35	

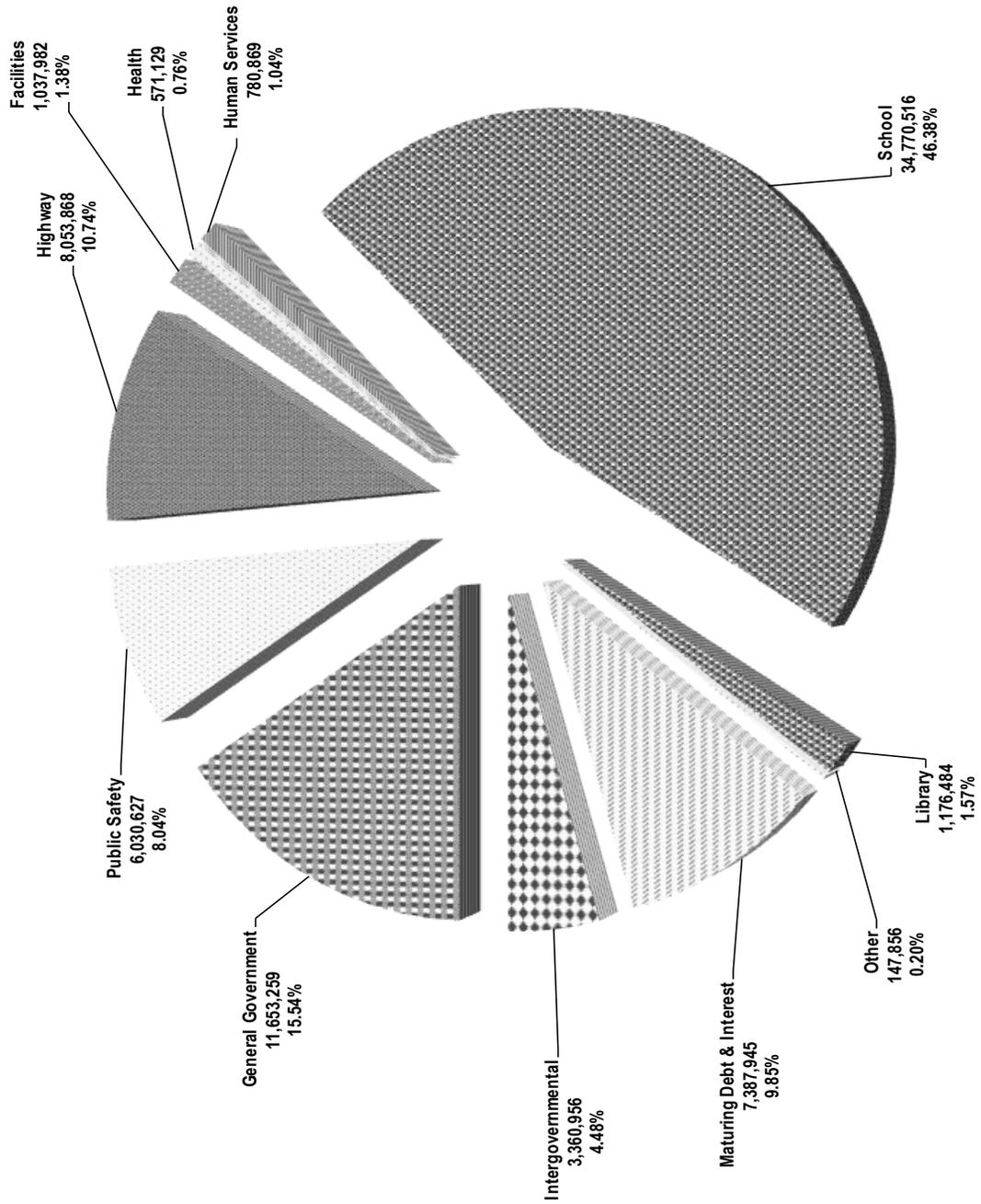
**TOWN OF BEDFORD
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014**

FACILITIES	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances
Facilities								
Salaries		423,474.00	3,111.00	425,430.11				1,154.89
Expenditures		340,794.00	64,663.93	376,787.26		28,670.67		0.00
Expenditures-prior	17,043.44					1,924.27		1.00
Capital Outlay		4,000.00		3,873.00				127.00
Articles								
A 16-09/10 Faci-Tn H all MP RM Stairs RCN	2,487.50							0.00
A 16-12/10 Fac/Sch-Middle Sch Door H/dw-audg	19,242.00				2,487.50		19,242.00	0.00
A 16-14/10 Fac/Sch-Middle Sch Corr. Secure Doors	12,600.00						5,887.72	0.00
A 17-08/11 Fac/Sch-Site Lighting JGIenn	2,454.69				2,454.69			0.00
A 17-08/11 Fac/Fire Public Safety Vid Srv	3,378.96			1,963.96		725.00	690.00	0.00
A 17-10/11 Fac/Fire-Interior Paint/FSt	1,310.45			866.00	444.45			0.00
A 21/10 Fac/School Enrlmnt Prog/Space Pln	12,784.40						12,784.40	0.00
A 14-02/12 Fac/Sch-Capital Maint	21,958.38			19,264.93			2,693.45	0.00
A 14-07/12 Fac/Sch-JGIenn-Space M odification Project	9,903.86			9,903.86				0.00
A 13-01/13 Faci/Fire Enlarge Door Open	3,766.67			2,350.75	1,415.92			0.00
A 13-08/13 Faci/School Program Space Mod	11,785.00						11,785.00	0.00
A 13-10/13 Faci/School Repl A/C Compressor JGMS/Davis	13,150.00						13,150.00	0.00
A 13-11/13 Faci/Fire-Station Ext Painting	4,176.86			2,514.93	1,661.93			0.00
A 13-12/13 Faci/School Interior Painting	2,264.53			2,264.53				0.00
A 13-19/13 Faci/Fire Carpet Repl-Fire Station	5,657.25						5,657.25	0.00
A 13-20/13 Faci/Police Flooding Repl-Police Station	6,650.85						6,650.85	0.00
A 13-23/13 Faci/Library Renodding	6,162.00				6,162.00			0.00
A 13-27/13 Faci/Townwide Energy Conserv Prog	2,755.52						2,755.52	0.00
A 20-01/14 Faci/Police Ballistic Vests	6,000.00	6,000.00						0.00
A 20-02/14 Faci/Fire Rescue System 1	13,000.00	13,000.00						0.00
A 20-03/14 Faci/Fire Auto Pulse	30,300.00	30,300.00						0.00
A 20-06/14 Faci/Sch-Cissm Reno&Space	168,000.00	168,000.00						0.00
A 20-08/14 Faci/Sch-Floor & Repaint	80,000.00	80,000.00						0.00
A 20-10/14 Faci/Lib Tel Sys & Vmail	20,990.00	20,990.00						0.00
A 20-11/14 Faci/JGMS Intermn Sys Rnwl	32,000.00	32,000.00						0.00
A 20-14/14 Faci/Fire Stat Sec Camera	5,200.00	5,200.00						0.00
A 20-16/14 Faci/Lane Hot Wtr Htr	6,500.00	6,500.00						0.00
A 20-19/14 Faci/Davis Custod Scrubber	9,130.00	9,130.00						0.00
A 20-20/14 Faci/VA Garage&Salt Shed Sby	25,000.00	25,000.00						0.00
A 20-21/14 Faci/Fire Plymrent Veh Ex'h Sys	8,200.00	8,200.00			173.00		25,000.00	0.00
A 20-23/14 Faci/Energy Effic Projects	339,096.00	339,096.00					337,686.00	0.00
Total Facilities	159,532.36	1,511,684.00	67,774.93	1,037,982.41	14,799.49	31,319.94	653,606.56	1,282.89
HEALTH								
Board of Health								
Salaries		510,570.00	5,202.00	488,145.90				20,156.82
Expenditures	8,174.43			8,174.43				0.00
Expenditures-prior	3,710.64			23,293.98				4,688.02
Hazardous Waste		14,888.00		3,710.64				0.00
Services - Animal & Pest		37,375.00		10,429.07				4,468.93
				37,375.00				0.00
Total Health	11,885.07	590,625.00	5,202.00	571,129.02	0.00	0.00	7,469.28	29,313.77

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
HUMAN SERVICES									
Recreation Commission									
Salaries		158,969.00	4,354.00	157,579.69			1,801.72	3,941.59	
Expenditures								0.00	
Council On Aging									
Salaries		161,858.00	5,904.00	167,762.00				0.00	
Expenditures		8,167.00		6,716.11			151.37	1,299.52	
Expenditures-prior	190.66			0.00				190.66	
MMHC		2,756.00		2,756.00				0.00	
Capital Outlay		1,093.00		0.00				1,093.00	
Youth & Family Services									
Salaries		172,468.00	4,637.00	176,966.48				138.52	
Expenditures		191,200.00	30,613.90	216,352.39				5,461.51	
Expenditures-prior								0.00	
Bedford Local Transit									
B.L.T. Salary		57,385.00		52,465.52				4,919.48	
B.L.T. Expenditures		747.00		271.11			18.74	457.15	
B.L.T. Expenditures-prior	18.74							18.74	
Total Human Services	209.40	754,643.00	45,508.90	780,868.30	0.00	0.00	1,971.83	17,520.17	
SCHOOL									
School									
Expenditures		34,214,568.00	283,607.79	33,510,142.53		835,791.61		152,241.65	
Expenditures-prior	594,750.24			594,750.24				0.00	
A 16-17/10 School-Wireless-Lane/Davis				0.00			26,594.07	0.00	
A 17-09/11 School Furniture/Equip Replace				23,092.68			13,875.90	0.00	
A 13-05/13 School High Sch Wireless System				6,800.00			5,459.05	0.00	
A 13-15/13 Lane School Smart Boards				0.00			2,000.86	0.00	
A 13-16/13 SchI Copiers-JGM/S/Lane				0.00	1,073.14			0.00	
A 20-13/14 JGMS Ntwk Switch U/pg		102,702.00		101,517.44			1,184.56	0.00	
A 20-15/14 School Photocopier Repl		29,520.00		0.00			29,520.00	0.00	
A 20-17/14 JGMS Smartbd Installah		12,900.00		12,900.00				0.00	
A 20-22/14 Lane Smartbd Installah		31,500.00		29,608.45	1,891.55			0.00	
Vocational Education		505,000.00		491,704.96				13,295.04	
Total School	673,645.94	34,896,190.00	283,607.79	34,770,516.30	2,964.69	835,791.61	78,634.44	165,536.69	
LIBRARY									
Library									
Salaries		791,721.00	15,472.00	806,656.67			345.35	190.98	
Expenditures		375,144.00		354,984.09		336.99	10,907.60	8,915.32	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2014									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Expenditures	9,843.34			9,842.77				0.57	
Capital Outlay / Equipment		5,000.00		5,000.00				0.00	
Capital Outlay / Equipment-prior								0.00	
Total Library	9,843.34	1,171,865.00	15,472.00	1,176,483.53	0.00	336.99	11,252.95	9,106.87	
OTHER									
Historic Preservation									
Expenditures		1,256.00		1,175.95				80.05	
Expenditures-prior								0.00	
Town Center									
Salaries		50,710.00		50,710.00				0.00	
Expenditures		96,162.00		91,280.20		4,872.09		9.71	
Expenditures-prior	4,690.00			4,690.00				0.00	
Total Other	4,690.00	148,128.00	0.00	147,856.15	0.00	4,872.09	0.00	89.76	
MATURING DEBT & INTEREST									
Maturing Debt & Interest									
Maturing Debt		4,987,186.30		4,987,186.30				-0.30	
Interest		1,942,391.00		1,703,246.01				239,144.99	
Community Preservation Act		697,513.00		697,513.00				0.00	
Total Maturing Debt & Interest	0.00	7,627,090.00	0.00	7,387,945.31	0.00	0.00	0.00	239,144.69	
INTERGOVERNMENTAL									
Intergovernmental									
MWRA		3,037,156.00	-68,627.00	2,968,529.00				0.00	
State Assessments		392,427.00		392,427.00				0.00	
Total Intergovernmental	0.00	3,429,583.00	-68,627.00	3,360,956.00	0.00	0.00	0.00	0.00	
GRAND TOTAL	2,735,297.73	76,451,462.00	436,322.00	74,971,492.29	470,898.96	1,138,058.70	1,696,472.28	1,346,159.50	

**EXPENDITURES GENERAL FUND
FISCAL YEAR ENDING JUNE 30, 2014**



TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
SCHOOL LUNCH					
School Lunch Program	2,517.56	621,164.95	549,599.05		74,083.46
Total School Lunch	2,517.56	621,164.95	549,599.05	0.00	74,083.46
FEDERAL GRANTS					
General Government					
ERRP-Early Retiree Reinsurance Program-Req Apr	7,919.42				7,919.42
Total General Government	7,919.42	0.00	0.00	0.00	7,919.42
Public Safety					
Bullet Proof Vest Grant	-630.89				-630.89
FEMA-Flooding-Fire	0.00	10,206.65	6,631.86		3,574.79
EOPSS FFY10 Traffic Enforomt/Equipment Grant-Police	-884.40	1,739.42	855.02		0.00
Firefighting Equipment Grant	245.43				245.43
FY2012 FEMA Assistance to Firefighters-CFDA 97.044	0.00	15,178.00	15,177.41		0.59
Comm-Defined Solutions-Violence Against Women	-49,721.60	166,708.81	151,322.90		-34,335.69
EMPG/MEMA FFY2011 CDFA 97.042	-1,169.19	3,293.08	2,123.89		0.00
FFY13 Pedestrian/Bicycle/Moped Traffic Enforcent Grant	0.00	2,982.99	2,982.99		0.00
EMPG/MEMA FFY2012 CDFA 97.042	0.00	0.00	2,789.90		-2,789.90
Total Public Safety	-52,160.65	200,108.95	181,883.97	0.00	-33,935.67
D.P.W.					
Flooding - FEMA	60,699.64	141,953.39	56,734.57		145,918.46
Total D.P.W.	60,699.64	141,953.39	56,734.57	0.00	145,918.46
Human Services					
YFS-FY13 Wellness Grant MDPH/MAPC-CFDA 93.531	-4,151.74	9,980.00	5,828.26		0.00
YFS-FY14 Wellness Grant MDPH/MAPC-CFDA 93.531	0.00	2,430.00	5,881.99		-3,451.99
Total Human Services	-4,151.74	12,410.00	11,710.25	0.00	-3,451.99
School					
Impact Aid	233,344.23	305,406.13		-150,000.00	388,750.36
N.D.A.A.	7.53	35,161.08			35,168.61
13 Fed SPED 94-142 (240) Entitlement	-128,201.71	186,207.00	58,005.29		0.00
13 Fed Title IIA (140)-Teacher Quality	9,920.57		9,920.57		0.00
13 Fed Title I (305) CFDA 84.010	-117.76	5,837.00	5,719.24		0.00
13 SPED Prog Improvement(274) CFDA 84.027	-2,394.87	9,249.00	6,854.13		0.00
13 SPED Early Childhood (262)	-10,421.55	11,167.20	745.65		0.00
13 SPED Prog Improvement(298)	2,724.28		2,724.28		0.00
14 Fed SPED 94-142 (240) Entitlement	0.00	362,996.00	452,560.04		-89,564.04
14 Fed SPED Early Childhood (262)	0.00	16,003.56	17,317.04		-1,313.48
14 Fed Title IA (305)-CFDA #84.010	0.00	40,878.00	41,773.16		-895.16
14 Fed Title IIA (140)-Teacher Quality	0.00	29,596.00	20,096.00		9,500.00
14 SPED Prog Improvement(274) CFDA 84.027	0.00	3,183.00	6,108.60		-2,925.60
14 SPED SPED Early Childhood Prog Improvement(298)	0.00	2,900.00	2,900.00		0.00
14 Plan/Dev Best Prac in Trans Assmt-CFDA 84.027A	0.00	1,600.00	1,600.00		0.00
Total School	104,860.72	1,010,183.97	626,324.00	-150,000.00	338,720.69
Total Federal Grants	117,167.39	1,364,656.31	876,652.79	-150,000.00	455,170.91

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
STATE / MISCELLANEOUS GRANTS					
<u>General Government</u>					
Cultural Council - Arts Lottery	7,550.66	4,264.37	4,447.61		7,367.42
Primaries/Election	16,913.56		4,550.26		12,363.30
MA Historic Preservation Comm.	319.23				319.23
North/South Bikeway	19,920.00				19,920.00
Medicare	0.00		25.16		-25.16
MassPort Summer Jobs Program/Conservation/Code	-58.50	3,780.00	3,721.50		0.00
Bedford Depot Restoration/Repair-Mass Historical Comm.	0.00		60,650.00		-60,650.00
Total General Government	44,644.95	8,044.37	73,394.53	0.00	-20,705.21
<u>Public Safety</u>					
Hazmat	2,196.23	2,206.16			4,402.39
S.A.F.E. Grant - Fire	3,856.52	6,904.00	6,739.31		4,021.21
School Resource Officer	1,779.47	20,000.00	17,955.64		3,823.83
"Cert" Grant - Fire	85.32	950.00			1,035.32
Crosby Drive Project	5,211.96				5,211.96
FY12 State 911 DPT Training Grant-Police	57.72				57.72
FY13 State 911 Support/Incentive Grant-Police	-23,380.17	13,963.99	2,363.30		-11,779.48
FY14 State 911 Support/Incentive Grant-Police	0.00	7,706.41	33,111.69		-25,405.28
FY13 State 911 DPT Training Grant-Police	-8,827.62	8,401.31			-426.31
FY14 State 911 DPT Training Grant-Police	0.00		5,533.29		-5,533.29
FY13 DMH Jail Diversion Program-Police	0.00	10,000.00	10,000.00		0.00
FY14 DMH Jail Diversion Program-Police	0.00	10,000.00	10,000.00		0.00
Middlesex Turnpike Fire Alarm Grant-Fire	0.00		21,195.87		-21,195.87
Total Public Safety	-19,020.57	80,131.87	106,899.10	0.00	-45,787.80
<u>Facilities</u>					
DOER - ENE 2014 Green Communities Grant-Streetlights	0.00	50,000.00	9,430.00		40,570.00
Total Facilities	0.00	50,000.00	9,430.00	0.00	40,570.00
<u>D.P.W.</u>					
Chapter 90	-188,806.36	172,056.50	914,002.95		-930,752.81
Recycling Grant	2,467.78	208.33			2,676.11
Underground Storage Tank	132.50				132.50
Curbside Recycling	2,423.25				2,423.25
Urban Forestry	-5,000.00				-5,000.00
Mass DEP-DPW Mun Assist Host	7,655.45	71,613.75	76,811.39		2,457.81
Solarize Bedford Brant-Mass CEC/DPW	0.00	2,500.00	299.39		2,200.61
Winter Rapid Recovery Road (WRRRP) Grant	0.00		91,592.95		-91,592.95
Total D.P.W.	-181,127.38	246,378.58	1,082,706.68	0.00	-1,017,455.48
<u>Human Services</u>					
COA-Formula Grant	9,546.55	26,344.00	21,902.14		13,988.41
COA-Corporate Grants	5,097.84		492.65		4,605.19
YFS-Friday's Free	3,268.83				3,268.83
YFS-Parenting Wisely	741.47		741.47		0.00
YFS-Partnership For Children	580.00		580.00		0.00
YFS-Kids Who Care	264.87		264.87		0.00
COA-Progress Grant	4,127.29		200.00		3,927.29
YFS-Peer Mentor Grant	3,716.02				3,716.02
YFS- FY12 CHNA15 Bedford in Motion	141.17		141.17		0.00
YFS-FY12/13-CHNA15-Healthy Communities	5,115.06		5,115.06		0.00
YFS-FY14/15-CHNA15-Healthy Communities	0.00	25,000.00	11,357.01		13,642.99
Total Human Services	32,599.10	51,344.00	40,794.37	0.00	43,148.73

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
Health					
Smoking Cessation	4,600.47		250.00		4,350.47
Hoarding Task Force-Mini Grant	500.00		500.00		0.00
Hoarding Task Force-CHNA15/2014	0.00	5,000.00	4,664.08		335.92
Emergency / Planning-Public Health	82.38	111.38	111.38		82.38
MA Assoc Health Boards Grant	360.84				360.84
MHOA-Tobacco Control Mini-Grant	20.00				20.00
Hoarding Case Management-CHNA15	0.00	7,500.00	292.75		7,207.25
Community Innovaton Challenge (CIC) Grant	0.00	72,345.00	49,798.52		22,546.48
Total Health	5,563.69	84,956.38	55,616.73	0.00	34,903.34
Library					
Incentive/Equalization	30,207.75	8,928.91	7,011.05		32,125.61
Non Resident Circulation	58,743.20	11,848.50	14,983.83		55,607.87
Construction Grant	3,995.91		3,398.79		597.12
Total Library	92,946.86	20,777.41	25,393.67	0.00	88,330.60
School					
Supplemental Hanscom Impact Aid-State	393,445.00	516,729.00	393,463.00		516,711.00
Substitute Teacher Reimburse	-560.00	3,320.00			2,760.00
BBEA/Bedford Education Foundation	1,394.69	26,037.48	12,714.61		14,717.56
School Circuit Breaker	-10,774.13	1,670,785.00	1,318,585.96		341,424.91
Cooperative Svcs Plan (115) Innov IPAD Grant	2,300.00				2,300.00
13 METCO Grant	-58,604.08	103,720.00	45,115.92		0.00
13 Academic Support Svcs (632) Grant	114.37		114.37		0.00
14 METCO	0.00	390,175.00	471,484.57		-81,309.57
14 Academic Support Services (632)	0.00	5,460.00	10,302.19		-4,842.19
Total School	327,315.85	2,716,226.48	2,251,780.62	0.00	791,761.71
Total State / Miscellaneous Grants	302,922.50	3,257,859.09	3,646,015.70	0.00	-85,234.11
GIFTS					
General Government					
Pulte Homes of NE/Hartwell Farms-PERF Guarantee	67,783.21	118.49	57,725.00		10,176.70
TIF-Aspen Consulting/Commun.Solutions	0.00	5,000.00	5,000.00		0.00
16 Concord Rd/Demolition-Historic-Onivoi LLC	0.00	1,500.00			1,500.00
Bedford Community Playground	1,518.02	3.06			1,521.08
Sidewalk Construction	5,750.00				5,750.00
Gift/General	78.56				78.56
Professional Fellows Program	0.00	260.00	260.00		0.00
Traffic Mitigation Fee-50 Middlesex Tpk/Prev Parking Permit Fd	29,700.00				29,700.00
Village at Bedford Woods	5,000.00				5,000.00
Telecom/Technical Assistance	61,833.88				61,833.88
Heritage Middlesex Turnpike	10,815.00				10,815.00
Criterion Municipal Svcs Study	10,000.00				10,000.00
Technology - Cable-related purposes	107,780.00	17,220.00			125,000.00
Planning-Criterion	89,100.00				89,100.00
Land Acquisition-W.Bedford/Concord Rd	2,553.33				2,553.33
Planning-Criterion-Economic Development	10,000.00		5,000.00		5,000.00
Total General Government	401,912.00	24,101.55	67,985.00	0.00	358,028.55
Public Safety					
Contrib & Donation Gun Buyback Program	850.00		150.00		700.00
Police Contribution	1,469.96	1,000.00	1,071.69		1,398.27
Gift Police/Fire	277.73				277.73
Daniel Oates	287.54		287.54		0.00
CPR Course	547.70	517.60	528.44		536.86
Anthony Busa Memorial	225.22		148.47		76.75
Total Public Safety	3,658.15	1,517.60	2,186.14	0.00	2,989.61

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
School					
Bedford Hockey	111.93				111.93
Football/Cheerleading-Glenn	2,047.63				2,047.63
Schools General Gift	-50.00	50.00			0.00
High School General Gift	20,733.50	3,499.50	4,199.89		20,033.11
Middle School General Gift	6,778.05	24,000.00	5,998.62		24,779.43
Job Lane School General Gift	3,023.25	9,989.29	10,164.29		2,848.25
Davis School General Gift	4,081.33	8,647.00	8,131.42		4,596.91
METCO General Gift	1,744.00				1,744.00
Educational Scholarships	15,000.00				15,000.00
Thomas Nolan Make My Day Gift	1,480.00				1,480.00
FBHS Fallen Soldiers Gift	9,171.86				9,171.86
POMS Gift-Patrons of Music Students	1,324.60	1,413.13	1,602.08		1,135.65
Total School	65,446.15	47,598.92	30,096.30	0.00	82,948.77
Library					
Video Cassettes	54.53		54.53		0.00
General	6,893.69	9,307.26	10,562.70		5,638.25
Prabha Sridharan Ramaswamy Memorial Fund	2,982.89	1,000.00			3,982.89
Daniel Nickerson	2,883.74	1,000.00	914.96		2,968.78
Martha Hoo	71.47		71.47		0.00
Kent Stickney	22.80		22.80		0.00
Andy Zuckerman Memorial Collection	14,325.86				14,325.86
Total Library	27,234.98	11,307.26	11,626.46	0.00	26,915.78
Library Corporation					
Building Fund	214.50	0.48			214.98
Building Fund	15.03				15.03
McDonald's Publication	993.28	55.00			1,048.28
Total Library Corporation	1,222.81	55.48	0.00	0.00	1,278.29
Health					
Recombinant DNA	10,000.00				10,000.00
General	2,007.25				2,007.25
Total Health	12,007.25	0.00	0.00	0.00	12,007.25
Human Services					
COA-Gift General	3,588.15	3,683.00	7,271.15		0.00
COA-Gift Transportation	1,125.45	20,350.00	21,475.45		0.00
YFS-Violence Prevention Coalition	1,080.16				1,080.16
YFS-Progress Gift (Child / Needy)	12,715.86	1,290.00	2,166.54		11,839.32
YFS-Americas Promise Alliance	1,390.90		855.33		535.57
COA-Emergency Fund	9,133.41	1,000.00			10,133.41
COA-CWV Safe at Home Gift-Carleton Willard V	3,287.62		2,618.62		669.00
Total Human Services	32,321.55	26,323.00	34,387.09	0.00	24,257.46
Other					
Public Ceremonies	29,282.18	4,015.00			33,297.18
Conservation-Jordan Gardens	1,130.72	750.00	1,225.40		655.32
Conservation-General	0.00				0.00
Recreation Commission Ice Skating	475.06				475.06
Recreation-Barbara Davis Campership	1,085.00				1,085.00
447 Concord Road Gift	-0.19	0.19			0.00
Recreation-The Corner-Youth Center-Gift	50.00				50.00
Total Other	32,022.77	4,765.19	1,225.40	0.00	35,562.56

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
D.P.W.					
Gift/General	2,856.74	1,034.41			3,891.15
C. Midgett Memorial	755.00				755.00
Ball Field Improvement	732.51				732.51
Avalon Drainage Review	-46.94	46.94			0.00
Town Common	1,538.47				1,538.47
Cemetery Plaque	25.00				25.00
Street Trees	2,383.00				2,383.00
Babe Ruth Athletics	262.00				262.00
Kawalski Tree Memorial	175.00				175.00
Avalon Bay Wilson Park Study	25,000.00		13,852.75		11,147.25
Concord Fld Sewer Pump Station	6,288.00				6,288.00
DPW Curbing Restoration Fund	5,085.24	2,294.25			7,379.49
Criterion Offsite Mitigation Consult	105.28				105.28
54 Middlesex Tpk Entrance Consult Services	14,620.00				14,620.00
Bog Bridge Construction-DPW Gift	535.00				535.00
Entegris/9 Crosby Dr Sewer consult-W&S	0.00	34.19			34.19
Entegris Sewer Flow Impact	180,665.00	1,568.02	78,619.84		103,613.18
Allied Waste/Republic Svcs-Outreach	0.00	1,000.00	1,000.00		0.00
Frank Bauman Bench Gift	0.00	1,650.00	1,350.00		300.00
Ralph Hammond Gift	0.00	1,000.00			1,000.00
Total D.P.W.	240,979.30	8,627.81	94,822.59	0.00	154,784.52
Total Gifts	816,804.96	124,296.81	242,328.98	0.00	698,772.79
PERFORMANCE BOND SETTLEMENT					
Performance Bond Settlement	33,000.00		14,955.00		18,045.00
Total Performance Bond Settlement	33,000.00	0.00	14,955.00	0.00	18,045.00
REVOLVING / RESERVED FUNDS					
General Government					
Penalties/Fines/Rest/Selectmen	7,420.00	5,000.00	4,000.00		8,420.00
Penalties/Fines/Rest/Power Options	11,376.12				11,376.12
Penalties/Fines/Rest/Finance	10,191.86	75.00			10,266.86
Penalties/Fines/Rest/TownClerk	15,481.35	1,192.00			16,673.35
Penalties/Fines/Rest/Legal	0.00				0.00
Penalties/Fines/Rest/Planning	0.00				0.00
Depot Park	51,653.05	29,432.74	23,284.27		57,801.52
Cable Television Revolving	97,296.96	219,992.41	177,895.40		139,393.97
Total General Government	193,419.34	255,692.15	205,179.67	0.00	243,931.82
Finance Department					
Medicare	0.00		77.92		-77.92
Total Finance	0.00	0.00	77.92	0.00	-77.92
Public Safety					
Gun Permits	762.50	1,512.50			2,275.00
Penalties/Fines Restitution - Police	-8,533.83	5,876.16	2,735.63		-5,393.30
IRS Revolving-Police Details	-57,690.76	445,530.08	455,051.85		-67,212.53
Penalties/Fines Restitution - Fire	3,577.39	16,261.30	17,339.51		2,499.18
IRS Revolving-Fire Details	8,360.44	25,507.00	31,079.16		2,788.28
Police OT Reimbursement	-1,444.73	26,727.86	16,668.60		8,614.53
Liquor IDs	1,410.53	765.00			2,175.53
Fire Dept Insurance Rev Under \$20K-CH44/53(2)	3,167.53	7,572.39			10,739.92
Total Public Safety	-50,390.93	529,752.29	522,874.75	0.00	-43,513.39

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
<u>School</u>					
BPS-Summer School Online	7,072.17	6,600.00	10,148.78		3,523.39
Adult Practical Arts	10,523.14	435.00			10,958.14
Athletic Revolving	42,106.59	30,303.04	23,600.00		48,809.63
IRS Revolving	-412.23		597.02		-1,009.25
Lost Books CH 88	7,524.26	1,578.02	540.92		8,561.36
School Rental	159,031.35	87,627.08	60,974.03		185,684.40
Vandalism	682.00	68.98			750.98
Meal Tax	-5.86	777.19	714.24		57.09
School Insurance Rev Under \$20K-CH44/53(2)	0.00	634.82	6,900.00		-6,265.18
Penalties/Fines/Restitutions	4,089.49	53,287.29	52,916.97		4,459.81
E-Rate Reimb.	55,683.49	1,814.20	1,724.20		55,773.49
Recycling Product Refunds	583.76	220.50			804.26
High School Nursery Program	22,395.59	101,293.00	84,674.65		39,013.94
Total School	309,273.75	284,639.12	242,790.81	0.00	351,122.06
<u>Library</u>					
IRS Revolving	1,703.90	2,050.00	1,800.00		1,953.90
Library Revolving	37,209.59	13,570.75	3,481.84		47,298.50
Total Library	38,913.49	15,620.75	5,281.84	0.00	49,252.40
<u>Agency</u>					
Sporting Licenses	591.55				591.55
Total Agency	591.55	0.00	0.00	0.00	591.55
<u>Facilities</u>					
Energy Revolving Fd/Utility Incentives	-10,224.00	13,809.00	1,215.00		2,370.00
Facilities Insurance Rev Under \$20K-CH44/53(2)	-1,158.50	1,158.50	6,866.18		-6,866.18
Penalties/Fines/Restitutions	220.12		5,045.00		-4,824.88
Old Town Hall/Town Center Facilities Revolving Fund	384.69	114,401.37	104,379.63		10,406.43
Total Facilities	-10,777.69	129,368.87	117,505.81	0.00	1,085.37
<u>D.P.W.</u>					
Refuse Coll/Recy-Container Sales	25,560.52	15,500.00	14,211.35		26,849.17
Refuse Coll/Recy-Bags Sales	25,648.92	32,700.00	21,966.01		36,382.91
DPW Insurance Rev Under \$20K-CH44/53(2)	577.12				577.12
Penalties/Fines/Restitutions	20,398.42	13,489.58	20,741.26		13,146.74
Total D.P.W.	72,184.98	61,689.58	56,918.62	0.00	76,955.94
<u>Health</u>					
Public Health Prgrms-Vac/Scr/Tst, etc	13,609.43	14,339.85	9,317.29		18,631.99
Total Health	13,609.43	14,339.85	9,317.29	0.00	18,631.99
<u>Human Services</u>					
Recreation Revolving	564,891.47	752,122.66	696,744.75		620,269.38
Recreation Revolving Day Camp	51,132.27	215,846.50	200,809.94		66,168.83
Recreation Revolving Teen Center/After School program	423.31	3,337.50	2,300.00		1,460.81
Recreation Revolving Day Care	112,339.73	609,878.53	582,709.76		139,508.50
Recreation Revolving Springs Brook	-29,673.98	231,214.47	291,585.67		-90,045.18
Recreation Revolving COA	13,902.28	26,396.50	39,265.16		1,033.62
Athletic Fields Revolving	0.00	3,281.25			3,281.25
Total Human Services	713,015.08	1,842,077.41	1,813,415.28	0.00	741,677.21

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS, AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2014					
	Balance 7/1/2013	Revenue	Expenditures	Transfers	Balance 6/30/2014
Other					
Conservation/Wetlands	33,982.41	6,713.30	1,575.81		39,119.90
Conservation By-Law Consulting	626.03				626.03
Conservation/WPA Consulting	8,155.96	16.45			8,172.41
Penalties/Fines/Restitutions-Town Ctr	607.29				607.29
Total Other	43,371.69	6,729.75	1,575.81	0.00	48,525.63
Total Revolving / Reserved Funds	1,323,210.69	3,139,909.77	2,974,937.80	0.00	1,488,182.66
Community Preservation					
Community Preservation-including Reserved funds	3,227,456.15	2,154,403.63	1,775,448.53		3,606,411.25
Total Community Preservation	3,227,456.15	2,154,403.63	1,775,448.53	0.00	3,606,411.25
General Government					
General Government	647,895.71	287,838.07	346,637.12	0.00	589,096.66
Public Safety	-117,914.00	811,510.71	813,843.96	0.00	-120,247.25
School	809,414.03	4,679,813.44	3,700,590.78	-150,000.00	1,638,636.69
Library	160,318.14	47,760.90	42,301.97	0.00	165,777.07
Agency	591.55	0.00	0.00	0.00	591.55
Facilities	-10,777.69	179,368.87	126,935.81	0.00	41,655.37
Highway / DPW	192,736.54	458,649.36	1,291,182.46	0.00	-639,796.56
Human Services	804,964.36	2,031,450.64	1,965,241.01	0.00	871,173.99
Other	75,394.46	11,494.94	2,801.21	0.00	84,088.19
Performance Bond Settlement	33,000.00	0.00	14,955.00	0.00	18,045.00
Community Preservation	3,227,456.15	2,154,403.63	1,775,448.53	0.00	3,606,411.25
Total All Special Revenue	5,823,079.25	10,662,290.56	10,079,937.85	-150,000.00	6,255,431.96

TOWN OF BEDFORD					
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
CAPITAL PROJECTS - JUNE 30, 2014					
	Balance 7/1/14	Bond Revenue	Expenditures	Transfers/ Other	Balance 6/30/14
A 20/04 Land & Easement	21,051.00				21,051.00
A26-01/07 Fire Rescue Pumper	0.00				0.00
A17-18/11 Ambulance Replacement	360.54		246.00		114.54
A20-28/14 Emergency Comm Ctr	0.00		84,159.70		-84,159.70
A20-29/14 Fire Ladder Truck	0.00				0.00
A 3 STM 10/97 Davis School	2,595.26				2,595.26
A 6 STM 10/00 Glenn Middle School	0.00				0.00
A 5/07 HS Renovation	67,425.44		15,801.98		51,623.46
A 8 STM 10/98 Middlesex Tnpk.	0.00				0.00
A 14/00 Sidewalk Construction	0.00				0.00
A 32/01 Water Main Design	0.00				0.00
A 19/03 Water Main (MWRA)	0.00				0.00
A 18/06 Infiltr/Inflow Reduction	395.44		-17.99	111.46	524.89
A12/08 Sewer Infiltr/Inflow	17.37				17.37
A11/08-02 Sewer System Expansion	117,242.70			-117,242.70	0.00
A13/08 Road Resurfacing	11,082.18		3,286.50		7,795.68
A17-17/09 Water Standpipe Paint/Prep	161,979.15		5,520.00		156,459.15
A17-18/09 Shawsheen Well-Constr/Rep	13,993.10		12,682.10		1,311.00
A17-09/09 Water Main Improvement	14,673.54				14,673.54
A18/09 Sewer Infiltr/Inflow-Impr/Study	-4,891.58		840.00		-5,731.58
A16-21/10 North Rd Water Main Replacement	0.00				0.00
A17/10 Sewer Infiltr/Inflow work	59,209.56		660.00		58,549.56
A17-17/11 Water Main Improvements	0.00				0.00
A14-16/12 Water Main Improvements	51,064.19		50,064.19		1,000.00
A15/13 Water Main Improvements	485,095.51		485,638.20	613.74	71.05
A8 STM 11/12 Water Maint Treatment Enhancement	-54,735.40		94,900.00		-149,635.40
A9 STM 11/12 Const/Repr School Way/Mudge Way	0.00		1,956.90		-1,956.90
A19/14 Water Main Improvements	0.00	500,000.00	481,803.31		18,196.69
A15/15 Bedford St Swr Main Improv	0.00		69,750.00	169,571.00	99,821.00
A16/15 Water Main Improvements	0.00		10,142.76		-10,142.76
A17-39/15 DPW Dump Truck Rplcmnt	0.00		0.00		0.00
A4 STM 11/12 Turf Field-HS-Install/Impr	-16,614.95		438,747.29		-455,362.24
A 21/03 DPW Facility	37,522.88		11,190.34		26,332.54
A 22/03 Town Ctr Facility	35,400.51		7,971.58		27,428.93
Total Capital Projects	1,002,866.44	500,000.00	1,775,342.86	53,053.50	-219,422.92

TOWN OF BEDFORD						
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE						
TRUST & AGENCY FUNDS - JUNE 30, 2014						
	Non-Expendable Princ Balance per Treasurer	Balance 7/1/2013	Revenue	Expenditures	Transfers In/Out	Balance 6/30/2014
Non Expendable Trust Funds:						
DPW						
George & Clara Blinn-Cemetery	200.00	1,770.53	35.68	0.00		1,806.21
Lillian Dutton Memorial-Cemetery	85.00	973.23	19.60	0.00		992.83
Emma J. Phelps-Cemetery	1,000.00	15,977.87	321.88	0.00		16,299.75
Total DPW		18,721.63	377.16	0.00	0.00	19,098.79
Human Services						
Goodwin Charity	2,499.00	72,040.81	14,101.68	0.00		86,142.49
Total Human Services		72,040.81	14,101.68	0.00	0.00	86,142.49
Library						
George & Clara Blinn	2,000.00	9,392.01	74.45	0.00		9,466.46
Edwin Brooks	4,251.00	29,527.14	234.05	0.00		29,761.19
Sarah Hartwell Bryant	25.00	1,267.62	10.04	0.00		1,277.66
Kirsten Carr	700.00	6,917.48	54.74	57.43		6,914.79
Lawrence Braverman	585.00	1,385.73	10.98	0.00		1,396.71
Fannie S. Cutler	700.00	67,769.01	2,238.53	2,199.36		67,808.18
Samuel Davis	500.00	2,852.50	22.60	0.00		2,875.10
Jeremiah Fitch	3,000.00	19,594.72	155.32	0.00		19,750.04
Wallace Gleason Webber	1,000.00	5,148.60	40.83	0.00		5,189.43
Franklin S. Lane	500.00	3,221.53	25.52	0.00		3,247.05
Lawrence	100.00	1,377.13	10.91	0.00		1,388.04
E. G. Loomis	1,000.00	2,190.93	17.38	0.00		2,208.31
William J. Niles	5,000.00	118,724.76	3,197.35	0.00		121,922.11
Fannie Wood Prescott	23,827.00	296,098.69	7,824.98	0.00		303,923.67
James Salloway	150.00	1,180.40	9.36	0.00		1,189.76
Mansur Estate	15,000.00	22,451.99	177.95	0.00		22,629.94
Total Library		589,100.24	14,104.99	2,256.79	0.00	600,948.44
School						
Harriet M. Mudge	14,639.00	221,012.97	11,950.71	0.00		232,963.68
Total School		221,012.97	11,950.71	0.00	0.00	232,963.68
Other						
Founders & Patriots	500.00	6,585.77	132.69	0.00		6,718.46
Hartwell House	35,117.00	78,270.37	1,576.86	0.00		79,847.23
Total Other		84,856.14	1,709.55	0.00	0.00	86,565.69

TOWN OF BEDFORD						
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE						
TRUST & AGENCY FUNDS - JUNE 30, 2014						
Expendable Trust Funds:						
DPW						
Sale of Lots		823,587.14	52,070.29	40,378.83		835,278.60
Cemetery Improvement		83,192.39	25,508.90	4,058.84		104,642.45
Shawsheen Cemetery Chapel		19,301.96	388.88	0.00		19,690.84
Total DPW		926,081.49	77,968.07	44,437.67	0.00	959,611.89
Library						
William C. Britton		30,043.35	224.09	2,912.00		27,355.44
General Fund		7,529.21	1,915.45	5,077.57		4,367.09
A.E. Brown-Reprint		1,244.38	9.87	0.00		1,254.25
Nell Sefton Stegmaier		4,354.96	34.52	0.00		4,389.48
Tirzah J. Sweet		15,540.32	123.17	0.00		15,663.49
Total Library		58,712.22	2,307.10	7,989.57	0.00	53,029.75
School						
Ellen A. Boynton		24,560.07	494.80	0.00		25,054.87
High School Scholarships		2,687.57	54.15	0.00		2,741.72
Marion E. Hunt Scholarship		9,722.77	195.87	0.00		9,918.64
Total School		36,970.41	744.82	0.00	0.00	37,715.23
Other						
Hanscom Area Traffic		1,441.06	29.02	0.00		1,470.08
Conservation Fund		51,381.12	1,045.30	134.15		52,292.27
Industrial Area Sewer		11,775.69	237.23	0.00		12,012.92
Stabilization Fund		2,355,871.86	50,625.73	0.00	225,000.00	2,631,497.59
Pension Fund		1,113,996.00	26,905.18	0.00	-150,000.00	990,901.18
Bedford Munic Afford Housing Trust		171,398.71	16,726.46	9,850.00		178,275.17
BMAHT-Condo Buydown		131,952.90		2,736.00		129,216.90
BMAHT-Village/Bedford Woods Forecl		175,446.00				175,446.00
Law Enforcement Trust-State		565.89	0.00	0.00		565.89
Law Enforcement-DEA		133,666.20	163,895.65	140,747.07		156,814.78
Treasury-Law Enforcement Trust		22,594.87	238,692.88	100,095.50		161,192.25
OPEB Post Empl Benefits Liab Trust		3,043,625.62	366,711.96	0.00	538,125.00	3,948,462.58
Dental Claims Trust Fund		205,241.43	380,860.25	374,232.12		211,869.56
Health Claims Trust Fund		668,191.07	13,460.72	79.70		681,572.09
Bond Premium Stabilization Fund		1,088,892.08	20,238.58	0.00	-135,306.00	973,824.66
Seniors At Home Fund		2,101.77	42.36	0.00		2,144.13
Sick Leave Buy Back Compensation		0.00	0.00		375,850.75	375,850.75
Total Other		9,178,142.27	1,279,471.32	627,874.54	853,669.75	10,683,408.80
Total Expendable Trust Funds	0.00	10,199,906.39	1,360,491.31	680,301.78	853,669.75	11,733,765.67
Total All Trust Funds	112,378.00	11,185,638.18	1,402,735.40	682,558.57	853,669.75	12,759,484.76
Agency Funds-Performance Bonds						
Freedom Estates LLC		148,300.00		84,700.00		63,600.00
McDonough Subdivision		6,037.00		3,469.90		2,567.10
Selfridge Road Extension		12,500.00				12,500.00
Page Hill Subdivision-Yvon Cormier		152,060.00			-152,060.00	0.00
Page Hill Lot Rel-Shandel Investments		204,940.00		74,000.00	152,060.00	283,000.00
Deer Meadow		31,700.00		31,700.00		0.00
McDonough Subdivision		82.90				82.90
Deer Meadow		7,971.09		7,971.09		0.00
Bedford Municipal Afford Housing Trust		15,000.00				15,000.00
Total Agency Funds		578,590.99	0.00	201,840.99	0.00	376,750.00
TOTAL - TRUST & AGENCY FUNDS	112,378.00	11,764,229.17	1,402,735.40	884,399.56	853,669.75	13,136,234.76

PUBLIC SAFETY

Fire Department

David Grunes, Fire Chief

PURPOSE

The Bedford Fire Department was established over 185 years ago. The “Bedford Fire Establishment” was created by the Town Selectmen in March of 1828. The Fire Establishment purchased the first fire “engine” for the Town, which was a hand-drawn fire pump nicknamed the “Eagle.” The department was established to provide fire protection to the citizens of Bedford. Our mission has grown over the years with emergency medical services, hazardous material incidents, and rescues becoming integral components of our core mission. In the early 1900s, the department responded to an average of 10 fires a year; 50 years later, in the late fifties, the department was averaging 225 calls a year. We now respond to approximately 3000 incidents annually protecting the citizens of Bedford as well as the thousands of people who enter the Town each day to work in the many commercial and industrial firms located here. The diversity of the community presents a set of challenges to the department that we strive to meet.

Mission Statement

The Bedford Fire Department is a professional and dedicated organization that is constantly evolving to meet the ever-changing demands of the community. Our organization is guided by moral and ethical principals in providing the highest level of quality of services, training/professional development, fiscal responsibility and direct community interaction and involvement. We are forever committed to successfully responding to and mitigating the challenges of fire, rescue, medical emergencies, hazardous materials, disaster preparedness and national security by promoting fire prevention, public education and community risk reduction.

Fire Department Performance Guarantee

As an organization and as individual members of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will; try to do them to the best of our ability every time; and protect the lives and the property of the people who reside, work, and pass through Bedford.

Breakdown of Responses	FY14	FY13	FY12	FY11	FY10
Fires and/or Explosions	50	42	35	44	54
Rescue & Emergency Medical Service	1445	1364	1315	1230	1251
Hazardous Conditions (No Fire)*	150	157	311	189	197
Service Calls*	206	198	226	197	440
Good Intent Calls	102	93	102	86	89
False Alarms & False Calls	407	352	352	371	338
Other Types of Incidents	758	742	701	674	648

* A spike in a single year of Hazardous Conditions and Service Calls is typically weather related and would include an extraordinary amount of power wires down from the pole, flooding issues and similar type incidents.

PUBLIC SAFETY

Fire Department

FY14 Highlights

Fiscal Year 2014 was the most challenging year the Department has faced in terms of the diversity and severity of the emergencies responded to in recent history, responding to over 2350 emergencies and a total of 3118 incidents. The variety of the emergencies encountered during FY14 highlight the growing role in public safety the Fire Department is responsible for. It is no longer just fighting fires.

The year included Lt. Mike Bauman celebrating his 25th year with the department, Group Four being recognized by the regional medical consortium for their participation in the successful resuscitation of a heart attack patient, the ambulance staff assisting with delivering two babies, two serious hazardous material fires, the Department responding to a plane crash and three serious water rescue emergencies.

FY15 Projections

The department is expecting delivery of the new ladder truck in late fall of 2014. The truck will be manufactured by KME Fire Apparatus from Nesquehoning, PA. The truck will be equipped with a 109' ladder, 2000 gallon per minute pump and 500 gallon tank of water.

During the upcoming year the department will begin a multi-year transition to providing advanced life support by cross trained firefighter/paramedics. This program includes the hiring of new firefighter paramedics and the training of up to four internal firefighter candidates to the paramedic level. Upon completion of the transition, this program will deliver high level emergency care to the patient in a timelier manner than the current system.

Police Department

Robert Bongiorno, Police Chief

problems of crime, fear of crime and quality of life issues.

PURPOSE

Throughout FY14, the Police Department continued to take on more challenges in an effort to meet the demands of the citizens of Bedford. The Department will continue to evolve in FY15 to meet the changing needs of our community. We continue to improve community partnerships; intelligence led policing initiatives, and refining training to maximize the effectiveness of our organization, all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving

Organizationaly, the department is divided into operational and detective functions. A command staff of two lieutenants assists Chief Robert Bongiorno in strategic planning, budgeting, and operations. The lieutenants administer the Operations Division and the Detective Division.

EMPLOYEE STATISTICS

Full Time Officers	28.0
Administrative	1.5
Emergency Communications Officers	8.0
School Crossing Guard	0.5
Animal Control Officer	0.5
Traffic Supervisors	13.0

PUBLIC SAFETY

Police Department

FY14 HIGHLIGHTS

FY14 was a very busy year for the men and women of the Bedford Police Department. The Bedford Police Department's Community Services Unit is proving to be a huge success. The Unit is committed to identifying causes of crime, disorder and quality of life issues in the Town of Bedford. It is responsible for traffic initiatives, crime prevention, public relations, and the support of community problem solving activities by the Police Department Patrol Division. During FY14, the Unit supported and sponsored such popular programs as Bedford Day, RAD, Bicycle Safety, Safe Driving, Alcohol Awareness, Safe Routes to School, Child Safety Seat Installations, Council on Aging Programs, Community CPR and many more. Also the Unit conducted tours of the station, public speaking and met with citizens, religious organizations and business groups.

Website and Social Media

The Department continues to improve the police website. On the site, the Department continues to post the monthly call logs, video, news, photos and much more. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department uses Twitter, Facebook and YouTube to post press releases, photos, scam information as well as video Public Service Announcements. Also, the Department has updated its Smartphone App that the public can download, called MYPD, it can be downloaded from an Apple or Android App stores. Through this App, you can get directions to the station, email a



member of the Department, follow our latest tweets, or link to our mobile website. The Department will continue to utilize 21st century technology to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve.

Communities for Restorative Justice

The Bedford Police Department partnered with Communities for Restorative Justice (C4RJ) which is a community-police partnership that offers restorative justice to those affected by crime. This program allows for Bedford to address victim's needs and treat offenders in a new way. The Bedford Police Department also collaborates with ten police departments and the Domestic Violence Service Network (DVSN) to provide outreach and direct support to victims of domestic abuse.

Traffic Enforcement

The Bedford Police Department will continue to prioritize these programs that will advance our community policing philosophy, goals and initiatives. Traffic continues to remain one of the biggest concerns for the residents of Bedford. In FY14 the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding vehicles, drunk driving and seat belt usage. In FY14 the Bedford Police Department partnered with Middlesex Community College on a Service Learning Project with students from the Criminal Justice Program to monitor distracted driving patterns at key busy intersections, a

PUBLIC SAFETY

Police Department

project that yielded important results and one we plan to replicate in the coming year. Additionally, the police department and college partnered on a unique initiative in which the college fully funds the assignment of a police officer to their campus. The partnership, unique to higher education, allows our officer to serve as a resource to the larger college community of students, faculty, and staff. While the assignment provides a security presence for the state's largest community college, it also allows for enhanced community interaction and communication.

Mental Health Program

Eliot Community Human Services in partnership with the Bedford Police Department has been awarded a grant from the Massachusetts Department of Mental Health. This grant will support a newly developed mental health program in Bedford. Eliot has been working closely with the Bedford Police Department for the past several months to develop and implement a police-mental health emergency services partnership. The goal of the program is to divert individuals with mental illness, substance abuse, or developmental disabilities from the criminal justice system to appropriate treatment options. The program model was collaboratively developed by members of the Bedford Police Department, Eliot Community Human Services, Bedford Youth and Family, Bedford Council on Aging, and other stakeholders in the community. This mental health program will station a mental health clinician at the Bedford Police Department. The Massachusetts Department of Mental Health will cover all costs associated with this program including the clinician's salary. The clinician will accompany police officers on calls for service and will provide an immediate evaluation on scene. In the case of non-violent

or misdemeanor offenses, the goal of the program is to provide mental health and substance abuse services as alternatives to arrest. In addition to immediate intervention, the clinician will provide follow-up contact with individuals in an effort to focus on prevention and reduce future repeat calls. Successful engagement in treatment is the key to breaking the cycle of revolving-door police contact for citizens with mental health problems in Bedford.

Partnerships

The department continued to partner with other Town departments in our efforts toward anti-bullying programs, youth activities programs, and the all night graduation. The largest effort to support our youth in Town continues to be our School Resource Officer Program. This remains a top priority in our commitment to provide the youth a safe and healthy environment in the school setting. The Bedford Police Department will continue to maintain, and enhance the partnership we have formed with the Bedford Public Schools. We will also seek to maintain and enhance partnerships with all Town departments with the goal of providing the best service to the residents of our community.

Accreditation

In FY14, The Bedford Police Department was awarded Certification from the Police Accreditation Commission. Certification is a self-initiated evaluation processes by which police departments strive to meet and maintain standards that have been established for the profession by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications,

PUBLIC SAFETY

Police Department

property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. This program not only sets standards for the law enforcement profession but also for the delivery of services to the citizens of Bedford.

Regional Police Initiatives

The Bedford Police Department is a member of the North Eastern Massachusetts Law Enforcement Council (NEMLEC). The Council is a consortium of fifty-one police departments in Middlesex and Essex Counties, as well as the Middlesex and Essex Counties' Sheriff's Offices. The members of the organization operate pursuant to an inter-agency mutual aid and assistance agreement to share resources and personnel to enhance public safety in a fiscally responsible manner. As part of the agreement, each member commits resources from its law enforcement agency to assist other members in an effort to increase and improve their capabilities and capacities.

NEMLEC is comprised of a Regional Response Team (RRT), which includes a Tactical Unit, Special Weapons and Tactics Unit (SWAT), K-9 Unit, and School Threat Assessment and Response System (STARS), Motor Unit, Bicycle Unit, Accident Reconstruction Unit, and a Crime Scene Unit. Officers associated with the various units receive specialized training in crowd/riot control, crisis negotiations, response to school violence, use of specialized weapons, drug interdiction, and many other areas of specialization within the law enforcement profession.

Currently, we have officers assigned to the RRT Unit, SWAT, Motor Unit, STARS, and Drug Interdiction Unit.

School Threat Assessment and Response System

The School Resource Officers are assigned to the Bedford High School. The officers utilize the School Threat Assessment and Response System (STARS), a comprehensive program to prepare, assess, respond, and strive to prevent threats of violence in schools. This initiative is accomplished through mobilizing regional resources that recognize the individual uniqueness and integrity of Bedford schools.

This multi-tiered assessment and response system is designed to provide local officials in Bedford access to specialized resources developed through a collaborative effort. Utilizing the STARS' Protocol, incidents and threats are addressed through response classifications involving varying degrees of consultation, readiness, and intervention.

Once STARS is initiated, local responses are augmented by NEMLEC's regionally coordinated resources including access to personnel and experts with specialized skills, planning and training opportunities, communications systems, equipment and advanced technologies, and protocols for program and techniques evaluation.

AWARDS AND CEREMONIES

The Bedford Police Department will hold its third annual awards ceremony early in FY15. It is essential for a police department to impose internal discipline as well as promote outstanding performance. In recognition of actions taken by our police officers and community members, we will commend several individuals who performed outstanding tasks to support the police department's mission and to make our community stronger and safer.

PUBLIC SAFETY

Police Department

Police Officer Tracey Cook retired in FY14 after almost 25 years of service. Officer Cook began her career in 1990. Officer Cook was assigned to the patrol division. The Bedford Police Department wishes her well in her future endeavors.

The Town Manager appointed Timothy Barry, 22, of Bedford, as a student police officer. Mr. Barry is a graduate of Bedford High School and Middlesex Community College. He is currently enrolled in the Criminal Justice program at the University of Massachusetts Lowell. He previously worked as a Cadet with the Lexington Police Department, where he received extremely high marks from his superiors. He is also a volunteer at the Religious Education Office at Saint Michaels Church in Bedford. The new recruit will be assigned to the Lowell Police Department Basic Recruit Training Academy for a rigorous, 22-week training that includes Community Policing strategy, investigation, traffic enforcement, and creative problem solving. The Academy training will also include approximately 50 classes in police science and other relevant subject areas, taught over the course of nearly 900 hours.

FY14 STATISTICS

Fiscal Year 2014 showed a significant increase in the total number of calls to service for the Bedford Police Department. The Police Department logged 15,150 calls for service, the majority of which involved services other than responding to crimes. This represents an 11 % increase over FY13. Customer service will continue to be a priority within the Bedford Police Department. Our motto of "Serving the Community with Pride" will continue to guide this department into the 21st century. In FY14, 78 people were arrested. No people were taken into protective custody. Protective custody is a

statute that allows police officers to take into custody persons who, due to ingestion of alcohol, are incapacitated or a danger to themselves or others. Although authority gives the police the option of taking a person to his residence or a treatment facility, the police station is often the most viable option. In FY14, 2,558 citations were issued. The Department continues increased traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, Department of Public Works and Town Manager and continue to meet regularly to evaluate and address the traffic concerns of our residents and commuting public.

Calls for Service	FY13	FY14
Motor vehicle crashes	440	440
Hit & run investigations	57	63
Alarms	570	556
Larceny	144	104
Domestic/Family Disputes	112	114
Child Passenger seat installs	52	38
Restraining Orders	145	144
Disturbances	84	64
Noise Complaints	104	124
Breaking and Entering	31	23
Breaking and Entering M/V	12	22
Vandalism	68	38
Elder Affair Encounters	30	25
Total Calls for Service	13,642	15,150

*The Calls for Service chart is a sample of police responses for the fiscal years.

PUBLIC SAFETY

Police Department

	FY13	FY14
Citations Issued	2619	2558
Warnings	1845	1912
Civil	613	464
Criminal	133	151
Arrests	28	31
Total Fines Collected	\$127,652	\$146,479

FY15 Projections

The Department completed its third round of strategic planning using analytical data to drive decision making as it relates to the development of valuable police resources. Implementing the strategic plan will continue in FY15 and bring together technological tools, management practices, real-time data analysis, problem solving and intelligence-led policing that ultimately will lead to *results* - crime reduction, a more efficiently run police department, and modern and innovative policing.

The Bedford Police Department will continue to participate in traffic safety grant mobilizations. Throughout FY15 we will seek state and federal grant funding to increase police patrols to target aggressive drivers, drunk drivers and seat belt violators. The goal is to participate in these grants, making the streets of our community safer to travel.

The Bedford Police Department embraces and is committed to the philosophy of community policing. The concept of partnering with the community to solve problems of crime, fear of crime and the quality of life issues has been institutionalized in the department. In FY15,

the department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with other Bedford Town departments to expand and create new programs in the community. The Bedford Police Department will continue to partner with the Bedford Fire Department and the Middlesex County Sherriff's department in providing a another free summer camp for Bedford children at the Sherriff's Academy in Billerica. The Bedford Police Department will also continue to install child passenger car seats. Our certified technicians will thoroughly inspect child car seats for wear and effectiveness and install them properly to assure the safest ride for our children.

Unfortunately, with the ongoing state budget cuts the community policing grant has been eliminated for police agencies state wide and most of our communities policing programs face elimination in FY15. Although we are faced with this realization, it will not deter the Bedford Police Department from facilitating open dialogue with residents to address issues and challenges facing our community.

Closing

The dedicated men and women of the Bedford Police Department would like to thank the residents of Bedford for their continued support in accomplishing the department's mission of serving the community with pride. The department remains committed to provide the best public safety service and improve the quality of life for all of our residents.

PERMITTING AND LAND MANAGEMENT

Code Enforcement

Christopher Laskey, Director

PURPOSE

The Code Enforcement Department is a public safety office that enforces all applicable codes, laws and regulations to ensure all residential and commercial buildings and structures are constructed and maintained in a safe and usable manner. This office enforces the Massachusetts State Building Code, 780 CMR and the Architectural Access Board Regulations, 521 CMR along with the Massachusetts Electric, Plumbing & Gas Codes and any other applicable rules, regulations and laws related to building construction and safety.

This office also enforces the Zoning By-laws. These by-laws are used to control, among other things, density, parking, height and location of buildings and structures, uses of buildings and structures, requirements for buildable lots, signs, earth removal and overlay districts. The department also enforces the rules and regulations of Weights and Measures and certain aspects of the General By-laws such as the Sign By-law. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and the Historic Preservation Commission (HPC).

EMPLOYEE STATISTICS

Full-Time: 6
Part-Time: 2

FY14 HIGHLIGHTS

There was a significant rise in new single-family residential development this year. This office issued permits for thirty (30) new single-family dwellings. A substantial portion of that number is attributed to what's called "tear

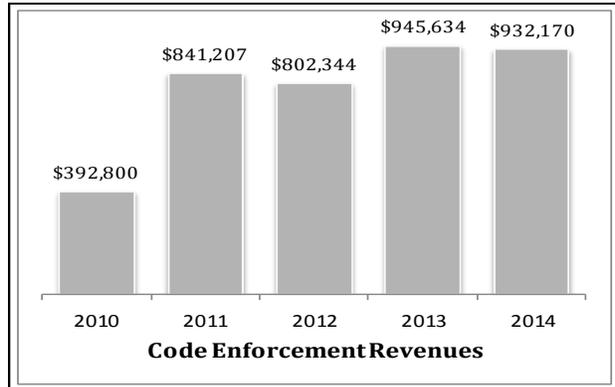
down/rebuilds" where a smaller dwelling is demolished and a large dwelling is built in its place; this is the sixth year in a row that this category has increased going from 16 last year to 22 this year. The Hartwell Farms project by Pulte Homes was completed in early FY14; the project added seventy-five (75) townhouse type dwellings to Bedford's residential stock. Overall, it was a very busy year on the residential side with residential permit revenue increasing by over 14%.

Commercial projects were slightly down revenue-wise from last year. Although the number of commercial permits issued remained consistent to last year, the scope of most commercial projects in Bedford was slightly less than last year; not to say we didn't have a few substantial projects here in Bedford. Some notable commercial projects this year were 201 Burlington Road that underwent a \$4.8 million renovation/facelift completed in late FY14. Other projects started in late FY14 are Aspen Technology, who is currently in the middle of an \$8.7 million project involving three buildings at 20, 22 and 28 Crosby Drive, and Bedford Business Park located on Crosby Drive; they are involved in Phase II of a multi-phase project. This \$3.4 million phase consists of renovations to 4-16 Crosby Drive and site/ landscaping work to revitalize the property. And finally, the Travel Lodge site is finally being developed. Construction of the shell of a new building got underway in late FY14. Fit-outs for the two potential tenants will most likely be completed in early FY15. Even with these large projects, however, commercial permit revenues were down by approximately 9% from last year.

PERMITTING AND LAND MANAGEMENT

Code Enforcement

With the increase on the residential side and some of the larger commercial projects this year, the Code Enforcement Department collected approximately \$923K in permit/misc. fees this fiscal year. The enforcement of the zoning and sign by-laws is also an important aspect of the department's responsibilities and is always a large part in the day-to-day activities of the office.



Code Enforcement Department Statistics		
Permits Issued	Number	Fees Collected
Building	574	\$734,506
Electrical	573	\$107,885
Plumbing	400	\$37,375
Gas	312	\$13,750
HVAC	72	\$4,791
Signs	17	\$4,013
Certificates of Inspection	62	\$2,248
Occupancy	73	\$3,700
Misc./Yard Sales	67	\$330
Fence Compliance Permits	28	\$1,250
Subtotal	2,178	\$909,848

Petitions Filed	Number	Fees Collected
Historic District Petitions	13	\$165
ZBA Petitions	38	\$4,500
Subtotal	51	\$4,665

Miscellaneous	Number	Fees Collected
Admin./Fines	34	\$12,643
W&M Services	9	\$3,045
Site Plan Reviews	4	\$1,200
Zoning Opinions	3	\$300
Misc./Copying Fees		\$469
Subtotal	50	\$17,657
Grand Total		\$932,170

FY15 PROJECTIONS

The *Loomis Street Project* approved by the Planning Board under the Depot Park Overlay District provisions will start in early FY15. This project will consist of nineteen (19) residential units mixed with approx. 2,800 sq.ft. of commercial/retail space. Single-family dwelling stock continues to be strong. Early indications show we are on pace to exceed the number of single-family dwellings constructed last year which is a very good sign.

On the commercial side, the Bedford Market Place (a.k.a. the Whole Foods plaza) is finally getting underway. Site work commenced on this multi-million dollar project in early FY15. Shortly after the site work phase begins, a new addition will be constructed next to Marshalls, followed by the two buildings in the front of the property being demolished and rebuilt closer to Great Road. This will be one of the largest commercial projects within the Limited Business District in quite some time. The infrastructure is scheduled to be completed in late FY15 with new tenant fit-outs continuing into FY16.

These potential projects plus the expected number of permits issued for additions, renovations and homeowner projects are expected to keep this office busy this upcoming

PERMITTING AND LAND MANAGEMENT

Code Enforcement

fiscal year. Ongoing zoning and sign by-law enforcement will continue to be a priority for this office.

This office is committed to customer service and to be a source of information and knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and town by-laws can be

confusing at times so I welcome anyone who has a question or is uncertain as to whether or not they need a building permit to please call our office so we can assist you or if you have access to the internet simply enter the address bedfordma.gov/code-enforcement for a wealth of building, zoning and Historical District information.

Planning Board

Shawn Hanegan, *Chair*
Glenn Garber, *Director*

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. The Planning Board is responsible for administering the Subdivision Control Law, reviewing commercial development site plans, drafting zoning bylaw revisions, undertaking planning studies and various special projects within the Town, preparing the Town's Comprehensive Plan, approving special permits for residential cluster developments, planned residential developments, and mixed use developments, coordinating with regional transportation programs, working with the economic development coordinator, and holding public hearings for designated scenic roads if trees and/or stone walls are to be removed or relocated.

EMPLOYEE STATISTICS

Full-Time: 3

FY14 HIGHLIGHTS

- Planning Board adopted a completely new Comprehensive Plan—prepared largely in-house—on February 28, 2014. The main document and the Appendices was approved, distributed, and posted.

- ◆ Following this, the Board conducted extensive outreach by means of public meetings, news releases, web postings, soliciting written and verbal comments from the public and all parties of interest. This culminated in a 3rd volume entitled Comprehensive Plan Comments.
- ◆ The Board then conducted a series of public, structured discussions to consider and prioritize a long list of potential initiatives emanating from the Comprehensive Plan, particularly involving zoning amendments. The Board decided to make a completely redone Industrial Mixed Use overlay bylaw the lead effort for Special Town Meeting 2014, to provide incentives for attractive economic development.
- Staff and the Board began a close and increasing collaboration with the new Economic Development Coordinator Alyssa Sandoval in helping to present a unified and helpful front for business prospects in the areas of permitting, useful data, and transportation.
- Development permitting highlights:
 - ◆ Bedford Business Park, Crosby Drive, special permit for 3-phased master redevelopment plan

PERMITTING AND LAND MANAGEMENT

Planning Board

- ◆ Completion of permitting for new company at 10 DeAngelo Drive
- ◆ Completion of permitting for first mixed use project in Depot overlay district, 54 Loomis Street, with 19 condos and retail storefronts on street
- Staff began document distribution via Dropbox file sharing website for maximum efficiency and ongoing document access. Have continued to implement and improve modern electronic record-keeping and communications and use of social media and the web page, to create an efficient information management system.
- *Blake Block/64-68 Great Road*: series of minor amendments involving a shrub planting barrier, a new bicycle rack plan and other details – approved July, 2013.

Site Plan Reviews

The Planning Board provided detailed site recommendations to the Building Inspector/ Code Enforcement Officer on the following projects:

- *10 DeAngelo Drive*: Formulatrix (new company)
- *8 Alfred Circle*: adaptive reuse as school
- *201 Burlington Road*: parking and building redevelopment

Reviews of Proposed Development

Special Permits

(advertised public hearings required)

- *54 Loomis Street*: redevelopment project (retail and residential uses) within Depot Area Mixed Use Overlay District - approved after several revisions that extended to August 2013.
- *4-18 Crosby Drive/Bedford Business Park*: multi-phase Industrial Mixed Use redevelopment project (mainly office/ research & development uses) - approved with some matters reserved for later review—July, 2013.

Special Permit Amendments

(major amendments require advertised public hearings)

- *100 Plank Street/former office building #7 (Village at Taylor Pond/Criterion)*: major amendment to Industrial Mixed Use special permit for the larger development, to allow two buildings with 44 multifamily residential units and 6,000 sf of commercial space with associated garages and parking, to replace the currently permitted 69,000 sf office building with associated garages and parking – approved after several revisions, July, 2013.

Definitive Subdivisions

(public hearings required)

- *Athena Lane/93 Hartwell Road 2-lot subdivision*: approved just before start of FY14 but modifications continued into FY14.
- *Isabella Lane/29A Chelmsford Road 4 lot subdivision*: approved Sept, 2013

Approval Not Required (ANR) Plans

Planning Board endorsement is needed prior to recording a plan of land that does not require approval under the Subdivision Control Law. ANR plans endorsed in FY14:

- 201 Carlisle Road
- 198 Concord Road
- 381A North Road
- 40 Crosby Drive
- Wellington Way

Subdivision Performance Administration

The Board also followed up on implementation of previously approved projects:

- *Freedom Estates*: two releases of funds from bond for work performed
- *Hartwell Farms*: partial bond release
- *Lavender Lane*: partial bond release
- *Wellington Way*: release of lots

PERMITTING AND LAND MANAGEMENT

Planning Board

Pre-application Development Discussions

In addition to the above formal reviews, the Planning Board held the following multi-session pre-application discussions with potential developers. Such discussions focus on interpretation of the bylaw and clarification of procedural/ information requirements.

- Veterans Administration Hospital Homeless vet's Housing (for voluntary site plan review)
- Instrumentation Laboratories building addition, Hartwell Road
- 205 Burlington Road reuse
- Café in the Depot Area Mixed Use Overlay District
- Ken's NY Deli expansion
- Bedford Marketplace site plan review
- Irene Road cluster subdivision

Special Fall Town Meeting Article

Flood Plain Zoning for Concord River watershed for FEMA flood insurance eligibility.

Post-development Projects requiring extensive Planning involvement during FY14

- Governor Winthrop /Hayden Highland subdivision: town meeting acceptance of the streets concluded a two year process of trying to close out this subdivision that the developer never finished.
- Freedom Estates subdivision: diligently continued to pursue developer who has not completed the final public improvements in this subdivision
- Blake Block: several discussions involving town staff, board, town counsel, and neighboring residents regarding issues relating to details on site
- Extensive documentation and information gathering associated with property transfer and future development rights involving the parties at Village at Taylor Pond and the formerly-integrated parcel at the abutting 100 Plank Street property proposed for

mixed use development.

- 11 Crestview residence involving sprinkler requirements

Comprehensive Plan

- Planning Board adopted a completely new Comprehensive Plan on February 28, 2014
- After the Board conducted extensive outreach, a 3rd volume entitled Comprehensive Plan Comments was created
- The Board then conducted a series of public, structured discussions to consider and prioritize a long list of potential initiatives emanating from the Comprehensive Plan
- The Board decided to make a new Industrial Mixed Use the lead effort for Special Town Meeting 2014.

Special Projects and Ongoing Commitments

- Provided major drafting assistance to preparation of Bicycle/Pedestrian Master Plan Request for Proposals from Healthy Bedford.
- Began extensive data gathering and research efforts for first initiative from Comprehensive Plan, the completely new Industrial Mixed Use special permit
- Through participation of several Board members, participated in discussions and workshops on regional planning through the following organizations: Metropolitan Area Planning Council (MAPC), H.A.T.S. (Hanscom Area Towns Committee), and M.A.G.I.C (Minuteman Advisory Group on Inter-local Coordination).

Planning Board Website & Social Media

Please visit the Planning Board's website: www.bedfordma.gov/planning or Facebook page: <http://www.facebook.com/BedfordMAPlan> for information regarding the Comprehensive Plan, Meetings/Agendas/Minutes, Policies, Rules and Regulations, and interactive Zoning Map.

PERMITTING AND LAND MANAGEMENT

Planning Board

FY15 PROJECTIONS

The Planning Board will diligently pursue further Industrial zoning amendments for Special Town Meeting 2015.

The Board will also become extensively involved in regional transportation and traffic mitigation programs available through the new Middlesex 3 Coalition Transportation

management Association, as well as the Route 128 Business Council.

The Board will conduct land use and development studies of general business areas at eastern end of The Great Road, with an eye to future improvement and market initiatives.

The Board will handle a growing volume of development permitting cases.

Zoning Board of Appeals

Angelo Colasante, Chair

PURPOSE

The Bedford Zoning Board of Appeals (ZBA) consists of five permanent members and three alternate members who are Bedford citizens appointed by the Bedford Selectmen. The ZBA is a quasi-judicial body that acts on behalf of the Town. The function of the ZBA is to act on petitions from a local citizen or interested party, who wishes to seek approval within or relief from the provisions outlined in the Bedford Zoning Bylaws, Sign Bylaws, or in some cases appeal the Zoning Enforcement Officer’s interpretation of the regulations presented in the Bedford Zoning and Sign Bylaws. The Board also handles Comprehensive Permit applications, better known as Chapter 40B projects, for affordable housing.

EMPLOYEE STATISTICS

Full time: 1

FY14 HIGHLIGHTS

Fiscal Year 2014 saw thirty-eight applications to the Zoning Board, with the approval of thirty-five applications of various types, from residential additions to home occupation businesses to a new bank with an adjacent office use at the Travel Lodge site at 285 Great Road. Three applications were withdrawn without prejudice. The new Sign Bylaw, approved by Special Town Meeting in the Fall of 2013, has opened the door for new kinds of Special Sign Permits, such as movable freestanding signs and interior illumination for signs in the Industrial Zone. The Board will continue to make ensure that these signs not only help new businesses but remain visually and aesthetically appropriate to each business and its surroundings.

FY15 PROJECTIONS

The ZBA will continue its mission to uphold the Zoning and Sign Bylaws, making certain that building and sign projects in Bedford are not detrimental to the Town or the neighborhood in which they are proposed and are in keeping with the intent and purpose of the Bylaws.

PERMITTING AND LAND MANAGEMENT

Conservation Commission

John Willson, *Chair*

PURPOSE

The Conservation Commission consists of seven volunteer members appointed by the Selectmen. Its functions are to oversee the protection of wetlands, waterways, and floodplains and to acquire and maintain open space land for the protection of natural resources and for the benefit and enjoyment of the citizens of Bedford. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40), and the Town of Bedford Wetlands Protection Bylaw (General Bylaws, Section 36 as adopted at the 1987 Annual Town Meeting and amended through ATM95).

The Act and the Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways, and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds public hearings, issues Orders of Conditions permitting work, inspects the work in progress, and issues Certificates of Compliance upon completion. It may issue Enforcement Orders if unauthorized activities are identified that cannot be resolved through more amicable means. Concerning land stewardship, the Commission proposes the purchase of conservation land to the town, arranges the purchases, and oversees the maintenance and use of these lands.

EMPLOYEE STATISTICS

Full time: 1
 Part-time: 1

FY14 HIGHLIGHTS

Wetland Applications, Permitting and Construction Monitoring

The Commission received 25 Notice of Intent applications for both residential and commercial development projects, which is triple the number received in 2013. Orders of Conditions were issued for these applications, setting legal and construction standards as well as post-construction maintenance requirements. Determinations of Applicability were issued for 46 smaller projects, a 25% increase over the previous year. The number of applications for Determinations was a slight increase from the previous year, but the number of Notices of Intent was less than half of those received in FY 2012.

Land Acquisition

The Commission continues to work with the Land Acquisition Committee to identify parcels of open space, natural resource importance, and trail connections. They also work together to contact owners regarding potential acquisitions or easement options.

Conservation Area Projects

The annual maintenance of the beaver control structure at Fawn Lake Conservation Area continues. This maintenance is necessary to limit rises in the water level and prevent flooding. In both wetland and upland areas at the Altmann Conservation Area, the control of glossy buckthorn continues with the assistance of the summer work crew. Maintenance and improvement of other conservation lands was conducted as funds and volunteer assistance allowed. Annual mowing to benefit wildlife habitat and passive recreation was completed at the Clark, Little Meadow, Altmann, Minnie Reid and Jordan Conservation Areas. Identification labels for

PERMITTING AND LAND MANAGEMENT

Conservation Commission

trees and shrubs will be installed along one of the trails at Altmann in 2015.

Trail Projects

The Trails Committee develops an annual report and projections for future work, which includes new trails, trail improvements, bog bridge installation, and trail walks. The efforts and support of the Department of Public Works is integral to the planning and execution of these projects.

Because of the many efforts and projects of the Trails Committee, the Commission anticipates an increased use and enjoyment of Bedford's conservation areas through significant trail improvements, increased maintenance, and better access, signage, and public information.

The Commission approved revised trail maintenance standards for Bedford Conservation Areas. A new sign for the Clark Conservation Area was designed and ordered.

Eagle Scout and High School Projects

Eagle Scout candidate Michael Mahoney developed and constructed a new trail within the Anthony Conservation Area and the McConnell trail easement along Old Middlesex Road. This project included the control of several non-native, invasive shrub species. The Commission commends the local scout and youth groups for their long-standing interest in conservation-related community projects, and the high level of commitment and construction that is consistently achieved.

Jordan Community Gardens

The community garden plots at the George Jordan Conservation Area on Hartwell Road have improved in recent years because of set standards, regulations, and fees to support garden use and maintenance, including brush

removal and path mowing. Bedford residents are encouraged to contact the Conservation Office for more information on reserving a garden plot.



Resident Rob Dobson's Community Garden Plot

Monitoring, Maintenance and Public Information

The Bedford Conservation Land Stewards continued their commitment to monitoring the conservation areas and contributing their time and effort to the land. Residents interested in outdoor volunteer activities are encouraged to contact the Commission or the Stewards. The summer land and trail maintenance program provides annual improvements to the open space areas, due to the excellent efforts of the summer crew. One of the Commission's major goals, as illustrated at Fawn Lake and Hartwell Town Forest, is to manage the existing conservation areas for a balance of habitat diversity and passive recreational opportunities. Unfortunately, vandalism continues to be a problem within some of the Conservation Areas, with serious damage to recent improvements and signage. Residents are encouraged to be watchful over neighborhood conservation lands and to assist the Commission in prevention and education.

PERMITTING AND LAND MANAGEMENT

Conservation Commission

FY15 PROJECTIONS

The Commission hopes to introduce residents to the new conservation areas and trails, and welcomes local amateur naturalists to participate in planning and leading interpretive walks. Links to various areas, views, and natural resource features are planned for the Commission web site. Observations and photographs of reptiles, amphibians, unusual animals, birds, and native plants within the Town are welcome. Several rare turtle species exist in Bedford and the Commission asks residents to consider their vulnerability to automobile traffic, particularly on Dudley and Davis Roads. Research materials and fact sheets are available in the Conservation Office on rare (state-listed) amphibians, vernal pools, lawn maintenance, native plants, native shrub plantings, regional watersheds, priority habitats, non-native, invasive species control, and conservation land protection options.

The Commission continues to manage the Conservation Fund to allow the purchase of small parcels and appraisals of larger properties. The continued support of the Town for open space preservation will allow an irreplaceable legacy to pass to future generations of Bedford residents. Bedford has carried out consistently successful protective efforts, and yet has many landscape and watershed areas of significant natural resource value that are under threat from development pressure. The Commission hopes to expand public awareness of these areas and their values. Volunteers are needed to serve as Commission members. Although the role is exacting and challenging, the rewards are great in terms of contributing to the future integrity of Bedford's landscape and resources. Those interested in serving on the Commission should contact the Volunteer Coordinating Committee, the Town Manager's Office at Town Hall, or the Conservation Administrator at (781) 275-6211.



Fawn Lake

HUMAN SERVICES

Board of Health

**Beatrice A. Brunkhorst and
Thomas J. Kinzer III, Co-chairs
Heidi Porter, Director of Public Health**

PURPOSE

Through their many programs and activities, the Bedford Board of Health and their experienced departmental staff, endeavor to protect public health, prevent disease, and promote the overall health and well-being of the community. The Board establishes local regulations and enforces local, state and federal mandates relating to inspections and permitting, investigation of complaints, public health education, school nursing and emergency preparedness planning.

The Board of Health consists of five elected members and meets monthly in the Town Center building. They invite you to visit their website for information on programs and events, and public health information - www.bedfordma.gov/health

EMPLOYEE STATISTICS

Full-Time: 8
Part-Time: 1

FY14 HIGHLIGHTS

During Fiscal Year 2014, the Board of Health implemented some new and innovative programs to ensure the Town is prepared to respond in the event of a medical or other emergency.

We conducted our annual Flu Clinic in October at the John Glenn Middle School as an exercise of our Emergency Dispensing Site Plan. This plan has been developed to ensure response and distribution of medical or other emergency supplies to the residents of the Town within 48 hours of an event. The materials distributed in an emergency might be antibiotics in the event

of a biological attack or food or water distribution in the event of a severe weather event where acquisition of provisions is limited, we practice with the distribution of seasonal flu vaccine. We are able to exercise our clinic set up plan, volunteer deployment protocols, resident registration and documentation process, traffic plans and through-put rates. By attending this event and receiving the flu vaccine at the town clinic, you help us to help you!

At Bedford Day 2013, an added feature to the BOH collaboration with Emerson Hospital for health screenings and provision of outreach programming, was offering flu shots. Community Health Nurse Joyce Cheng vaccinated 163 visitors at our tent. It was a fantastic opportunity for Bedford residents to be vaccinated earlier in the season to start to build immunity against the seasonal influenza virus and receive longer seasonal protection against the flu.

In collaboration with the Police Department, the Board of Health acquired a kiosk for collection of household medical sharps, which includes needles, lancets and syringes used in the home to administer medication or test blood. The sharps kiosk was placed adjacent to a separate prescription drug collection kiosk in the Police Department lobby. These kiosks allow Bedford residents 24 hour a day access for proper disposal of medical sharps and unwanted prescription drugs.

In FY14, the Board of Health collaborated in the application for and execution of four grants: \$5,000 from the Community Health Network Area 15 for case manager training and directed case management to specific, troubling hoarding cases; a \$9,924 Community Transformation Grant (administered by

HUMAN SERVICES

Board of Health

Healthy Bedford) to develop and implement a Healthy Dining program with Bedford food establishments; a \$111,300 Community Innovation Challenge grant with 32 partner town to implement a tick-borne disease network to test ticks and surveil tick-borne diseases in MA; and \$4,200 in Public Health Emergency Preparedness funds for communications, shelter supplies and establishment of an emergency response equipment inventory database.

A community event highlight from FY14 was a March 2014 “Tick Talk” by Professor Sam Telford III, ScD, a leading researcher in tick-borne diseases from Tufts University, who gave an important educational presentation on “The Ecology and Management of Tick-Borne Diseases.” Dr. Telford explained that while Lyme Disease was the top infectious disease reported in Bedford in 2013, it is preventable and he provided information on Bedford residents can keep their families and pets safe from tick-borne illnesses. A video presentation of Dr. Telford’s talk can viewed on the Board of Health website at www.bedfordma.gov/health under the Tick Information link.

FY14 STATISTICS

School Health Program

The School Nurses serve a diverse population of school children and are able to provide a 94% return to class rate based on the services, care and consultation given. This statistic is higher than the state average and has held steady for the past several years even given the increased medical, social and behavioral needs within the population which result in an increase in the amount of school nurse contact time with students.

Referrals to the School Nurses in the School System	
Reasons for School Nurse “Contact”	Number
Minor Injury/First Aid	3,802
Major Accidents (needing medical evaluation)	9
General Illness	4,368
Health Maintenance/Treatments	8,456
Miscellaneous	1,966
Medications (administered or supervised)	6,694
Staff Health Encounters	572
Screenings	458
School Team Meetings	43
Conferences:	
School Personnel	1,531
Students	3,090
Parents	3,528
Total School Health Contacts	34,517
Additionally, 233 School Physicals were conducted by School Physician and School Nurse Staff (including transfers, sports, conferences, and postural screenings)	

Community Nurse Program

Community Nurse Program	
Client Base	40
Clients Admitted	2
Clients Discharged	3
Home Visits	34
Office Visits	50
Attendance at Blood Pressure Clinics	118

HUMAN SERVICES

Board of Health

Communicable Disease Cases Evaluation & Follow Up	
Babesiosis	2
Campylobacter	1
Hepatitis C	8
Human Granulocytic Anaplasmosis	1 (1)*
Influenza	46
Lyme	18 (29)*
Pertussis	1
Shiga Toxin	1
Tuberculosis	0 (1)*
LTBI	7
Group A Streptococcus	2
Varicella	1 (1)*
NOTE: (number)* Indicates suspect cases, i.e. cases with clinical and/or laboratory evidence of the disease reported prior to the confirmation of the diagnosis	

- Board of Health Bulletins: Monthly display of health topics
- Walk with Health program for Employees and Seniors
- Lyme Disease Outreach: Tick Talk, Multi-Purpose Room
- Bedford Plaza residents: Health Consultation (cases referred by Social Worker), BP screenings, Flu Clinic, infectious disease management, newborn care information

Food Protection/Environmental Health and Sanitation Program

The Health Agent position was filled in March 2014 after a 5 month gap. FY14 environmental health program projects included establishing a mobile food truck application and plan review, revamping of the Temporary Food Establishment application and expanding on the annual pool audits program.

Community Education Projects and Health Screenings

- Bedford Day: Emerson Screenings, BP screenings, Flu Shots, Mosquito and Tick Bite Prevention
- Sharps Disposal and Prescription Drug Return days (2)
- Flu Clinics: 21 Clinics, with 1,029 doses of flu vaccine administered
- Pneumococcal Vaccine Clinic (2)
- Shingle Clinics (2)
- Health Talks at COA
 - ◆ Shingles and Shingles Vaccine
 - ◆ Heart Health
 - ◆ Eat for Your Health
 - ◆ Let's Talk about Sleep
 - ◆ Hot Weather Safety

Food Protection/Environmental Health & Sanitation Program	
Area of Program Management	Number of Inspections
Food Related	
Food Establishments (Retail & Service)	157
Complaints	6
Pool Related	
Beach/Pools	17
Pool Audits	16
Camps	7
Complaints	
Nuisance	13
Noise/Animals/Odor	12
Housing	18

HUMAN SERVICES

Board of Health

Hazardous Materials Program

Hazardous Materials Program	
Hazardous Materials Registrations for Bedford Businesses	29
Recombinant DNA Permits for Bedford Businesses	8
Household Hazardous Waste Events- Bedford Resident Visits	190

FY15 PROJECTIONS

In FY15, the Board of Health will be reviewing and updating the current Keeping of Animals Regulations in an effort to streamline the application process and ensure residents wishing to keep animals are able to implement best management practices to prevent nuisance conditions. Additionally we will work with our

Hoarding Case Managers to obtain timely and effective mitigation to Sanitary (Housing) Code violations that exist in Bedford relative to excessive accumulation of materials that can result in negative public health impacts. Grants that have been received will support case management and enhance local response capacity.

The Board of Health, including the School Nurses, appreciates the continued collaboration with the volunteer members of the Bedford Medical Reserve Corps and, with their help, is looking forward to having another successful year in vaccinating the Bedford community against seasonal flu. Please visit the Board of Health website, www.bedfordma.gov/health, for flu clinic dates and locations.

Council on Aging

Roberta Ennis, Chair
Lori Dance, Director

PURPOSE

The mission of the Council on Aging (COA) is to provide services, programs, and activities to maintain and increase the independence and quality of life of Bedford's 3,293 residents age 60 and older (about a quarter of the population), to provide assistance for family caregivers and professional elder service providers on whom Bedford elders depend, and to promote an interdependent, multigenerational community. To achieve these goals, the COA offers programs as follows:

- Arranging and coordinating in-home services for frail elders and providing information and referral to elders and their caregivers to assist them to remain safely and

independently in our community or to find an appropriate assisted living or nursing facility when staying at home is no longer an option

- Educating the community, including elders, their families, professionals who serve elders, and businesses, about aging, the health, legal and financial challenges of the transitions of midlife and older age, and how the needs of elders can be met with community resources.
- Offering on-site health services, health education programs, wellness screenings, and fitness programs
- Providing individual counseling, consultation, information, and education to elders and their family caregivers about aging-related issues, services, and resources.
- Offering social, educational, and recreational activities

HUMAN SERVICES

Council on Aging

- Developing and coordinating volunteer and employment programs to benefit elders, businesses, and the community

Such activities and programs assist Bedford elders and those reaching later life to meet the physical, emotional, and financial challenges of aging, as well as to take advantage of opportunities for personal development.

EMPLOYEE STATISTICS

Full-Time: 3
Part-Time: .14

FY14 HIGHLIGHTS

Senior Center Programming

Active attendance at COA activities continues to remain consistent. Our total attendance of 23,433 for FY14 is slightly higher than last year, as was the average daily use of the senior center (79 people per day). However, our unduplicated count of 884 seniors is slightly lower than last year. With the current 60 plus population at approximately 3,300, such numbers reflect that over 30% of the Town's senior population has used our center or services at least once within the past year. At this time we do not track non-Bedford seniors who attend the programs, yet in the future with available software, we would be able to gather more refined usage data. We continue to expand and innovate our programming in response to the emerging needs of a diverse group of seniors with encouragement of senior-driven programs.

The COA had a number of notable activities and accomplishments this past year:

- We continued to introduce evening programming in an attempt to attract people between the ages of 60-70 who do not come to the COA regularly and who may still be working during the day. The "Single Again" group has been very successful, increasing

from 18 to 26 members and continuing to grow. We were also pleased to have had a strong attendance at the various other evening programs that were offered. We will be offering more evening presentations in the upcoming year.

- We continued to partner with the Hoarding Response Team on the open cases in Town as well as in developing our resources for managing these complex situations. A collaborative grant was awarded to Bedford and Burlington from the CHNA15 (Community Health Network Area 15) for a case management component. We are looking forward to having a case manager as part of our team to help with follow up for the residents with whom we are working. This has been a crucial piece that has been missing since we began our efforts. Several opportunities for training and community education are also in the planning stages.
- Based on senior expressed interest, we offered a six-week Tuesday night "Learn to Draw" class under the instruction of Bedford High School teacher, Katie Sussman. Students learned the basics of drawing using different types of mediums. Those who participated gave an overwhelming amount of positive feedback. We hope to be able to offer more classes in the next year!



Cupcake Decorating Event

HUMAN SERVICES

Council on Aging

- The Bedford Council on Aging celebrated our 50th Anniversary this year! 100 people enjoyed a special reception at the COA. Amongst those who attended were State Senator Mike Barrett, State Representative Ken Gordon, and Roz Fronteira of Congressman John Tierney's office. We were thrilled to have members of the Board of Selectmen and Town Manager Rick Reed also joining us to celebrate. The food, catered by local businesses, was a big hit and our Songbirds leader provided us with some lovely music.
- In collaboration with Minuteman Senior Services, we offered a six week Healthy Eating Course. This course is one of several evidence-based courses from the My Life, My Health program. We have offered others from this program in the past that were successful. This is a newer course and we are excited to be able to offer it with funding from Tufts Healthcare Foundation.



Dog Training Program

Fitness

In cooperation with our Osteofitness instructor, Beverley Ikier, we offered a 4-week Hand Workshop for people who have hand pain. Beverley's philosophy which teaches alternatives to medication has been very well received and the participants have seen some impressive results. The hand workshop will be offered again this summer. Osteofitness, which

is aimed at combatting Osteoporosis and Osteoarthritis, is part of our ongoing fitness program and meets twice weekly.

Transportation

The Bedford Local Transit (BLT) continued to be widely used this year as did our Wheels of Life medical transportation program. During FY14, the Wheels of Life program provided 354 rides to seniors. Transportation is a growing need for Bedford seniors. The Council on Aging began exploring the possibility of implementing a taxi voucher program similar to those that are currently in operation in surrounding towns.

Services for Frail Elders

We established a Hoarding Response group following some complex cases we had been working with in Town. In collaboration with other key Town departments, we have been gathering resources for both the members of the response team and also the community in hopes of helping those households who have been identified.

FY15 PROJECTIONS

In the coming year we plan to increase our attendance by continuing to outreach new participants. We plan to continue working with the Hoarding Response Team including providing community education. We also plan to implement some new opportunities which will provide support to caregivers.



Ice Cream Social

HUMAN SERVICES

Recreation Department

Ronald Richter, Recreation Commission Chair
Amy Hamilton, Director

PURPOSE

The Recreation Department offers a variety of programs throughout the year. These programs reflect the interests of the residents and foster a sense of community in Bedford. Programs are self-supporting and costs are kept to a minimum thanks to the volunteer efforts of many dedicated residents. The administration of the department is supported by funds appropriated at the Annual Town Meeting, as well as by funds generated by program fees. Office hours are Monday - Friday, 9:00 a.m. - 4:00 p.m.

Department guidelines and policies are established by a five member commission that is appointed by the Selectmen. The commission meets once per month in the Town Center building. Meeting notices are posted with the Town Clerk and meetings are open to the general public.

Three or four town-wide mailings are made each year to distribute program brochures to each residence. Recreation information is also posted on the department's website.

Recreation programs are typically held at 12 Mudge Way in the Town Center Building rental space, public school facilities, various rental facilities, and at Springs Brook Park or on fields maintained by the Department of Public Works. Throughout the year, Recreation programs for youth and adults include: dance, gymnastics, the arts, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, science and special events and trips to shows and places of interest. In addition, the Recreation Department coordinates the Town's annual Bedford Day, Summer Concerts and Tree Lighting.

Summer recreation in Bedford is busy with popular programs such as sports camps, theater, science camps, Springs Brook Park swimming and swim lessons, Summer Adventures, middle school summer programs and Kids' Club.

The Kids' Club program is the Recreation Department's school-age child-care program for children in grade kindergarten through grade five. Housed in Town Center rental space, it operates all year and, not only meets the child care needs of residents, but also offers children wonderful activities in a safe and caring environment.

The Corner is the Recreation Department's youth center for middle school age children. It offers structured and non-structured activities for sixth through eighth grade students after school.

The Recreation Department recognizes the tremendous contribution made by the many recreation volunteers. Recreation basketball, soccer, and skiing are all programs made possible by the volunteer spirit and effort of Bedford residents.

Private organizations offering recreational programs for Bedford youth include Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford Recreation works with these private organizations to understand their field and gym requirements, schedule the fields, permit the field use, and develop forward looking infrastructure requirements. The Recreation Department offers guidance to these programs based on years of programming experience. Interaction with these organizations, as well as

HUMAN SERVICES

Recreation Department

ongoing communication with families involved with the Recreation programs, enables the Recreation Department to understand the ever changing needs of the Town. This connection with the families of Bedford is a true partnership.

EMPLOYEE STATISTICS

Full-Time: 2*

*Additional staff funded by Recreation Revolving Fund (program fees)

FY14 HIGHLIGHTS

- Many residents of Bedford volunteered to coach, chaperone, and coordinate programs and activities. Without their support, these programs would not exist.
- Summer concerts venue was re-paved and a shade awning was installed.
- Many Recreation programs were at or near capacity throughout the year.
- New synthetic turf at Sabourin Field was scheduled for many events throughout the year.
- Synthetic turf was installed in the Kids' Club play yard, enabling significantly greater use of the yard.
- New hours of operation began at Kids' Club, opening at 7:00AM rather than 7:30AM.
- Repairs were made to the skate park.
- New backboards were purchased for the outdoor basketball courts at BHS.
- New recreation management software was installed and data from the previous system was converted.
- Participation in Bedford Recreation programs by Hanscom Air Force Base residents increased in FY14. HAFB residents made up 6% of the Bedford Youth Soccer program.
- Many at risk youth were served, often in partnership with our school liaisons.

- Financial assistance permitted a significant number of residents to participate in Recreation programs.
- A very successful Police/Recreation Basketball League for high school students began; fifty BHS students participated and they were coached by Bedford Police.
- 45 Bedford teens were hired to work as Crew at Springs Brook Park; 37 local teens and young adults were hired as Lifeguards. There were 600 swim lesson registrations for the summer at SBP.
- 43 Bedford teens and young adults were hired to work at Summer Adventures.
- 60 Bedford teens were hired to work as Basketball Referees.
- A bench at Springs Brook Park was installed and dedicated to longtime Recreation Director Frank Bauman who passed away in December 2013.
- The Recreation Basketball League was renamed the Frank Bauman Basketball League.

FY15 PROJECTIONS

- New safety practices will be implemented at Kids' Club.
- Plans for pool design for Springs Brook Park will be supported.
- Program options will continue to increase. Space needs will be addressed.
- Kids' Club enrollment automation will commence.

The Recreation Department looks forward to involvement with the residents of Bedford in FY15. Those interested in teaching programs, coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.

HUMAN SERVICES

Youth and Family Services

Tom Pinney, *Advisory Committee Chair*
Sue Baldauf, *Director*

programs, the Peer Mentoring Program, and a youth website.

PURPOSE

As a result of our Strategic Planning process five years ago, we continue to live our revised mission and operate with that revised bylaw. The mission of Bedford Youth and Family Services (YFS) is to identify and address the social, emotional, and developmental needs of children, youth, adults, and families in Bedford through programs and services that support and nurture. The services we provide include:

Supportive Counseling

- Confidential individual and family counseling related to family life and adjustment issues
- Crisis intervention and assessment
- Assistance with local entitlement programs like veterans benefits and fuel assistance

Community Education

- Forums and seminars to strengthen parenting skills, improve life adjustment, and encourage healthy lifestyles and family life
- Collaboration with community groups and school and town officials on the Youth Risk Behavior Survey and towards best serving the needs of youths and families

Resource and Referral

- Information about existing resources
- Outreach and referral for appropriate services
- Up to date educational pamphlets, resource guides and materials

Youth Empowerment

- Positive alternatives for youth through after school programs; tobacco, alcohol, and substance use education, prevention and diversion programs; and the Job Match Program
- Promotion of the development of a strong and positive youth voice through collaboration with schools, police and other youth serving organizations on youth

Bedford Youth and Family Services envisions a town committed to the well-being and safety of children, youth, and families; a town that promotes community awareness of healthy lifestyles; and a community where these commitments are demonstrated in policies and actions. Our focus will be on prevention, wellness, and a commitment to excellence. We continue to strive to improve the health of the people we serve through individual or family intervention, community education, resource assistance, and youth empowerment and support. The Department works closely with schools, police, community agencies, citizen groups, and the courts.

Youth and Family Services is guided by the following strategic goals:

1. Develop and maintain a comprehensive system to serve the social, emotional, and developmental needs of the citizens of Bedford.
2. Strive to improve the health of our residents through supportive individual and family counseling, community education, and youth empowerment and support.
3. Collaborate and model partnership in service to our mission with Town departments, schools, community organizations, parents, youth, and citizens.
4. Promote inclusiveness, diversity, and cultural competence in mobilizing community resources to best serve the needs of all citizens.
5. Obtain and manage the financial resources necessary to further our mission and accomplish our strategic goals.
6. Advocate for and implement the infrastructure necessary to accomplish our tasks.

HUMAN SERVICES

Youth and Family Services

EMPLOYEE STATISTICS

Full-time: 2

Part-time: 2

FY14 HIGHLIGHTS

The Department successfully met or actively worked on its strategic goals as well as its special projects for the year. We remain active partners with several Town departments, all the schools, parent groups, and citizen groups like the Violence Prevention Coalition, the Bedford Community Partnership, the Regional Early Childhood Advisory Council, and the Chamber of Commerce. We continue to promote inclusiveness, diversity, and cultural competence in both our individual and programmatic dealings. We manage our resources with frugality and seek outside funding for special projects to offset Town budget expenditure. Our honed mission statement and strategic goals will continue to guide our daily work and future initiatives.

The department receives community oversight by a 9 member citizen advisory committee that meets regularly 5 times a year.

We continue to benefit from our office space centrally located in the renovated Town Center building. Our residents drop in with more frequency and are positively impacted by the bright, cheery surroundings. We continue to be grateful to the Town and its residents for continued support of our work.

Supportive Counseling

This year marked the twenty-fourth successful year collaborating with Eliot Community Human Services in Concord on the provision of counseling services to Bedford residents. Services were provided by five licensed, trained clinicians at our offices at Bedford Town Center building, at other school or

community sites, or at the Eliot offices in the Community Agencies Building next to Emerson Hospital. Just at our Bedford site, counseling services have been provided to about 100 different people over the course of the year with about 700 contacts, from a low of 42 to a high of 66 people each month. The five clinical staff have held almost 1300 sessions during the year at our Bedford site, the low being 71 sessions a month and the high being 130. Slightly fewer sessions have been reported in Concord, with about 48 residents choosing that site for services.

The contract owes its success to the commitment of responsiveness established by Bedford and carried out by Eliot as well as the range of services available at Eliot, including psychological testing and medication assessment.

The Prevention Coordinator also continued responsibility aiding residents with the Fuel Assistance application process, completing all ten of the new applications this year and one re-certification as well as assisting residents with applications for housing, Food Stamps, or other forms of aid. This included fielding countless phone calls, as well as the regular maintenance of the Youth and Family Services and Teen websites on the Town homepage.

This year marked the first full year of providing Veterans Services for Bedford residents as part of a district with the Town of Lexington. Created in February 2013 and recertified this year by the Massachusetts Department of Veterans Services through June 30, 2016, the Lexington-Bedford Veterans District mission is to support veterans and their families in need of service and provide information and access to services for which they are eligible under the law. The district has

HUMAN SERVICES

Youth and Family Services

a full-time Director and part-time Veterans Services Officer.

Due to the marked increase in veterans residing in the community and increased need for services, the Lexington-Bedford Veterans District provides high visibility, regular Bedford hours, newspaper articles, and regular visits to community settings for educational and support purposes. We have documented around 400 face-to-face contacts on veterans' related issues, fielded over 600 phone calls, and provided over 25 community support sessions. We continue to be involved with the sixty units of veterans housing developed and occupied at the Bedford Veterans Hospital and have the majority of new clients from that site. We participate regularly in the Patriotic Holidays Committee and Veterans Day and Memorial Day remembrances.

Community Education

We continue our twentieth year of school and town collaboration on Prevention Services. Our full time Prevention Services Coordinator has responsibility for not only the prevention work but also the After School, Peer Mentoring, and the Youth Website. The Safe Homes Program, which is designed to support parental limit setting about alcohol and drug use at teen parties, entered its ninth year with a stable enrollment of about 314 families. This year marked the fifteenth annual town-wide Substance Abuse Awareness Month with prevention focused newspaper articles and bulletin board displays at both the middle and high schools related to topics like stress, friendship, transitions, safe driving, and alcohol use. We facilitated the administration of the eighth Youth Risk Behavior Survey done April 2014 in collaboration with the Bedford Public Schools and Social Science Research and Evaluation (SSRE). We continued our regular

prevention programming at all schools and successful offering of tobacco, drug and alcohol education and diversion programs with both the Police Department and the school system. We continued the eighth year of our Volunteer Opportunities Book with listings from Bedford organizations and made available to Bedford youth and other residents looking for community service possibilities.

Our parent education series was limited this year to two events focused on stress reduction and both occurring on back to school nights. We reached about 250 parents and professionals and collaborated with the schools and local parent organizations. Due to scheduling constraints in offering evening seminars, we developed a web based parenting section on our website and enhanced resources and offerings there.

We collaborated with the Bedford Police on alcohol and drug diversion, domestic violence response, and a school resource officer. We continue to work with School and Town representatives to further develop crisis response capability in sync with the Town's emergency procedures. We maintain contact with our core group of community professionals available on the mental health crisis team known as Community Crisis Response Team and who would be activated through our office at a time of need. We met every other month this year with the school crisis team.

We participate in a monthly Hoarding Task Force involving Health, Police, Fire, Council on Aging, and community representatives and that better informs our community response to these cases. This year we were awarded a \$15,000 collaborative grant through the Northwest Suburban Health Alliance/CHNA 15

HUMAN SERVICES

Youth and Family Services

along with the Health Department for an 18 month hoarding case management project. Working with the Metropolitan Boston Housing Partnership Hoarding and Sanitation Initiative, Bedford is partnering with Burlington along with regional providers Eliot Community Human Services and Minuteman Senior Services to develop case management capacity for identified hoarding cases in both communities.

On behalf of the Selectmen, we continue to be available to collaborate with the Chamber of Commerce and the Violence Prevention Coalition of Bedford to educate about Diversity Training for Bedford businesses. In lieu of scheduling large group training, we continued to work with the Chamber of Commerce to add materials related to diversity and cultural competence to the Chamber website. We plan to continue to offer small group training by request. Total Bedford businesses trained to date remains at forty-four. We participated with these groups as well as RSVP and Bedford Community Partnership in a conversation about ensuring Bedford remains welcoming of diversity as our community demographics change.

Regionally we continue to be active in the Northwest Suburban Health Alliance, or CHNA 15, the 12-town public health region that serves Bedford. We also have been actively working on the follow up of our 18-month Healthy Communities planning grant with our award of \$25,000 in DoN funds from Lahey Clinic in November for an Implementation Grant called "Healthy Bedford by Design." These Planning and Implementation efforts afford Bedford the opportunity to ensure healthy community principles are guiding community planning efforts and project implementation ideas. This grant is overseen

by a task force known as Healthy Bedford and includes partners from local government, the state, and citizen advisory boards. We continued to participate in quarterly consultation meetings with communities who are also implementing their planning efforts and report or present regularly at bi-monthly CHNA meetings. Our Healthy Bedford task force participated in the Comprehensive Plan update with Planning Board, successfully presented and secured funding for a Pedestrian Master Plan through Community Preservation funding and Annual Town Meeting, and completed a citizen survey about local transportation needs.



Statewide we are active with Local Officials Human Services Council, or LOHSC, the human services arm of the Massachusetts Municipal Association (MMA) and serve on the Executive Committee as Treasurer this year. In that capacity we worked with the MMA to coordinate two regional events, one with the Massachusetts Councils on Aging at their annual fall conference and another with Norwood Council on Aging on Hoarding, and one workshop at the MMA Annual Meeting in January called "Hoarders: Increase Effectiveness, Decrease Costs." We frequently write and coordinate submission of the publicity articles for LOHSC for the MMA monthly newsletter and also represent LOHSC at the MMA Board of Directors meetings and Local Government Advisory Council, or LGAC, at the Governor's Office. We were also asked to serve on an MMA Task Force related to implementing the Valor Act and new training and certification components for Veterans Agents and provided information to the MMA's new task force on opioid use.

HUMAN SERVICES

Youth and Family Services

We continue to sit on the Young Adult Initiative Board of the Metro South West Regional Employment Board, now known as Partnerships for a Skilled Work Force. We serve on the Regional Early Childhood Advisory Council which provides childcare assistance for working families of pre-school children. We continue to serve on the Massachusetts' Executive Office of Health and Human Services Children Youth and Families Advisory Committee to improve efficiency in state services to those populations.

Resource and Referral

Our office has had approximately 5,000 resident contacts this year in several of our services and youth events. We documented about 3000 specific contacts with over 500 residents and have fielded over 1000 calls, 500 emails, and 300 generic visits to the office. We distributed over 200 new resident packets.

We continued to work with the Town Manager to ensure community efforts towards Bedford's continued fight against hate and bigotry in collaboration with the Violence Prevention Coalition of Bedford (VPC). We also worked with VPC representatives, the Selectmen, and Recreation on honing a code of conduct for field use for sports activities and developing signs to be posted at the fields. We also worked with VPC, the Bedford Police Department, and local clergy in support of gun safety through a local gun buyback program.

Youth Empowerment

Our Prevention Coordinator continued to collaborate with the Middle School on a successful after school program. We again offered fall, winter, and spring programs for a total of 95 registrations. We were fortunate to have 6 Middle School teachers/staff and 2 community instructors offer 10 classes and activities.

The Peer Mentoring program was quite successful this year as an After School option as part of the activities offered in the Corner, the youth space in Town Center overseen by the Recreation Department.

Other projects the Prevention Coordinator worked on include an After School Video Production Club jointly run with Bedford TV and participation in the Bedford Youth Task Force and the Bedford Public Schools Wellness Council.

Job Match continues to be an important resource for residents and a rewarding learning experience for teens. Many students who would otherwise have not been able to find work have found employment through Job Match. We have had approximately 90 contacts related to that service with about 80 matches. The number of students throughout the year signed up to work averaged 35. Many satisfied residents have participated in this service for years.

Working under the auspices of the Bedford Community Partnership (BCP) and its Youth Task Force, we continued the work with the Schools, Police, Recreation, and Health on our local policy on youth. We were honored to maintain our fifth award as one of America's 100 Best Communities for Young People, though there was no new application this year from America's Promise Alliance. For the tenth year in a row, we coordinated the "Bedford Families Unplugged" event in November and added a second event in March. This involved a calendar for November and one night of each month designated as no homework, no sports events, no night meetings evenings and encouraging families to 'unplug' and spend time together in face-to-face interaction.

HUMAN SERVICES

Youth and Family Services

We continue to use the Bedford in Motion website to promote healthy lifestyles and health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children. This year we used the website to enhance promotion of a grant-funded “Healthy Bedford/Healthier Dining” initiative in conjunction with the Health Department. This website also incorporates the Safe Routes to School (SRTS) initiative begun four years ago in initial collaboration with Health, Bedford Public Schools, Police, and Bicycle Advisory Committee and which involves designated days for students to walk or bike to school as well as on site bicycle and pedestrian safety training at the two elementary schools. All eligible Bedford schools have signed on to SRTS – Lane, Davis, and John Glenn Middle School - and participated in events this past year. We continue to await word on the start date for our application for an infrastructure assessment related to SRTS at the middle school.

We collaborated with the Bedford Chamber of Commerce on the third RAY (Recognize A Youth) Award, which was established to identify a high school age young person who performs outstanding service to the Bedford community and/or who by their actions are excellent role models for their peers. The third award was given at the Chamber’s Annual Dinner in February.

FY15 PROJECTIONS

We are continuing our efforts to maintain our accessibility to the community at large. We plan to continue to ensure public awareness about our services through our seasonal newsletter, up-to-date website, regular press releases, and new resident packets. We plan to continue to

be on the lookout for new ways to better educate youth and parents about tobacco, alcohol, and substance use and abuse. We will continue to support the Selectmen, Recreation, and the community in their response to maintaining adequate youth space, following up on the success of the Corner again this year for middle school youth. In addition to continuing our ongoing projects like coordinating the Youth Risk Behavior Survey, sponsoring the Safe Homes Program and the Peer Mentor Program, we are planning the following special tasks for next year:

- Distribute the ninth edition of the Community Social Services Reference Guide.
- Enhance parent education web based resources and offerings for the community.
- Coordinate the eleventh Bedford Families Unplugged event November 2014 in conjunction with Bedford Community Partnership, Selectmen, Schools, and parent associations.
- Plan and coordinate with Violence Prevention Coalition and other community groups events and activities ensuring Bedford as a community welcoming of diversity and free of hate and bigotry.
- Provide administrative oversight and support of Healthy Communities’ Implementation grant including on-going initiatives like Safe Routes to School, Bedford in Motion, and Healthy Dining in conjunction with Board of Health and on behalf of the Youth Task Force and explore sustainability of the efforts long-term.
- Collaborate and coordinate with Bedford, Burlington, Metropolitan Boston Housing Partnership, Eliot Community Human Services, and Minuteman Senior Services on developing hoarding case management capacity in the two municipalities.

DEPARTMENT OF PUBLIC WORKS

Roy E. Sorenson, Director

PURPOSE

The primary function of the Department of Public Works is to provide municipal services to residents, businesses, and visitors in Bedford. These services include snow and ice removal, stormwater drainage, water supply and distribution, sewage collection and pumping, vehicle fleet maintenance, improvement and maintenance of roads and public property, maintenance of parks, athletic fields, and cemeteries as well as engineering services. The DPW is comprised of eight major divisions including Highway, Mechanical, Sewer, Water, Grounds, Refuse/Recycling, Engineering, and Administration.

EMPLOYEE STATISTICS

Full-Time Grounds:	8.0
Full-Time Sewer:	5.0
Full-Time Highway:	7.0
Full-Time Water:	4.0
Full-Time Mechanical:	4.0
Full-Time Seasonal Labor:	2.3
Full-Time Administration & Engineering:	13.42

FY14 HIGHLIGHTS

Highway Division

The Highway Division is responsible for the maintenance and improvements to the Town's infrastructure of 80 miles of roads and 31 miles of sidewalks and bikeways. Integral functions of the division include snow and ice removal, pavement management, drainage system maintenance, pavement markings, traffic signal maintenance, and sidewalk repairs. As part of the Pavement Management Program, the neighborhood between Hillside Avenue and Hancock Street, sections of Bandera Drive and Glen Ridge Drive as well as Hume Road, Old Burlington Road, Dunelm Road and Gray Terrace were reconstructed. The Pavement Condition Index (PCI) for all town roadways remained consistent at 65 for FY14.

The Highway Division rehabilitated sections of drain lines on Anthony Road, Springs Road, and Concord Road, installed a new pad for the summer concerts, and assisted with projects to enhance the Kids' Club play area and Springs Brook Park. The sidewalk network expanded with the construction of a new concrete sidewalk and granite curbing along Great Road from Gray Terrace to Masardis Street. A section of failed sidewalk along Springs Road north of the VA Hospital was replaced.



Sidewalk Repair on Springs Road



Paving the Kids' Club Sandbox Area

As part of the Department's recycling efforts, approximately 2,500 tons of road construction debris was sorted and crushed into a usable product for backfilling and trench repairs. We were also able to recycle approximately 85 tons

DEPARTMENT OF PUBLIC WORKS

of asphalt for use in winter pot hole patching. During the long, cold 2013-2014 winter, the DPW responded to 46 snow/ice events requiring treatment, plowing and clean up. A total of 79 inches of snow fell during this period. By using two sidewalk plows with snow blowers, we are now able to clear sidewalks in 2-3 days after a significant event.



Road Improvements

Mechanical Division

The Mechanical Division is responsible for the preventive and emergency maintenance of approximately 100 Town vehicles. This includes purchasing, diagnosing, and repairing the Town's fleet of automotive, specialized, small and heavy equipment. In FY14, the Mechanical Division continued to recycle tires, parts cleaner, and waste oil, all of which have a beneficial reuse in other components.

Sewer Division

The Sewer Division maintains the sewerage system which encompasses 30 pumping stations and 90 miles of sewage collection infrastructure. The Division provides routine maintenance to ensure a free-flowing system and responds to emergencies to correct clogged or surcharged sewers. The Sewer Division also oversees the filter system pumps at Spring Brook Park and continues to investigate the integrity of the force main from the Main Sewer Pump Station into Lexington. The Sewer Division continued its efforts concentrating on inflow and infiltration tactics

which identifies and removes extraneous water from the sewer system; this reduces the Town's wastewater pumping costs and associated charges from the Massachusetts Water Resources Authority (MWRA). In January of 2014, staff repaired a major break in the 20-inch diameter sewer force main that was caused by corrosion. A six foot section of class 52 ductile iron pipe was cut and removed at the excavation site and replaced with new pipe. A design to repair 2700 feet of additional pipe was prepared by the Town's wastewater consultant Weston and Sampson with construction to take place in October of 2014.

Water Division

The primary function of the Water Division is to maintain and operate the Town's water distribution and water treatment system, which includes 92 miles of water main, 3 wells, 3 water storage tanks, approximately 811 fire hydrants, and 6,000 water meters. The Water Division annually performs approximately 1,300 back flow inspections to protect the water distribution system from non-potable sources. Other primary functions of the Water Division include ensuring water quality by routine testing, leak detection, and emergency repairs to the distribution system.

The Town of Bedford is a member of the Massachusetts Water Resources Authority (MWRA). Approximately 85% of the water consumed is supplied by the MWRA, with the other 15% coming from the Shawsheen Road Wellfield. The Water Division staff treats this well water with sodium hydroxide to adjust pH levels throughout the distribution system, sodium hypochlorite for disinfection, and sodium fluoride for enhanced dental and bone health. In FY 14 there was a total of 499,635,885 gallons of water received from the MWRA and distributed to Bedford residents. During the summer months (May thru September / 153 days) we distributed 58% of the total water inventory 291,438,648

DEPARTMENT OF PUBLIC WORKS

or approximately 1,904,828 GPD. In the colder months (October thru April / 212 days) we delivered 42% of the total water inventory of 208,197,237 gallons of MWRA water to the residents of Bedford or approximately 982,062 GPD.

The Water Division along with CDM, the Town's water engineering consultant, have conducted extensive investigations to better understand the increase in total coliform levels during the summer months when water temperatures increase in the distribution system. Nitrification has been identified as the reason for the increased number of total coliform detections during the summer months due to the location of Bedford in the overall flow pattern of the MWRA network placing the Town at the further reaches of the MWRA transmission system. The detention time and the existence of unlined transmission lines invite nitrification; therefore the Department of Public Works has been working diligently with the MWRA and CDM to improve the system and infrastructure. The Town continued its cleaning and lining program.

Grounds Division

The Grounds Division is responsible for the maintenance of 130 acres of athletic fields, parks, school grounds, and historic sites. The Grounds Division also maintains five playgrounds, 10 hard courts, and the bike paths. These areas are utilized by Town residents, the School Department, the Recreation Department, and various other Town and volunteer-sponsored programs. The Division's responsibilities for these areas include turf maintenance, landscape maintenance, trash collection, as well as site amenity maintenance. The Grounds Division maintains all public trees along the Town's roadways and publicly owned areas to sustain an aesthetic environment while protecting the community from any hazardous situations. Tree planting is an integral part of this process.



Field Being Prepared for Spring Use

Another primary function of this division is to maintain the operations at the Shawsheen Cemetery and the Old Burial Ground by performing interments and maintaining 21 acres of grounds within the Shawsheen Cemetery. In addition, the Town submitted and received a grant for a preservation plan from the Mass Historical Commission for the historic section of Shawsheen Cemetery with contract to be awarded in FY15.



Veterans Row at Shawsheen Cemetery

During FY14, major projects completed by the Grounds Division included the reconstruction of two tennis courts at the Middle School as well as the repainting of the existing courts at the High School. The Grounds Division also played an instrumental role in the construction of the synthetic turf field and the refurbishment of the track at the High School.

DEPARTMENT OF PUBLIC WORKS



New Synthetic Turf at Sabourin Field

Engineering Division

The Engineering Division is responsible for the design and permitting of capital improvement projects such as the on-going cleaning and lining of water mains on Shawsheen Road and Page Road, the reconstruction of the School Way/Elm Street area, new synthetic turf at Kids Club, rehabilitation of the 20-inch diameter sewer force main, and all paving projects adjacent to wetland resource areas. The Division routinely reviews and inspects both public and private projects for adherence to Town standards and proper stormwater practices. The Geographical Information System, GIS, continues to expand data layers and coordination with the Department's new work order system; as plans are scanned to the system, the original paper/mylar sheets are being archived in protective storage. The staff also provides technical assistance and coordination for the Bedford Trails Committee.

Refuse and Recycling Division

The Administration Division also administers all refuse and recycling programs and contracts. During FY14, the community efforts diverted 1,533 tons of recycling materials from going to the incinerator and realized a cost savings of \$107,441 in disposal fees. In total, 3,911 tons of refuse were disposed at the Covanta waste-to-energy plant in Haverhill. Also, the Town gained a credit from the collection vendor, Republic Services, Inc. for the paper recycling rebate program in the amount of \$9,243 for 979 tons of paper. During FY2014, the Town held several special collections including paper shredding, metal recycling, and styrofoam recycling at the Public Works building.

Administration Division

The Administration Division is responsible for the management of the entire public works operation, which includes fiscal budget control, capital improvement planning and project management, utility billing and permitting, outside engineering services, grant preparation and processing along with FEMA disaster reimbursement processing. The Administration Division, along with all other divisions within Public Works, assists in the annual events of the Town including Pole Capping Day, Memorial Day, Veterans' Day, 4th of July, Bedford Day, Arbor Day, and Concerts on the Common.

FACILITIES DEPARTMENT

Taissir Alani, Director

PURPOSE

The Facilities Department was established in 1997 to protect the capital investment made by residents of Bedford in their public facilities. The department provides maintenance, custodial and construction management

services in a cost-effective, customer-oriented manner while working to maintain a safe, comfortable and functional environment for all building occupants.

The department is organized into four functional areas: administration, building maintenance, custodial services and

FACILITIES DEPARTMENT

procurement, and projects design and construction administration. Administrative responsibilities include operating and capital budget management, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require managing separate accounts to track both school and town operating and revolving fund expenses.

Maintenance activities include scheduled preventive maintenance and the routine and emergency repair of all building systems, weekend building checks and on call emergency response services. Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events. Project management responsibilities include defining the scope of work for each capital project, procuring and managing design services, reviewing design documents, the bidding of projects, construction contract management, and overall project management.

Building Statistics

Town Buildings (17): 196,127 sq. ft.
 School Buildings (4): 510,907 sq. ft.
Total: 707,034 sq. ft.



EMPLOYEE STATISTICS

Town Funded Full-Time: 7.6
 School Funded Full-Time: 24.5

FY14 HIGHLIGHTS:

Administration

The Facilities Department worked to enter into the VFA Asset Management System with buildings and systems data in preparation of the upcoming Capital Projects process. Facilities also, in collaborative efforts with other Town Departments, worked on developing a six-year capital improvement plan.

The part time Energy Manager services provided under an agreement with the Town of Arlington have been used to develop a list of potential energy efficient projects as well as research and apply for State energy grants.

The Facilities Department completed some of the energy efficiency projects, most notable, the buildings wall packs which were replaced with new LED wall packs. In many instances, the wattage was reduced from 100 watts or 150 watts to 26 LED watts. Furthermore, Facilities worked closely with DPW on the street lights replacement with LED lights. This project will continue in 2015 and 2016, pending some State grant and capital approval.

Custodial

This division implemented a new floor refinishing program to reduce cost and improve appearance of vinyl tile flooring. All future floor maintenance and replacement will be adjusted to maximize the useful life cycle of these products. Furthermore, Facilities, by some re-scheduling, was able to add 4 hours of custodial coverage to the fire station at no additional cost

Maintenance

The Facilities Department uses a

FACILITIES DEPARTMENT

Computerized Maintenance Management System to manage preventive maintenance and requests for repairs. The following table shows the number of repair and preventive maintenance (PM) requests for the past three fiscal years and percentage complete.

Requests	FY12	FY13	FY14
Repairs	1,579	1,150	1,641
Preventative Maintenance	1,931	2,024	1,923
% Completed	54%	74%	71%

Capital Projects

Facilities had a busy calendar/fiscal year performing and managing capital improvement projects.

The following is a list of major capital projects completed during the past year:

Fire Station

Demand control ventilation upgrade (energy efficiency), Plymovent improvements for vehicle exhaust, and AC/Vent for attic radio room



New Vent at Fire Station

Police Building

UPS installation, 911 Console upgrades and electrical work, split AC unit for server room, roof repairs, new carpeting in records room, and generator repairs

Public Library

Procured and installed a Voice Over IP phone system (VOIP)

Town Center

COA Entrance Post Repair and Generator coverage expansion

DPW

Block Heater Replacement to emergency generator

Town Hall

Exterior entrance painting and window repairs to make them operable

Depot Station and Freight

Exterior restoration and renovations of Station, HVAC upgrade to 4 rental units, electrical upgrade to building to comply with electric code, and door replacement to Freight (main door)



Depot Building Exterior Improvements

Davis School

ADA compliance measures (main entrance), modular classrooms construction, exterior wall lighting (energy efficiency), roof program maintenance, security upgrades to access system (capital), elevator controls replacement, and student tile project

Lane School

Water heater replacement, security upgrades to access system (capital), interior space needs/program modifications, fridge and

FACILITIES DEPARTMENT

freezer installation, exterior wall lighting (energy efficiency), and student tile project



Lane School New Fridge and Freezer

John Glenn Middle School

Interior space needs/program modifications, exterior wall lighting (energy efficiency), and generator controller repair



Interior Improvements

Bedford High School

Interior space modifications, exterior wall lighting (energy efficiency), press box, and Sabourin Field lighting controls

Energy Management

Facilities continues to seek ways to conserve on energy use. As the prices of the electricity and natural gas commodities are expected to rise in New England, more emphasis is being put on saving energy. Maintenance calls which impact energy use are being addressed immediately. Buildings custodians have been reminded and

trained to report any abnormal conditions. Due to a very cold 2013/2014 winter season, the use of natural gas went up while the use of electricity went down due to a shorter cooling season.

FY15 PROJECTIONS

Administration

Facilities will continue to enter data into the VFA Asset Management System. Facilities will plan, procure and bid some of the capital projects for the summer of 2015. Several projects, including space studies, are being drafted for RFQ's/RFP's

Custodial

The Custodial division will continue to improve the methodology in which buildings are cleaned. For the schools, some areas are being attended to during school vacation to maximize the efforts and attention to other areas during the "Summer Clean Up and Maintenance".

Staff also evaluated effectiveness of the newly created Floating Custodian position in reducing overtime cost and improving overall cleanliness of town and school facilities. Facilities will continue to utilize the use of the floating custodian to cover for absences/vacancies as well as to maximize the use of the floating custodian

Maintenance

The Facilities Department will continue to work to improve the completion percentage for preventive maintenance and repair work orders.

Capital Projects

The Facilities Department plans to complete of all town projects according to VFA and the Town funding of projects.

EDUCATION

Bedford Public Schools

Jonathan Sills, Superintendent

PURPOSE

The Bedford Public Schools will develop skillful, reflective, lifelong learners who think critically and creatively and who are informed, responsible, and productive global citizens. The school community will provide a safe, respectful, and inclusive environment in which the unique intellectual, social, ethical, and emotional growth of each learner will be realized.

POPULATION

Bedford's student body has grown increasingly complex during the past several years. In FY14, our total school population was 2509, with 543 at our K-2 Davis School, 533 at our grades 3-5 Lane School, 565 at our middle school, JGMS, and 868 at Bedford High School. Students from low income families comprised 13.2% of the population, non-White students 28.8%, students receiving special education services 14%, and English language learners, 5.1%

OPERATIONS

The Bedford Public Schools consist of two elementary schools, a middle school and a high school. In addition, the Bedford Public Schools is a member of three special education collaboratives (EDCO, CASE and LABBB). Moreover, the town of Bedford is one of five founding members of the Shawsheen Valley Technical High School. The student body reflects an increasing diversity with students from Bedford, Hanscom Air Force Base, and Boston (through our participation in the METCO Program) and a growing ELL (English Language Learner) population. The school system also offers an Integrated Pre-K special education program. The day-to-day operation of the Bedford Public Schools is under the supervision of the Superintendent, Jon Sills.

The policy-making body for the Bedford Public Schools is the Bedford School Committee. The

Bedford School Committee consists of five (5) elected members, for terms of three (3) years.

The goal of the Bedford Public Schools is to provide a well-rounded balanced education that is child-centered. The curriculum of the schools aligns with the Commonwealth's guidelines. To effectively meet the needs of each child and deliver the 21st century education program to our children, we establish goals for maximum class size; however, increasing enrollment has resulted, in some cases, in actual class sizes exceeding district goals.

Goals for Maximum Class Size		
Grade	# of Students per Class Goal	October 3, 2013 Average
Kindergarten	18-21	23
Grades 1-2	18-21	21.4
Grades 3-5	22-25	22
Grades 6-8	≤25	18.5 (12 cores over guideline)
Grades 9-12		
Levels 2 & 3	≤18	16.7 (14 majors over guideline)
Levels 3 & 4	≤25	22.0 (22 majors over guideline)

Enrollment & Staff	
Professional Staff	260.89 FTE's*
Non-professional Staff	117.9 FTE's*
October 1, 2013 Enrollment	2,509
*FTE: Full Time Equivalents	

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Graduation Rate & College Attendance Rate	
Graduation Rate	94%
Post Secondary 4 Year College	82%
Post Secondary 2 Year College	12%

FY14 HIGHLIGHTS

Parent and Community Support

- The FY15 budget ensured the maintenance of curricular and student support programs (including after school homework help to Gifted and Talented programming); inroads into class size reductions; key technology infrastructure improvements; the meeting of state and federal legal mandates such as McKinney Vento and English Language Learner legislation; continued reduction of out of district Special Education placements through the development of in-house programming; modest increases in instructional technology hardware and software; and the development of needed student intervention services.
- We are so appreciative of the financial support received from our parent associations (BEST, MSPA, BHSPA, POMS, Artlink, BAA and team-based parent associations) and the Bedford Education Foundation which helped fund planners for middle school students, enrichment programs like Plymouth Plantation for elementary students, scholarships for school trips for middle and high school students, training and materials from Facing History and Ourselves, and a variety of teacher initiated curriculum projects across the four schools. Parent volunteers provide important staffing support in our libraries and at recess.

Facilities

- *Capital Planning:* Along with all the town departments, the Facilities Department provided information about all school related capital projects into the town wide Capital Asset Management database to project a six year capital planning process.
- *Security:* The addition of new remotely operated locks on all front doors plus front door cameras at JGMS and BHS and the creation of an improved line-of-sight window at Davis school provided increased school security at all four schools per the recommendations of the School Safety and Security Task Force.
- *Energy Efficiency:* The Facilities Department continued to promote energy efficiency projects in the four schools, including, for example, HVAC recommissioning at Lane School and fan destratification at BHS.
- *Space Modifications:* School-based facilities projects completed in FY14 include: reconfiguring the itinerant teachers room at JGMS to create a Skills Center; partitioning room 213 at Lane School to create two smaller classroom spaces; and reconfiguring the computer lab at JGMS to create an office and supply storage space while maintaining computer lab functionality. At the end of the year, substituted plans to install two modular classrooms for further internal space modifications at Davis School in order to accommodate a second year of unexpected increases in kindergarten enrollment.
- *Enrollment:* Identified the need to study enrollment trends in order to determine the district's space needs in the coming years.
- *Athletics:* Installation of artificial turf on Sabourin Field was approved by the Bedford School Committee and installation was completed. Meanwhile, fundraising for the press box is underway.

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Bedford Public Schools

Curriculum and Instruction

- *Bedford's Mission:* Teaching teams continued the systematic process of developing and implementing common assessments that measure students' understanding of key concepts, subject-based skills, and cross-disciplinary thinking skills.
 - ◆ Bedford reaffirmed its commitment to a well-rounded, minds-on education with ongoing support for the arts, for student-centered learning, and a higher order thinking-focused curriculum. The district held a variety of concerts, the K-12 Art Show, plays and the annual musical. Scholarships were provided to many students to make it possible for them participate in annual 8th Grade field trip to Washington, D.C. and a high school trip to Morocco.
- *Accountability*
 - ◆ Bedford continued, as a district, to meet the federal guidelines of No Child Left Behind and Race to the Top. Bedford High School earned a Level 1 rating and the district as a whole earned a Level 2 rating in the state's new Progress and Performance Index (PPI) rating system. The district continues to align the Bedford curriculum to the National Common Core Standards.
 - ◆ Without our teaching to the MCAS test or narrowing our curriculum, Bedford High School students scored 99% Advanced or Proficient in ELA on the state-wide assessment and BHS was one of only 45 schools to receive a special commendation from the state. In math, 95% of our 10th graders scored Advanced or Proficient, with a full 79% scoring Advanced. All of our high needs populations scored in the 90% Advanced/Proficient range.
 - ◆ Additionally, our 7th graders scored 85% Advanced and Proficient and our eighth graders scored 91% Advanced and

Proficient in ELA; and our third graders scored 91% Advanced and Proficient in math. At the same time, we identified areas in need of improvement, especially in our elementary and middle school special education students' MCAS math scores.

- ◆ Bedford's graduates were well-prepared for college and other post-secondary pathways and were admitted to a wide range of private and public universities, military academies and the armed services.
- *Strategic Objectives*
 - ◆ Teachers and administrators reviewed K-8 math and ELA curricula for consistency and coherence and:
 - ◆ Identified and posted end of year learning objectives in ELA and math, grades K-5
 - ◆ Promoted literacy and numeracy skill development through the implementation of Foundations, a phonics program, Empowering Writers (a workshop model), and EnVisionMath,
 - ◆ Extending Running Records, a reading comprehension assessment practice, to the third grade.
 - ◆ Made significant progress in identifying end-of-year learning objectives grades 6-8
 - ◆ Curriculum specialists continued to review the social studies and science curricula K-8 for consistency and coherence and established end-of-year learning objectives grades K-5.
- *Equity and Civic Learning*
 - ◆ Teachers began a major revision of the grade 8 social studies curriculum to include a half year of civics and a half year of Facing History and Ourselves in order to strengthen students' understanding of civics, the relationship of the individual

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and his/her identity development to the various group identities, the importance of civic responsibility and democratic practices, and critical role that multiculturalism plays in our society.

- ◆ The district continued to address educational equity and access issues with a focus on African-American and Latino students and the growing English Language Learners population to ensure that we are serving all populations well. Implemented the third year of the Tenacity Challenge, an inter-district academic scholarship competition for teams of Latino and African-American students. Implemented the first year of a district-wide Equity and Diversity Committee and carried out district-wide professional development in support of increased educator cultural awareness. Addressed instances of anti-Semitism, and reviewed district curriculum to enhance both global and multi-cultural learning.
- ◆ Data teams met regularly to analyze student achievement data at Lane and Davis, and a school-wide team collected and presented achievement gap data at the high school.
- *Technology*: The technology department coordinated the first Technology Showcase to educate the public about Bedford's transformative uses of instructional classroom technology. As with the school-based showcases, students demonstrated the student-centered instructional uses of the various technologies.
- *Meeting Mandates*: In recognition of increased academic demands on kindergarten due to the advent of the common core, and in order to provide sufficient time to meet those demands in a developmentally appropriate manner, the district added a fifth day to our kindergarten schedule.

- ◆ The district implemented the second year of the New Educator Evaluation System in a manner designed to advance district goals: building curricular and instructional coherence around higher order thinking and conceptual understanding; addressing the individual learning needs of every student; and integrating instructional and communication technology to advance these learning goals.
- *Special Education*: The district continued to build its internal capacity to provide in-house special education services to students typically served by outplacements, in order to educate in the least restrictive environment and to significantly decrease special education costs. Students continued to receive support in our Language Based Learning Program and our Transitions Program, both of which serve students with different types of learning challenges. The Bridge Program, for children with social emotional challenges grew significantly at the middle and high school while a new Bridge Program was added at Davis School. Planning began for the addition of an afternoon session at our integrated pre-school in order to support youngsters with autism.

Personnel and Professional Development

- *Contract*: The district and the Bedford Educators Association successfully negotiated a new three year teachers contract.
- *New Principal*: Davis School's new principal, Beth Benoit, successfully began her tenure by engaging in a well thought-out entry process.
- *Teacher Professional Development*
 - ◆ The first cohort of teachers with English Language Learners in their classes took

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the newly mandated graduate level course, RETELL.

- ◆ Teachers across the district took advantage of professional development offerings at EDCO, Harvard Teachers as Scholars, Facing History and Ourselves, discipline specific conferences, and a wide range of graduate programs. All new teachers attended a new teacher induction course and were paired with mentors. The high school principal and the superintendent co- led a workshop at the national ASCD conference regarding our achievement gap-closing initiatives.
- ◆ The Lane School principal taught a second year of an online course on Understanding by Design for both Lane and Davis teachers.
- ◆ Teachers used their Teacher Collaboration Early Release Wednesdays to meet together to: create cross-disciplinary units; develop common rubrics for assessing writing; bring special education and regular education teachers and assistants together to address the needs of individual students; participate in instructional technology workshops led by our IT staff; etc.
- ◆ Over the summer and during faculty meeting time, the district's own curriculum experts as well as outside consultants conducted teacher training workshops in enVision MATH, Empower Writers, Foundations, Running Records, social-emotional learning, etc.
- ◆ Faculty at all four schools discussed the Formative Assessment and Higher Order Thinking Instruction elements of the new teacher evaluation rubric to identify teacher and student behaviors that reflect best practices.

New Initiatives and Planning

- *Inclusion:* Lane School staff undertook the

planning, and the district committed the necessary resources, for the creation of a full inclusion program for students with Down Syndrome.

- *Community Building:* JGMS introduced the first year of an annual three day overnight community-building Nature's Classroom experience for the entire 6th grade.
- *Community Service:* Children at the various schools participated in Pay It Forward and other community service projects.
- *Curriculum Enhancement:* Programming: Basic programming instruction was introduced at the elementary schools, a complement to the robust programming electives at the high school, and the beginning of more extensive K-12 programming instruction that is being considered for the near future.
- *Enrichment:* JGMS implemented changes to its "Choice" enrichment program to structure and curriculum to achieve a more robust Exploratory curriculum and to provide students with greater opportunities to pursue their interests.
- *Student Support:* The district implemented a BHS special program designed to support students transitioning back to the high school from extended illnesses, concussions or hospital stays. Additionally, a College and Career Counseling position was created at BHS.
- *Initiative Overload:* The district deliberately limited the number of new initiatives in order to focus the entire faculty and staff on its overriding coherence and consistency goals in support of its three key strategic objectives: improved student-centered higher order thinking curriculum and instruction; teaching all students; continuing to build the collaborative culture needed to attain high levels of achievement for all.

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Fiscal Management

- Implemented a budget designed for new programmatic changes and additional personnel needed to meet state and federal mandates (Common Core, ELL/WIDA, the New Educator Evaluation System, the impending PARCC assessments, and McKinney Vento):
 - ◆ Full-week kindergarten
 - ◆ Additional ELL teachers
 - ◆ Increased guidance and adjustment counselor staff
 - ◆ Reduced teaching load for program administrators assigned significantly
- increased evaluation responsibilities
- Identified the need in the late spring to add additional support staff to address the Individual Education Plans of students receiving special education services in our integrated pre-school and elementary schools, the result of successful retention or return of students with specialized needs.
- Schools managed high class sizes, particularly in Kindergarten and at BHS, while successfully budgeting for improved student-teacher ratios in critical areas for the 2014-2015 school year.

Shawsheen Valley Technical High School

Charles Lyons, Superintendent

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2014 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 44th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin and Glenn McIntyre from Bedford; Kenneth L. Buffum, Chairman, and Paula McShane Lambert, Vice Chair, from Billerica; Paul V. Gedick and Robert Gallagher, Secretary from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, Treasurer, from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred eighty-nine (1,389) high-school students were enrolled in SVTHS's day school programs in October of 2014, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2014, SVTHS graduated 331 seniors. Sixty-nine percent of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-six percent of the students intended to continue working in their trade with another 2% working in another field after graduation. In addition, 3% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-four

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(144) full-time teachers as well as eleven (11) paraprofessionals. Of those full-time teachers, thirteen (13) are department chairs, and fifteen (15) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

FY14 HIGHLIGHTS

Academic Programs

- *Pre-eminent MCAS Growth Scores:* The Median Student Growth Percentiles (MSGP) is a statistical measure of student growth between grades eight and ten—arguably the most important single score in the MCAS analysis. The Massachusetts Department of Elementary and Secondary Education (DESE) collects MSGP scores in ELA and Mathematics. In the Spring of 2014, SVTHS ranked fourth in ELA and twenty-third in Mathematics among all Massachusetts secondary schools for whom the DESE reported tenth-grade growth scores. In response to these extraordinary achievements SVTHS was recognized as a “Dream School” by the Boston Globe in September of 2013.
- *Curriculum Revision:* In compliance with course-content changes promulgated by the Massachusetts Core Curriculum and in anticipation of specific modifications in state-mandated testing aligned with those changes, SVTHS completed its 3-year phase-in of College Preparatory courses—each aligned with Massachusetts Core standards and each offered at three levels of ability in grades 9 (Algebra 1), grade 10 (Geometry) and grade 11 (Algebra 2.)
- *Technology Improvements:* As a component of a thoughtfully-planned capital-budget process that pays close attention to academic resources and evolving needs, the installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

Clubs and Organizations

- *Classes:* Culminating a yearlong series of successful social events and fundraisers, each of the four classes held memorable formal and semi-formal events. Under the direction of their co-advisors, the senior class planned and enjoyed an elegant first-ever prom at Gillette Stadium. The junior-class held a gala prom at the Westford Regency. The sophomore class collaborated with the Freshman class on the annual Spring Fling semiformal, which was held at the school.
- *The Fifteenth Annual Shawsheen Turkey Bowl:* the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for local charities. For a second consecutive year, the Class of 2014 emerged with the victory and bragging rights.
- *Literary Magazine:* For the seventh consecutive year, Shawsheen’s literary magazine, Ramblings, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University’s College of Communication, and the American University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication.
- *School Newspaper:* In a model school-wide collaborative effort, six editions of the Rampage were produced that presented the

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Shawsheen Valley Technical High School

school year's major events in artistic design and thoughtful narrative.

- *National Honor Society*: The SVTHS chapter of the National Honor Society inducted 31 eleventh and twelfth graders in March of 2014 during its 24th annual induction ceremony. The keynote speaker was Mrs. Gail Poulten, the founding NHS advisor and a retired member of the SVTHS English faculty.
- *Student Council*: The Student Council continued its energetic paper-recycling program throughout the year and in 2014 recently-expanded efforts to recycle plastic, toner cartridges, and cell phones. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, the Billerica Food Pantry, the Teens for Jeans program, and the Nike sneaker recycling initiative.
- *Oratory Club*: Club members sent three contestants to the Voice of Democracy national championship and two students to SkillsUSA competition. The club's most skilled orator, Kaitlyn Gordon, captured first-place awards at the club, zone, and district levels of the Lions Club Championship to eventually place at the state level.
- *Robotics Club*: Over forty students participated in the 2013-2014 Robotics Club, its most productive season to date. In October, the students competed in the annual Trebuchet competition, capturing first place for the fifth consecutive year. Club members competed in six competitions throughout the year with three robots that they designed and built. In addition to these competitions, members spent time volunteering at the Wilmington Public Library, the Lock Middle School in Billerica, and at the Tewksbury Knights of Columbus. The team was also invited to put on a robotics demonstration at a Bruins game in Providence RI on January

19th. This year the Shawsheen Robotics team won the prestigious Inspire award. Thirty six out of forty six teams from Massachusetts and New Hampshire elected to present this award to Shawsheen for their excellent robot designs, knowledge of the subject, and sportsmanship.

- *Science Club*: The Science Club continued to engage participants in co-curricular activities complementing their study within the discipline. Club members conducted lab experiments, maintained reptile terrariums and fish tanks, and fostered carnivorous plants—in general observing, recording, and discussing laboratory results and animal behavior that broadened their understanding of scientific theory and its applications.
- *Outdoor Club and Ski Club*: Throughout three New England seasons, the Outdoor Club planned six overnight climbs of Mount Washington in New Hampshire. The Ski Club planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA.
- *Parent Advisory Council*: The SVTHS Parent Advisory Council sponsored another successful all-night graduation party—which, throughout the years, has kept the newest Rams alums safe and entertained during the night following the commencement ceremony.

Support Services

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 355 students and comprising about 25.9% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of

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academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 97.6% of seniors graduating in June, 2014, among the highest of any high school in Massachusetts. This compares to a state average of 67.8% percent for special needs students.

Athletics

The three seasons comprising the 2014 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning five league championships and two state vocational titles.

The overall winning percentage of the varsity teams ranked among the highest in school history. Ten teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*.

This year Shawsheen was runner-up for the prestigious Markham Award from the *Boston Globe* which recognizes the most outstanding vocational technical high school athletic programs in Massachusetts.

Community Services

- *Adult Evening School*: The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year.
- *Billerica House of Correction*: The Billerica House of Correction's (BHOC) Education

Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

- *Advanced Manufacturing Training*: The Shawsheen Technical Institute (STI) is now an active member of the recently formed Northeast Advanced Manufacturing Consortia, a coalition of workforce development and educational providers working to train the next generation of employees for the advanced manufacturing sector in the Merrimack Valley and the North Shore. The Consortia was recently awarded a grant from the Commonwealth Corporation to provide extensive training in machining and electronics.
- *Middlesex 3 Coalition*: The Shawsheen Technical Institute is an active and founding member of the Middlesex 3 Business Coalition contributing in particular to the Coalition's subcommittee on Workforce Development. Committee members have been working to bring innovative training programs to businesses throughout the region while also providing much needed information about funding for employee training through the Workforce Training Fund.
- *Wentworth Institute of Technology and STI Partnership*: STI has joined forces with the Wentworth Institute College of Professional and Continuing Education offering WIT adult evening certificate programs in welding and machining. These advanced workforce development programs greatly enhance the opportunity for adults to train for good jobs in the advanced manufacturing sector. Employees and employers alike are

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benefiting from this new training partnership.

- *School of Practical Nursing:* The 2013-2014 year graduated 39 Practical Nurses (PN). Since its inception, a total of 677 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included.
- *Project Explore:* Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2014 winter semester. Students explored a variety of career path options.
- *Swim Program:* SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2013-2014 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools.

Computer Services

During the 2014 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SDR (School Safety and Discipline Report) data, and the Annual Technology Report data. In addition to these required state reports, Shawsheen submitted the results of a district Technology Readiness Survey in response to the DESE determining PARCC readiness. The purpose of this report is to identify the status of school districts participating in online assessment in future years.

As part of Computer Services five-year Computer Replacement Plan, computer labs in Graphics, Drafting, Internet, Design & Visual Communications, and Programming all received upgrades with the latest computer models during the Summer of 2014. One of the Internet labs was reconfigured, as we go forward in expanding our IT shop to include Programming and Web Design. Computers were also upgraded in Auto Body, Automotive, Electrical, Electronics, HVAC, and Plumbing.

In 2014, Wireless network infrastructure was implemented within the building. In order to transition our staff towards a more mobile workforce, we distributed 9 laptops to the Math Department, and 14 laptops to the English department as part of our five-year Computer Replacement Plan. Also, 7 more laptops were purchased and added to an already existing cart, providing our Support Services and Title One programs with a fully functional mobile computer lab.

Guidance

- *Admissions:* Applications once again exceeded 550 for 350 seats in the class of 2018. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House on November 2nd and the 8th Grade Career Night in January.
- *9th Grade Orientation:* The Class of 2018 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events.
- *College and Career Planning:* Shawsheen students continue to expand their options

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and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. Last year's college fair hosted over 70 colleges, universities, technical schools, military representatives and financial institutions. There were over 300 attendees and each received a copy of our annual College & Career Planning Guide. All senior guidance counselors were on hand to answer any questions our students or parents had.

- *Cooperative Education Program:* Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office had 225 seniors (68% of the class) out on co-op positions and 115 juniors (35% of the class) out on co-op at the end of June, 2014.
- *Mental Health:* A free Teen Depression webinar was offered to staff and parents. It was hosted by Dr. Nancy Rappaport, Psychiatry Professor of Harvard Medical School to increase awareness of signs, symptoms, and available treatment for adolescent depression.
- *Student Health:* SVTHS complied with the state mandate to conduct BMI testing for all 10th graders. Through affiliation with the

Billerica Substance Abuse Task Force, SVTHS health office brought in a nationally known speaker, Cliff Crosby, to address goal setting, good decision-making, detrimental impact of substance use, and the importance of asking for help.

School Council

The 13-member Council met throughout the school year to discuss operating-budget items and school-policy issues. Discussions of the latter issues resulted in revisions to the Student Handbook and the drafting of the 2014-2015 School-Improvement Plan.

Vocational/Technical Programs

- *SkillsUSA:* SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned an unprecedented ninety (90) medals at the 2014 district competition—sweeping the competition in five different contests—and twenty-nine (29) medals at the state competition, including eight gold medals.
- *National Accreditation:* SVTHS has twenty-two vocational and technical programs, seven of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

Transportation Cluster

- *Automotive Collision Repair and Refinishing:* Shawsheen's Auto-Collision program is known throughout the community as the place for residents to go when accidents or mishaps create dents, dings, or cause serious damage to their vehicles. This relationship provides the students an endless supply of

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vehicles to work on to learn their craft. During the year, the program has repaired numerous vehicles for the Burlington Police Department, Middlesex Sheriff's Department, and the State Police.

- *Automotive Technology:* The Shawsheen Community benefits immensely from the outstanding service provided by the Automotive Technology program. Many Automotive students excelled in extra-curricular trade activities - six competed in the Ford Trouble Shooting contest and two placed in the top ten in the State. Twelve students competed at the SkillsUSA District Conference and six qualified for the state competition. The upperclassmen continue to receive certification from ASE Student Certification, ASE Refrigerant Recovery programs, as well as obtaining their OSHA-10 cards.

Health Cluster

- *Medical Lab Assisting:* The Medical Assisting program has a robust new senior curriculum for shop which includes Nutrition, Microbiology and Medical Law and Ethics. All seniors are gaining clinical experience either through the co-operative education program or through a new clinical partnership with Lahey Hospital and Medical Center in Burlington. The program continues to build its partnerships for cooperative education opportunities and has placed a number of students in medical offices and phlebotomy labs.
- *Health Assisting:* Health Assisting successfully certified 25 students via the Department of Public Health as CNA's (Certified Nursing Assistants). The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice. Partnerships include

Tewksbury Hospital, Lahey Clinic, Sunny Acres Nursing and Rehabilitation Center, Concord Health Care and Rehabilitation Center and Woodbriar.

- *Dental Assisting:* Dental Assisting promoted its first senior class this fall. One-third of those students were already on co-op on the first day of school. The program continues to be oversubscribed with first choice freshman students. The three Dental Assisting teachers are working on building partnerships to provide clinical experiences for senior students.

Services Cluster

- *Culinary Arts:* Culinary Arts maintains articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College and Cambridge Culinary Institute. Numerous guest speakers from all aspects of the trade have presented to the seniors with regard to industry expectations. The restaurant and bakery continue to serve the public daily with continued high volume of guests.
- *Cosmetology:* The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local community, the students provided community service to local senior centers and assisted-living communities.

Construction Cluster

- *Carpentry, Plumbing, Electrical, Heating, Ventilation, Air-conditioning & Refrigeration, and Masonry:* The Construction Cluster's mission is to put into practice a style of learning that encourages students to create tangible products using all of their senses to

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maximize their learning experience. The best way for students to gain both real-life experiences and mastery of competencies is by working on both on and off-campus community projects.

This year's projects included the following:

- *Wilmington*: The construction of a 42'x 30' building in conjunction with the construction of Wilmington's new high school. This building will serve as a concession stand and house the bathroom facilities for the athletic complex. The Carpentry, Electrical, Plumbing, HVAC&R and Masonry programs were involved in this endeavor.
- *Tewksbury Senior Center*: The construction of a 32' x 21' building to serve as an Arts & Crafts annex with a kiln to incorporate *pottery* and *ceramic* activities for the senior citizens of Tewksbury. The Carpentry, Electrical and HVAC&R programs were involved in this project.
- *On-campus project*: The construction of a 77'x 37' block building that will serve as a field house for the soccer, lacrosse, and softball teams. The building will also have a concession area and bathrooms to serve the public during events. All five construction programs will participate in this multifaceted project that will benefit the school and community long into the future.
- *Tewksbury Public Library*: The Carpentry program worked closely with a member of the Tewksbury Historical Society to design, construct and install a display case to house the Boston Post Cane at the Tewksbury Public Library.

Arts and Communication Cluster

- *Business Technology & Marketing*: Business Technology added an approved Chapter 74 Marketing program this year, including the

addition of a new teacher. This will result in expanded enrollment, for which the department is preparing new course offerings and schedules. The school store operation is in the process of expansion via a new Point of Sale system and seeking means of participation in more school events and online sales. The program's Microsoft certification testing lab continues to thrive. Through this testing lab, students have the opportunity throughout the school year to certify in Microsoft applications that are industry based, enhancing their employability skills.

- *Information Support Services & Networking (ISSN); Programming & Web Development*: This department has completed its first year with a Programming and Web Chapter 74 program. Two new teachers were added to provide instruction in this area. In addition, the program has welcomed four volunteers through the Microsoft TEALs program to teach AP Computer Science A (Java) to the junior class.
- *Design & Visual Communications*: Once again last year, Design & Visual Communications students acted as designers in many real world community projects for schools, town governments, and non-profit organizations. Students within the DVC program played a key role in conceptualizing and developing professional level corporate identity packages and supporting collateral information for these organizations. A partnership was developed with a new type of co-op employer: SRS Medical of Billerica.
- *Graphic Communications*: The Graphics program enjoyed another year of success in the pressroom and in its community partnerships. Graphics produced many live jobs for schools, town governments, and nonprofit organizations. Through these

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endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company.

Advance Manufacturing Cluster

- *Drafting*: With the great success of the design and build of the 2010 Billerica Public library drop box, Drafting was called upon again to create another, with some modifications, for the Wilmington Memorial Library. At the SkillsUSA State competition, the program was well represented, having one student in each of the following categories; Related Technical Math, Architectural Drafting, Technical Drafting and the Automated Manufacturing Teamwork's competition.
- *Electronics / Robotics*: This year the program expanded its wings by incorporating more applied hands-on work projects around the school. Some of the projects included the installation of a new wireless sound system at the Football Field house as well as multiple installation and repair of classroom/shop liquid-crystal display (LCD) projectors. The students in Electronics continue to excel in many areas - 100% of Electronics Seniors, who applied for the J-STD -001E IPC Course, passed and received the official IPC Certificate.
- *Machine Tool Technology*: The program has formed a strong partnership with the Manufacturing Extension Partnership (MEP): Upperclassmen participated in the first stage of obtaining certifications. Many local companies, including Spincraft, Mills Machine, and OSG Tooling Company, continue to send representatives from industry to visit the shop and speak to the students about the latest technology and career opportunities.
- *Metal Fabrication & Joining Technologies*: With the job market shifting, the program is gearing up to increase curriculum and equipment towards the welding component. Two new swing-arm ventilation hoods and two new state-of-the-art welding machines were purchased through the capital budget process. Welding curriculum is now implemented in all grade levels with the emphasis on students obtaining the American Welding Society (AWS) D1.1 Structural Welding Certification. And for the second consecutive year, SVTHS hosted the Annual Open House for the Boston Chapter of the American Welding Society (AWS). Project-based projects have also expanded in the sheet-metal curriculum; fabrication and installation of ductwork is now being implemented within the confines of the shop area.

CONCLUSION AND ACKNOWLEDGEMENTS

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

BEDFORD FREE PUBLIC LIBRARY

Richard Callaghan, *Library Director*

PURPOSE

The Bedford Free Public Library is open 69 hours a week, 7 days a week (with the exception of Sundays in the summer). A professional Reference Librarian, who holds a MLIS or MLS degree, is available every hour the Library is open. Free programs for all ages, storytimes for children, and events for teens are held year-round. Computers with Internet, online databases, and popular office software are available for use. Wireless Internet is always available throughout the building. The Minuteman Library Network Catalog, multiple online databases, digital and downloadable materials, and individual patron accounts can be accessed through our web site: www.bedfordlibrary.net.

Library Mission Statement

The Bedford Free Public Library provides resources for reading, self-directed growth and development, and the pursuit of ideas in an environment that is comfortable and welcoming to patrons of all ages, abilities, and cultures. The Library fosters a sense of community by anticipating information needs, maintaining a responsive and substantial collection in multiple formats, providing public meeting space, and collaborating with town groups and organizations. Librarians serve to encourage the development and love of reading, to create and promote library services and programs, and act as a professional interface between the library user and the rapidly evolving world of information and technology.

EMPLOYEE STATISTICS

Full-Time:	7
Half-Time or above:	6
Part-Time:	29

FY14 STATISTICS

Circulation	
Total Circulation	359,213*
Materials borrowed from other libraries	46,216
Materials loaned to other libraries	45,063
*Includes downloaded e-books, e-audiobooks, & e-music	

Professional Library Services	
Number of reference questions answered	29,879
Number of items added to the collection	10,712
Number of attendees at library programs	11,130

General	
Total physical collection holdings	110,063
Number of downloadable e-titles available	25,293
Total number of residents with library cards	9,990
Total attendance in library	202,029

FY14 HIGHLIGHTS

Collections

New formats, like Blu-ray films, MP3CDs and High Definition Playaway audiobooks, were added to our Audio-Visual shelves. An Early Literacy Station, composed of several iPads with age-appropriate Apps, was installed in the Children's Room.

Electronic Collections

Don't forget the wonderful, rich sources of information freely available to you online through the Library! Our databases offer access to sources not available on the Internet that can help you with investing, understanding health issues, and researching topics for school, work, or life. The Library

BEDFORD FREE PUBLIC LIBRARY

provides current and historical and newspapers, and reliable resources for most topics of interest, such as business, health & medicine, current events, social issues, biography, genealogy, education, history, science, consumer information and reference.

The Library participated in two international “Big Reads” in conjunction with OverDrive, our e-book vendor. OverDrive provided copies of a single title to adults and children for simultaneous use by all patrons at no cost to the Library.

The Library’s entire collection of Bedford High School Yearbooks was digitized by the Boston Public Library (<https://archive.org/details/bedfordpubliclibrary>). Bedford joined the Digital Commonwealth of Massachusetts which offers free digitization services for members, through a Library Services and Technology Act (LSTA) grant awarded by the Massachusetts Board of Library Commissioners.

Older models of public Internet computers, that no longer support modern software, have been replaced so that patrons may access all of our on-line collections with ease.

Hanscom

Noticeable increased usage of the Library by military families began in FY13 with the closure of the base library and continued apace throughout FY14. Our Youth Services Librarians once again visited the Hanscom schools and reached out to HAFB families to inform them of the services we provide for children and teens. We continue to use a special patron type for Hanscom residents to help track circulation statistics.

General Programs

Our extremely popular, annual Winter Lecture Film & Discussion Series with Dr. Daniel Breen focused on Modern Chinese History. Our special thanks to Bedford Community Access

Television for recording the lectures and making them available on local cable.

The annual Summer Reading Program proved popular, as did the many storytimes and music and movement programs throughout the year. Adult readers had their very own weekly Summer Reading Program this year and both groups celebrated together at our End-of-Summer Party.



End-of-Summer Reading Party

Our teens were busy on Wednesday afternoons throughout the school year with TAG (Teen Advisory Group) activities including: old-fashioned board games, magic, beaded jewelry designing, DIY crafts and poster-making.

Monthly book discussions, including one entitled “Creative Connections” which explored the relationship between books and art, a regular Cookbook Book Program, weekly film series, the third annual Peeps Diorama contest, a Chinese New Year celebration and other special events, such as author Tim Riley’s a multi-media lecture “Do the Beatles Still Matter?” rounded out our programming year.

Open Holds

The Library changed its materials reserve system to a self-service model. Instead of asking for reserve materials at the circulation desk, patrons now go to specific shelves in the

BEDFORD FREE PUBLIC LIBRARY

new book area where reserves are arranged alphabetically by the patron's last name or alias. Patrons pick up their reserves and use the self-checkout station or go to the circulation desk to have staff check out their materials. The ever increasing number of patron holds on materials from other libraries made shelving these items behind the desk nearly impossible. Open holds allows this popular service to grow and expand.

Library Management System Upgrade

Bedford, along with all the other libraries in the Minuteman Library Network, transitioned to a new Integrated Library Software system, Sierra, in the spring. Staff members attended training classes and carried out multiple behind-the-scenes tasks to make the migration process seamless for our patrons when the new system debuted on April 22.

Building Improvements

Thanks to the Library Corporation, two chess tables were placed near the main entrance of the library. Game pieces for chess and checkers are available at our Circulation Desk and patrons of all ages can now enjoy the opportunity to play board games. Once again, we are especially grateful to Trustee Rachel Field for spearheading these improvements.



Patrons Enjoying the New Chess Table

A new Mudge Way bike rack on was installed with help from the DPW and our patrons make great use of it.

The staff realigned and re-organized collections throughout the second floor second floor to give patrons greater access to our Large Print and Foreign Language materials.

New barcode scanners that can scan library cards from patrons' smart phones were installed at all checkout stations.

Staff members worked with Sunshine Signs, a member of the MHEC (Massachusetts Higher Education Collaborative), to create a phased plan for updating wayfinding signs that are compliant with the requirements of Americans with Disabilities Act throughout the building.

Library staff is committed to increasing energy efficiency whenever possible. Insulation was installed on the piping for all air-conditioning units. LED lighting, purchased with an NStar grant, was installed in our Meeting Room and Circulation area.

FY14 Staff Changes, Trustees, Friends, and Volunteers

Staff Changes

This year brought several personnel changes to key Library positions.

Carol Bender, Head of Children's Services, left in August to take a similar position closer to her North Shore home. Bethany Templeton Klem, formerly a Children's Librarian at the Saugus Public Library, joined us in November as our new Head of Children's Services.

Jessica Borchetta, our Young Adult and Reference Librarian, moved to Virginia in November. We welcomed Megan Statza, formerly the Young Adult Librarian in Sudbury, to Bedford in February.

BEDFORD FREE PUBLIC LIBRARY

Lisa Baylis, Co-Head of Circulation Services, took a similar position at the Groton Public Library (MA) in May. Jen Dalrymple, who shared a position with Lisa, became the full-time and sole Head of Circulation Services.

Theresa Maturevich, Head of Reference and Adult Services, left in June to become the Branch Manager of the Fowler Branch of the Concord Free Public Library.

Our former staff made many meaningful contributions to the library and we wish them all the best in their new positions.

Staff and patrons have been delighted with our new hires and we hope that they will be with us for many years to come.



Young Adult & Reference Librarian Megan Statza Shows Off A New Display

Library Trustees

In March, Lynne O'Connor and Rachel Field were each re-elected to another three-year term on the board.

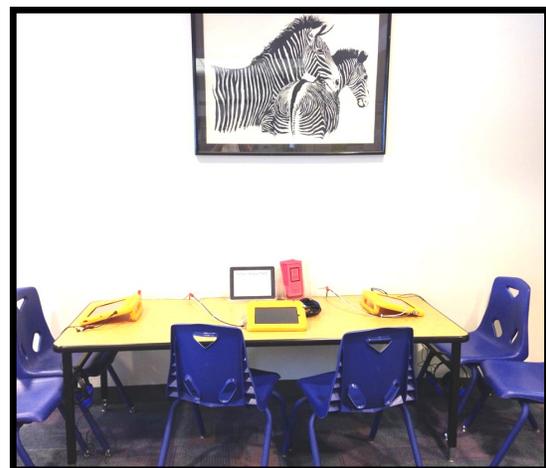
In FY14 the Library Trustees were: Howard Cohen, *Chair*, Robert Batt, Lorrie Dunham, Rachel Field, Abigail Hafer, Lynne O'Connor, and Michael Pulizzi. Trustees Robert Batt,

Rachel Field, and Lynne O'Connor managed the Library Corporation.

Friends of the Bedford Free Public Library

Using funds raised through membership fees and the sale of used books, the hardworking Friends generously supplied the Library with funding for: guest lecturers and performers, museum passes, public performance movie licenses, storytime realia, television series on DVD, *BookPage* monthly subscription, posters, bookmarks, art displays, and refreshments at library programs.

In FY14, the Friends also provided funds for the purchase of an Early Literacy Station for young children in our Children's Room. Their generosity provided several iPads loaded with a changing array of apps for children under age six, sturdy iPad cases and a charging station, a child-sized table and comfortable chairs.



New Children's Room Early Literacy Station

In FY14, the Friends Officers were: Beverly Matthews, *President*; Diane Bennett, who was succeeded in the same position by Sabine Gossart, *Vice-President* and *Membership Chair*; Chris Colao, *Secretary*; and Jerry Wolf, *Treasurer*.

BEDFORD FREE PUBLIC LIBRARY

Library Volunteers

The Library enjoyed the invaluable assistance of 18 adult and 12 teen volunteers, who contributed over 1,500 service hours this year. Volunteers assisted in our Children's Room, pulled materials for Interlibrary Loans, called patrons about reserves, repaired books, shelved items, contributed to special projects, and performed routine office tasks.

The FY14 adult Library Volunteers were: Jean Belding, Betsy Boschetto, Nancy Campbell, Wally Campbell, Anne Dawson, Joung Goulet, Ruth Greenberg, Janice Herndon, Ken Konkle, Pat Konkle, Sam Petrecca, Jan Shepard, Mary Jane St. Amour, Ruth Thompson, Blanche Wentworth, Sue Wiczorek, and Lynne Wolf.

A special thanks to:

- Elaine Yang, an AARP-trained tax specialist, who provided assistance with tax questions and forms from February through April.
- The Daniel R. Nickerson Foundation for its continued support for our special collection on learning and developmental disabilities.
- The members of the Bedford Garden Club who once again volunteered their time, energy, and resources for the beautification of library grounds.

Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display throughout the Library. The Art Steering Committee established a new Community Art Space on the wall across from the Children's Room. The space is intended for small exhibits, focusing on promising artists who may not have enough work for a full show.

In FY14 the Arts Steering Committee members were: Jean Hammond, Astrid Reischwitz, and Carol Rissman.

FY15 PROJECTIONS

Electronic Collections

Demand for free e-books, e-audiobooks (Overdrive) and music (Freegal database) via the Library webpage or app continues to grow. Patrons are becoming more accustomed to the convenience of reading on portable digital devices and accessing these items at home or on the go at any time of the day or night. The Library staff will increase the percentage of our materials collection budget dedicated to purchasing electronic titles and explore ways to add diverse digital content, such as movies and television series, from reputable library vendors.

Continuing Improvements

The Library will continue with improvements to the outside of the building and secure fencing will be installed around the electrical transformer near the main entrance.

Solar control window film will be added to the Meeting Room and Atrium windows to control excessive glare and heat build-up in these areas. This will help to reduce the Library's use of energy throughout the year. In addition to helping to reduce air conditioning costs, solar control films also help reduce winter heat loss through windows by reflecting indoor heat back in to rooms.

New interior directional signs that are ADA complaint will be installed throughout FY15. Electronic signs highlighting the changing collections and activities in our Teen area and Children's Room will be installed.

Our popular circulating collection of laptops for in-library use will be increased with an addition of several new laptops.

CULTURAL AND HISTORICAL ACTIVITIES

Cultural Council

Barbara Purchia, *Chair*

PURPOSE

To support public projects through the granting of the annual allocation of funds from the Massachusetts Cultural Council (MCC). These projects shall promote access, education, diversity, and excellence in the arts, humanities, and interpretive sciences in Bedford. The Bedford Cultural Council is a state-funded, community-based town committee whose mission is to support cultural projects with a Bedford focus. Grant money is awarded to local artists, educators, scientists, and others who are participating in the enrichment of Bedford's cultural community. The council also awards field trip grants, available for schools to supplement educational programs, such as cultural field trips. The Cultural Council cannot pay for transportation, school salaries, school

capital expenses, or refreshments, as that is within the budget of the schools, however, expenses such as admission fees can be funded. Field Trip awards make up only 5 percent of the total amount granted in a given year.

The Bedford Cultural Council is part of a network of 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The LCC Program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, sciences and humanities every year. The state legislature provides an annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community. The BCC consists of unpaid municipally appointed volunteers.

FY14 Grants		
Applicant Name	Project	Amount
Acton Community Chorus	2013-2014 Rehearsal and Concert Series	\$100
Bedford 4-H Club	Sheep to Shawl	\$350
Bedford Arts and Crafts Society	Painting Demonstration	\$225
Bedford Center for the Arts	Bedford as a Creative Community: STEM to STEAM	\$750
Bedford Family Connection	Bedford Family Connection Arts and Crafts	\$300
Contemporary Arts International, Inc. (CAI)	2014 Stone Carving Symposium	\$100
Friends of Bedford Depot Park	Railroad Baggage Cart Restoration	\$488
Girls Scouts of Eastern MA. Bedford Hanscom SU	Bedford Girl Scouts Oral History & Video Project	\$500
Girls Scouts of Eastern MA. Bedford Hanscom SU	Bedford Girl Scouts "World Thinking Day" Event	\$200
Jenks Nature Trail Working Group	Signage for Jenks Nature Trail: Tree Labels	\$400
Jon "OC" O'Connor	Revolutionary War Guided Trolley Tour	\$325
Rooney and Purchia, Ashley and Barbara	Fairy Homes and Garden Lecture	\$180
Silver, Annemarie	Arts & Crafts for Transitional Housing Families	\$250
Silver-Ebony-Ivory	A Concert of Music for Flute, Clarinet, and Piano	\$300
Steve, Henderson	"Jerry Atric - The Older I Get"	\$100
The Concord Orchestra	Family Holiday Concert: The Snowman	\$300
Transition Town Bedford	First Annual Bedford Green Dance	\$250

CULTURAL AND HISTORICAL ACTIVITIES

Average grants tend to be modest (\$200-\$500) and are reimbursement-based, meaning the applicant expends their own money, and if approved for a grant, then submits paperwork for reimbursement.

FY15 PROJECTIONS

In September, the MCC announces the LCC's FY15 state allocations. The Bedford Cultural Council will be seeking grant applications from

September 1, 2014 through October 15, 2014. Bedford funding priorities, local guidelines, information and forms are available online at (<http://www.mass-culture.org/Bedford>). All applications are reviewed and applicants will be notified in November if their application did not meet the Cultural Council criteria. The BCC sends out award notification letters to grantees in January and publicizes grant awards.

Historic District Commission

William Moonan, *Chair*

PURPOSE

The Bedford Historic District Commission (HDC) was established in 1964 by a Town Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964 as amended as the guardian of the Bedford Historic District. As stated in the Commission's enabling Act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic significance, [to be accomplished] through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historical tradition of Bedford." A copy of these Acts, with more detailed information about how the Commission works, is available at the Code Enforcement Office at Town Hall.

The Historic District runs west along The Great Road, from the Bacon Road/Hillside Avenue intersection, around the Town Common, and then to the intersection of North Road and Carlisle Road. A detailed map is also available at the Code Enforcement Office.

The HDC members are appointed by the Selectmen for a three (3) year term. There are five (5) full members and two (2) alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each month (more often as needed to help an

applicant) for business meetings and public hearings, and follows the Open Meeting Laws. The Acts mandate that the Commission consist of a member of the Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a resident of the Historic District. The rest are Town residents who have an interest and/or background in historic preservation.

EMPLOYEE STATISTICS

Full time: 1

FY14 HIGHLIGHTS

Fiscal Year 2014 saw approvals for signage, tree removal, pavers and walkways, bicycle racks, and other architectural features within the district. It also included a potential demolition of the house at 16 Concord Road, which will only be allowed once a historically appropriate proposal for a new house is approved.

FY15 PROJECTIONS

The Commission does not have any particular projections for the coming year, but it will, as always, continue to ensure the preservation of historic houses and buildings in the District, including overseeing the changing of signs, windows, additions, and landscaping. The Commission welcomes the public's participation at all meetings, and has been grateful to see many interested Townspeople attend this past year.

CULTURAL AND HISTORICAL ACTIVITIES

Historic Preservation Commission

Don Corey, Chair

PURPOSE

The purposes of the Historic Preservation Commission (HPC) are preservation, protection, development, and management of Bedford's historical, archaeological, and cultural assets. Like other local historical commissions throughout Massachusetts, Bedford's HPC undertakes historic preservation planning; inventories the town's historic properties; prepares National Register of Historic Places nominations; applies for Survey and Planning grants from the Mass. Historical Commission (MHC); participates in the Mass. Preservation Projects Fund (MPPF) program to preserve municipal properties; comments on state or federal projects that may affect historical or archaeological resources; advises the Selectmen and town boards; administers the provisions of Bedford's Demolition Delay bylaw; and engages in various activities to educate the public about the town's historic resources.

FY14 HIGHLIGHTS

Old Bedford Center Historic District

An intensive survey of historic resources in and adjacent to the Old Bedford Center Historic District, which is listed in the National Register of Historic Places, was completed during FY2011-2012. It recommended the addition of numerous adjacent contributing resources and the deletion of a few parcels where new non-contributing buildings had been constructed. Based on those recommendations, HPC hired a preservation consultant to prepare the nomination for enlargement of the OBC Historic District. National Register listing is an honorary designation that does not place any restrictions on private property owners. The nomination was submitted to MHC and was

accepted by the National Park Service and listed in June 2014.

Farley-Hutchinson-Kimball House

The owners of this property at 461/463 North Road, the late Mina and Larry Kimball, left it to the Bedford Historical Society as a bequest. The HPC assisted the Society in having the property listed on the National Register of Historic Places in March 2012 and in creating a Preservation Restriction Agreement that was approved by the MHC and recorded at the Registry of Deeds in August 2012. The house was sold back to the Kimball heirs in April 2013. Under the terms of the Agreement, HPC oversees and regulates any changes to the exterior of the property. This is comparable to the HDC's authority within the local Old Bedford Center Historic District.

Job Lane Farm

The HPC is responsible for management of the town-owned Job Lane property at 295 North Road. It coordinates its activities with the Bedford Dept. of Public Works, Facilities Department, and Friends of the Job Lane House under a Memorandum of Understanding (MOU) that outlines respective responsibilities among those organizations. During the fiscal year, the south side of the house was re-roofed. The HPC is also working with the other organizations to make the barn handicapped accessible in order to obtain an Occupancy Permit.

Demolition Delay Bylaw

The HPC is responsible for administering the town's Demolition Delay bylaw for all properties built before January 1, 1943, or built at an unknown date. If such a structure is proposed for demolition, the application comes before the HPC for review. HPC then

CULTURAL AND HISTORICAL ACTIVITIES

Historic Preservation Commission

determines whether the property has historic significance and designates it as either Significant or Not Significant. If Significant, HPC then holds a public hearing to determine whether the property is Preferably Preserved. If so, HPC may then impose a demolition delay of up to one year.

This year eight (8) properties came before HPC under the terms of the Demolition Delay bylaw:

- *69 South Road*: Significant & Preferably Preserved
- *90 South Road*: Main block of house Significant & Preferably Preserved
- *277 The Great Road*
- *22 Anthony Road*
- *49 Elm Street*: Significant/ hearing is continuing
- *127 North Road*: Significant/ not Preferably Preserved
- *226 Carlisle Road*
- *38 Fletcher Road* (garage)

Historic House Plaques

HPC continued its historic house plaque program. Owners of historic properties are encouraged to display plaques mounted on the building facade showing its date of construction and, if desired, its historic name. Applications are obtained from the HPC or the Town Manager's office. After confirmation of the proposed date and wording by HPC, the owners can then order the plaques.

Depot Park

The HPC assisted Bedford's Facilities Department in obtaining a matching \$60,000 MPPF grant from MHC for the Passenger Depot to restore the exterior of the building and to provide handicapped access to the first floor. Funding for the entire project was approved at the March 2014 Annual Town Meeting, and the

contract was awarded. The town subsequently received a second grant from MHC. Construction commenced during FY2014.

Jenks Nature Trail

The HPC provided part of the funding for signage that is being installed along the Jenks Nature Trail in front of the high school and Library.

1908 Bedford Waterworks

The HPC provided funds for a preservation consultant to complete MHC Inventory Forms to add the pump house, ring well and reservoir that comprised Bedford's first municipal water supply to the Massachusetts Cultural Resource Inventory System. The contract has been awarded and work is underway.

Shawsheen Cemetery

The HPC worked with DPW to apply for a MPPF grant from MHC to develop a Preservation Plan for the historic portion of Shawsheen Cemetery that is listed in the National Register of Historic Places. There are a number of broken, fallen and leaning gravestones and other matters that require attention in this cemetery that was dedicated in 1849. At the end of June 2014, MHC announced that Bedford had been awarded a \$12,000 matching grant to assist with this project. The work will be performed in FY2015.

FY15 PROJECTIONS

Many of the above activities are projected to continue into FY2015. No major new initiatives are planned at the present time. The HPC has drafted an article for consideration at Special Town Meeting in November 2015 to extend the Demolition Delay authorized under that bylaw for up to 18 months.

OTHER CITIZEN COMMITTEES

Arbor Resources Committee

Jacqueline S. Edwards, Chair

PURPOSE

The Bedford Arbor Resource Committee's (BARC) purpose is to enhance the quality of life in Bedford by protecting, preserving, developing, and managing the arbor resources on publicly-owned lands and by encouraging preservation and development of resources on private lands. Improved communication among Town departments, committees, and citizens underlies and facilitates many of its goals.

FY14 HIGHLIGHTS

- The committee's primary function is to protect Bedford's urban forest. To accomplish this, the committee works cooperatively with the DPW.
- ♦ BARC, along with the DPW, initiated a town-wide, volunteer-driven inventory of public trees using an individualized version of the free Massachusetts Department of Conservation and Recreation (DCR) software, *i-tree*. Specific goals are to identify disease and pest infestation, maintain tree canopy, identify trees of interest that need protection, and to ascertain where trees need to be planted and where a professional needs to take a closer look. Ultimately, the goal is to maintain a good ecological habitat. Based on the information gathered, a final assessment will be done and a ten-year plan will be developed to help manage the Town's trees more efficiently. Three training sessions and a sample inventory at the Shawsheen Cemetery were conducted prior to distributing route maps and instructions to thirty volunteers. Over 500 trees have been assessed to date, with additional results to be turned in as completed. The project will continue through the next years until the inventory

of street trees and some parks is completed.

- ♦ The ad hoc Jenks Nature Trail Working Group (JNTWG) which includes several BARC members worked cooperatively with the DPW to complete the next phase of the revitalization of the historic arboretum, The Jenks Nature Trail, by adding tree-labels to a variety of specimens. Generous grants from the Historic Preservation Commission, the Bedford Cultural Council, and the Massachusetts Cultural Council were used to purchase the 3-line labels. The labels include the common English and scientific Latin names, and some of the following: New England native and/or country of origin, date planted, and whether it is an invasive species. The list of tree labels was generated from the BARC/DPW inventory and the labels affixed by the DPW. Publicity, to date, included a presentation at annual Town Meeting, posters, and an article ("Something old . . . something new . . .") that was published in local, state-wide (DCR Citizen Forester), and national media (American.Grove website).



New Tree Labels

- ♦ At the request of the Trails Committee, BARC developed a list of a variety of trees that includes reviews of their appropriateness to be planted trailside/roadside.

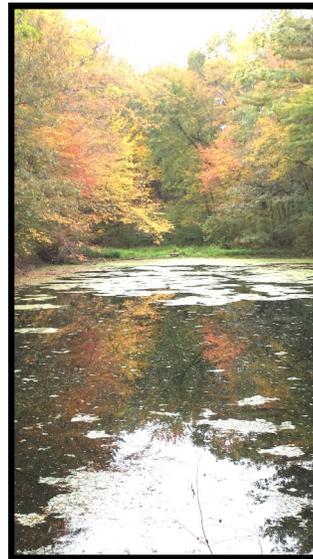
OTHER CITIZEN COMMITTEES

Arbor Resources Committee

- ◆ BARC is exploring whether Bedford qualifies to participate in promising winter moth caterpillar control research being conducted by Prof. Elkinton of UMass Amherst.
- BARC continues to develop and implement policies supported by the Planning Board for its Comprehensive Plan Update.
 - ◆ BARC is adopting a three-pronged approach to policy development for compensation for the removal of a healthy public tree. It begins with an interim, voluntary policy for both public and private trees that seeks one tree to be replanted for each one removed. Ideally, the tree will be replanted near the original site, but the proposal allows for placement elsewhere in the community when that makes sense. This process allows the policy to be initiated sooner and provides local experience with such a policy to be applied as final versions are developed separately for public and private trees.
 - ◆ Encouraging invasive species removal by Bedford homeowners protects the urban forest in individual yards, as well as in the broader community. Accordingly, BARC and the DPW are making a pointed effort to educate and involve residents in spotting invasive species, specifically the Asian Longhorned Beetle (ALB) and Emerald Ash Borer (EAB) by distributing identifying information, including wallet-sized cards, and by participating in the Mass DCR project that requests individual homeowners inspect their own yards for the ALB and EAB once a year. Plans are for more publicity in early FY15.
 - ◆ Discussions about the process for notifying the community about hazard trees and Tree Hearings with the new Tree Warden resulted in an excellent, open process, including web pages on the DPW's Town

website that contain comprehensive information, including map and pictures, about all trees proposed for removal.

- ◆ Outreach into the community expanded by moving the bedfordarbor.org website to the Bedford Town website, adding new material and linking it with the DPW site, as well as by frequent use of local media and town/local events to advertise projects.



Buehler Pond

- The committee celebrates Arbor Day and Bedford Day annually.
 - ◆ This year's Tenth Annual Arbor Day Talk, "Thoreau and the Language of Trees" by Richard Higgins, sponsored jointly by BARC, the DPW, and the JNTWG was a fascinating mix of the historical, environmental, and literary, with outstanding pictures. Taped for BedfordTV, it will be aired in FY15. As usual, the DPW distributed tree whips free to attendees of the talk.
 - ◆ For many years, the Public Library has reserved the window outside the Children's Room for a display by BARC

OTHER CITIZEN COMMITTEES

Arbor Resources Committee

each Arbor Day month (April). This year's generalist theme and attractive pictures were particularly appealing to children.

- ◆ The annual Arbor Day plantings by the DPW were a sycamore and tulip tree at the Jenks Nature Trail, located as envisioned in the planting map.
- ◆ Activities at the Bedford Day booth focused on disseminating information about the citizen-run inventory of public trees and included a game for children and answering arbor-related questions from residents.



Narrow Gauge Rail Trail

- BARC continued its routine activities, regularly coordinating with other committees, departments, and residents. Examples include the following:
 - ◆ BARC attended Tree Hearings for public and private trees, requesting a one-for-one replacement as compensation for the removal of each tree. The requests were agreed to willingly in all cases, public and private.
 - ◆ BARC offered input to the Jenks Nature Trail authority regarding the removal of yew trees that posed a danger to pedestrians, as required by the JNT

Memorandum of Agreement.

- ◆ BARC consulted repeatedly with a resident concerned about changes to her property resulting from a town project.
- ◆ BARC was asked for and agreed to support and assist the local organization, Transition Town Bedford, with its reception, as part of mutual outreach and networking efforts.
- ◆ BARC continues to hear a great deal of residents' concern over the clear-cutting of properties for mansionization, which we must tell them is outside of BARC's purview.

FY15 PROJECTIONS

For FY15, work will continue on the citizen inventory and on developing the Comprehensive Plan policies, focusing on the policy for compensation for removing a healthy public tree. Members of BARC will continue to participate in the Jenks Nature Trail Working Group. Annual celebrations of Bedford and Arbor Days will continue, the website will expand in content and concerns about development by residents will be addressed. BARC hopes Bedford will be able to participate in the winter moth caterpillar control research. If the community is interested and appropriate sugar maples can be located, BARC will experiment with a sugar maple project.



Inventory Training by MA Dept. of Conservation & Recreation

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

Eugene Clerkin, *Chair*

PURPOSE

Bedford Housing Authority (BHA) is a service organization providing affordable housing for people of low and moderate income through direct housing in government owned developments. The Bedford Housing Authority is an independent and quasi-municipal agency, charged by statute with providing safe and affordable housing for eligible persons. It is a public body, politic and corporate, duly organized and existing pursuant to Massachusetts General Laws, Chapter 121B, Section 3.

The Authority administers and manages 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place and 12 units of Chapter 200 Veterans/Family housing on Elm Street. The Authority oversees a property on Railroad Avenue, which is run by the Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 6 rental assistance vouchers within the community.

Bedford Housing Authority properties are managed and maintained by the Bedford Housing Authority, with an Executive Director (Brenda Peacock), Administrative Assistant (Cheryl McDonald), and 2 person maintenance staff. Funding for maintenance and capital improvements is sourced through property operations, state public housing appropriations, local HOME funds, local Community Preservation Act funds, and other sources as needed.

Visit the Housing Authority's website at www.bedfordhousing.org for more information and online applications.

The Board of Commissioners of the Authority is the policy-making body of the agency and is legally responsible for the overall operation of the Authority. The Board of Commissioners are: Eugene Clerkin, *Chair*, Lewis Putney, *Vice-Chair*, William S. Moonan, *Treasurer* and Jane Puffer. The Executive Director, along with Authority staff, manages the day-to-day operations of the Authority. There are one full-time and three part-time employees.

The board meets on the second Wednesday of each month at 7:00 p.m. in the Community Building at Ashby Place, unless otherwise posted. The meeting schedule is posted in the Bedford Town Hall. Special meetings are held when necessary.

FY14 HIGHLIGHTS

Ashby Place, Elderly/Handicapped Housing

As of August 2014, there were 73 eligible applications on file for elderly/handicapped housing at Ashby Place, 21 of which are Bedford residents. In FY 2014, there were seven (7) vacancies filled 6 of which were by Bedford residents. Bedford residents receive a local preference and are placed first before out-of-town applicants. Currently, 1% of total assets are calculated in with other sources of income for rent calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$45,500 for one occupant and \$52,000 for two occupants. This year the average rent received in this program is \$377 per month, which includes utilities and is based on 30% of the tenant's net monthly income. Laundry facilities, an air-conditioned living room, and meeting room space are available for tenant use.

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

Ashby Place Window Sash Replacement Project

Construction of the window sash replacement project began on May 19, 2014. 320 window sashes were replaced and 80 storm windows were installed where there currently wasn't any. The project was completed on June 18, 2014 on time and under budget. The total construction cost was \$279,300 of which DHCD, Bedford Housing Authority and Bedford's Municipal Affordable Housing Trust, contributed.

Ashby Place Walkway Paving Project

Paving of the walkways leading into each building along with walkways surrounding the Community Building began on July 21, 2014. The project was completed on August 7, 2014 on time and under budget. The total construction cost was \$47,042 of which DHCD and Bedford Housing Authority contributed.

Elm Street, Family Housing

Family housing tenants pay 27% of their net income toward rent. There is no asset limit for applicants of Chapter 200 housing; however, applicants must meet the annual income limits of \$52,000 for two (2) occupants, \$58,500 for three (3) occupants and \$65,000 for four (4) occupants. In FY2014, the average rent received in this program is \$633 per month. The tenants pay for all of the utilities, but are given a heat allowance as a deduction from their rent. There was one (1) 2-bedroom vacancy filled this year by a Bedford resident.

20 Railroad Ave.

This project was built through the State-assisted Chapter 689 Program for special needs populations and is staffed by the Department of Mental Health. The project has two units, each with four bedrooms to assist eight individuals. The project was initially occupied in 1993.

Special services include 24-hour professional management staff, central air conditioning, location adjacent to a conservation area, and proximity within walking distance to local stores.

Railroad Ave. Driveway/Walkway Replacement

The Driveway/Walkway project began on June 23, 2014. Permeable pavers and new brick were used for this project. The project was 90% complete on August 13, 2014 with some landscaping work left to do. The total construction cost was \$52,500.00 all of which was paid through HOME grant funds.



Before Driveway/Walkway Replacement



After Driveway/Walkway Replacement

Railroad Avenue Furnace Replacement

Both furnaces at Railroad Ave. failed and had to be replaced. The total cost of replacement was \$13,820.

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

FY15 PROJECTIONS

The BHA's goals moving forward are:

- Convert the Community Building/Office from electric to natural gas heat and central air conditioning. Also, installing a natural gas back-up generator in case of an emergency.
 - Upgrade the Community Building/Office bathrooms to comply with ADA standards and install a barrier free shower.
 - Update Ashby Place Elderly/Handicap Housing complex with new kitchens, baths, floors, wiring, plumbing and building entries.
- These units have not been updated since construction in 1969 for Phase 1 and 1974 for Phase 2.
 - Continue the *English as a Second Language* program at Ashby Place to benefit our non-English speaking residents. We would like to thank the Bedford Council on Aging for sponsoring this course.
 - To continue to preserve affordable housing for a more diversified group and to maintain affordability.

Bedford Housing Partnership

Ellis Kriesberg, Chair

PURPOSE

The purpose of the Bedford Housing Partnership (BHP) is to implement affordable housing programs and encourage the growth of the supply of affordable housing within the Town of Bedford. This is contained in the Town's By-Laws, Article 23.3. The BHP works to carry out the strategies contained in the Town's Comprehensive Affordable Housing Plan. This Plan was developed in 2001 and has been updated in the Comprehensive Plan of 2012. This plan calls for the Town to encourage the development of affordable housing scattered throughout the town on a small scale and consistent with neighborhood character and Smart Growth principles.

The BHP also has the goal of ensuring the implementation of the Town's Fair Housing Plan, which was accepted by the Selectmen in 1983. This means publicizing Bedford's responsibility to meeting the housing needs of minorities and female-heads-of-households, identifying potential barriers to meeting these needs, and recommending solutions to the Selectmen.

Bedford's Comprehensive Plan calls on the Town to remain comfortably above the 10% affordable housing threshold in the Subsidized Housing Inventory (SHI) as defined by the Massachusetts Division of Housing and Community Development. Massachusetts General Laws Chapter 40B is a state law, which allows developers to appeal proposed housing projects to the State's Housing Appeals Committee if rejected by the Town's Zoning Board of Appeals (ZBA). Chapter 40B applies only to communities that have fewer than 10% of their units listed in the SHI. Since Bedford is above the 10% threshold, the ZBA and Planning Board can guide development in the Town without the possibility of overrides from the State's Housing Appeals Committee. The BHP is working to ensure the Town never falls below this 10% State-mandated benchmark by preserving the existing affordable units and encouraging the development of new affordable units.

Although Bedford has exceeded the 10% threshold, this does not mean that the Town has met all of its affordable housing needs. There are many families who cannot afford the housing that qualifies as affordable in the SHI.

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

Most affordable housing developments have a maximum income limit of 80% of Area Median Income (AMI), which for a family of four is currently \$67,750 and for a single-person family is currently \$47,450. The AMI is determined by the U.S. Department of Housing and Urban Development and is published annually. The Town was fortunate to have Habitat for Humanity build homes in Bedford, which offered homes to those with a maximum income limit of 50% of median, which for a family of four, currently is \$47,050. The BHP continues to look for opportunities to encourage the development of affordable housing that meets the needs of low and moderate income households.

Additionally, although the state inventory shows over 10% subsidized housing in Bedford, this includes some market rate rental units. There are several mixed-income projects which qualify for inclusion on the state's subsidized housing inventory, including Chapter 40B developments. For rental projects, the state counts all the units in a rental development on its subsidized housing list even though only 20-25% of the units are actually affordable. The net effect is that only a quarter or less of the units in mixed income rental developments, such as 40B's, are actually affordable. The state is giving credit for far more affordable units than actually exist in Bedford. For homeownership projects, the state only counts the units that are actually affordable to households making up to 80% of the Area Median Income.

There are still affordable housing needs in town and the economy is still making it harder to meet these needs. For example, the table below shows that in Bedford, 35% of households have annual income less than \$75,000 and 70% of these have housing cost

greater than 30% of their income. The BHP continues to reassess ongoing needs within the Town and will work to encourage the development of a variety of affordable housing stock.

Percent of Household Units with Housing Costs Greater than 30% of Income For Households with Annual Income Less than \$75,000		
Town	% of Occupied Housing Units	% with Housing Cost >30% of Income
Bedford	35%	70%
Lexington	25%	78%
Billerica	38%	66%
West Concord	32%	65%
Winchester	29%	60%
Sudbury	17%	60%
Andover	47%	66%
Concord Town	28%	73%
Weston	20%	76%

US Census 2008-2012 American Community Survey 5-year estimate

EMPLOYEE STATISTICS

The BHP does not have any dedicated employees. The staff of the Town Manager's office provides support. The Regional Housing Service Office (RHSO) serving Acton, Bedford, Concord, Lexington, Sudbury and Weston has been adding great value to our affordable housing efforts. During FY14, Community Preservation Act (CPA) funds allocated for affordable housing consulting services were expended to pay for the RHSO services. These services are invaluable in navigating the rules of affordable housing development, analyzing proposed developments, developing new

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

programs, managing existing programs, and monitoring the existing affordable housing stock.

FY14 HIGHLIGHTS

Six affordable housing units added in FY14

In FY14, the town added six units to its Subsidized Housing Inventory (SHI) bringing the total number of SHI units to 903 or 16.9% of the total housing inventory. This is according to the RHSO's report of March 11, 2014. Bedford is well ahead of its neighboring towns in the percentage of subsidized housing. The next highest percentage is 11.2% in Lexington.

The six units added in FY14 were the last of 12 affordable units built at Hartwell Farms on Hartwell Road. These units, built by Pulte Homes, are 2 bedrooms with 2 and ½ baths. The maximum eligible income for a family of four is \$67,750. Despite this narrow range of income eligibility, Pulte Homes had no problem finding eligible applicants for the affordable units.

Monitoring of Affordable Ownership and Rental Units

The BHP contracts with the RHSO to monitor its existing affordable ownership and rental units to make sure the residents and landlords comply with the affordable housing regulatory agreements. For the ownership units, the RHSO monitoring identifies issues that could potentially cause problems at resale. For example, some units have recorded liens that are greater than the computed value of the unit. For rental units, RHSO checks three things: 1) that rents are calculated in accordance with the regulations of the State's Departments of Housing and Community Development, 2) that tenants meet the income restrictions, and 3) that units are properly maintained. The RHSO found problems with the rents at the Village at

Taylor Pond, the Village at Concord Road, and at Patriot Place. The Town reached an agreement with the Village at Taylor Pond in FY13, and with the other two developments in FY14.

Renovations at 20 Railroad Avenue

The BHP committed \$101,829 of Federal HOME funds to make capital improvements to the Bedford Housing Authority owned units at 20 Railroad Avenue. The renovations began in FY14. To date two furnaces, the driveway and walkways have been replaced. The BHA will also repair the emergency egress and upgrade one of the kitchens as part of this project. It used HOME funds that the Town had accumulated since FY09.

Small Grant Program

The Small Grant Program was approved by BHP in FY13 and is administered and funded by BMAHT. The program awarded two rounds of grants in FY14. As of the end of FY14, 12 grants have been awarded. Of these, six have been completed, two have expired without being used, and the others are still in process. The objective of the program is to provide financial assistance to rehabilitate existing housing units occupied by income eligible households. The program was designed with the help of the RHSO and modeled after a similar program in Sudbury. The program provides a maximum per-household grant of \$3,000 in one year and no more than \$10,000 in total.

Home Ownership Training Program

The RHSO sponsored a homeowner post-purchase training session on May 8. The focus was on condominium ownership. About 25 to 30 people attended. RHSO is planning another training program for FY15.

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

Rental Training Program

The RHSO held an income certification training for LIP (Local Initiative Program) property managers (e.g. Taylor Pond and Patriot Place).

Ashby Place

The BHP voted in favor of earmarking \$350,000 out of FY14 Community Preservation Act (CPA) funds for affordable housing. These funds could be used to pay for the updating of kitchens and bathrooms at Ashby Place. The first phase of the renovation of Ashby Place was approved at Town Meeting in March 2014.

CPA Funding Supportive Services

The proposal to allow CPA funds to be used for supportive services of residents in affordable housing was approved at Town Meeting. However the funds would have to be administered by the Bedford Housing Authority. The Authority is looking for a consultant to run the program and hopes to get it started in FY15.

Coast Guard Property on Pine Hill Road

The BHP voted in favor of a resolution submitted to the Board of Selectmen and the Planning Board calling for new zoning to enable a developer to build a larger number of units at the Coast Guard property on Pine Hill Road. The resolution favored two possible options with the goal of keeping the sales price per unit under \$400,000.

- Option A: Renovate the existing homes and add 14 new cottages and a common building, for a total of 29 units, at slightly higher density than the existing property.
- Option B: Remove the existing Coast Guard homes; build attached and detached cottages, for a total of 35 units, with better organization of the open space.

In order for the project to proceed, the U.S. Government Services Administration (GSA)

must approve the sale of the property to the Town.

Fair Housing

The BHP is committed to fair housing and works actively to oppose any sort of illegal discrimination in housing and encourage diversity in our housing stock and population. In addition to receiving and pursuing any fair housing complaints (of which there were none in FY14), the BHP has adopted many proactive strategies for promoting diversity. The BHP encourages the development of housing that meets a variety of needs (designed for families, seniors, handicapped, veterans, and different income levels and need to begin to consider the fastest growing population, that of single adults). The BHP requires affirmative marketing plans for all affordable housing and conducts an ongoing education campaign against housing discrimination, including a pamphlet distributed at town events. The RHSO is planning to set up fair housing training for realtors in the HOME communities.

FY15 PROJECTIONS

The following topics are on the BHP's agenda for FY15:

Coast Guard Property

If the GSA agrees to sell the property to the town, then the proposed development either needs to be approved in Town Meeting (in the case of a zoning variance) and/or the Zoning Board (in the case of a 40B development).

54 Loomis Street

Developers have proposed tearing down the old skating rink, doing both market rate and affordable condos with some two-bedroom rentals behind and some retail space. The project was approved by the Planning Board in FY14.

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

Expiring Use Properties

Bedford Village was developed as affordable housing in the 1980's and will need new financing to preserve it as affordable housing in 2018. MassHousing plans to prepare a detailed closing plan on Bedford Village to submit to HUD in 2016. They estimate the amount of new financing needed at \$100,000 per unit or about \$10M in total. BHP will continue to monitor this project in FY15.

Bedford Day Booth

The BHP will have a booth at Bedford Day to provide information about proposed and existing affordable housing in town.

Homeowner Training

The BHP and RHSO plan to have another homeowner training program in FY15.

Monitoring

The RHSO will continue to monitor rental and ownership units in FY15.

VA Housing

The Veteran's Administration is planning to build 70 one-bedroom apartments near the VA Hospital for veterans age 55 or older. These units will count toward the Town's affordable housing inventory.

Volunteers

The BHP currently does not have an opening on the committee. However, anyone with an interest in the topics on the Committee's agenda is welcome to attend and participate in its meetings.

Bicycle Advisory Committee

Terry Gleason, Chair

PURPOSE

The purpose of the Bicycle Advisory Committee (BAC) is to encourage use of bicycles by Bedford residents, workers, students, and visitors in order to decrease traffic congestion and air pollution, and increase recreational opportunities. In addition the BAC promotes the health benefits of bicycling as part of the State Transportation Department's GreenDOT Policy Directive (2010) to advance the "healthy transportation options of walking, bicycling, and public transit."

Responsibilities include monitoring conditions on current bike paths, promoting and planning additional bike paths, signage and facilities for bicyclists, and working to make bicycling in

Bedford safe and more accessible for all types and levels of users.

Working with our sister organization, The Bedford Friends of The Minuteman Bikeway, Inc., we also collaborate with the Arlington and Lexington Bike Committees on issues common to the Bikeway.

MEMBER STATISTICS

The Bicycle Committee has six active members. We meet monthly and lead or participate in numerous events during the year. Soraya Stevens is our new Transportation Committee liaison. Amy Lloyd continues as our Planning Board liaison, and Margot Fleischman is the Selectmen liaison. Regular meeting attendees include 5 members of our Friends of the Minuteman organization who are not BAC members.

OTHER CITIZEN COMMITTEES

Bicycle Advisory Committee



FY14 HIGHLIGHTS

- “Sharrows” ('share the road' markings) were painted on 3 recently paved roads.
- Bicycle detector loops installed as part of Town's commitment to Complete Streets
- Minuteman Bikeway repaving planned for August.
- Toole Design Group recommendations for MM Bikeway approved by Bedford, Arlington, and Lexington.
- Bicycle Safety Classes expanded to 6th graders at JGMS; Classes continue at Job Lane.
- Bicycle Master Plan funded at Town Meeting. Toole Design Group selected by bike/pedestrian steering committee to produce the master plan.
- Consultant VHB presents its options for Railroad Ave link for the Minuteman Extension Project. BAC finds the option unacceptable and recommends that VHB work with the State Bicycle Engineer and present Town with 'shared-use path' options.
- Serviceable bikes on-site for JGMS safety classes doubled through donations and repair work by committee volunteers

Regular Events

- Bike Helmet Day in collaboration with the Police Department and Rotary Club
- Bedford Day: booth, maps, information, and bike corral ('valet parking')
- Regular meetings and exchanges with our Minuteman Bikeway counterparts in

Lexington and Arlington

- Attendance at the Moving Together Conference, the Commonwealth's annual statewide walking and bicycling conference
- Trail or Road Count Surveys for the State (two to six times a year)
- Attendance at local and regional meetings when bicycle issues are being addressed, e.g., MAGIC
- 'Bike to school' events spring and fall as part of the Safe Routes To School Program
- In collaboration with the Bedford Friends of the Minuteman Bikeway, Bicycle newsletter emailed to Bedford Bicycle community

FY15 PROJECTIONS

- Transition Bicycle Safety Classes at Job Lane to Phys Ed teachers
- Continue bicycle safety classes at the Middle School with more hands on activities
- Work with Arlington and Lexington bike committees to implement new signage recommended by Toole Report
- Work with DPW and VHB to finalize a proper design for Railroad Ave link and move MM Extension project ahead to funding and construction stage
- Continue increasing Bedford awareness and participation in annual state bike events
- Assist consultant Toole in collecting user data identifying locations and roads where bicycle conditions need improvement

OTHER CITIZEN COMMITTEES

Cable Television Committee

James Shea, Chair

PURPOSE

The committee met 17 times during the year. The Committee closely worked with a consultant to achieve a beneficial 10-year renewal license with Comcast, drafted a Request for Proposals (RFP) to procure the services of an entity to operate our Public, Educational and Governmental (PEG) access channels, and recovered \$192,564 of public funds to support future PEG access operations.

FY14 HIGHLIGHTS

Comcast License Renewal

Consultant William August assisted the committee during its discussions with Comcast towards a new 10-year license. Data we obtained through a town-wide survey and a public hearing helped define Bedford's cable-related needs and subscriber concerns. The Town and Comcast reached agreement on a 10-year Renewal License that took effect on April 7. Key features of the new license include:

- Formal adoption of FCC customer service obligations
- \$150,000 paid to the Town to support its cable-related capital needs
- 3.5% of gross annual cable revenues to support the Town's PEG access operations
- Up to \$30,078 paid to the Town if it assumes responsibility for providing the functionality of a video "back-haul" network that is currently owned and operated by Comcast
- \$28,000 to upgrade the Town's PEG access channel modulators and for other cable-related needs

PEG Access Services

Bedford Community Access Television, Inc. (BCAT) completed its final year of a three-year contract to provide PEG access services to people who reside, work or attend school in

Bedford. The Town paid \$200,041 to BCAT for its services and equipment purchases during this fiscal year.

The committee oversaw the closeout of the Town's 2011-2014 contract with BCAT. These steps included the collection of all reports that were due, submittal of an Auditor's Report, and the return to the Town of \$192,564 in surplus PEG access funds that were in BCAT's possession. This money was deposited into the Cable Television Revolving Fund.

The Town awarded a \$59,168 contract to Valley Communications Systems for the purchase and installation of television equipment in the Selectmen's meeting room. These facilities enable live and recorded cablecasting of meetings that are held at this location.

The committee drafted an RFP to solicit the services of a PEG access operator when BCAT's contract expires on June 30. The value of this contract award is \$177,000, includes free use of the Town's PEG Access Facility in the Old Town Hall, and has a term of three years with a Town-held option to extend the contract for one or two additional years. BCAT submitted a Proposal in response to this RFP. An Evaluation Committee appointed by the Town Manager subsequently recommended that the new contract be awarded to BCAT. This contract has an effective date of July 1, 2014.

The committee advised the Selectmen to make the contract award to BCAT and recommended that the Town fund BCAT's proposed first year budget of \$177,000 with the exception of using Town money to purchase personal liability insurance for the corporation's directors.

OTHER CITIZEN COMMITTEES

Cable Television Committee

Annual Performance Reviews

In May, the committee conducted hearings to evaluate the performance of BCAT, Comcast and Verizon in meeting their contract or license obligations. The hearings were attended by representatives of the companies and members of the public. The committee questioned both Comcast and Verizon about significant system outages that occurred the previous fall. These were explained to us as weather-related. Compared with findings made at the previous year's evaluation hearing, the committee observed that BCAT is making improvements with its reports and financial bookkeeping.

FY15 PROJECTIONS

The committee will develop a recommended

10-year plan for the Town's cable television capital needs that include the cable-related portion of a proposed town-wide data network and purchases of PEG access television equipment. Also, the committee expects to recommend an arrangement of sub accounts within the Cable Television Revolving Fund that will define applicable uses of various cable revenues that are contained within this account.

The committee will review for compliance the Comcast and Verizon licenses and BCAT's contract in advance of Performance Evaluation Hearings with these entities in Spring 2015.

Community Preservation Committee

Cathy Cordes, Chair

PURPOSE

The Community Preservation Act (CPA) allows any city or town in Massachusetts to adopt a property tax surcharge of up to 3% and to use these revenues and state matching funds for open space, historic preservation, affordable housing, and recreation. Bedford voted to accept the CPA surcharge in 2001, and it went into effect in FY02. A Community Preservation Committee (CPC) was formed to study and recommend how Bedford's CPA revenues should be spent.

Twice each year the CPC reviews and updates the Community Preservation Program and Plan. Presentations are heard on the progress of plans in each of the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth

presentations from proponents of the various projects. Based on the information gathered during this process, the committee votes on preliminary recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and the preliminary recommendations. In response to comments received at the public hearing, the Committee makes revisions and the final recommendations are submitted to Town Meeting for approval. Only those recommendations approved by Town Meeting are actually funded.

FY14 HIGHLIGHTS

Annual Town Meeting March 2013

At the Spring 2013 Annual Town Meeting, the following Community Preservation Committee FY14 expenditures were approved:

OTHER CITIZEN COMMITTEES

Community Preservation Committee

Expenditures Approved at 2013 Annual Town Meeting	
Appropriations	CP FY14 Funds
Administration	\$10,000
Affordable Housing Consultant	\$15,000
Bond Payment for Town Center	\$206,300
Depot Building Restoration	\$100,000
Town Hall- MEP Design	\$59,500
Bond Payment - 350A Concord Rd.	\$491,212.50
Bike Path Resurfacing	\$125,000
Great Rd. Sidewalk Rehabilitation	\$34,299
Sabourin Field Synthetic Turf	\$355,000
Middle School Tennis Courts	\$122,000
Reserves	
Affordable Housing	\$151,651.40
Budgeted Reserves	\$46,900

- Bedford Housing Authority Window Replacement Project: \$88,272 from Affordable Housing Reserves
- Bedford Housing Authority Life Management Collaborative: \$85,000 from Affordable Housing Reserves
- Fawn Lake Conservation Area Restoration and Management Plan: \$50,000
- General Reserves: \$81,900

Annual Town Meeting March 2014

Town Meeting in March 2014 approved an additional amendment to the FY14 budget for the Depot Building Restoration. The prior appropriation of \$100,000 was increased to \$315,000 – an addition of \$133,100 from the Historic Properties Preservation Fund and \$81,900 from CP General Reserves.



Middle School Tennis Court Improvements

Special Town Meeting Fall 2013

The Fall 2013 Special Town Meeting voted to continue the 3% Community Preservation Fund surcharge for FY15 and also approved the following adjustments to FY14 CPC expenditures:

- Bicycle Master Plan: \$40,000 from Available Funds

Depot Park Advisory Committee

Joseph R. Piantedosi, Chair

PURPOSE

The committee's job is to oversee the operation and finances of the Depot Park complex, seek sources of funding for future improvement projects, and recommend policies for use of the Depot Park Revolving Fund and the rental and usage of the buildings. Nine meetings were held during the year.

FY14 HIGHLIGHTS

- The Depot Building exterior restoration and accessibility improvement project was awarded to Campbell Construction for Phase I. The Committee sought additional CPA funding to complete Phase II at the same time, which reduced the impact on tenants and saved the Town money.
- The Massachusetts Historical Commission awarded the Town an additional \$53,000 to

OTHER CITIZEN COMMITTEES

Depot Park Advisory Committee

supplement its original \$60,000 contribution towards the restoration project.

- The Committee has helped provide oversight to the restoration project including interior restorations for a first floor handicap accessible restroom.
- Two tenants moved out of the building in late 2013 and early 2014. These vacancies aided the exterior construction project and provided a staging area for the contractor and the existing tenants.
- The Committee advertised the vacancies on Craig's List and other publications and was able to attract a number of small businesses who were seriously interested in renting the vacant spaces.
- The Committee applied for and was awarded a \$488 Cultural Council grant to restore an antique railroad baggage cart that was donated to the Friends of Bedford Depot Park. The funding paid for all of the materials; and the Bedford Public Works Department provided the labor to restore the cart, which was completed and put on display in front of the Freight House Welcome Center in May 2014.
- The Public Works Department also completely rebuilt the historic Special Places sign that had deteriorated.
- On October 8, 2013, the Depot Park Advisory Committee conducted a workshop for the Selectmen that was well attended. The presentation included the history of the Depot Park Project, a financial review of the project pointing out how a large portion of the overall projects costs were paid for with state and federal grants and donations, a summary of the Depot Restoration work planned, and specific recommendations.

Revolving Fund

Depot Park's revenues and operating expenses are transacted through a revolving account that is managed by the Facilities Director with input

and oversight from the committee. The account's balance as of June 30, 2014, was \$56,466.04. For FY 2014, operating expenses totaled \$23,424.27 and revenues were \$29,432.74.

Railroad Car

Rail Diesel Car 6211 was open for the public to visit on weekends during the bikeway season when the Freight House was open. It is available for rent as a venue for meetings, events and festivities. A total of \$532.50 in rental income from the car was received during FY 2014.

Depot Building

The Depot had two tenant vacancies during this period. Current tenants are Babe Ruth Baseball, and the Glass Cooperative. Total rent, including maintenance and utility charges, collected from these tenants in FY 2014 amounted to \$24,832.14. A construction contract for the exterior restoration and accessibility improvement project was awarded in early 2014. Work began in the late spring to replace the exterior windows, and siding and to construct a handicap ramp system.

Freight House Building

Under a nonexclusive license from Bedford, the Friends of Bedford Depot Park organization continued to operate a welcome center and museum inside the Freight House, primarily on weekends during the bikeway season. Proceeds from the sale of snacks and beverages are given to the Revolving Fund. During calendar year 2013, the Friends raised \$4,068.11 in support of the Depot Park complex.

Public Restrooms

Restrooms at the rear of the Freight House building were open from sunrise to sunset,

OTHER CITIZEN COMMITTEES

Depot Park Advisory Committee

spring through fall, as a courtesy to bikeway and Depot Park users. The total labor expense for restroom custodial services in FY 2014 was in excess of \$5,000. The Friends of Bedford Depot Park received a donation which might reoccur annually to keep the restrooms open on weekdays a little earlier in the spring and later in the fall.

FY15 PROJECTIONS

We intend that the Depot Park complex continues to be financially self-supporting, is kept well maintained and attractive, and remains a resource that the public will enjoy. High priorities include completion of the exterior restoration project including interior restorations for a first floor handicap restroom, new A/C and heating units for each tenant space, finalize leases and lease extensions for new and existing tenants, interior work for two new tenants for Units 1 and 4, restoration of

the signal masts, applying for a second Cultural Council grant to restore the second donated antique railroad baggage cart, signage for the Depot Building tenants, and work closely with the developer at 54 Loomis Street to minimize adverse impacts to Depot Park.



Restored Railroad Baggage Cart

Land Acquisition Committee

Donald Cullis, Chair

PURPOSE

The Land Acquisition Committee is an ad hoc, volunteer committee appointed by the Selectmen. Its purpose is to plan and carry out land acquisition projects for the preservation of natural resources, open space, and future municipal use within the Town, including recreational opportunities. The Committee researches open lands within the Town, contacts property owners, and recommends appraisals, acquisitions and other land protection options to the Selectmen and/or Conservation Commission. The committee is comprised of four at-large citizen members, and one member from the Recreation

Committee, the Conservation Commission, and the Selectmen. The Town's Conservation Administrator assists the committee.

Within its long-standing commitment to the preservation of natural resources and open space, the committee follows guiding principles set forth in the Town's Open Space and Recreation Plans and Comprehensive Plan. These include the protection of wildlife habitat areas, development of public awareness regarding conservation and recreation areas, preservation of historic cultural properties and sites, preservation of large tracts of undeveloped land, and enhancement of recreational opportunities and trail interconnections.

OTHER CITIZEN COMMITTEES

Land Acquisition Committee

FY14 HIGHLIGHTS

In FY14, the Committee continued its efforts to contact residents of Bedford regarding possible easements for existing trails throughout the town. This is being done to help facilitate pedestrian and bicyclist traffic throughout Bedford utilizing the plan jointly developed with the Trails Committee and Bicycle Advisory Committee from FY13. In addition, the Committee started a renewed effort to contact those in possession of parcels of interest for acquisition by the town, primarily to protect open space and wildlife

habitats in Bedford. The committee hosted an informational session for interested landowners and is actively pursuing potential candidates for donation or purchase as a result.

FY15 PROJECTIONS

In FY15, the Committee will continue reaching out to residents to obtain parcels and easements where residents are willing and interested to negotiate with the town to enhance the available public space.

Municipal Affordable Housing Trust

Christina Wilgren, Chair

PURPOSE

The Bedford Municipal Affordable Housing Trust (BMAHT) works towards the creation and preservation of affordable housing in Bedford for the benefit of low- and moderate-income households. BMAHT works cooperatively with the other local government boards and committees, state agencies, and local non-profits. It is a joint committee composed of seven members appointed by the Selectmen for two-year staggered terms. The seven members include two Selectmen, the Town Manager, two members of the Housing Partnership, and two members at large. All of the members are appointed by the Selectmen and meet as needed.

their homes. During FY14, two cycles of Grants were completed. The cycle ending December, 2013 had 4 applicants; a total of \$9,050 in grant monies were awarded. The cycle ending June, 2014 had 4 applicants; a total of \$8,965 in grant monies were awarded.

FY15 PROJECTIONS

During FY15, the BMAHT will continue to run the Small Grants Program, and encourages qualifying Bedford residents to take advantage of this program. Members will also be working with the Selectmen, the Bedford Housing Partnership, and others on the former Coast Guard Property on Pine Hill Road. The BMAHT will be working diligently during the early part of FY15, with input from other Town Committees and Boards, to develop a Request for Proposals (RFP) in order to find an appropriate developer to purchase the property. It is hoped that during FY15, the BMAHT will be able to purchase this property from the Coast Guard, and subsequently sell it to a developer chosen through the RFP process who will implement the vision for that property that was the result of the two successful "Charettes" that were held in the Spring of 2014.

EMPLOYEE STATISTICS

The Town Manager's Office provides staff support.

FY14 HIGHLIGHTS

During FY14, the BMAHT continued the administration of the Small Grants Program. This program allows qualified households to apply for grants of up to \$3,000 for repairs to

OTHER CITIZEN COMMITTEES

Patriotic Holiday Committee

Paul Purchia, Chair

PURPOSE

The Committee's primary focus is planning town ceremonies for Memorial Day, Veterans' Day, and other patriotic holidays and events with a focus on recognizing Veterans of the US Armed Services. The committee provides advice and recommendations to the Selectmen concerning town-owned veterans' memorials on the Town Common and Veterans Memorial Park, including any proposed changes and/or additions to these memorials. When appropriate, the committee also uses its best efforts to recognize and promote the contributions and sacrifices made by our Veterans.

FY14 HIGHLIGHTS

Veterans' Day - November 11, 2013

Ceremonies were held at Veterans Memorial Park to honor all veterans. The Bedford Police Honor Guard escorted ceremony participants along the walkway to the monuments. Ceremonies included an opening prayer, the Pledge of Allegiance, singing of God Bless America accompanied by the Bedford High School band, followed by several speeches. Small American flags were placed on the town's Veterans' Memorial Wreath by park attendees wishing to remember a special departed veteran. This was followed by volleys fired by the Bedford High School Air Force Junior R.O.T.C., the sounding of TAPS, singing of our National Anthem, and a closing prayer.

Memorial Day - May 26, 2014

The committee organized the morning events and committee members joined the American Legion, the V.F.W., the Selectmen, and attendees in memorial services held at the American Legion Hall, Shawsheen Cemetery,

and Shawsheen River, including prayers, placing of wreaths, firing squad volleys, and playing of TAPS. The Patriotic Holiday Committee invited Don Corey of the Bedford Historical Society to talk about Bedford's Civil War Veterans buried at Shawsheen Cemetery. Separate ceremonies were held at the Old Burying Ground by Concerned Black Citizens, Bedford Historical Society and the Bedford Minutemen. Committee members and parade participants including Keynote Speaker, Col. David Hiltz (US Air Force) and Grand Marshal Tony Gonsalves (Korea) assembled at the Fallen Veterans Memorial Plaza at Bedford High School prior to the start of the parade to remember Bedford High School graduates who gave their lives in service to their country. Following the BHS memorial ceremony, the Memorial Day Parade which was led by the Bedford Police and Firefighters Honor Guard, started at Mudge Way and proceeded to the WWI Memorial at Bedford Common.

Remarks about the WWI Memorial were offered by Bedford Historical Society member Lee Yates, followed by a prayer, rifle volleys, TAPS, and then the parade proceeded to Veterans Memorial Park. Memorial Day park ceremonies included Invocation, High School Band members playing "God Bless America" and speeches by local dignitaries. The winning Memorial Day school essay was read by JGMS student Georgia Pitner. WWII, Korea, Vietnam and all veterans attending ceremonies were duly recognized and thanked. A Roll Call was read of Bedford veterans who had passed on during the past year. Poppies were placed on each plaque remembering Bedford veterans killed in action in WWII, Vietnam, and Iraq. The Bedford High School Band played our National Anthem. A closing prayer and the sounding of TAPS concluded our ceremonies.

OTHER CITIZEN COMMITTEES

Patriotic Holiday Committee

The Patriotic Holiday Committee gratefully recognized the contributions of Jon O'Connor in designing and producing the Memorial Day Observance brochures which were distributed throughout Bedford and at the Town's Memorial Day ceremonies. The committee continued to work with our Selectmen and School Committee liaisons, and school administrators. Our goal is to effectively communicate and interact with Bedford's school administrators, teachers, and students with the help and advice of the Bedford School Committee.



Memorial Day Ceremony

FY15 PROJECTIONS

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies to recognize and honor the sacrifices of our veterans in FY15. The committee will identify and recruit new committee members as needed in the coming year. The committee will investigate the raising of funds for signage designating Veterans Memorial Park. We will continue to increase our efforts to honor and assist our veterans wherever possible and to promote patriotism in our community by working through local media outlets, with town committees such as the Bedford Historical Society and the Bedford School Committee, and local veterans groups. We will continue to coordinate the committee's efforts with Bedford's Veterans Agent. The committee also will work with the Bedford School Committee and school administration during the coming school year to increase participation in the annual Memorial Day essay competition and to help our students better understand and appreciate the many sacrifices made by our veterans to keep our nation free.

Town Center

Keith Backman, Chair
Fay Russo, Consultant

Town Center of Bedford, Inc., a non-profit 501©(3) organization, has managed rentals in the Town of Bedford building (former Center School) since July of 1985. Rental management of The Great Room in Old Town Hall was assumed in FY05, as well as rentals of Rail Diesel Car #6211 at the Bedford Depot Park in the fall of 2009.

PURPOSE

The purpose of Town Center of Bedford, Inc. is

1. to preserve the former Union/Center School (Town Center), Old Town Hall and RDC #6211;
2. to provide space at Town Center for town departments, non-profit organizations, and rentals by individuals;
3. to provide space at Old Town Hall for tenants and occasional rentals;
4. to provide a novel setting for small parties

OTHER CITIZEN COMMITTEES

Town Center

- and meetings in RDC #6211;
- to make a contribution to the quality of life in the Town of Bedford. (From the Mission Statement)

EMPLOYEE STATISTICS

Full-time Consultant: 1

FY14 HIGHLIGHTS

Occasional Rentals

Occasional rentals (and that includes birthday parties for children and adults, bridal and baby showers, organization meetings, etc.) totaled 71 in FY13 in the first floor Shawsheen Room of Town Center. The second floor Union School Room is a location used primarily for dance and exercise classes. The Recreation Department/Adult Education and Council on Aging hold weekday and evening classes such as children's dance classes, and Zumba, NIA, tap, yoga, and floor yoga exercise. Classes run by other organizations fill in the Union School Room calendar. Various meetings are held in the two conference rooms. Often because of the busyness of the building the conference rooms are cleared of tables and chairs to allow for additional exercise classes.

Occasional rentals (and that includes weddings/receptions, wedding rehearsal dinners, bridal and baby showers, birthday and anniversary parties memorial collations, and conferences) totaled 61 in The Great Room at Old Town Hall.

Functions in the rail diesel car at Bedford Depot Park included birthday parties, a memorial collation, and a wedding. Planned for the summer of FY15 is a child's birthday party with bicycle rides by the guests along the adjacent Minuteman Bikeway.



Inside the Rail Diesel Car

Lessees

The lessees in Town Center include Minuteman Senior Services, Iskwehalang Pilipino, Kids' Club (under the sponsorship of the Recreation Department), and the Bedford Chamber of Commerce. In addition to their leased space, Iskwehalang Pilipino holds its music rehearsals on several Sundays a month in the four multi-use spaces in preparation for performances at colleges and universities in the United States and abroad.

The lessees in Old Town Hall include the Bedford Center for the Arts and Bedford T.V.

The lessees in the Bedford Depot Building include The Glass Cooperative and Babe Ruth Baseball and Softball League, Inc.

Maintenance

A part-time painter has been employed by the Facilities Department for touch-up painting in Old Town Hall/The Great Room and hallways at Town Center.

Various minor repairs handled by the Facilities Department included repair of locks, links on the outside sign at Old Town Hall, changes of stained ceiling tiles, adjustment on temperatures (either heat or air conditioning), and other upkeep.

OTHER CITIZEN COMMITTEES

Town Center

A winter “event” leveled a support beam at the rear of Town Center. The Facilities Department was able to reinforce the beam while awaiting a replacement.

The Town Center Board met with the Facilities Director and Operations Manager for a tour and discussions of future projects in Town Center and Old Town Hall.

Miscellaneous

Custodial service for occasional rentals is handled by part-time custodians. With some weekends totaling six to an occasional tenth rental, a fourth custodian was engaged a year ago to provide coverage. Often a custodian may have to cover two to three rentals during a heavy rental weekend.

Heavy-duty cleaning is performed periodically by a husband/wife team in the kitchens of Town Center and Old Town Hall during the year. That includes the stove and ovens, convection oven, freezer, refrigerators, sinks, and counters.

The Bedford Garden Club has again attractively enhanced the grounds with flowers and plants at Old Town Hall. This makes for a wonderful “welcome” as guests arrive at the building.

Administrative

Total gross receipts from four leases in Town Center, two in Old Town Hall, and two in the Bedford Depot Building (two other tenants in the Depot left at the expiration of their lease term during the winter) were \$72,454. Revenue from occasional rentals totaled \$67,312 with \$4,068 from receipts of the Freight House at Depot Park. There was an increase in party revenue from FY13 of \$8,484.

The invoicing and accounting of revenue from leases and occasional rentals continue to be handled by the Town Center Director/Facilities Coordinator, with the funds deposited in the Facilities and Depot Park Revolving Accounts. Expenses are processed and accounted for by the Facilities Department.

The tax returns of Town Center, Inc., the managing agent, are completed and filed within four and a half months of the end of the fiscal year, along with the requirement of the Secretary State to file an annual report by non-profit organizations. Monthly and end-of-the-year revenue reports are submitted to the Facilities Director and Town Center Board of Directors. A listing of occasional rentals is submitted monthly to the Facilities Department and its custodians.

The Town Center Board of Directors elected Keith Backman, chairman; Thomas Larkin, vice chairman; Geraldine Welch, secretary; Suzanne Neal, treasurer, and William Moonan, member/liaison at its Annual Meeting in September 2013.

FY15 PROJECTIONS

In FY15 a new enhancement to the rental capability will be the addition of WiFi with password protection to all four of the multi-use spaces in Town Center and to The Great Room at Old Town Hall.



Town Center Building

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

AnnaLisa Madison, Chair

PURPOSE

The Transportation Advisory Committee (TAC) has the following charge from the Selectmen: "To examine, evaluate and advise the Selectmen regarding board actions and measures that will improve overall resident mobility, expand the use of non-automobile based methods of local and regional transportation, and improve traffic circulation and availability of transportation services that implement the transportation-related recommendations of the Town's Vision Statement and Comprehensive Plan." [Article 33 of the town's general by-laws]

The responsibilities of the committee as outlined in the town's by-laws are:

- To identify priority locations for sidewalk and crosswalk additions and extension and to secure public support for proposed sidewalk projects.
- To determine feasibility of preferred traffic calming and safety techniques/locations including signage improvements consistent with sound engineering principles.
- To recommend intersection and roadway improvements as well as bicycle path/route upgrades and additions.
- To investigate expansion of transportation services including interconnections with neighboring Town services and MBTA services.
- To engage residents and businesses in the establishment of a Transportation Management Association or similar employer-based organization.
- To identify funding opportunities for implementation of recommended actions.

MEMBER STATISTICS

The committee is comprised entirely of

volunteers with no paid staff. The committee consists of seven members appointed by the Selectmen, to include one Selectman and one Planning Board member, one member each representing bicycle interests, pedestrian interests, local business interests and two at-large residents.

FY14 HIGHLIGHTS

During the past year the TAC met once a month to discuss and act on a variety of topics related to our purpose and responsibilities. Key focus areas included participating in the development/implementation of the updated comprehensive plan, developing recommendations for several new sidewalk projects, working with Healthy Bedford Coordinator Carla Olson and Council on Aging Director Lori Dance to improve transportation options for seniors and bicycle/pedestrian access in and around Bedford, as well coordinating with and providing input to the town's Traffic Review Committee via communications and meetings with Town Manager Rick Reed, DPW Director Roy Sorenson, Town Engineer Adrienne St. John, and Police Chief Robert Bongiorno. A new focus area for FY14 has been the Middlesex 3 Coalition, a regional economic development organization that serves the towns of Bedford, Billerica, Burlington, Chelmsford and the City of Lowell. During FY 14, the Middlesex 3 Coalition successfully competed for a Community Innovation Challenge (CIC) grant to study the transportation needs in this region.

Concord Road Sidewalk Recommendations

The TAC held a series of meetings in FY 13 with the DPW, abutters, and other interested parties to discuss possible options for locating a sidewalk to extend the current sidewalk on Concord Road from Warren Avenue to Ten Acres Drive / Caesar Jones Way. This section of

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

sidewalk was deemed particularly important in that it will connect to the existing sidewalk network on a busy street and that it has the potential to add to the “Safe Routes to School” initiative. The information gathered over the course of about six months resulted in a recommendation to the Selectmen proposing the installation of a sidewalk in this area with the advantages and challenges outlined for the potential siting of the sidewalk on the east or west side of Concord Road. Design of a sidewalk in this location is currently underway at DPW.

Hemlock Lane Sidewalk Recommendation

The TAC had a series of meetings with the DPW, abutters, and other interested parties to discuss possible options for locating a sidewalk the full length of Hemlock Lane (between Burlington Road and Page Road). This potential sidewalk is particularly significant in that the residences living on the street actively requested that their street be considered for this important pedestrian safety improvement. This road is experiencing significant excessive speed commuter cut through traffic during morning and afternoon rush hours. Adding a sidewalk to this street will connect to Bedford’s existing sidewalk network on the busy Burlington Road. Future potential connections to the existing network on the other end of Hemlock at Page Road may prove more difficult. TAC sent a letter to the Selectmen in December of 2012 recommending they consider installing a sidewalk on Hemlock Lane with a listing of the pros and cons of the various potential locations for the sidewalk layout. Design of a sidewalk on Hemlock Lane is expected to commence in 2015.

North Road Sidewalk Completion

During FY13, TAC was encouraged by the construction of the first phase of the North

Road sidewalk from the existing sidewalk network just past 55 North Road to Harvard Drive. A continuation of the sidewalk from Harvard Drive to Pine Hill Road is expected to be constructed during FY15. Additional efforts to obtain easements will be necessary to complete the sidewalk from the intersection of North Road/Pine Hill Road to Dana Road. This final segment will connect the North Road sidewalk into the existing sidewalk network that leads both to the center of town and to the neighborhood surrounding Lane School.

Davis Road Sidewalk/Boardwalk Recommendation

During FY 14, TAC considered a request from numerous West Bedford residents to revive a proposal to create a sidewalk or board walk on Davis Road, from Concord Road to Revolutionary Ridge Road, along portions of Town-owned property near the White Cedar Swamp. A plan for such a sidewalk was developed by the DPW in 1997, but despite the best efforts of the Town, the Department of Environmental Protection failed to approve the necessary wetland reconstruction that would have allowed the project to move forward. With intervening changes in permitting regulation and the expansion of Town-owned property to include both sides of Davis Road in that area, it was the consensus of the TAC that the time was right to look again at providing a safe pedestrian walkway in this area. A recommendation to conduct further study of feasibility and potential costs was made to the Selectmen in August 2014.

Crosswalk Safety

The committee worked to raise the visibility of crosswalk safety throughout town by encouraging expanded enforcement, crosswalk painting maintenance, and appropriate signage at all crosswalk locations.

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

Dangerous Intersections

The committee worked to encourage special attention to difficult intersections and the need to attempt to improve safety via a variety of actions. TAC continues to view the North Road / Chelmsford Road intersection as particularly challenging. Visibility has always been difficult here and street markings and a flashing light have not resolved the safety concern. Presence of a double utility pole dramatically reduced visibility even further for motorists turning left from North Road to Chelmsford Road. Neighbors have report numerous close calls at this intersection. TAC worked to support the DPW's and Town Manager's efforts to expedite the removal of the double pole by NStar / Northeast Utilities and to improve intersection pavement markings in the area, and have requested the Selectmen engage an outside engineering firm to provide recommendations for potential intersection redesign.

Intersection Improvements

The committee voted to endorse the School Way reconfiguration to improve both pedestrian and vehicular safety. Substantial completion of this project is expected this fall. Upgrades to the South/Springs Road intersection with the Great Road will also be completed in the spring of 2015.

Taxi Voucher Program

During FY 14, the existence of a taxi voucher program for Senior Citizens in the Town of Lexington was brought to the attention of the committee. After research into the structure, cost and impact of Lexington's Taxi Voucher program, a recommendation was made to the Selectmen to explore the feasibility of implementing a similar program in Bedford through the Bedford Council on Aging.

FY15 PROJECTIONS

Transportation Safety Improvements

- Support the design of a reconfigured North Road / Chelmsford Road intersection to improve currently problematic sight lines for certain turning maneuvers.
- Pursue implementation of a town-wide traffic calming policy, developing a menu of possible enforcement strategies and engineering treatments to mitigate volume, speed and negative driver behavior, especially in cut-through locations.
- Support the town's efforts to successfully design, engineer, and implement the extension from the existing Minuteman Bike Trail in the Railroad Avenue area to the planned and approved extension from the Middle School to Concord Road along the town owned railroad bed and current unpaved but well used path.
- Work with town departments and stakeholders in FY 15 to facilitate some sort of crossing solution of Concord Road at the termination of the trail / unpaved bikeway from the Middle School area to Concord Road.
- Support the completion of the South/Springs Road and School Way safety improvement project.

Non-automobile Alternatives:

- Participate in the planning process for the creation of a Bike/Pedestrian Master Plan.
- Give input to the Middlesex 3 Coalition Transportation Committee and Healthy Bedford taskforce regarding transportation needs in Bedford, including options such as expanded BLT hours/routes; senior taxi voucher program; and accessing existing commuter shuttles. Support applications for continuation of grants funds to study and implement expansion of transportation alternatives for Bedford residents and businesses.

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

- Continue to support and facilitate the successful implementation of the proposed Bedford Circuit Loop Trails (inner and outer) in FY 15.
- Support the completion of the second phase of the North Road sidewalk, extending it from Harvard Drive to Pine Hill Road, and from the intersection of North/Pine Hill to Dana Road to connect to the existing sidewalk in that area in FY 15.
- Investigate additional sidewalk and walking trail construction options to recommend to the Selectmen for consideration. Projects will be given priority based on the following criteria:
 - ◆ Does the proposed sidewalk project:
 - ◆ create pedestrian access to the Town Center, schools or recreational facilities
 - ◆ take advantage of available rights-of-way
 - ◆ increase pedestrian safety in identifiably hazardous areas
 - ◆ improve the connectivity of the sidewalk network
 - ◆ serve a substantial number of residents
 - ◆ improve access to public transportation
 - ◆ continue participation in both the Healthy Bedford Initiative and the Safe Routes to School Program

Volunteer Coordinating Committee

Patricia Carluccio, Chair

PURPOSE

The Volunteer Coordinating Committee (VCC) is a three-member committee established by Bedford’s Charter. Its mission is to identify and recruit qualified candidates for all appointive offices in the Town, except for paid Town staff positions and candidates for the VCC, itself.

The VCC makes every attempt to identify multiple candidates so that the appointing authority (usually the Selectmen) has more than one individual to consider for each appointment.

To meet its goals of recruiting potential candidates for committee vacancies during FY14, the VCC continued to follow the policies it has adopted over the past few years and approved one new principle (#7). The policies include:

1. Each of the three VCC members is assigned to establish contact with the chairs of one-

third of the all appointed boards, committees and commissions. Through this liaison arrangement, the VCC can ascertain whether the committee experiencing the vacancy has any special recommendations for the vacant position or seeks specific qualities in the candidates under consideration.

2. Treat equally all appointees who meet the minimum qualifications for appointment.
3. Encourage all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
4. Urge all potential candidates for appointment to attend a meeting of the committee of interest.
5. Inform the appointing authority of all the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.

OTHER CITIZEN COMMITTEES

Volunteer Coordinating Committee

6. Contact individuals who were not appointed – as well as residents who are not quite ready to volunteer – to encourage them to consider other committee openings.
7. Utilize new criteria as a guide to evaluate applicants for Finance Committee (FinCom) and Capital Expenditure Committee (CapEx) vacancies.
“Tier 1” criteria are the “most important” for VCC consideration:

- (a) A candidate understands the time requirements for serving on FinCom and CapEx and can demonstrate an ability to meet these time demands.
- (b) Town Meeting attendance is required, verified by the town Clerk’s official records, if necessary.
- (c) Attendance at FinCom/CapEx meetings is required (provided such meetings are available to understand these committees’ fiscal roles and responsibilities.

“Tier II” criteria are “somewhat important” for VCC consideration:

- (d) Business experience is desirable, but not compulsory.
- (e) Finance/accounting/budget experience is desirable, but not compulsory.
- (f) Participation on other town government committees (elected or appointed) is desirable, but not compulsory.
- (g) Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
- (h) Recommendations for the committee that has the vacancy.

FY14 HIGHLIGHTS

During FY14, the VCC’s actions at its monthly meetings resulted in the submission of potential candidates to fill vacancies on the vast majority of boards, committees and commissions.

The major activities performed by the VCC this fiscal year were:

- Proposed that the Selectmen retire the Affirmative Action Monitoring Committee and that the Selectmen assume its role in monitoring the Town’s affirmative action policies and procedures.
- Worked with the Town Manager’s office to identify individuals whose terms were ending on all appointed boards, committees and commissions as of June 30, 2014, and identify qualified candidates to fill all open seats.
- Recruited Bedford residents interested in filling vacancies on all appointed committees.
- Created a list of potential Charter and Bylaw changes identified by VCC members during reviews of these documents as they relate to appointed boards, committees and commissions.
- Attended Town Meetings and Special Meetings and handed out informational sheets encouraging residents to volunteer for town committees.
- Established criteria that the VCC will use in evaluating applicants for Finance Committee and Capital Expenditure Committee vacancies so that residents interested in these two committees will understand how the VCC determines which candidates to recommend for interviews. (See #7, above.)
- Submitted recommendations to the Charter Review Committee to clarify the VCC’s

OTHER CITIZEN COMMITTEES

Volunteer Coordinating Committee

responsibilities under Section 3-5 of the Town Charter. The two recommendations were charter amendments (a) to eliminate the need to submit for interviews at least two names for each vacancy, since frequently only one applicant could be recruited for a committee opening, and (b) to change the provision allowing an appointing authority to bypass the VCC recruitment process if the VCC could not supply candidates within 30 days, since recruiting qualified candidates often takes longer than 30 days.

- Submitted a comprehensive training tool for all town committee chairs outlining their responsibilities and defining a quorum which has been approved by the Selectmen and is part of the annual training program.

FY15 PROJECTIONS

The VCC will continue its discussions and trials of various strategies for marketing committee vacancies to Bedford residents in an effort to encourage more residents to participate in town committees. Some strategies already employed include submitting articles to the local print and online media, handing out flyers at Town Meetings and Bedford Day, and making announcements at large public Town events. New strategies implemented in FY15 include occasionally sending notices of committee vacancies via the School Departments' weekly email notices to parents, and sending literature home with Bedford High School students and to residents at Carleton-Willard.

TOWN CLERK AND ELECTIONS

Town Clerk

Doreen Tremblay, *Town Clerk*

PURPOSE

The Town Clerk's Office primarily provides information and keeps records for the citizens of Bedford. The Town Clerk is administrator of all elections and a Registrar of Voters. The additional services provided by this office are copies of vital records, voter registration, dog licenses, marriage licenses, business certificates, raffle permits, zoning, general and sign by-laws, Town Meeting article certifications and archival research. The Town Clerk is also the clerk of all Town Meetings and Board of Registrars.

Annual Census

Census forms are mailed to all households on January 1 of each year. The purpose of these

surveys is to gather statistical information about the Town citizens and to provide the basis for the State aid. Citizens are instructed to list all members of the household and dogs and then return the completed form to the Town Clerk's Office by the first week in February. A second mailing to non-respondents requires a postage paid confirmation card to be returned promptly. The resident listed in the previous year is requested to return the card signed stating whether he/she lives in Bedford with the current address noted. Failure to respond to the census affects our State aid status and eventually voter eligibility. Ninety-five percent of our residents return their census forms.

EMPLOYEE STATISTICS

Full time:	3
Part-time:	15 hours

TOWN CLERK AND ELECTIONS

Town Clerk

FY14 Budget Information	
Operating Budget- Town Clerk	\$201,934
Operating Budget- Elections/Registrations	\$39,895

FY14 HIGHLIGHTS

Elections

See Board of Registrars

Office

During the summer months, the main goal was to archive various file series to clean the office. Elections and Town Meetings, committee, administration and dog files were archived. As part of the process, death affidavits and corrections were recorded once approved.

Lists updated included businesses, deeds, marriage intentions, memorial resolutions, pole locations, street acceptances, precinct list, Town Meeting indices, veterans and zoning amendments.

Various mailings sent included committee members reminded to be sworn in and retake the ethics test, dog reminders and warnings and fines and business warnings and fines.

The Information Systems department installed a new computer system for the part-time employee in the Town Clerk's Office. The new system allows the employee to respond more quickly to customer requests.

The Town Clerk presented the budget at the Selectmen's Meeting. She gave a detailed description of the duties of the Town Clerk's office and election administration. Also, she stated the goals for both departments.

The Town Clerk's Notary and Justice of the Peace commission expire after a seven year period. The Notary commission application process and oath were completed near the time of the Notary commission expiration. There was a more complicated process to renew the

Justice of the Peace commission including recording marriages for the last seven years and requesting a recommendation from a couple the Town Clerk married within the last seven years as part of the application.

The preparations for 2014 for elections, census and Town Meeting were completed by the end of September. The office checked and reviewed several boxes of election supplies for proper labeling for the coming year. A review of absentee ballots for the Veteran's Hospital and Carleton-Willard prepared the election setup for the coming year.

The Town Clerk worked with the Volunteer Coordinating Committee to develop a list of committee chair responsibilities. The Chair responsibilities list was approved by the Selectmen.

Records Management

- Completed projects for 2013-2014 included:
- Updated the Records Disaster Plan with current contacts, vendors and locations of fire extinguishers
- Microfilmed marriage records
- Archived committee personnel files

A new copier arrived in February in preparation for the document management system. The new copier includes a sophisticated scanning software program and several upgraded features including resizing copies. The old Konica-Minolta copier lasted over eight years.

Laserfiche was selected as the vendor for the document management system. The Laserfiche software includes a records management component to track records through the system for proper retention and disposition. The State retention schedules were revised to upload the software with the most current version.

TOWN CLERK AND ELECTIONS

Town Clerk

Vital Records

At the Massachusetts Town Clerk’s conference, the State Vital Records demonstrated the new on-line death registration system. The new system release date was scheduled for January 2014. Due to software problems, the new registration system is expected to be released early summer.

Vital Statistics	
Births	128
Deaths (includes VA Hospital)	269
Marriages	35
January 1, 2014 Town Population	14,329

Web Site

The new web site went live at the end of June. The following forms were revised: business certificate, birth, death and marriage requests. The Town Clerk added election worker application form, open meeting information, and an information request form.

FY15 PROJECTIONS

- Prepare for fall elections
- Train on new online death registration system
- Train on new document management system

Board of Registrars

Doreen Tremblay, Clerk
Diane Cameron
Anita T. Feld
James W. Martin

PURPOSE

The Board of Registrars of Voters consists of the Town Clerk and three citizens appointed by the Selectmen with recommendations from the Democratic and Republican Town Committees. Under present law, there cannot be a majority of any party represented. Our 2014 Board has two Republicans and two Democrats. The primary purpose of the Board is to protect the integrity of the Voters' List by insuring proper additions, subtractions, addresses and political designations. The Board can also hold hearings if there are any questions about voters' rights.

Political Parties

The recognized political parties in Massachusetts are Democratic and Republican. Only these have primary elections. The other

authorized political designations are: America First Party, American Independent Party, Conservative Party, Constitution Party, Interdependent Third Party, Green Party USA, Green-Rainbow Party, Libertarian Party, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist Party, Timesizing Not Downsizing Party, Veterans Party of America, We The People Party, Working Families and World Citizens Party. The Independent Voters Party no longer exists but “Unenrolled” is still being used as the designation for independent status.

Primary Elections

Since primary elections are only for "recognized party" members, every enrolled party voter (Democratic and Republican Party) must take their "recognized party" ballot in order to participate. Unenrolled voters may choose any ballot.

TOWN CLERK AND ELECTIONS

Board of Registrars

Annual Census

Since the Voting List is predicated on the Annual Census List, the Registrars of Voters also assist the Town Clerk's office in collecting and verifying census data. A great deal of research is required to make the annual list as accurate and useful as possible. The Board members make many phone calls and visits and often use other Town records to find lost and new residents. This list also has great historical importance because it serves as a permanent record for genealogical and legal searches.

FY14 HIGHLIGHTS

Elections and Town Meetings

During the summer, the Town Clerk updated the computer with voter history for the Caucus, Town Election, Town Meeting, Special State Primary and Special State Election. In addition, the residents who did not respond to the census were inactivated.

During the fall, petitions for State ballot questions were certified by this office. There were thirty different petitions circulating. Thirty seven voter cards were sent out to residents who signed petitions but did not register to vote.

The controversial petitions included repealing the casino law, reducing the gas tax, the sales tax and increasing minimum wage. The bottle bill also generated interest from the voters. Final deadline for petitions on Wednesday-334 petitions received with 1456 signatures reviewed.

The Secretary of State changed the date of the State Primary from September 16 to September 9.

The Town Clerk completed the following tasks:

- Revised the election calendar
- Revised insert for the census
- Released letter to the election workers changing the date for the Primary on each postcard and letter

At the November 2013 Special Town Meeting, all articles passed including the sign bylaw. The bonding for Town Hall electrical and plumbing improvements was indefinitely postponed.

For the Town Election, there were no vacancies. There were no races as well. The turnout was 3%.

At Town Meeting, all articles passed. The lengthy discussion on Town vehicle use continued.

Nominations papers for district and State wide offices were certified as the papers arrived. Thirty seven candidates are running. Two thousand signatures were reviewed.

Registered Voters for FY14	
Unenrolled	5681
Democrats (D)	2630
Green-Rainbow (J)	7
Republicans (R)	1259
American Independent (Q)	2
Timesizing (T)	1
Libertarian (L)	21
Total	9601

TOWN CLERK AND ELECTIONS

Annual Town Election - March 8, 2014

ASSESSORS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	7.80%
Total Votes	273	
Number of Uncast Votes	26	
ZOE CURRENT PIERCE	273	100.00%
Write-in Votes	0	0.00%

BEDFORD HOUSING AUTHORITY		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	7.80%
Total Votes	244	
Number of Uncast Votes	55	
PEGGY K SUKOFF	244	100.00%
Write-in Votes	0	0.00%

BOARD OF HEALTH		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	7.80%
Total Votes	521	
Number of Uncast Votes	77	
CAROLINE E DONNELLY	265	50.86%
THOMAS J KINZER, III	256	49.14%
Write-in Votes	0	0.00%

LIBRARY TRUSTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	7.80%
Total Votes	519	
Number of Uncast Votes	79	
LYNNE O'CONNOR	261	50.29%
RACHEL FIELD	258	49.71%
Write-in Votes	0	0.06%

PLANNING BOARD		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	7.80%
Total Votes	511	
Number of Uncast Votes	87	
SANDRA HACKMAN	256	50.10%
LISA MUSTAPICH	252	49.32%
Write-in Votes	0	0.00%

SCHOOL COMMITTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	7.80%
Total Votes	549	
Number of Uncast Votes	49	
ANNE E GUAY	271	49.36%
EDWARD PIERCE	276	50.27%
Write-in Votes	0	0.00%

SELECTMEN		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	299-9753	3.10%
Total Votes	548	
Number of Uncast Votes	50	
MICHAEL ROSENBERG	275	50.18%
MARK SIEGENTHALER	270	49.27%
Write-in Votes	3	55.00%

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Special Town Meeting - November 4, 2013

The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:35 p.m. in the Bedford High School Auditorium. A quorum of one hundred and forty three registered voters was present. The Town Clerk read the return of service. Betsey Anderson stated she is the Moderator. Moderator said that Town Meeting is the business meeting of the Town. Proper decorum must be maintained. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone to be recognized. If the voter is unable to stand at the microphone, the microphone will be brought to them. Non-voters must ask the Moderator for permission to speak. Name and address are required to speak. A voter may not speak more than twice in debate unless they are correcting a statement or they have a question. Debate rules time limits should be respected. Questions must be directed through the Moderator. Debate must be kept within the scope of the motion. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Local cable is taping the meeting. Turn cell phones off. Do not talk on the cell phone while in the auditorium. Talk in the lobby. A bright, pink slip is needed for hand counts. If you do not have a slip, please go to check-in.

The tellers for the evening are: Lois Chase, Peter Donahue, Rosemary Dyer and Janet Schimelfenyg. The tellers count the votes.

Committee reports:

Jeffrey Cohen – Planning Board Master Plan
Carol Amick – Volunteer Coordinating Committee

Article 1 **Debate Rules**

William Moonan made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Special Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared this motion adopted unanimously.

LEGISLATIVE

Special Town Meeting - November 4, 2013

Article 2

Amend Authorization for Easement Acceptance

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town amend the authorization granted to the Selectmen under Article 3 – Consent Article of the 2013 Annual Town Meeting, Section E thereof, so as to authorize the Selectmen during FY2014 to accept any and all easements for sidewalks, trails, drainage, or any other utility purposes as they may deem in the Town’s best interests.

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 3

General Bylaw Amendment - Sign Bylaw – Miscellaneous

Jeffrey Cohen presented the Ad Hoc Sign Bylaw Review Committee Report.

The Moderator stated each article would be presented one at a time. A Selectmen will read the motion. A Sign Bylaw member will explain each amendment.

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Sign Bylaw:

A. Sign Bylaw, Article 39. Change “Board of” Selectmen to “Bedford” Selectmen.

Paragraph	Current Reference	Proposed Reference
39.3.1.C	Board of Selectmen	Bedford Selectmen
39.3.4.H	Board of Selectmen	Bedford Selectmen
39.6.F	Board of Selectmen	Bedford Selectmen
39.6.G	Board of Selectmen	Bedford Selectmen
39.6.H	Board of Selectmen	Bedford Selectmen

B. Sign Bylaw, Article 39.3 Administration and Miscellaneous, Section 4. Installation; Paragraph D.

Current Text:

D. No portion of a freestanding sign shall project beyond the property line. Supports for a freestanding sign shall be located only on private property.

Proposed Text:

D. No portion of a freestanding sign, **banner or flag** shall project beyond the property line. Supports for a freestanding sign, **banner or flag** shall be located only on private property.

C. Sign Bylaw, Article 39.3 Administration and Miscellaneous, Section 5. Maintenance; Paragraph B.

Current Text:

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B. Every freestanding pole and ground sign and the immediate surrounding premises shall be maintained in good repair by the owner of such signs in a clean and hazard-free condition and kept free and clear of all noxious substances, rubbish and weeds.

Proposed Text:

B. Every freestanding pole and ground sign and the immediate surrounding premises shall be maintained in good repair by the owner of such signs in a clean and hazard-free condition and kept free and clear of all noxious substances, rubbish and weeds.

RECOMMENDATIONS

- Selectmen: Recommended approval
- Finance Committee: Recommended approval
- Sign Bylaw Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 4

General Bylaw Amendment - Sign Bylaw - Reverse Channel Signs

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendment to the Sign Bylaw by adding a definition and requirements for Reverse Channel Signs:

A. Sign Bylaw, Article 39.2 Definitions. Reverse Channel Signs.

Proposed Text: Add Item 12. *Reverse Channel Signs*, as follows:

12. Reverse Channel Signs (also known as Halo-lit or Back-lit signs): Signs fabricate with dimensional characters with internal luminaries and with opaque face and side walls that are mounted away from the wall such that the light is directed out the back of the character, creating a halo of light behind the characters. The light may only shine on the building's finished wall material to which the characters are mounted. Light shining onto other parts of the sign or through the face/sides of the characters is prohibited.

B. Sign Bylaw, Article 39.4 General Regulations, Section 3, Business Zones.

Proposed Text: Add Item P. *Reverse Channel Signs*, as follows:

P. Reverse Channel Signs: Must comply with the area requirements of Wall Signs. The characters shall not exceed four (4) feet in height and shall not extend above the top of any parapet nor above the roof edge of any wall nor be permitted on a marquee. Reverse channel signs may only be mounted on the face of a building or parapet.

C. Sign Bylaw, Article 39.4 General Regulations, Section 5. Industrial Zones.

Proposed Text: Add Item O. *Reverse Channel Signs*, as follows:

O. Reverse Channel Signs: Must comply with the area requirements of Wall Signs. The characters shall not exceed four (4) feet in height and shall not extend above the top of any parapet nor above the roof edge of any wall nor be permitted

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on a marquee. Reverse channel signs may only be mounted on the face of a building or parapet.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval
Sign Bylaw Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 5

General Bylaw Amendment - Sign Bylaw - Residential Zones

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Sign Bylaw pertaining to Residential Zones:

A. Sign Bylaw, Article 39. General Regulations, Section 2. Residential Zone; Paragraph A. Wall Signs.

Current Text:

A. Wall Signs. Any wall sign is prohibited except:

1. A Real Estate sign not exceeding six (6) square feet.
2. A sign six (6) square feet or less identifying a use allowed by Special Permit.

Proposed Text:

A. Wall Signs. Any wall sign is prohibited except:

1. A Real Estate sign not exceeding six (6) square feet.
2. A sign six (6) square feet or less identifying a use allowed by Special Permit. **The top of the sign shall not be located above the first floor windows.**

B. Sign Bylaw, Article 39.4 General Regulations, Section 2. Residential Zone; B. Freestanding Signs.

Current Text:

B. Freestanding Signs. All freestanding signs are prohibited except:

1. A Real Estate sign not exceeding six (6) square feet.
2. One sign not exceeding six (6) square feet advertising a use allowed by Special Permit, if there is not such a wall sign on the premises.
3. Not-for-profit organizations formally recognized by the Secretary of State of the Commonwealth of Massachusetts may display one movable freestanding sign not to exceed six (6) square feet.
4. Non-commercial temporary sign not exceeding six (6) square feet.

Proposed Text:

B. Freestanding Signs. All freestanding signs **and movable freestanding signs** are prohibited except:

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1. A Real Estate sign not exceeding six (6) square feet. **Real estate sign height shall not exceed five (5) feet above finished grade.**
2. One sign not exceeding six (6) square feet advertising a use allowed by Special Permit, if there is not such a wall sign on the premises. **Sign height shall not exceed five (5) feet above finished grade.**
3. Not-for-profit organizations formally recognized by the Secretary of State of the Commonwealth of Massachusetts may display one movable freestanding sign not to exceed six (6) square feet. **Sign height shall not exceed five (5) feet above finished grade.**
4. Commonweath of Massachusetts may display one movable freestanding sign not to exceed six (6) square feet. **Sign height shall not exceed five (5) feet above finished grade.**
5. Non-commercial temporary sign not exceeding six (6) square feet.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Sign Bylaw Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 6

General Bylaw Amendment - Sign Bylaw - Special Considerations

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Sign Bylaw pertaining to the provisions within the Special Considerations section therein:

A. *Sign Bylaw, Article 39.6 Special Considerations*

Proposed Text: Add Item H. *Open-for-Business Flags*, as follows:

H. **Open-for-Business Flags. Flags indicating that the business is open may be displayed in the Business, Commercial and Industrial Zones, and must conform to the following requirements:**

1. **The Open-for-Business flag may only be displayed when the business is open to the public and conducting business.**
2. **One (1) Open-for-Business flag per business is permitted, to be located at or near the main entrance to said business.**
3. **The Open-for-Business flag's dimensions shall not exceed 5'-wide x 3' high.**
4. **The Open-for-Business flag's colors shall adhere to the prohibitions noted under Section 39.4, Paragraph 1.B (4), which prohibits luminescent, phosphorescent "Day-Glo" or equivalent paints, dyes, or other materials from use on signs.**
5. **The Open-for-Business flag shall be removed promptly when the business is closed.**
6. **Open-for-Business flags are prohibited in Residential Zones.**

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RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Sign Bylaw Committee:	Recommended approval

Moderator declared motion adopted.

Article 7

General Bylaw Amendment - Sign Bylaw - Movable Freestanding Signs

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford under Article 39 – Sign Bylaw including deletion of current Item 13 and re-numbering of current Item 14 as the new Item 13 in Article 39.4, Section 1, Permitted and Prohibited Signs, Paragraph B, Prohibited Signs.

Voted, that the Town approve the following amendments to the Sign Bylaw pertaining to regulations for Movable Freestanding Signs:

A. Sign Bylaw Article 39.4, Section 1, Permitted and Prohibited Signs; Paragraph B. Prohibited Signs.

Current Text: No changes proposed for Items 1 through 12.

13. All moveable freestanding signs are prohibited, except where otherwise permitted by this Bylaw.

14. LED luminaires used as the primary means for displaying/conveying the sign message are prohibited.

Proposed Text: Delete Item 13 and re-number Item 14 to be new Item 13 (only if Movable Freestanding Signs Article is approved).

13. All moveable freestanding signs are prohibited, except where otherwise permitted by this Bylaw.

13-14. LED luminaires used as the primary means for displaying/conveying the sign message are prohibited.

B. Sign Bylaw, Article 39.4, Section 3, Business Zones.

Proposed Text: Add to the end of the list of permitted signs in the Business Zones P. Movable Freestanding Signs, as follows:

P. Movable Freestanding Signs. Movable freestanding signs require a Special Permit from the Board of Appeals and must conform to the following criteria:

1. One sign is permitted per business.
2. The sign may only be displayed at the property where the business is located when the business opens for the day and must be removed no later than 8:00 p.m. that same evening.
3. The sign shall not be erected on public property (i.e., the sidewalk or the grass strip between the sidewalk and the street).
4. The sign shall be designed and/or temporarily placed/braced to resist being overturned or blown away in high winds.

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5. The sign shall not obstruct or impede pedestrian, bicycle or vehicular traffic.
6. The sign shall not visibly obstruct one's view of oncoming traffic.
7. Size: The sign shall be a maximum of nine (9) square feet in area. The sign's dimensions shall measure a maximum of 40-inches high by a maximum of 30-inches wide. The top of the sign, when erected, shall not be more than 48-inches above finished grade.
8. Special Permit applications for Movable Freestanding Signs shall include a dimensioned drawing or rendering of the proposed sign, and a site plan indicating the potential locations on the site where the sign will be displayed.
9. All movable freestanding sign Special Permits shall include the following two (2) Conditions of Approval: a) "In the event that the Sign Bylaw requirements for movable freestanding signs become more restrictive in the future, this movable freestanding sign shall be brought into compliance with the most recent edition of the Bylaw immediately upon its enactment;" and b) "The Special Permit shall run with the particular business, not the property where the business is located."
10. Illuminating movable freestanding signs is prohibited.
11. Wire frame signs that are staked into the ground are prohibited.

C. Sign Bylaw, Article 39.4, Section 5, Industrial Zones.

Proposed Text: Add to the end of the list of permitted signs in the Industrial Zones

O. Movable Freestanding Signs, as follows:

O. Movable Freestanding Signs. Movable freestanding signs require a Special Permit from the Board of Appeals and must conform to the following criteria:

- 1. One sign is permitted per business.**
- 2. The sign may only be displayed at the property where the business is located when the business opens for the day and must be removed no later than 8:00 p.m. that same evening.**
- 3. The sign shall not be erected on public property (i.e., the sidewalk or the grass strip between the sidewalk and the street).**
- 4. The sign shall be designed and/or temporarily placed/braced to resist being overturned or blown away in high winds.**
- 5. The sign shall not obstruct or impede pedestrian, bicycle or vehicular traffic.**
- 6. The sign shall not visibly obstruct one's view of oncoming traffic.**
- 7. Size: The sign shall be a maximum of nine (9) square feet in area. The sign's dimensions shall measure a maximum of 40-inches high by a maximum of 30-inches wide. The top of the sign, when erected, shall not be more than 48-inches above finished grade.**
- 8. Special Permit applications for Movable Freestanding Signs shall include a dimensioned drawing or rendering of the proposed sign, and a site plan indicating the potential locations on the site where the sign will be displayed.**
- 9. All movable freestanding sign Special Permits shall include the following two (2) Conditions of Approval: a) "In the event that the Sign Bylaw requirements for movable freestanding signs become more restrictive in the future, this movable freestanding sign shall be brought into compliance with the most recent edition of the Bylaw**

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immediately upon its enactment;" and b) "The Special Permit shall run with the particular business, not the property where the business is located."

10. Illuminating movable freestanding signs is prohibited.

11. Wire frame signs that are staked into the ground are prohibited.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Sign Bylaw Committee:	Recommended approval

Moderator declared motion adopted.

Article 8

General Bylaw Amendment - Sign Bylaw - Illumination

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Sign Bylaw pertaining to illumination regulations:

A. Sign Bylaw, Article 39.5 Illumination.

Current Text:

SECTION 1 - Illumination

- A. All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, brightness, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.
- B. The illumination of any sign shall not exceed seventy-five (75) foot lamberts.
- C. The illumination of any proposed sign shall be completely described and documented with the application submitted under Article III, Section 1.B. A written certification of the foot lamberts of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.
- D. Exterior sign illumination shall be shielded and targeted solely at the sign.
- E. It shall be a violation of this bylaw to operate an individual letter or segmented sign in any manner other than with all letters or segments lighted or with all letters or segments not lighted.
- F. Any illumination on Free Standing Signs must be white in color.
- G. Any illumination on Wall Signs must be white in color.

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Proposed Text:

SECTION 1 - Illumination

A. All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, brightness, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.

B. The illumination of any sign shall not exceed seventy-five (75) foot lamberts.

C. Internally-illuminated signs are permitted in Industrial Zones only. The illumination of any internally-illuminated wall or freestanding sign shall not exceed fifty (50) foot lamberts.

Where internally-illuminated signs are proposed, calculations signed and sealed by an engineer licensed in the Commonwealth of Massachusetts shall accompany the application; said calculations shall document compliance with the fifty (50) foot lambert requirement and fifteen thousand (15,000) initial rated lamp lumens requirement.

All Special Permits for internally-illuminated signs shall include the following Condition of Approval: "In the event that the Sign Bylaw requirements for internally-illuminated signs become more restrictive in the future, this internally-illuminated sign shall be brought into compliance with the most recent edition of the bylaw within a period of 1-year from its enactment."

~~C.~~ **D.** The illumination of any proposed sign shall be completely described and documented with the application submitted under Article III, Section 1.B. A written certification of the foot lamberts of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.

~~D.~~ **E.** Exterior sign illumination shall be shielded and targeted solely at the sign.

~~E.~~ **F.** It shall be a violation of this bylaw to operate an individual letter or segmented sign in any manner other than with all letters or segments lighted or with all letters or segments not lighted.

~~F.~~ **G.** Any illumination on Free Standing Signs must be white in color.

~~G.~~ **H.** Any illumination on Wall Signs must be white in color.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Sign Bylaw Committee:	Recommended approval

Moderator declared motion adopted.

LEGISLATIVE

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Article 9

Bedford Depot Building Historic Preservation Restriction

William Moonan made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen to execute a Historic Preservation Restriction to be granted to the Massachusetts Historical Commission for the Bedford Depot Building, located at 80 Loomis Street, Assessors Map 63, Parcel 162.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 10

Rescind Prior Bond Authorization

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town rescind the remaining amount of \$355,000 not borrowed from the original bond authorization amount of \$1,100,000 as voted under Article 4 – High School Synthetic Turf of the November 13, 2012 Special Town Meeting, given that the project has been completed and no further borrowing is required.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 11

Community Preservation Surcharge – Effective July 1, 2014

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town reconfirm a property tax surcharge of three percent (3%) of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2014.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Community Pres. Comm: Recommended approval

Moderator declared motion adopted.

LEGISLATIVE

Special Town Meeting - November 4, 2013

Article 12
Amend FY14 Community Preservation Budget

Eugene Clerkin presented the Community Preservation Committee report.

Moderator stated that Article 12 is similar to the budget article. To ask a question, place a hold on the item. The vote on the items not held will be taken first. Each held item will be discussed and voted on separately.

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the Fiscal Year 2014 Community Preservation appropriations voted under Article 22 of the 2013 Annual Town Meeting utilizing FY14 Community Preservation Funds by making the following adjustments:

11. Affordable Housing Reserves – amend by increasing said reserve by \$2,917.00 for a revised total of \$154,568.40.
12. Budgeted Reserves – amend by increasing said reserve by \$35,000.00 for a revised total of \$81,900.00.

And further by adding the following new appropriations:

13. Bicycle Master Plan - \$40,000.00
14. Bedford Housing Authority Window Replacement Project - \$88,272.00
15. Bedford Housing Authority Life Management Collaborative - \$85,000.00
16. Fawn Lake Conservation Area Management Plan - \$50,000.00

RECOMMENDATIONS

- | | |
|-----------------------|---|
| Selectmen: | Recommended approval for Items 11, 12, 13, 14 & 16;
Recommended disapproval for Item 15. |
| Finance Committee: | Recommended approval for Items 11, 12, 13, 14 & 16;
Recommended disapproval for item 15. |
| Community Pres. Comm: | Recommended approval |

Moderator declared those three items (11, 12, and 14) adopted unanimously. Item 13 was adopted. Item 15 was adopted (In Favor-78, Opposed-65). Item 16 was declared adopted.

Article 13
Bond Authorization – Town Hall Building Systems Replacement

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that Article 13 is indefinitely postponed.

RECOMMENDATIONS

- | | |
|--------------------|-------------|
| Selectmen: | No position |
| Finance Committee: | No position |

Moderator declared adopted unanimously.

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Article 14

Street Light Maintenance Contract Term Extension

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen to extend an existing three-year contract for street-light maintenance with Coviello Electric and General Contracting Co., Inc. for an additional two-year period until September 30, 2015.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Moderator stated that for the operating budget amendments, the vote on the article would be taken in its entirety.

Article 15

Amend FY14 Operating Budgets

Michael Seibert made the following motion and the motion was seconded.

Voted, that the Town amend the sums appropriated under Article 25 of the 2013 Annual Town Meeting, Operating Budget - Fiscal Year 2014, beginning July 1, 2013, to be raised in the tax levy unless otherwise specified, by amending the following specified accounts with the following revised amounts:

Account #1310 Financial Committees

Amend so as to increase the appropriation for the Reserve Fund by \$175,000 for a revised total Financial Committees appropriation of \$627,596 and a revised Reserve Fund segregation of \$625,982.

Account #2010 Police Department

Amend so as to decrease the Salaries segregation by \$4,321 for a revised Salaries segregation of \$3,152,896 leaving the total appropriation unchanged

Account #3500 Facilities Department

Amend so as to increase the appropriation by \$47,041 for a revised total appropriation of \$815,309

Account #4000 Public Works

Amend so as to decrease the appropriation by \$147,703 for a revised total appropriation amount of \$10,193,622;

Further amend so as to decrease the MWRA segregation by \$68,627 for a revised MWRA seg-

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regation of \$2,968,529;

Further amend so as to decrease the Water Purchase segregation by \$32,035 for a revised Water Purchase segregation of \$1,423,464;

Further amend so as to decrease the Equipment/Materials segregation by \$47,041 for a revised Equipment/Materials segregation of \$766,317;

Further amend so as to decrease the amount to be transferred from the sewer fund by \$68,627 for a revised amount of \$4,043,831

Account #5420 Youth & Family Services

Amend so as to increase the appropriation by \$1,954, for a revised total appropriation amount of \$365,622.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 16

Appropriate Funds for Bedford Police Officers Association Collective Bargaining Agreement -FY14

Margot Fleischman made the following motion and the motion was seconded.

Voted, that in order to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Bedford Police Officers Association commencing July 1, 2011, the Town amend Article 25 - Operating Budget Fiscal Year 2014, as voted at the 2013 Annual Town Meeting by transferring the sum of \$52,239

From: Account #1220 Selectmen, for a revised appropriation of \$650,373,

To: Account #2010 Police Department for a revised appropriation of \$3,352,402 with a revised Salaries segregation of \$3,204,235.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

LEGISLATIVE

Special Town Meeting - November 4, 2013

Article 17

Appropriate Funds for AFSCME, AFL-CIO, State Council 93, Local 1703 Collective Bargaining Agreement – FY14

William Moonan made the following motion and the motion was seconded.

Voted, that in order to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the AFSCME, AFL-CIO commencing July 1, 2013, the Town amend Article 25 - Operating Budget Fiscal Year 2014, as voted at the 2013 Annual Town Meeting by transferring the sum of \$31,248

From: Account #1220 Selectmen, for a revised appropriation of \$619,125,

To: Account #4000 Public Works for a revised appropriation of \$10,224,870 with a revised Salaries segregation of \$2,661,607.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 18

Stabilization Fund Appropriation

Michael Seibert made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$175,000 to be added to the Stabilization Fund.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

William Moonan made a motion to adjourn the Special Town Meeting sine die. The motion was seconded. The Special Town Meeting adjourned at 9:57 PM.

LEGISLATIVE

Annual Town Caucus - January 7, 2014

Lois Chase, Secretary of the Caucus

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:03 P.M. A quorum of forty-nine voters was present.

Nominations for Chairperson of the Caucus took place and William S. Moonan was elected Chairperson by unanimous vote.

The rules are in compliance with MGL Chapter 53 Section 121. Chairperson Moonan explained the basic rules of the Caucus. The quorum is twenty-five voters.

Chairperson Moonan stated that registered and non-registered voters are separated. He did not see any non-registered voters come in.

The Chairperson asked for nominations for Secretary of the Caucus. Lois Chase was unanimously voted Secretary of the Caucus.

The Chairperson reminded the audience that all interested candidates must be present at the Caucus in order to be nominated.

Chairperson Moonan explained the procedures to follow in nominating candidate(s) to each open public office. The vote on each candidate will be a voice vote as Town Meeting. The upcoming election is March 8, 2014. The Chairperson reviewed the open positions.

Chairperson Moonan asked candidates to stay after the Caucus to sign forms for the Town Clerk. He did state that the Town Clerk will circulate during the Caucus to get signatures from candidates.

Having heard the proposed rules of procedure for the 2014 Caucus, a motion was made and seconded to adopt all rules of procedure. The Chairperson declared the procedures adopted.

The Chairperson stated that Rosemary Dyer was the timekeeper. The Chairperson requested that the speakers honor the three minute time limit.

Town Clerk Doreen Tremblay explained the campaign finance laws.

The Chairperson requested that nominators clearly state their name and address since the information is being recorded.

Nominations began:

ASSESSORS - 1 VACANCY - ONE - 3 YEAR TERM

NOMINATION: ZOE CURRENT PIERCE - 5 NORMA ROAD

Nominators: Bridget S. Clayton – 47 Dunster Rd.; Lisa R. Mustapich – 1 Clark Rd.;

No further nominations, **Zoe Current Pierce** nomination was accepted and approved.

LEGISLATIVE

Annual Town Caucus - January 7, 2014

BOARD OF HEALTH - 2 VACANCIES- TWO - 3 -YEAR TERMS

INCUMBENT NOMINATION: THOMAS J. KINZER III - 226 OLD BILLERICA ROAD

Nominators: Beatrice A. Brunkhorst - 135 Page Rd.; Amy Faith Lloyd - 17 Fayette Rd.;
Sandra L. Hackman - 22 Meadowbrook Rd.

No further nominations, **Thomas J. Kinzer III** nomination was accepted and approved.

BOARD OF HEALTH - 1 VACANCY - ONE THREE-YEAR TERM

No nominations for this vacancy.

HOUSING AUTHORITY - 1 VACANCY - ONE - 5 -YEAR TERM

No nominations for this vacancy.

LIBRARY TRUSTEES - 2 VACANCIES - TWO 3-YEAR TERMS

INCUMBENT NOMINATION: RACHEL FIELD - 380 CONCORD ROAD

Nominators: Abigail A. Hafer - 260 Davis Rd.; Catherine B. Cordes - 3 Jeffrey Cir.
No further nominations, **Rachel Field** nomination was accepted and approved.

LIBRARY TRUSTEES - 1 VACANCY - ONE THREE-YEAR TERM

No nominations for this vacancy.

PLANNING BOARD - 2 VACANCIES - TWO - 3 -YEAR TERMS

INCUMBENT NOMINATION: SANDRA L. HACKMAN - 22 MEADOWBROOK ROAD

Nominators: Carol C. Amick - 18 Crescent Ave.; Shawn J. Hanegan - 5 Hunt Rd.;
Lisa R. Mustapich - 1 Clark Rd.

No further nominations, **Sandra L. Hackman** nomination was accepted and approved.

INCUMBENT NOMINATION: LISA R. MUSTAPICH - 1 CLARK ROAD

Nominators: Sandra L. Hackman - 22 Meadowbrook Rd.; Jeffrey M. Cohen - 17 Houlton St;
Shawn J. Hanegan - 5 Hunt Rd..

No further nominations, **Lisa R. Mustapich** nomination was accepted and approved.

SCHOOL COMMITTEE - 2 VACANCIES - TWO - 3 -YEAR TERMS

NOMINATION: ANN E. GUAY - 276 DAVIS ROAD

Nominators: Ilsa Gottlieb - 17 Jeffrey Cir.; Lisa R. Mustapich - 1 Clark Rd.;
Jeffery M. Cohen - 17 Houlton St.

No further nominations, **Ann E. Guay** nomination was accepted and approved.

LEGISLATIVE

Annual Town Caucus - January 7, 2014

INCUMBENT NOMINATION: EDWARD M. PIERCE - 5 NORMA ROAD

Nominators: Anne E. Bickford - 197 North Rd.; Abigail A. Seibert - 51 South Rd.;
Charles A. Mustapich - 1 Clark Rd.

No further nominations, **Edward M. Pierce** nomination was accepted and approved.

SELECTMEN - 2 VACANCIES - TWO - 3 -YEAR TERMS

INCUMBENT NOMINATION: MICHAEL A. ROSENBERG - 387 CONCORD ROAD

Nominators: Stacy E. Swider - 23 Old Stagecoach Rd. ; Rachel Field -380 Concord Rd.;
Carol C. Amick - 18 Crescent Ave.

No further nominations, **Michael A. Rosenberg** nomination was accepted and approved.

INCUMBENT NOMINATION: MARK SIEGENTHALER - 20 ANTHONY ROAD

Nominators: Catherine B. Cordes - 3 Jeffrey Cir.; Jeffrey M. Cohen - 17 Houlton St.;
Sandra L. Hackman- 22 Meadowbrook Rd.

No further nominations, **Mark Siegenthaler** nomination was accepted and approved.

The Chairperson stated there are three vacancies remaining on elected boards. The vacancies are on the Board of Health, Housing Authority, and Library Trustees. Interested parties may take out nomination papers from the Town Clerk and obtain fifty signatures. He stated the last day to take out papers is January 16, 2014. The last day to return papers is January 20, 2014.

The Chairperson announced the press requested to take a picture of all the candidates at the close of the Caucus.

The 2014 Town Caucus adjourned at 8:18 P.M.

LEGISLATIVE

Annual Town Meeting - March 24, 2014

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:32 p.m. in the Bedford High School Auditorium. A quorum of one hundred and fifty-four registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. The Moderator asked the Bedford Minutemen to stay. State Representative Ken Gordon and State Senator Michael Barrett presented an act of the Legislature commemorating the fiftieth anniversary of the Bedford Minutemen. The Minister of the First Baptist Church gave the invocation. The Moderator announced her name is "Betsey Anderson". The Moderator stated that the Town Meeting rules are published in the back of the warrant. The Moderator reviewed the rules of Town Meeting. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone. If the voter is unable to stand at the microphone, please signal and one will be brought to you. Name and address are required to speak. A voter may not speak more than twice in debate unless they are correcting a statement or they have a question. Respect the time limits. Questions must be directed through the Moderator. Debate must be kept within the scope of the motion. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Local cable is taping the meeting. Local cable will not tape during the voting. Turn off cell phones. Obtain a lavender card for voting at check-in for hand counts. Town Meeting procedures are in the back of the warrant.

The Moderator announced new guidelines for presentations. She stated that the new guidelines will improve the visual aspect of the presentation. The Moderator asked voters to comment on the guidelines for presentation after the Town Meeting. The Moderator requested voters to come closer for the presentations if there are vision problems.

The tellers for the evening are: Lois Chase, Richard LeShack and Janet Schimelfenyg.

Margot Fleischman read the memorial resolution for Annual Town Meeting 2014.

MEMORIAL RESOLUTIONS - 2014

Whereas, since the Annual Town Meeting of 2013, employees and officers of the Town have adopted away, having performed their duties faithfully, dedicating their time and skills to benefit the residents of Bedford, and

Whereas we gratefully recognize their public service to Bedford's citizens,

Now therefore be it resolved that we, the people of Bedford, assembled here in Annual Town Meeting on March 24, 2014, mourn their passing and extend sincere sympathy to the families of:

Walter Milton Anderson, Jr.	Civil Defense 1969-1970
Annette Marie Barker	Election Officer 1983-1999
Frank Bauman	Recreation Director 1972-2003; Ad Hoc Teen Center Committee 1990-1991

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George E. Brady	Commission on Aging 1971-1974; Council on Aging 1976-1979; Recreation Commission 1970-1975; Use of Excess VA Hospital Land 1972-1974
Zella Edwards-Elizenberry	Affordable Housing Committee 1987-1991; Fair Housing Committee 1984-1998; Finance Committee 1993-1995
Mary A. Lawless	School Department Clerk-Typist 1968-1981; Election Worker 1999-2012
Esther M. Peel	Elementary School Teacher 1964-2001
Charles W. Rosenberg	Election Officer 2009-2013
Sarah "Sally" Stowell	School Department Secretary 1969-1971
Richard A. Weidman	Planning Board 1969-1972; Selectman 1972-1974

And be it further resolved that this Resolution be inscribed in the permanent record of this meeting, and notification thereof sent to members of their families.

The Moderator announced that Finance Committee, Community Preservation Committee and Capital Expenditure Committee will give their reports before the respective articles.

The Moderator requested that reports be brief while still providing sufficient information.

Article 1

Report of Town Committees

Shawn Hanegan presented the Planning Board report.

Ms. Edwards and Ms. Robinson presented the Arbor Resources Committee report.

Gretchen Carey and Dave Enos presented the Solarize Mass. Report.

Article 2

Debate Rules

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

RECOMMENDATIONS:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted by two-thirds vote.

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Annual Town Meeting - March 24, 2014

Article 3

Consent Article

Caroline Fedele made the following motion and the motion was seconded.

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2014 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;
Raise and appropriate the sum of \$5961,000 for an audit of Fiscal Year 2014 and related services;
- B. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2015;
- C. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2015;
- D. Authorize the Selectmen, during Fiscal Year 2015, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests.

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 4

Reauthorization of Revolving Funds

Michael Rosenberg made the following motion and the motion was seconded.

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Voted, that the Town:

- A. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund to be under the jurisdiction of the Board of Library Trustees, such fund to be used for the purchasing of library materials, and to be comprised of charges for lost or damaged library materials or cards, and late fines to the extent that such fines and charges exceed \$17,000, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$25,000 for said Fiscal Year 2015;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for the Conservation Commission, and to authorize the Conservation Commission to deposit into such fund any and all consultant fees from permit applicants, and to use such funds for the purchase of consultant services needed to fulfill the work of the commission, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2015;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for cable television franchise fees and revenue to be under the jurisdiction of the Selectmen, such fund to be used for purchasing equipment, supplies, and services related to the operation of cable television municipal access channels, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$200,000 for said Fiscal Year 2015;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for fees and revenue received from the operation of Depot Park to be under the jurisdiction of the Selectmen, such fund to be used for the maintenance and improvements for Depot Park and purchasing equipment, supplies, and services related to the operation of Depot Park, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$75,000 for said Fiscal Year 2015;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2015;
- F. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2015, a departmental revolving fund for the Department of Public Works for any and all revenue from the refuse collection and recycling program, and to use such funds for any expenses related to said refuse collection and recycling program including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins, educational mailings and postage, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2015;
- G. Establish, pursuant to M.G.L. Chapter 44, Section 53E1/2 for Fiscal Year 2015, a departmental revolving fund for the Facilities Department, and to authorize the Facilities Department to deposit into such fund any and all revenue generated from utility incentives

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for the purchase and resale of energy, and to use such funds for the purchase of energy and energy conservation efforts, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2015;

- H. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2015, a departmental revolving fund to receive monies, gifts, and fees charged for public health programs, such as clinics sponsored by the Board of Health, and further, to authorize the Board of Health to administer and expend funds for these and related programs, such as medical services, up to a limit of \$25,000 in Fiscal Year 2015.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

Article 5

Bills of Prior Years

Caroline Fedele made the following motion and the motion was seconded.

Voted, that Article 5 is indefinitely postponed.

RECOMMENDATIONS

Selectmen:	Recommended indefinite postponement
Finance Committee:	Recommended indefinite postponement

Moderator declared adopted unanimously.

Article 6

Zoning Bylaw Amendment - Flood Plain Map Reference

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Bylaw, relating to Flood Plains:

Section 2.2 Zoning Map

Current text:

Location and boundaries of the zoning districts shall be as shown on the following identified zoning maps as the same may be hereinafter amended, which maps are herein collectively referred to as -The Zoning Map.

- Zoning Districts, Town of Bedford, Massachusetts, Prepared by Bedford Public Works,

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December 2008.

- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers 25017C0264E, 25017C0268E, 25017C0269E, 25017C0288E, 20517C0377E, 25017C0381E, 25017C0382E, 25017C0383E, 25017C0384E, 25017C0401E dated June 4, 2010, as amended. The FIRMs and accompanying Flood Insurance Study report are incorporated herein by reference and are on file with the Code Enforcement Department.
- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

The Flood Plain/Wetland District is an overlay district whose boundaries and regulations are superimposed on the Residential, Business, and Industrial Districts established by this Bylaw. Said zoning maps are hereby made part of this Bylaw and are on file in the Office of the Town Clerk.

Proposed text:

Location and boundaries of the zoning districts shall be as shown on the following identified zoning maps as the same may be hereinafter amended, which maps are herein collectively referred to as –The Zoning Map.

- Zoning Districts, Town of Bedford, Massachusetts, Prepared by Bedford Public Works, December 2008.
- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers 25017C0264E**25017C0264F**, 25017C0268E**25017C0268F**, 25017C0269E, 25017C0288E, 20517C0377E**20517C0377F**, 25017C0381E**25017C0381F**, 25017C0382E, **and** 25017C0383E**25017C0383F**, **dated July 7, 2014; and 25017C0269E, 25017C0288E, 25017C0382E, 25017C0384E, and 25017C0401E** dated June 4, 2010,as amended. The FIRMs and **the** accompanying Flood Insurance Study report **dated July 7, 2014** are incorporated herein by reference and are on file with the Code Enforcement Department.
- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	No position

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Planning Board: Recommended approval

Moderator declared adopted unanimously.

Article 7
Street Acceptance - Hartwell Road

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town accept the layout by the Selectmen of a portion of a way named Hartwell Road, said way runs southeasterly from Concord Road a distance of 3,040 feet more or less, as shown on plans entitled "Hartwell Road Bedford, MA" dated August 19, 2010 drawn by Marchionda & Associates, L.P. of which a copy is available for inspection in the Planning Board office.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval
Planning Board: Recommended approval

Moderator declared the motion adopted unanimously.

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that Articles 8 through 11 be moved and discussed together but voted upon separately.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: No position

Moderator declared that motion adopted unanimously.

The Moderator stated the following street acceptances require a two-thirds vote due to easements.

Article 8
Street Acceptance - Ellingson Road

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town accept as a public way, Ellingson Road as laid out by the Selectmen together with related sewer easement as shown on a plan entitled "Hayden Highlands-As Built Plan, Bedford, Mass.", drawn by Commonwealth Engineering Inc. of which a copy is available for

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inspection in the Town Clerk's office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared the motion adopted unanimously.

Article 9

Street Acceptance - Donovan Drive

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town accept as a public way, Donovan Drive as laid out by the Selectmen together with related sewer, drain, all-purpose and pedestrian easements as shown on a plan entitled "Hayden Highlands-As Built Plan, Bedford, Mass.", drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk's office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion adopted unanimously.

Article 10

Street Acceptance - Copeland Drive

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town accept as a public way, Copeland Drive as laid out by the Selectmen together with related sewer and drainage easements as shown on a plan entitled "Governor Winthrop Estates in Bedford Middlesex County Massachusetts, As-Built Plan of Land", drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk's office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way.

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RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval
Planning Board: Recommended approval

Moderator declared motion adopted unanimously.

Article 11

Street Acceptance – Buehler Road

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town accept as a public way, Buehler Road as laid out by the Selectmen together with related utility, pedestrian and drainage easements as shown on a plan entitled “Governor Winthrop Estates in Bedford Middlesex County Massachusetts, As-Built Plan of Land”, drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk’s office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval
Planning Board: Recommended approval

Moderator declared motion adopted unanimously.

Article 12

Cable Television PEG Access Services Agreement Term

William Moonan made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen to enter an agreement with a public educational and governmental access services provider, pursuant to the provisions of M.G.L. c. 30B, §12, for a term not to exceed five (5) years, with a commencement date of July 1, 2014.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

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Article 13

Aspen Technology Tax Increment Financing Agreement

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town enter into a Tax Increment Financing Plan with RAR2- Crosby Corporate Center QRS Inc., or their successors pursuant to the provision of M.G.L. Chapter 40, Section 59, in connection with the redevelopment of property and planned occupancy by Aspen Technology, Inc. thereon, said property located at 20, 22 and 28 Crosby Drive, Bedford, MA, as shown on Assessor's Map 30, Parcel 5 as described in the Certified Project Application prepared by Aspen Technology, Inc. and to authorize the Selectmen to take such action as is necessary to obtain approval of the Certified Project Application and to implement the Tax Increment Financing Plan, a copy of which is on file in the Office of the Town Clerk.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted.

Article 14

Shawsheen Cemetery Preservation Restriction

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen, conditional upon award of a Massachusetts Preservation Projects Fund grant by the Massachusetts Historical Commission, to execute a Historic Preservation Restriction to be granted to said Commission for the historic portion of Shawsheen Cemetery, located at 1 and 29 Shawsheen Road and to include Assessors Map 73, Parcel 1, and the sections of Assessors Map 65, Parcel 34 acquired by the Town as recorded at South Middlesex Registry in Book 2339, Page 500 (1894) and in Book 5319, Page 072 (1928).

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 15

Bond Authorization – Bedford Street Sewer Force Main Improvement

William Moonan made the following motion and the motion was seconded.

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Voted, that the sum of \$2,031,000 be appropriated for sewer force main replacement, and any other costs incidental or related to such project; that to meet this appropriation the sum of \$50,091 be transferred from Article 17 11-14 Sewer Force Main Evaluation from the 2010 Annual Town Meeting, the additional sum of \$117,242 be transferred from Article 11 08-02 Sewer System Expansion – Minuteman Drive from the 2007 Annual Town Meeting, and the additional sum of \$2,238 be transferred from Article 17 09-16 Sewer Pumping Station from the 2008 Annual Town Meeting; and the Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of \$1,861,429 under G.L. c.44, §7(1) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this vote.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion adopted unanimously which is a two-thirds vote plus.

Article 16

Bond Authorization – Water Main Improvements

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate a sum of \$773,600 to pay the costs of water main improvements, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$773,600 under G.L. c.44, §8 or any other enabling authority, which amount may be borrowed from the Massachusetts Water Resources Authority or otherwise; that the Selectmen are authorized to contract for and expend any federal or state aid available for the project; that the Treasurer is authorized to enter into any loan agreements and/or security agreements with the Massachusetts Water Resources Authority with respect to the project; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passed unanimously.

The Moderator announced that Capital Expenditure Committee will give a brief report prior to Article 17. Mary Ellen Carter presented the Capital Expenditure report.

The Moderator explained the capital budget is similar to the operating budget. Mr. Moonan will

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read each line item. To ask a question, place a hold on the line item. The items not held would be voted on first. The held items will be discussed and voted on separately.

Article 17

Capital Projects Plan – Fiscal Year 2015

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2015 Capital Projects Plan with the appropriation being raised under the tax levy unless otherwise specified:

Project	Project Name	Appropriation
15-01	Lane and Davis Schools – Space Modifications	\$42,960
15-02	Lane and Davis Schools – Security Measures	\$61,800
15-03	Fire Department – 2 ½” Fire Hose	\$9,926
15-04	Fire Station – Fire Alarm System Renewal	\$18,983
15-05	Fire Station – Electric Overhead Sectional Doors	\$23,494
15-06	Bedford High School – Server Room Upgrades	\$38,048
15-07	Bedford Public Schools – Security Window Film	\$16,220
15-08	IT – Town Network and Server Equipment	\$22,000
15-09	Fire Station – Vehicle Exhaust Capture System	\$5,600
15-10	IT/Finance – KVS Software Development	\$15,000
15-11	John Glenn Middle School – Wireless Expansion	\$160,000
15-12	Town – Photocopier Replacement	\$5,200
15-13	DPW – Video Surveillance	\$27,000
15-14	Fire Department – Boat and Trailer Replacement	\$8,139
15-15	Police Station – UPS for the Dispatch Facility	\$26,665

15-16	Police Station – Cooling Tower and Pump Renewal	\$69,261
With \$15,847 of said sum to be funded from FY2015 Community Preservation Funds		

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15-17	Davis School – Interactive Projection Equipment	\$47,500
15-18	Vehicle and Equipment Replacement	\$444,622
15-19	Police and Fire Stations – Space Utilization Study	\$47,700
15-20	John Glenn Middle School – Space Modifications	\$46,500
15-21	Lane School – Interactive Projection Equipment	\$25,000
15-22	DPW Fiber Connection	\$36,000
15-23	Schools – Photocopier Replacement	\$24,501
15-24	Lane School – HVAC Recommissioning	\$48,936
15-25	Alternate Emergency Operations Dispatch Center	\$20,274
15-26	Lane School – Custodial Equipment	\$9,294
15-27	Lane School – Acoustic Upgrades	\$17,561

15-28	DPW – Irrigation Refurbishment	\$130,000
With \$76,470 of said sum to be funded from FY2015 Community Preservation Funds		

15-29	John Glenn Middle School – Auditorium Stage Equipment	\$25,400
15-30	Library – Mechanical Study	\$15,270
15-31	Town Hall – Access Control Systems Expansion and Upgrade	\$8,250
15-32	Lane School – Walk-In Refrigerator/Freezer	\$37,416

15-33	Town/School Capital Grounds Reconstruction	\$16,441
And to fund said project that the sum of \$16,441 be transferred from Article 14, Project 12-10, Town/School Grounds Capital Maintenance from the 2011 Annual Town Meeting		

15-34	Water Leak Detection Program	\$10,180
Said sum to be raised in the water rates		

15-35	Water SCADA Upgrade	\$37,000
Said sum to be raised in the water rates		

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Project 15-39

And further that the Town appropriate the sum of \$440,000 for the purchase of two dump trucks, including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen are authorized to borrow \$440,000 under G.L. c.44, §7(9) or any other enabling authority.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval
Community Preservation Committee:	Recommended approval for Projects 15-16 & 15-28

Items 15-01 to 15-03, 15-06, 15-08 to 15-10 15-12, 15-15 to 15-17, 15-20-15-24, 15-27, 15-29, 15-31 to 15-38 adopted unanimously. Item 15-04 was adopted unanimously. Item 15-05 was adopted unanimously. Item 15-07 was adopted unanimously. Item 15-11 was adopted. Item 15-13 was adopted. Item 15-14 was adopted. Item 15-18 was adopted. Item 15-19 was adopted. Item 15-25 was adopted unanimously. Item 15-26 was adopted unanimously. Item 15-28 was adopted unanimously. Item 15-30 was adopted unanimously. Item 15-39 was adopted by two-thirds vote after conferring with Town Counsel.

Eugene Clerkin presented the report for the Community Preservation Committee.

Joseph Piantedosi presented the report for the Depot Park Advisory Committee.

Article 18

Amend Community Preservation Budget - FY14

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$215,000 for the Depot Building Restoration, and that to fund said project the sum of \$81,900 be transferred from the Community Preservation General Reserve and that the sum of \$133,100 be transferred from the Community Preservation Historic Properties Preservation Fund as established under Article 31 of the 2006 Annual Town Meeting, and as subsequently amended.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation:	Recommended approval

Moderator declared motion adopted.

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The Moderator stated that the Community Preservation Committee budget is similar to the Capital Expenditure Committee and operating budgets. The Moderator stated as each line of the Community Preservation Committee budget is read, a hold may be placed on any line item for further discussion. The vote would be taken on the items not held. Each held item would be discussed and voted on separately.

Article 19

Community Preservation Budget - FY15

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate the following amounts from the Community Preservation Fund for the following purposes utilizing FY15 Community Preservation Funds unless otherwise specified:

	APPROPRIATIONS	CP FY15 Funds
1	Administrative	\$10,000.00
2	Affordable Housing Consultant	\$15,000.00
3	Bond Payment - Town Center	\$199,900.00
4	Bond Payment - 350A Concord Road	\$477,813.00
5	Pedestrian Master Plan	\$40,000.00
6	Shawsheen Pump House Restoration	\$102,953.00
7	Town Hall Aluminum Window Rehabilitation	\$15,275.00
8	Springs Brook Park Driveway Hardscape	\$72,224.00
9	Ashby Place Kitchen and Bath Refurbishment	\$216,000.00
10	Historic Properties Preservation Fund	\$200,000.00
	RESERVES	
11	Affordable Housing	\$350,000.00
12	General Reserves	\$323,000.00

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended disapproval for 10-12
 Community Preservation: Recommended approval

Items 1, 5 and 7 were adopted unanimously. Item 6 was adopted unanimously. Item 8 was adopted. Item 9 was adopted unanimously. Item 10 was passed. Item 11 was adopted. Item 12 was adopted as well.

Margot Fleischman made a motion to adjourn the Annual Town Meeting until March 25, 2014 at 7:30 PM in the Bedford High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 11:08 PM.

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The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:57 p.m. in the Bedford High School Auditorium. A quorum of one hundred and three registered voters was present.

The Moderator announced there is trouble with the microphones. If you cannot hear, please tell us. We will fix the problem. The Moderator said the Town Meeting procedures are in the back of the warrant.

The Moderator stated she would not review the procedures for Town Meeting since the meeting started late.

Article 20 **Community Preservation Land Acquisition Fund**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the vote taken under Article 16 – Community Preservation Land Acquisition Fund Amendment to Parcel List of the 2012 Annual Town Meeting by amending the real property specified for acquisition in said Article 16 of the 2012 Annual Town Meeting so as to add Parcel 103 on Assessors Map 68, located at 340A Concord Road consisting of 0.803 acres +/-.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation:	Recommended approval

Moderator declared motion adopted unanimously.

The Moderator announced a yellow card is needed for hand counts. If you did not get a card, go to check-in.

The tellers for the evening are: Lois Chase, Rosemary Dyer, Michele Ferland and Richard LeShack. The Moderator thanked the tellers adding they did not start counting until 11 PM last night.

Article 21 **Appropriate Funds for Bedford Permanent Firefighters Association Agreement**

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$38,551.00 to fund the cost items contained in a Collective Bargaining Agreement between the Town of Bedford and the Bedford Permanent Firefighters, Local #2310, IAFF, commencing July 1, 2013, said sum of \$38,551.00 to be added to Article 25 Operating Budgets – Fiscal Year 2014, Fire Department, account # 2200, Fire

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Department, as voted at the 2013 Annual Town Meeting with \$35,671 of said sum to be added to the salaries segregation therein; and further, that the sum of \$38,551.00 be transferred from account # 1220, Selectmen of said Article 25.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 22

Supplement Operating Budget for Fiscal Year 2014 and Articles of the 2013 Annual Town Meeting

Michael Seibert made the following motion and the motion was seconded.

Voted that the Town amend the sums appropriated under Article 25 of the 2013 Annual Town Meeting, Operating Budget - Fiscal Year 2014, as later amended under Article 15 of the 2013 Special Town Meeting, Operating Budgets - Fiscal Year 2014 beginning July 1, 2013, said sums to be raised in the tax levy unless otherwise specified, by amending the following specified accounts with the following revised amounts:

Account #1310 Financial Committees

- Amend so as to increase the appropriation for the Reserve Fund by \$100,000 for a revised total Financial Committees appropriation of \$727,596 and a revised Reserve Fund segregation of \$725,982.
- Further, that the sum of \$100,000 be transferred from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2013.

Account #4000 Public Works

- Amend so as to increase the appropriation by \$54,000 for a revised total appropriation amount of \$10,283,132 by transferring an additional \$54,000 from the Sewer Fund for a total Sewer Fund transfer of \$4,097,831;
- Further amend so as to establish a Sewer Repair segregation of \$54,000 therein.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

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Article 23

Salary Administration Plan Bylaw Amendment – Classification and Wage Schedule

Mike Rosenberg made the following motion and the motion was seconded.

Voted, that the Town amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2014, unless another effective date is set forth herein.

A. Management / Professional Schedule (Annual)			
	Min.	Mid.	Max.
M-21	86,752	105,187	123,621
DPW Director			
Fire Chief			
Police Chief			
M-20	82,621	100,178	117,735
Facilities Director			
Finance Director/Treasurer & Collector			
M-18	74,298	89,158	104,017
Capital Project Manager			
M-17	65,578	77,874	90,170
Assistant Town Manager			
Code Enforcement Director/Building Inspector			
DPW Engineer			
Library Director			
M-16	65,578	77,874	90,170
Accountant			
Associate Assessor			
Health Director			
Information Systems Manager			
Planning Director			

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M-15			61,366	72,105	82,845
Council on Aging Director					
DPW Business Manager					
Economic Development Coordinator					
Facilities Operations Manager					
Grounds Operations Manager					
Highway Operations Manager					
Human Resources/Management Analyst					
Recreation Director					
Town Clerk					
Water & Sewer Operations Manager					
Youth & Family Services Director					
M-14			56,821	66,764	76,708
Assistant Library Director					
M-13			52,690	61,252	69,814
Assistant Recreation Director					
Civil / Environmental Engineer					
Community Nurse					
Conservation Administrator					
Facilities Information and Procurement Analyst					
Recycling Coordinator					
GIS Analyst					
Local Building Inspector					
Plumbing/Gas Inspector					
Program Coordinator					
Senior Librarian					
Technical Support Specialist					
Wiring Inspector					
M-12			48,339	56,194	64,049
Assistant Assessor					
Assistant Planner					
Building & Systems Superintendent					
Elder Services Coordinator					
Engineering Technician					
Health Agent					
Librarian					
Prevention Services Coordinator					
School-Age Child Care Director					

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M-11				44,422	51,086	57,749
Archivist						
Assistant Accountant						
Assistant Treasurer & Collector						
Data Collector						
Engineering Assistant						
Human Services Assistant						
Youth & Family Services Counselor						
M-10				40,384	46,441	52,499
Assistant to the Accountant						
Respite Care Coordinator						
Senior Library Technician						
Youth Worker						
M-9				36,782	41,839	46,897
Animal Control Officer						
School Traffic Supervisor						
M-7				29,915	33,654	37,394
Assistant Youth Worker						
Veteran's Services Officer						
B. Secretarial Clerical (35 hr/wk)				Min.	Mid.	Max.
Administrative Assistant II				766.80	872.24	977.68
Administrative Assistant I				710.23	807.88	905.54
Department Assistant III				665.61	748.81	832.01
Department Assistant II				616.06	693.06	770.07
Department Assistant I				577.33	642.28	707.23
C. Library (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	
Library Assistant II	16.66	17.32	17.98	18.72	19.48	
Library Assistant I	15.42	16.04	16.65	17.33	18.03	
Library Page	9.03	9.37	9.70	10.04	10.37	
Custodian	15.35	15.95	16.61	17.28	17.95	

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D. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Water System Operator (c.)	941.33	988.40	1,037.83	1,089.73	1,144.22	1167.10
Chief Sewer System Operator (c.)	913.65	959.33	1,007.30	1,057.68	1,110.57	1167.10
Working Foreman (c.)	913.65	959.33	1,007.30	1,057.68	1,110.57	1167.10
Electrician (c.)	898.21	934.17	971.52	1,010.39	1,050.80	1104.30
Maintenance Craftsman (c.)	882.10	917.39	954.10	992.26	1,031.96	1084.49
Mechanic (c.)	882.10	917.39	954.10	992.26	1,031.96	1084.49
Water System Operator (c.)	882.10	917.39	954.10	992.26	1,031.96	1084.49
Sewer System Operator (c.)	882.10	917.39	954.10	992.26	1,031.96	1084.49
Assistant Working Foreman (c.)	882.10	917.39	954.10	992.26	1,031.96	1084.49
Heavy Equipment Operator (c.)	799.73	831.71	864.98	899.59	935.57	983.20
Summer Laborer (interim / seasonal)	12.50	/per hr.				
E. Public Health (c.)	Step 1	Step 2	Step 3	Step 4	Step 5	
School Registered Nurse-licensed (annual)	42,100	43,995	45,974	48,083	50,205	
School Registered Nurse-licensed (PT hourly)	32.33	33.79	35.31	36.90	38.56	
	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
School Registered Nurse-licensed (annual)	52,464	54,825	57,293	59,871	62,565	65,381
School Registered Nurse-licensed (PT hourly)	39.50	41.27	43.13	45.07	47.10	50.21
	Step 1	Step 2				
School Registered Nurse-unlicensed (annual)	38,359	40,277				
School Registered Nurse-unlicensed (PT hourly)	29.46	30.78				

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F. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,291.53	1,326.11	1,424.27	1,461.37	1,499.02	1,535.81
Lieutenant - Fire (c.)	1,099.61	1,119.70	1,192.6	1,213.54	1,234.73	1,271.53
Private - Fire (c.)	936.94	954.00	1,015.65	1,033.51	1,051.45	1,088.26
Student Firefighter	699.90	/wk.				
Call Lieutenant	3,152.21	/yr. max	3,379.06	/yr. max with EMT		
	15.92	/hr.	16.73	/hr. Spec. Assign.		
Call Firefighter	2,686.75	/yr. max	2,795.81 /yr. max with EMT			
	14.45	/hr.	15.15	/hr. Spec. Assign.		
G. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lieutenant - Police (c.)	1,458.55	1,484.27	1,510.11	1,536.54		
Sergeant - Police (c.)	1,257.37	1,279.54	1,301.82	1,324.60		
Patrol Officer - Police (c.)	977.97	995.84	1,060.39	1,079.09	1,097.87	1,117.63
Student Police Officer	699.90	/wk.				
Police Matron	18.50	/hr.	20.08	/hr. nights and weekends		
H. Public Safety-Dispatch (37.5hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Comm. Officer I (c.)	702.22	736.27	773.08	811.74	852.32	894.94
Emergency Comm. Officer II (c.)	718.75	754.68	792.41	832.04	873.63	917.31
Lead Emergency Comm. Officer (c.)	736.28	773.08	811.74	852.33	894.94	936.69
I. Recreation Programs						
School-Age Child Care Program (40 hr/wk)			Min.	Mid.	Max.	
Assistant Director			16.00	18.50	21.00	
Group Leader			12.50	16.38	20.25	
Aide (High School)			10.00	11.00	12.00	
Youth Center Staff (Hourly)						
Supervisor			17.00	19.00	21.00	
Adult Staff (H.S. Graduates)			15.00	16.00	17.00	
Junior Staff (H.S. Students)			10.00	11.00	12.00	
Springs Brook Park Program (Hourly- effective 5/15/14)						
Director/Manager			20.55	27.76	34.96	
Aquatics Director			18.00	21.50	25.00	
Assistant Director			15.00	17.00	20.00	
Supervisor			11.00	13.00	15.00	

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	Level A	Level B	Level C	Level D	Level E
Swimming Staff III	11.85	12.15	12.45	12.75	13.05
Swimming Staff II	10.54	10.76	10.98	11.25	11.55
Swimming Staff I	9.44	9.66	9.88	10.10	10.32
Crew III	8.80	9.00	9.20	9.40	9.60
Crew II	7.80	8.00	8.20	8.40	8.60
Crew I	7.00	7.15	7.30	7.45	7.60
Summer Adventures/Summer Recreation Programs					
(Hourly - effective May 15, 2014)			Min.	Mid.	Max.
Director			19.51	24.09	28.66
Program Leader			15.37	17.68	20.33
Assistant Director			17.70	19.64	21.59
	Level A	Level B	Level C	Level D	Level E
Supervisor	16.00	16.40	16.81	17.23	18.01
Administrative Coordinator	16.00	16.40	16.81	17.23	17.66
Program Staff	12.00	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (HS) *	8.00	8.30			
Aide	7.50		7		
Overnight Stipend	100.00	/night			
* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training					
Instructional Programs (hourly)			Min.	Mid.	Max.
Program Instructor II			25.00	37.50	55.00
Program Instructor I			15.00	20.00	25.00
Program Aide			10.00	13.00	15.00
	Level A	Level B	Level C	Level D	Level E
Basketball Official	12.00	13.25	14.50	15.75	17.00
J. Miscellaneous	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Oper./Coord. (40 hr/wk)	883.96	900.23	916.40	931.69	947.23
Alt./Asst. Inspectors	27.96	/hr.			
Recording Secretary	16.42	/hr.			
Temporary Clerk II	10.31	/hr.			
Temporary Clerk I	9.03	/hr.			
Substitute Local Transportation Operator	18.55	/hr.			
Youth Leader	9.03	/hr.			
			Min.	Mid.	Max.
Temporary Painter			24.00	25.00	29.00
(c.) Per Labor Contract					

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RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Michael Seibert presented the Finance Committee report.

The Moderator stated the budget process is to read each line item with the segregations. If you have a question, place a hold on any line item for the Operating budget. All items not held will be voted on first. The held items will be discussed and voted on separately.

Article 24

Operating Budget - FY15

Michael Seibert made the following motion and the motion was seconded.

Voted, that the Town appropriate for expenditures in the fiscal year beginning July 1, 2014 the following sums to be raised in the tax levy unless otherwise herein specified:

FISCAL YEAR 2015 OPERATING BUDGET				
Account #	Department	FY 2015 Recommended	Segregations Description	Amount
1220	Selectmen	619,790	Salaries:	
			Chairman	2,000
			Clerk	1,500
			Other Selectmen, each	1,200
			Office	456,001
1300	Finance/ Administrative Services	956,342	Salaries	609,186
			Capital Outlay	35,000
			Interest Abatements	50,000
			From Sewer Fund	175,792
1301	Insurance & Benefits	10,226,483	From Sewer Fund	312,600
			From Pension Trust Fund	66,000
1303	Principal & Interest	7,246,510	Non Exempt Principal	2,030,186
			Non Exempt Interest	637,933
			Exempt Principal	2,742,000
			Exempt Interest	1,158,678
			CPA Debt Costs	677,713
			From Debt Stabilization Fund	126,446
			From Sewer Fund	192,000
			From CPA Fund	677,713

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Account #	Department	FY2015 Recommended	Segregations Description	Amount
1310	Financial Committees	626,614	Reserve Fund	625,000
			Capital Expenditures Committee	260
1410	Board of Assessors	265,066	Salaries:	
			Stipend, each Assessor	1,600
			Office	200,056
1510	Legal Services	183,896		
1610	Town Clerk	209,438	Salaries:	
			Office	184,474
			Stipends	310
1620	Elections & Registrations	50,453	Personnel Costs	31,953
			Stipends	1,350
1750	Planning Board	176,799	Salaries	173,349
2010	Police Department	3,403,886	Salaries	3,252,756
			Capital Outlay	14,473
2200	Fire Department	2,095,296	Salaries	1,947,603
			Capital Outlay	18,476
2360	Town Center	154,427	Salaries	50,758
2400	Code Enforcement	453,684	Salaries	418,701
3000	School Department	35,656,554	From Impact Aid/ Defense Aid	290,000
3001	Vocational Education	545,000		

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Account #	Department	FY 2014 Recommended	Segregations Description	Amount
3500	Facilities Department			
	Municipal	868,671	Salaries	437,498
			Capital Outlay	1,500
4000	Public Works	10,710,899	Salaries	2,708,089
			Snow Removal Overtime	134,640
			Snow Removal Materials	205,453
			MWRA	3,089,601
			Water Purchase	1,600,983
			Refuse/Recycling	918,195
			Energy	633,028
			Equipment/Materials	813,652
			Capital Outlay	7,258
			Road Resurfacing	600,000
			From Sewer Fund	4,074,355
5000	Board of Health	553,993	Salaries	525,311
5001	Hazardous Waste	15,196		
5003	Mosquito Control	38,123		
5400	Bedford Local Transit	59,173	Salaries	58,411
5410	Council on Aging	180,017	Salaries	167,761
			Capital Outlay	1,093
5420	Youth & Family Services	432,893	Salaries	183,855
6100	Public Library	1,201,713	Salaries	841,453
			Capital Outlay	5,000
6300	Recreation Commission	163,323	Salaries	163,323
6910	Historic Preservation Commission	1,281		
TOTAL		77,095,520		

LEGISLATIVE

Annual Town Meeting - March 25, 2014

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared that part of the budget adopted unanimously except for Vocational Education and Public Works. Account number 3001 – Vocational Education was adopted unanimously. Account number 4000 – Public Works was adopted unanimously.

**Article 25
 Ambulance Enterprise Budget – Fiscal Year 2015**

Michael Seibert made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$689,052 to operate the Ambulance Enterprise Fund, and that the following sums be appropriated for the Ambulance Enterprise Fund.

Salaries:	\$397,858
Operational Expenses	\$286,168
Capital Outlay	\$ 5,026

and that in order to meet said appropriation that the sum of \$689,052 be raised as follows:

Ambulance Receipts	\$654,263
Tax Levy	\$ 34,789

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared the motion adopted unanimously.

**Article 26
 Salary Plan Additional Funding**

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$148,625 to fund salary adjustments for employees assigned to positions within the Salary Administration Plan Bylaw Classification and Wage Schedule, Sections A and B thereof.

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared the motion adopted unanimously.

**Article 27
 Other Post-Employment Benefits Liability Trust Fund Appropriation**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town vote to raise and appropriate the sum of \$551,578 for the Other Post-Employment Benefits Liability Trust Fund established under Article 20 of the 2011 Annual Town

LEGISLATIVE

Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 28

Supplement Accrued Sick Leave Fund

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town supplement a fund established by Article 25 of the 1994 Annual Town Meeting as last amended by Article 30 of the 2013 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by appropriating the sum of \$25,000 for such purpose.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared this motion adopted unanimously.

Article 29

Appropriation to Stabilization Fund

Michael Seibert made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$100,000 to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B.

RECOMMENDATIONS:

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 30

Free Cash

Michael Seibert made the following motion and the motion was seconded.

Voted, that the Town will transfer the sum of \$2,042,314 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2014.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Margot Fleischman made a motion to adjourn Annual Town Meeting sine die. The motion was seconded the Town Meeting adjourned at 9:03 PM.

Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- ◆ Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Youth and Family Services

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

*Good Government Depends On You
Please read about opportunities for volunteer appointments and the process
on the other side of this Questionnaire.*

Name _____ **Date** _____

Address _____ **Occupation** _____

Home Phone _____ **Cell Phone** _____ **E-mail** _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: Are you a registered Bedford voter? Attended Town Meeting? _____

4. Please describe your background or training from work and/or life experience that relates to your interest in government.

5. What Town government experience have you had? _____

6. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?

7. Additional information for the Selectmen to consider. (Please add to this form as necessary.)

8. Do you have any restrictions on your availability to attend committee meetings? _____

Feel free to call or email (cdoyle@bedfordma.gov) a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way.

Carol Amick – 781-275-5278 Patricia Carluccio – 781-275-0645 Joseph Piantedosi – 781-275-6077